MACC
MADISON ADULT CAREER CENTER

2026-27

Student Catalog

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Published 8/20/26

Updated 9/24/26

Contents

OUR MISSION 3
OUR VISION 3
OUR CORE BELIEFS 3
OVERVIEW 3
HISTORY/FACILITIES 3
NON-DISCRIMMINATION 3
SCHOOL DISTRICT OFFICIALS 3
CAREER DEVELOPMENT PROGRAMS INFORMATION 5
Advanced Cosmetology 5
Cosmetology 6
Certified Nurse Aide (CNA) 7
Dental Assisting 8
Industrial Maintenance Technology 9
Medical Assisting Technologies 10
Phlebotomy/EKG 11
Precision Machining/CNC Technology 12
Welding Technology 13
OHIO ADULT WORKFORCE DIPLOMA PROGRAM 14
Adult Workforce Diploma Program Career Training Program Options 14
SCHOOL CALENDAR 15
SCHOOL CANCELLATION/DELAY 15
ADMISSION POLICY 15
READMISSION POLICY 15
TRANSFER AND PREVIOUS EDUCATION CREDIT 15
STUDENT RECORDS 15
PARKING 17
LEAVE OF ABSENCE 17
TRANSCRIPT REQUEST 18
GRADUATION REQUIREMENTS 18
DRESS CODE POLICY 20
FOOD 20
SERVICE & SUPPORT ANIMALS 20
TOBACCO/ SMOKING POLICY 20
CARE OF EQUIPMENT AND PROPERTY 20
TOOLS & EQUIPMENT 20
CHANGE OF STATUS POLICY 21
Name Change Policy 21
LOCKERS/ SEARCHES 21
CANCELLATION, REFUND POLICY & RETURN TO TITLE IV revised 1/31/24 22
LIBRARY RESOURCES 23
FINANCIAL AID INFORMATION 24
INFORMATION FOR STUDENTS WHO ARE VETERANS 27
STUDENT COMPLAINT POLICY 28
STUDENT ALCOHOL AND OTHER DRUG ABUSE POLICY 29
EMERGENCIES 32
TITLE IX and SEX DISCRIMINATION – POLICY AND PROCEDURE 32
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY 38

OUR MISSION

Madison Local School District partners with families, staff and community – creating a culture of learning for everyone and empowering students to reach their full potential.

OUR VISION

Building our community - Creating endless opportunities - Ram Pride!

OUR CORE BELIEFS

- We believe every student embodies some type of genius
- We believe every student is capable of learning
- We value integrity
- We value hard work and a strong work ethic
- We value relationships and connections
- We value being supportive of others
- We value loyalty

OVERVIEW

This catalog is designed to communicate the basic policies of Madison Adult Career Center (MACC) and the Madison Local School District. This document is subject to change based on constantly changing educational and financial aid requirements. This catalog is provided annually to all students enrolled in Career Development training programs. *(Individual programs may have additional requirements/expectations).* The catalog will be provided to any prospective student on-line or in print upon request. A complete manual of all Madison Local School District Board of Education Rules and Policies is on file in the career center office.

Career Development training programs are designed to train or re-train students to meet the area's demand for skilled employees. Students enrolled in Career Development programs can receive a Certificate of Completion; earn credential(s)/certification(s); receive resume/job search/placement assistance; financial aid, to those who qualify, and assistance, and professionalism training.

Workforce/Personal Interest (short-term) courses are offered throughout the year for skill development or for personal interest. These courses do not fall under the scope of our accreditation; however offer a variety of skill and personal interest updates. MACC offers adult basic education/GED services through our partnership with Mid-Ohio Adult Education ASPIRE program.

MACC offers Customized Training Solutions for Businesses/Industry through our participation in the Workforce Partnerships of North Central Ohio. We can provide customize training on-site or off-site.

HISTORY/FACILITIES

Since 1975 Madison Adult Career Center (MACC) has been dedicated to providing high-quality technical training, continuing education, and student-support services that give students entry-level skills to match career goals and to meet the work-force needs of business and industry, adults, governmental agencies, and trade associations. We serve approximately 500 adults annually through our various training programs, classes and services. Madison Adult Career Center shares facilities and equipment with Madison Comprehensive High School, which consist of modern lab facilities and industry-specific equipment.

MACC shares a building and Career-Tech labs with the high school to operate adult programs/courses in the evenings when the high school students are not in class. Secondary students do not enroll in adult education programs nor do adult students enroll in high school programs. Madison Adult Career Center operates independently from the high school. Adult students and high school students are in the building at different times with the exception of our Medical & Legal Office, STNA and Medical Assisting Technologies programs which meet during the day. MACC has two labs available during the day that are specifically designated for adult education.

NON-DISCRIMMINATION

The Madison Adult Career Center does not discriminate on the basis of race, color, ethnic origin, sex, disability, sexual orientation, gender identity, age, or religion in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Curt McVicker, Director of School Improvement, cmcvicker@madisonrams.net 419-589-2600, ext. 765004
Renee Neron, Director of Curriculum & Instruction, rneron@madisonrams.net 419-589-2600, ext. 765003

SCHOOL DISTRICT OFFICIALS

Board Of Education Members and Officers

Amy Walker, President
Melissa Walker, Vice President
Members: Mary Kotterman, Doug Mosier, Adam Porter

School District Officials

Mr. Rob Peterson, Superintendent
Bradd Stevens, Treasurer
Sean Conway, High School Principal; Jacob Grove, Career-Technical Education Director

Adult Career Center Staff

Director - Sonja Pluck
Assistant Director - Lisa Miracle
Financial Aid Coordinator–Crystal McMillen
Student Advocate – Jennifer Taylor
Career Services Coordinator- Val Davis
Evening Coordinator- Sally Travis
Admin. Assistant – Amy Daniels
Admin. Assistant– Andrea Gerich

Adult Career Center Instructors

Cosmetology/Advanced Cosmetology - Melinda Williams, Kim Mincieli, Laurie Dean, Deb Scheurer, Samantha Garrison
Dental Assisting – Cierra Spitler, Amanda Bogue
Industrial Maintenance Technology–Joe Curatti, Tim Dean, Jason Phelps, Robert Dingus James Crider
Medical Assisting Technologies – Diana Hoffman, Cassandra Jarvis, Toni Shaum, Tim Stahle, James Utt, Nicole Williams
Phlebotomy/EKG – Toni Shaum, Tim Stahle, Cassandra Jarvis, James Utt
Precision Machining/CNC Technology –Cody Holmes, Doug Wilson
Certified Nurse Aide (CNA) – Diana Hoffman, Marie Williams, Nicole Williams
Welding Technology – Dalas Roberts, Michael Wagner

ACCREDITATION, PROGRAM LEVEL & TRANSFERABILITY

Madison Adult Career Center Central is accredited by the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd, Suite 302, Arlington, VA 22201. MACC is one of Ohio's Technical Centers approved by the Ohio Department of Higher Education and the Ohio Association of Career Technical and Adult Education (Ohio ACTE). A copy of the official accreditation document is available by contacting the Adult Career Center Director. All Adult Career Center instructors hold licenses to teach Adult Education through the Ohio Department of Education. All Career Development programs are approved through the Ohio Department of Higher Education and the US Department of Education for Title IV eligible programs.

Some Career Development training programs articulate to North Central State College and Franklin University for credit. Students must have 3.0 GPA or higher AND enroll within one year of graduation for credit to be articulated. Students completing MACC programs may also qualify to take credit by examination tests at North Central State College. If you are interested in pursuing this option, please inform your Instructor and the Assistant Director.

Career Development programs prepare students for entry-level employment and the following certifications.	
Advanced Cosmetology – *1800 hrs.*	Ohio State Board of Cosmetologist/Advanced Cosmetologist Licensure, CPR, First Aid, Tanning, Advanced Color Lines
Cosmetology – *1500 hrs.*	Ohio State Board of Cosmetologist Licensure, CPR, First Aid
Dental Assisting	AMT Registered Dental Assistant, Ohio Dental Board Radiography Certification, BLS, First Aid
Industrial Maintenance Technology	NCCER certifications, OSHA-10, Certification to American Welding Society standards (Mig)
Medical Assisting Technologies	Registered Medical Assistant (RMA), Registered Phlebotomy Technician (RPT), Ohio CNA, BLS, First Aid
Phlebotomy/EKG	Registered Phlebotomy Technician (RPT), BLS, First Aid
Precision Machining/CNC Technology	National Institute for Metalworking Skills (NIMS) in Measurement, Materials & Safety, OSHA-10
Certified Nurse Aide	Ohio Department of Health Certified Nurse Aide (CNA), BLS, First Aid
Welding Technology	Certification to American Welding Society (AWS) standards various processes, OSHA-10

Career Development Programs prepare students for entry-level employment and the following certifications:

PROGRAM FEES

MACC makes every attempt to include all relevant fees & charges into our programs. Students may opt out and purchase their own textbooks and materials. The student must notify MACC of an opt-out decision no later than 14 calendar days prior to the first day of the program. Below is a list of fees/charges included, and possible for MACC programs. Each program tuition/fees are listed on the program page.

Possible Additional Fees

	CNA	CSM	ACSM	DA	IMT	MAT	PH-EKG	PMT	WLD
Tuition	✖	✖	✖	✖	✖	✖	✖	✖	✖
Books	✖	✖	✖	✖	✖	✖	✖	✖	✖
Certification Fees	✖	✖	✖	✖	✖	✖	✖	✖	✖
Lab Fees	✖	✖	✖	✖	✖	✖	✖	✖	✖
Student Services Fee	✖	✖	✖	✖	✖	✖	✖	✖	✖
Tools/Kit	n/a	✖	✖	✖	✖	✖	✖	✖	✖
Uniform	✖	✖	✖	✖	7	✖	✖	7	7
Physical	✖	n/a	n/a	n/a	n/a	✖	n/a	n/a	n/a
Possible additional Fees/Expenses	3,4,5	3,4	3,4	1,3,4	3,4,6	1,2,3,4,5	1,2,3,4	3,4,6	3,4,6

1 – Hepatitis B Vaccine (series of 3), or booster if needed – price varies by provider

2 – MMR, Flu, Varicella, DPT vaccines – if needed – price varies by provider *(COVID-19 may be required by externship sites)*

3 – Late fees – only applies to students on payment plans who are 2 weeks late on payments.

4 – Additional time needed if students attend beyond scheduled end date.

5 – Close toed shoes (no open back)

6 – Leather boots (steel toed preferred)

CAREER DEVELOPMENT PROGRAMS INFORMATION

Advanced Cosmetology

1,800 clock hours/24 months

Maximum Enrollment: 18 CIP Code: 12.0401 SOC Code: 39-5012.00
595 Didactic (classroom hours); 905 lab hours; 300 internship hours
Evening Schedule: M, T, W, TH 4:30 pm - 9:30 pm (20 clock hours per week)

Advanced Cosmetology - In addition to the 1,500 hour Cosmetology curriculum, Advanced Cosmetology students develop a business and marketing plan; learn and practice advanced cutting, coloring and skin care; learn business codes/permits and state board rules. Students prepare a business plan and learn to market their services through various outlets, including social media. Students can earn additional certifications in advanced color lines, and tanning. Students become licensed upon passing the Ohio State Board's Advanced Cosmetology and Cosmetology exams. Ohio requires instructors to have an Advanced Cosmetology license. Students completing 600 hours of the MACC Cosmetology program, and licensed Cosmetologists may enroll in Advanced Cosmetology.

Cosmetology - After passing skill competencies *(hair cut/style/color, relaxers, perms, facials, pedicures, manicures, waxing, etc.)* students offer those services in our full-service salon. Clients are welcome Tuesday through Thursday by calling 419-589-6363 for an appointment. Upon passing the Ohio State Cosmetology and Barber Board's Exams, students will become licensed Cosmetologists and are able to work in a salon. Near program completion students complete a 300-hour internship under the supervision of a salon manager which provides valuable experience and employer connections.

$ 17,550 Tuition
$ 633 Fees
$ 1,640 Books & Supplies (*includes uniforms, kit, state board testing kit, certifications, annual hair show, limited make-up hours)*

COURSE DESCRIPTIONS – ADVANCED COSMETOLOGY

Advanced Cosmetology Laws and Rules (10 clock hours) - Learn Ohio Revised Code Statutes; Ohio Administrative Rules, license and permit policies, continuing education policy, salon inspection and enforcement, consumer and product safety.

Advanced Cosmetology Public Health & Safety (50 clock hours) - Learn and practice proper sanitation, sterilization, and dispensary practices and procedures. Study bacteriology, contagious and communicable disease control. Learn and practice safe salon operations, procedures, supervision and management. Emphasis will be placed on consumer product safety.

Advanced Cosmetology Advanced Hair/Skin Care Techniques (240 clock hours) - Learn and practice advanced skills in cutting, coloring, skin care and hair addition. Study and practice salon supervision/management, specialized equipment, relaxation/tension relief, product and service sales, and effective communication. Develop a salon business plan. Students learn to market their services through social media and other outlets.

COURSE DESCRIPTIONS –COSMETOLOGY COURSES (see next page)

The Cosmetology (1500 hour) and Advanced Cosmetology (1800 hour) programs are approved by the Ohio State Cosmetology and Barber Board, 5025 Bradenton Ave Suite130 Dublin, Ohio 43017 1-614-466-3834.

Cosmetology

1,500 clock hours/21 months

Maximum Enrollment: 18 CIP Code: 12.0401 SOC Code: 39-5012.00
500 Didactic (classroom hours); 750 lab hours; 300 internship hours
Evening Schedule: M, T, W, TH 4:30 pm 9:30 pm (20 clock hours per week)

After passing skill competency (hair cut/style/color, relaxers, perms, facials, pedicures, manicures, waxing, etc.) students offer those services in our full-service salon. Clients are welcome Tuesday through Thursday by calling 419.589.6363 for an appointment. Upon passing the Ohio State Board's Cosmetology Exam, students will become licensed Cosmetologists and are able to be employed, under supervision, in a salon. Near program completion students complete a internship off-site under the supervision of a salon manager which provides valuable employer connections.

$14,625 Tuition
$ 507 Fees
$ 1,609 Books & Supplies
(includes uniforms, tool kit, state board testing kit, certifications, annual hair show, limited make-up hours)

COURSE DESCRIPTIONS

Artificial Lashes / Extensions (8 clock hours) - Learn and practice techniques of eyelash extensions to enhance the length, thickness, and fullness of natural lashes.

Chemical Procedures & Practices (300 clock hours) - Understand and perform hair services that cause a chemical change which will permanently alter the hair's natural wave pattern *(texturizing, permanent wave, relaxers, curl reforming/corrections).* Learn to analyze and select appropriate treatments. Gain an in-depth understanding of color theory, choosing proper products, color correction, application techniques, and proper safety precautions.

Cosmetology Laws & Rules (20 clock hours) - Become familiar with the Ohio Administrative and Ohio Revised Code pertaining to cosmetology including continuing education, policies, and procedures. Prepare for inspections and enforcement. Learn to recognize and report human trafficking.

Facial Make-Up (22 clock hours) - Learn and practice various make-up application techniques including brow tinting, day/evening looks, corrective and special effects.

Hair Procedures & Practices (340 clock hours) - Learn to cut and style hair with a wide variety of tools, techniques, and products. Learn and practice styling and finishing, wet/thermal styling, hair cutting techniques, braiding, extensions, and wigs.

Infection Control Principles & Practices (60 clock hours) - Learn and understand federal and state rules/laws pertaining to infection control and salon disinfection. Study bacteria, especially in relation to the cosmetology profession. Students apply infection control practices in the lab/salon.

Internship (300 clock hours) - Instructors assist students in locating an internship site. Students put into practice approved skills at the salon for up to ten hours per day under the supervision of the designated salon licensee.

Manicuring (120 clock hours) - Learn the structure and growth of the natural nail and to recognize nail abnormalities and diseases. Anatomy of bones, muscles, and nerves of the arms and legs will be emphasized. Learn the chemistry of products and safe uses. Students will learn and practice manicures, pedicures, and nail extensions/enhancements.

Properties of Hair & Scalp (120 clock hours) - Understand the anatomy and functions of the scalp. Learn to recognize the difference between normal and what is considered abnormal and determine specific treatments and/or services, and client protection. Learn the chemistry of products, proper use and safety precautions.

Salon Operations & Communication (120 clock hours) - Learn and practice projecting a professional image through customer service, positive verbal/non-verbal communication, hygiene, ergonomics/posture. Emphasis will be placed on operating scheduling/point-of-sale software, managing a salon, and maintaining inventory, listening to clients in order to effectively recommend products/services to meet clients' needs and expectations.

Skin Care (90 clock hours) - Learn the structure and growth of skin and to recognize the difference between normal and what is considered to be abnormal. Anatomy of bones, muscles and nerves of the head, face, neck, and skin is emphasized. Learn the chemistry of products and safe uses. Learn and practice facials, relaxation treatments, documenting health histories, and high frequency/red light therapy.

The Cosmetology (1500 hour) and Advanced Cosmetology (1800 hour) programs are approved by the Ohio State Cosmetology and Barber Board, 5025 Bradenton Ave Suite130 Dublin, Ohio 43017 1-614-466-3834.

Certified Nurse Aide (CNA)

96 clock hours/1-2 months

50 Didactic (classroom) hours; 30 lab hours; 16 clinical hours
CIP Code: 51.3902 SOC Codes: 31-1100, 31-1130, 31-1131 Maximum Enrollment: 16 per class
Day Schedule: W, TH, F 9:15 am – 3:15 pm (16.5 clock hours per week)
Evening Schedule: M, T, W, TH 4:30 pm – 9:00 pm (18 clock hours per week)

Prepare for CNA certification with instructors who have a heart for helping students succeed! Our program goes beyond the state minimum curriculum to prepare students for the world of work, nursing school and the state test.

$ 768	Tuition
$ 125	Books & Supplies
$ 277	Fees

(Includes: books, supplies, 1 set scrubs, certifications, student services/lab fees)

COURSE DESCRIPTIONS

Nurse Aide Theory/Lab (73 clock hours) - Learn and practice safety, infection control, personal care, mental health, residents' rights, communication, data collection, basic nursing skills, disease process, role and responsibility, and older adult growth. Practice taking vital signs; dressing/feeding dependent residents; catheter care; abdominal thrusts; basic activity planning, safe transfers using walkers, gait belts, and mechanical lifts.

Nurse Aide Clinical Experience (16 clock hours) - Students gain hands-on experience in a long-term care facility putting into practice skills successfully demonstrated in theory and hands-on lab demonstration.

Heartsaver® First Aid (3 clock hours) - Learn to recognize and manage illness and injuries within the first few minutes of occurrence.

BLS-CPR for Healthcare Provider (4 clock hours) – Learn to perform basic life support (adult/child/infant) and AED in a variety of healthcare settings.

The CNA program is approved by the Ohio Department of Health, NATCEP Unit, 246 North high Street, Columbus, OH 43215 1-614-752-8285.

Dental Assisting

600 clock hours/10 months

268 Didactic (classroom) hours; 212 Lab hours; 120 Externship
Maximum Enrollment: 16
CIP Code: 51.0601 SOC Code: 31-9091
Evening Schedule: M, T, W, TH 4:30 – 9:00 pm (18 clock hours per week)
120 Externship hours (schedule varies)

Students learn and practice chair-side assisting through classroom instruction and hands-on practice in our equipped Dental Assisting Lab. Instruction includes protocols compliant with CDC and ADA guidelines for COVID-19 safety.
Obtain radiography certification upon successful completion of classroom, clinical and successful skills demonstration. Students gain experience and employer connections through completing 100 hours of externship at various dental offices outside of class hours.

Students meeting all Ohio State Dental Board requirements will become a licensed Dental Radiographer in the state of Ohio. Students, and sit for Registered Dental Assistant certification through American Medical Technologists. Graduates may choose to pursue additional education including: Expanded Functions Dental Assisting (EFDA); Coronal Polishing; N2O Sedation Observation; and Sealant Placement.

$ 6,000 Tuition
$ 677 Fees
$ 654 Books & Supplies
(Includes books, supplies, uniforms, student services/lab fees, and certification)

COURSE DESCRIPTIONS

Dental Anatomy and Physiology (60 clock hours) – Understand multiple body systems and their functions. Gain knowledge of how each body system affects the oral cavity. Learn body planes and appropriate terminology of body directions. Learn morphology including tooth identification and positioning.

BLS-CPR for Healthcare Provider (4 clock hours) – Learn to perform basic life support (adult/child/infant) and AED in a variety of healthcare settings.

Dental Sciences (142 clock hours) – Learn supporting oral structures, embryology of the teeth, tooth nomenclature and dental caries. Topics include basic dental terminology, pathology, hygiene, dental materials, dental care, post-operative treatment and more.

Dental Assisting Lab (148 clock hours) – Students engage in hands-on interactive dental assisting procedures. Students must successfully perform skills to pass competency ratings. Students are also graded weekly on their demonstration of professionalism.

Dental Radiography (28 clock hours) – Understand safety measurements while exposing dental radiographs. Acquire knowledge of equipment use and maintenance. Use hands-on tools to expose a full mouth series. Student receives a dental radiographer's certification upon successful completion of written exam and skill demonstrations.

Heartsaver® First Aid (3 clock hours) – Learn to recognize and manage illness and injuries within the first few minutes of occurrence.

Infection Control (63 clock hours) – Use proper sterilization techniques; universal precautions and correct waste management procedures to ensure safety. Chemical inventory control and storage is discussed. Learn OSHA and blood borne pathogen standards and how they affect dental practices. Protocols taught are compliant with CDC and ADA COVID-19 guidelines.

Dental Instrumentation (32 clock hours) – Understand basic setups, procedural steps, and anticipation of next instrument, instrument sterilization, and packaging and tray setups. Students gain hands-on experience transferring instruments. Understand moisture control, proper placement, cotton rolls placement, gauze use and air/ water syringe use. Identify instruments used during specialty procedures and identify rotary instruments.

Externship (120 clock hours) - Students complete 100 hours of externship at a dental office putting into practice the skills/knowledge acquired in the classroom. Students who have displayed a professional appearance and demonstrated a positive attitude and good work ethic to potential employers have secured employment as a result of externship experiences.

Industrial Maintenance Technology

600 clock hours/9 months

375 Didactic (classroom) hours; 225 lab hours
Maximum Enrollment: 12
CIP Code: 47.0105 SOC Code: 49-2094
Evening Schedule: M, T, W, TH 5:00 pm 9:00 pm (12 clock hours per week)

Students prepare for NCCER Certification in multiple areas through classroom theory and lab application. Our industry-current lab facilities are equipped with electromechanical trainers, motor control simulators, wind/solar training stations & grid tie systems, pneumatic training apparatus, Greenlee Computerized Conduit Bender; PLC trainers, multi-process welding stations, fabricator, virtual welder and more.

$ 6,000	Tuition
$ 690	Fees
$ 1,732	Books & Supplies

(Includes: books, tools/supplies, certifications, student services/lab fees)

Introduction to The Power Industry (18 clock hours) -
Presents an overview to electrical energy production and distribution. Learn many ways in which electricity can be produced, from burning fossil fuels such as coal and natural gas, to harnessing nuclear energy, and using renewable energy sources such as wind, geothermal, and solar energy.

NCCER Core Curriculum (72 clock hours) -
Students gain an introduction to key areas presented throughout the program: hand tools, power tools, construction drawings, basic rigging, material handling, and communication/employability skills.

Industrial Electrical Maintenance And Instrumentation Level 1 (175 clock hours) -
Topics of instruction include: orientation to the trade; tools of the trade; fasteners & anchors; oxy-fuel cutting; gaskets & packing; craft related mathematics; construction drawings; pumps & drivers; valves; intro. to test equipment; material handling & hand rigging; mobile & support equipment; lubrication.

Managing Electrical Hazards (18 clock hours) -
Introduces electrical hazards in the workplace and describes how to avoid electrical hazards and how to analyze and document shock and arc flash hazards; and how to plan and conduct work around them. Includes examples of how to complete an energized electrical work permit, and how to select the specialized personal protective equipment required for electrical work.

Introduction To Wind Energy (27 clock hours) -
Introduces the fundamentals of genera ting electrical power from wind energy. A brief history of wind energy is included as well as wind science, the interception of wind energy through a rotor, and an identification of major wind turbine generator components.

Introduction To Solar Photovoltaics (P/V) (27 clock hours)
Covers the basic concepts of PV systems and their components, along with general sizing and electrical/ mechanical design requirements. Also provides an overview of performance analysis and troubleshooting.

Basic Welding & Cutting (68 clock hours) -
Students gain experience in oxy-fuel cutting safety, equipment and usage; cutting straight lines, squares piercing and slots, bevels; washing and gouging. Students are introduced to Shielded Metal Arc Welding (S.M.A.W.) and Mig Welding (G.M.A.W.) as they pertain to uses in maintenance.
and chain maintenance

Industrial Electrical Maintenance And Instrumentation Level 2 (195 clock hours) -
Topics of instruction include: industrial safety for E & I technicians; intro. to national electric code; electrical theory; alternating current; E & I test equipment; flow, pressure, level & temperature; process mathematics; hand bending; tubing; clean, purge & test tubing & piping systems; instrument drawings & documents part 1; conductors & cables; conductor terminations & splices

Medical Assisting Technologies

720 clock hours/ 10 months

332 Didactic (classroom hours); 228 lab hours; 160 clinical/externship hours
CIP Code: 51.0801 SOC Code: 31-9092 Maximum Enrollment: 14
Day Schedule: M, T, W, TH 9:15 am – 3:15 pm (24 clock hours per week)
Evening Schedule: M, T, W, TH 4:30 pm – 9:00 pm (18 clock hours per week)

Students prepare for three certifications and various healthcare employment opportunities in Medical Assisting, Phlebotomy and Certified Nurse Aide. Certifications include: Registered Medical Assistant (RMA) and Registered Phlebotomy Technician (RPT) through American Medical Technologists (AMT); and Ohio Certified Nurse Aide (CNA). All sections are required to be completed in order to complete the 720 hours required for Registered Medical Assistant certification

$ 7,008 Tuition
$ 1,012 Fees
$ 746 Books & Supplies
(Includes books, uniforms, supplies, certifications, TST testing, physical, background screening, lab/student services fees)

COURSE DESCRIPTIONS

Administrative Medical Assisting (96 clock hours) -Gain knowledge in medical office management including practicing HIPAA; using various medical forms; scheduling appointments and procedures; using and documenting with electronic medical records. Learn the basics of diagnostic/procedural coding; submitting health insurance claims; and billing and collection procedures. Practice using electronic medical records in performing daily operations in a medical office.

BLS-CPR for Healthcare Provider (4 clock hours) – Learn to perform basic life support (adult/child/infant) and AED in a variety of healthcare settings.

Clinical Medical Assisting (167 clock hours) - Introduces students to clinical skills used in a variety of medical practices. Students complete classroom instruction and lab exercises including practical exercises. Topics covered include: asepsis; infection/disease control; patient history; patient assessment; vital signs; nutrition and health promotion; assisting with medical specialties; instrument identification; sterilization/reprocessing theory.

EKG (24 clock hours) - Learn and practice EKG terminology, lead application and procedures and machine functions. The cardiovascular system and EKG Resulting and Interpretation are also covered.

Externship (160 clock hours) - Students complete 52 hours of externship in phlebotomy; 92 hours in clinical/administrative medical assisting; and 16 hours in long-term care. Students complete externship hours at a long-term care facility, hospital, physician practice, lab, outpatient site, or other healthcare facility.

Heartsaver® First Aid (3 - clock hours) Learn to recognize and manage illness and injuries within the first few minutes of occurrence.

Introduction to Anatomy & Physiology (66 clock hours) - Learn the basic structure and function of the human body. Gain understanding of the tissues, organs, diseases and wellness for each body system.

Medical Law & Ethics (24 clock hours) - Learn legal processes and legislative branches and how they apply to healthcare. Specific issues addressed include: laws concerning the affordability, accessibility and quality of healthcare; patient rights and responsibilities; and healthcare information and privacy. Ethical issues, professional conduct, negligence and end of life matters will also be discussed.

Medical Terminology (54 clock hours) - Study prefixes, suffixes, word roots, and common abbreviations used in the medical profession. Learn how to pronounce, spell, and define medical terms as related to the different body systems and their pathological disorders.

Pharmacology for Medical Assisting (36 clock hours) - Course focuses on preparation, dosage calculation and various methods of medication administration. Students also learn how to properly document, identify, spell, and recognize adverse reactions/interactions of the most commonly used medications in a physician's office.

Phlebotomy (84 clock hours) - An intense course in which students study and practice phlebotomy; quality assurance and legal issues of phlebotomy; infection control and healthcare safety; medical terminology; basic anatomy and physiology; blood collection equipment and additives; specimen requisitioning, transporting, and processing; special collections and point-of-care-testing; and nonblood specimen collection and testing.

Phlebotomy Lab (49 clock hours)- Students will perform and demonstrate competency in the following skills: venipuncture, butterfly-winged infusion, blood cultures, capillary/heel sticks, urinalysis and urine tests, nasal/throat swabs and various other CLIA Waived testing.

CNA Theory/Lab (73 clock hours) – Learn and practice safety, infection control, personal care, mental health, residents' rights, care impaired, communication, data collection, basic nursing skills, disease process, role and responsibility, and older adult growth. Practice taking vital signs; dressing/feeding dependent residents; catheter care; abdominal thrusts; basic activity planning, safe transfers using walkers, gait belts, and mechanical lifts.

Phlebotomy/EKG

216 clock hours/4 months

108 Didactic (classroom) hours; 56 lab hours; 52 externship hours
Maximum Enrollment: 14 per class *CIP Code: 51.1009* *SOC Code: 31-9097.00, 29-2031, 29-2011*
Day Schedule: M, T, W, TH 9:15 am – 3:15 pm (24 clock hours per week)
Evening Schedule: M, T, W, TH 4:30 pm – 9:00 pm (18 clock hours per week)

Students train for an entry-level position as a phlebotomist or EKG technician in a hospital, clinic, or laboratory. The phlebotomist is primarily responsible for the collection of blood specimens for laboratory analysis. Upon successful completion of the classroom & lab hours, the student will complete a phlebotomy externship. Classes and labs are conducted at Madison Adult Career Center (MACC) and the externship at MACC & local healthcare facilities. Students also obtain certification in BLS-CPR and First Aid. Upon successful completion of the program, students are eligible to sit for the Registered Phlebotomy Technician (RPT) exam through American Medical Technologists (AMT) to become certified.

$ 2,160	Tuition
$ 520	Fees
$ 310	Books & Supplies

(Includes: books, supplies, uniforms, certification testing, drug screens, background check, TST testing)
Additional possible fees: vaccinations, watch with a second hand

COURSE DESCRIPTIONS

BLS-CPR for Healthcare Provider (4 clock hours) – Learn to perform basic life support (adult/child/infant) and AED in a variety of healthcare settings.

EKG (24 clock hours) - Learn and practice EKG terminology, lead application, procedures and machine functions. The cardiovascular system and EKG resulting and interpretation are also covered.

Heartsaver® First Aid (3 clock hours) - Learn to recognize and manage illness and injuries within the first few minutes of occurrence.

Phlebotomy (84 clock hours) - An intense course in which students study and practice phlebotomy; quality assurance and legal issues of phlebotomy; infection control and healthcare safety; medical terminology; basic anatomy and physiology; blood collection equipment and additives; specimen requisitioning, transporting, and processing; special collections and point-of-care-testing; and nonblood specimen collection and testing.

Phlebotomy Externship (52 clock hours) - Upon successfully completing phlebotomy classroom/lab training and competency demonstration, students complete 52 hours of clinical externship at MACC & local healthcare facilities. Pending site availability, students may be required to complete alternative externship arrangements. Students perform a minimum of 50 successful unaided venipunctures; practice a variety of collection techniques; and directly observe patients in clinical settings. Externships are assigned on a rotational basis.

Phlebotomy Lab (49 clock hours) – Students will perform and demonstrate competency in the following skills: venipuncture, butterfly-winged infusion, blood cultures, capillary/heel sticks, urinalysis and urine tests, nasal/throat swabs and various other CLIA Waived testing.

Precision Machining/CNC Technology

400 clock hours/8 months

220 Didactic (classroom) hours; 180 lab hours
CIP Code: 48.0599 SOC Code: 51-4011.00 Maximum Enrollment: 14
Evening Schedule: M, T, W 4:00 pm – 9:00 pm (15 clock hours per week)

Program prepares students for employment in the machining field in manual or CNC operations. Hands-on program begins with manual machining and progresses into CNC machining; machine setup, operation programming. Applied mathematics and blueprint reading are included. Students learn to operate a variety of equipment and machines including our Manual and CNC mills and lathes. Students are introduced to Mastercam and mold maintenance repair. Students prepare and take National Institute for Metalworking Skills (NIMS) Measurement, Materials & Safety Certification Exam and may obtain Mold Maintenance & Repair competency certificate.

$ 4,000 Tuition
$ 704 Fees
$ 1,270 Books & Supplies
(Includes: books, tools/supplies, certifications, and student services/lab fees)

COURSE DESCRIPTIONS

Applied Math (45 clock hours) - Review of fractions, decimals and conversions, measurements and metric conversions; calculate surface footage for mills, lathes and other machines; calculate precision measurements; figure speeds and feeds; trigonometry for machining.

Blueprint Reading (45 clock hours) - Understand blueprint drawings and sketches; learn geometric symbols, blueprint layouts and tolerances; practice reading and creating various types of blueprints and sketches. Use blueprints to machine parts.

Manual & CNC Machining Theory (50 clock hours) - Emphasizes calculations and machining operations on lathes, milling machines, and surface grinders and their accessories. Introduces CNC programming and machining.

Manual & CNC Machining Lab Application (115 clock hours) - Utilize machining hand tools for craftsmanship; layout projects and use drill press, saw and hand tools to complete layout project. Students also complete manual and CNC lathe and mill projects and learn to operate surface grinder. Students are also graded on performance, use of tools, attendance, motivation and teamwork skills.

Safety (25 clock hours) - Learn to operate all equipment with safety precautions (eye protection, dress, appearance). Become aware of various moving parts on equipment and considerations. Read MSDS sheets and discuss hazardous materials.

CNC Programming & Setup (80 clock hours) - Learn mill and lathe axes and Cartesian coordinate systems for plotting points. Learn basic G and M codes and single line programming. Use linear and circular interpolation and tool nose radius compensation to write lathe programs. Gain experience building up tools for CNC mill and lathe operation; Learn to build tool data; touch off turning tools; understand tool geometry and create work shifts to set up CNC Lathes. Perform by proofing out programs and running parts complete.

Introduction to Introduction to Mastercam (40 clock hours) - Introduces students to file menu commands, process overview, 2D contour toolpaths and 2D geometry creation, navigating Mastercam. Provides an overview of 3D geometry/path creation and applications.

Welding Technology

630 clock hours/9 months

158 Didactic (classroom) hours; 472 lab hours
CIP Code: 48.0508 SOC Code: 51-4121 Maximum Enrollment: 12
Evening Schedule: M, T, W, TH 5:00 pm – 9:30 pm (18 clock hours per week)

Learn five welding processes and two cutting processes; apply fabrication skills to various welding/cutting processes; and prepare for certification to American Welding Society (AWS) standards. Our industry current lab is equipped with a Multi-process Welders, CNC Plasma Table, Fabricator, Edwards 55-ton Ironworker, Quality Control Inspection Stations, and more. Students complete various fabrication projects using new & existing equipment including the new CNC Plasma Table.

$ 6,300 Tuition
$ 1,468 Fees
$ 680 Books & Supplies
(Includes tools, supplies, 4 welding certification exams, and student services/lab fees)

COURSE DESCRIPTIONS

Shielded Metal Arc Welding I (99 clock hours) - Gain an understanding of arc welding, welding safety, arc welding power sources, electrode classifications and selection. Develop skills necessary to make quality shielded metal arc welds in all positions on mild steel from 3/16" to 1/2" plate, single and multiple pass, using mild steel, low hydrogen and iron powder electrodes, with DC welding current.

Shielded Metal Arc Welding II (84 clock hours) - Produce quality multi-pass groove welds with backing on 3/8" *plates (horizontal, vertical and overhead positions)*. Gain exposure to hard surfacing, repair of cast iron, metal identification, welding procedures and welder qualification on destructive and nondestructive testing methods.

Blueprint Reading & Welding Symbols (53 clock hours) - Develop an understanding of engineering drawings. Use information to communicate setup and welding instructions from the designer to the welder and fitter. Learn AWS(R) A2.4 Symbols for Welding and Nondestructive Examination Standard which provides a vital link between the designer and those responsible for producing and planning welding.

Flux-Cored Arc Welding (63 clock hours) - Learn to produce quality fillet and groove welds on carbon steel using small diameter electrode wires, large diameter gas shielded and self-shielded electrode wires as well as metal cored wires. Develop skills for Welder Arc. Weld on carbon steels using small and large diameter flux-cored electrodes, with and without shielding gas, in all positions on fillet and groove welds.

Gas Metal Arc Welding (95 clock hours) - Understand gas metal arc welding, equipment adjustments, metal transfer and shielding gases. Gain skills to make quality gas metal arc welds in all positions on mild steel from 3/16" sheet to 3/8" plate, single and multiple passes, using short circuit transfer process. Learn about problems associated with welding situations and corrective action. Learn pulse transfer other than short-circuiting. Learn how pulse transfer provides for high deposition rate for all position welding. Also included is gas metal arc welding of aluminum.

Gas Tungsten Arc Welding (99 clock hours) - Understand gas tungsten arc welding, arc characteristics and welding safety. Develop skills necessary to make quality gas tungsten arc welds on 16 and 11 gauge mild steel, .060" and .062" gauge stainless steel and .125" aluminum, using both direct and alternating current. Learn characteristics of carbon steel, stainless steel and aluminum.

Introduction to Pipe Welding (50 clock hours) - Provides beginning theory and practical instruction in preparation for pipe welding. Gain instruction in stringer, open root groove welds on plate. Students will demonstrate an open root weld on pipe in the 1G position. Welds will be in accordance with ASME Section IX carbon steel pipe.

OSHA-10 (10 clock hours) - Provides an overview of workplace hazards one may encounter and includes identification, avoidance, control and prevention of workplace hazards.

Oxyacetylene Welding, Cutting & Brazing (41 clock hours) - Understand oxyacetylene welding, cutting and safety practices. Produce quality 11-gauge fillet welds and open root 3/16" V groove bevel welds.
Gain experience in flame cutting mild steel plate, weld quality and applications of fuel gases.

Welding Fabrication (36 clock hours) - Students will fabricate several small projects in lab using a variety of tools, welding/cutting processes and use current and new equipment, including the new CNC Plasma Table.

OHIO ADULT WORKFORCE DIPLOMA PROGRAM

Ohio recognized the need for career technical training and workforce skills and has redesigned Ohio's Adult Workforce Diploma Program (AWDP). **MACC is an approved AWDP provider!**

Your diploma may be your ticket to more income, employment/promotion opportunities and furthering your education! **There is NO COST to Ohio residents 18 years or older without a High School Diploma or GED.**

1. **Complete AWDP STEP ONE CLASS requirements:**
   - Complete Career Plan
   - Begin OMJ Readiness Seal Requirements
   - Pass WorkKeys Assessments (*students who need to retest can attend WorkKeys prep from 4-5 pm Mon & Wed)*
   - Select AWDP Career Training Program from MACC options
   - Complete ALL SIX STEP ONE CLASSES

Required Minimum WorkKeys Scores		
Applied Mathematics	Graphic Literacy	Workplace Documents
4	**4**	**4**

2. **Complete your AWDP career training program**
   - Meet STRICT attendance requirements
   - Complete all program requirements with passing grades
   - Pass Industry Credential testing for your program
   - Complete OMJ Readiness Seal Requirements
   - Complete WorkKeys Essential Skills

3. **Receive Adult Workforce Diploma from the State of Ohio**
   - AFTER meeting all program completion requirements above (including credential testing), MACC will upload documents to the state
   - Your diploma will be available from Diploma Sender

ADULT WORFORCE DIPLOMA PROGRAM CAREER TRAINING PROGRAM OPTIONS

Certified Nurse Aide (CNA) (96 clock hrs.)
Multiple daytime and evening classes offered

CNA's are in high demand! Learn to help care for those who need assistance from instructors who care about student success! Prepare for employment, further education, and the state CNA certification test. 100% attendance required!

Construction & Welding Fundamentals (148 clock hrs.)
Evening program – Begins in fall of each year

Students enrolled in this Adult Diploma program attend 11 weeks of the 600-hour Industrial Maintenance program. Students will complete basic Gas Metal Arc welding (G.M.A.W.) basic processes and the NCCER Core curriculum learning basic safety, riggings, communication skills, employability skills, and an introduction to construction math, hand tools, power tools, construction drawings, and material handling.

Dental Assisting (600 clock hrs.)
Evening program – Begins in fall of each year

Students learn and practice chair-side assisting through classroom and hands-on lab instruction as they prepare to become a certified Dental Assistant. The program is taught through classroom lecture, lab activities and through externship hours of externship outside of classroom hours. Students who perform successfully and comply with all Ohio State Dental Board requirements will become a licensed Dental Radiographer in the state of Ohio. Students will also sit for certification through American Medical Technologists (Registered Dental Assistant).

Gas Metal Arc (Mig) Welding (90 clock hrs.)
Evening program offered 2-4 times per year

Understand gas metal arc welding, equipment adjustments, metal transfer and shielding gases. Gain skills to make quality gas metal arc welds in all positions on mild steel from 3/16" sheet to 3/8" plate, single and multiple passes, using short circuit transfer process. Learn about problems associated with welding situations and corrective action. Learn pulse transfer other than short-circuiting, and how pulse- transfer provides for high deposition rate for all position welding.

Nail Technician (200 clock hrs.)
Daytime or evening program offered twice per year

Students learn and practice manicures, hand massages, pedicures, foot massages, artificial nail application including gels, dips, and acrylics. Emphasis is placed on maintaining a safe work environment for students and customers. 100% attendance required!

Precision Machining/CNC Technology (400 clock hrs.)
Evening program – Begins in fall of each year

Hands-on program covers manual and CNC machining; setup, operation programming, applied mathematics and blueprint reading. Students learn to operate a variety of equipment and machines including our CNC mill and lathe. Students are also introduced to Mastercam and mold maintenance.

SCHOOL CALENDAR

Students are provided with a schedule specific to their program for the year highlighting observed holidays and vacation days. **MACC DOES NOT ALWAYS FOLLOW THE MADISON LOCAL SCHOOL K-12 CALENDAR. Schedules vary by program.**

Madison Adult Career Center operates Monday through Thursday, from 8:00am to 9:00pm, and Friday from 8:00am to 4:00pm. The school will be closed in observance of the following holidays:

- Independence Day
- Labor Day
- Thanksgiving (Wed, Thurs, Fri)
- Christmas Break (2 weeks)
- Martin Luther King Day
- President's Day
- Good Friday/Spring Break
- Memorial Day
- Juneteenth

SCHOOL CANCELLATION/DELAY

- **REMIND Instant Notification –** all Career Development students are highly encouraged to accept an invitation to the MACC Remind System (text/email). Students who accept will be notified of class cancellations/delays/announcements.
- **When Madison Adult Career Center is closed announcements** will be aired on all Mansfield radio stations and WNCO 101.3 in Ashland. Students are encouraged to subscribe to closing text alerts at WMFD.com. MACC students may be required to make up calamity days if the number exceeds the program's allowance. Calamity days are normally made up at the conclusion of the program. **Delays only apply to morning classes which will start at 10:00 am.**

ADMISSION POLICY

All courses and programs are offered by Madison Adult Career Center without regard to race, color, religion, national origin, creed, gender, age or disability.

In order to enroll in MACC's Career Development programs, students will:

- Complete enrollment form
- Submit proof of High School Graduation or GED and unexpired Photo ID (driver's license, military, or state ID)
- Complete/submit program-specific form(s), vaccination/testing records– if applicable
- Schedule/pass WorkKeys assessments:
  There is no fee for first-time testing. *(Re-test fees are $20 per assessment.)*
  - Graphic Literacy, Workplace Documents and Applied Math - score of 4 or higher *(on a scale of <3 to 7)*
  - CNA students may be admitted with scores of 3 or higher on all three WorkKeys tests
  - Occasionally MACC may choose to admit a student to a program who has tested, but not yet obtained the required WorkKeys scores. In such a case, a plan will be established for a student to retest and meet the minimum scores in order to graduate.
- Sign Enrollment Agreement ONLY after reviewing the Student Catalog

Special Enrollment Considerations

- Phlebotomy/EKG and Medical Assisting Technologies students must complete a background check, provide proof of a negative test for Tuberculosis, pass drug screening, and provide proof of Hepatitis B vaccinations (if never had, submit the 1st of 3 vaccines by the first day of class.
- CNA students must complete a physical provide proof of a negative test for Tuberculosis
- Dental Assisting students must complete a background provide proof of Hepatitis B vaccinations (if never had, submit the 1st of 3 vaccines by the first day of class.
- Students enrolling in Medical Assisting Technologies, Dental Assisting and Phlebotomy/EKG must complete a background check. If students have compromised backgrounds there may be limitations to externship sites and future employment. MACC HIGHLY RECOMMENDS MEETING WITH OUR STUDENT ADVOCATE PRIOR TO THE FIRST DAY OF CLASS to discuss opportunities and limitations!

READMISSION POLICY

Students may enroll in a career development program a maximum of three times. Students who have withdrawn, or been dismissed, may apply for readmission. MACC may set conditions for students upon ret who have been readmitted.

TRANSFER AND PREVIOUS EDUCATION CREDIT

Students interested in transferring credit/hours from other schools should contact the Assistant Director. Students need to provide a written request and supporting documentation *(grades, certifications/licenses, state board hours)*. Requests for transfer credit will be individually evaluated and the student will be notified in writing of accepted hours and content. Grades of C (2.0) will be considered for transfer credit. No more than 75% of a program's hours may be transferred from another institution.

STUDENT RECORDS

Student admissions and financial aid records for the current and previous school years are kept indefinitely in our Student Database System. Paper files are kept for five years and then scanned and approved for destruction. Paper files are kept in locked filing cabinets. Financial Aid files are approved for shredding destruction after five years. Official transcripts are issued at time of graduation and included in the student's career passport. Copies of student transcripts are scanned for indefinite storage.

PARKING

PLEASE PARK IN MARKED PARKING AREAS ONLY. <u>DO NOT PARK</u> IN THE FRONT VISITOR SPACES, HANDICAPPED PARKING SPACES (without a permit in your name)**, NEAR THE CURB, OR IN THE LOADING ZONE UNDER ANY CIRCUMSTANCES!** Adult students are to park in the lot near the MACC entrance. By law handicapped spaces must remain open for permit only parking.

ATTENDANCE POLICY

MACC and prospective employers expect students/employees to be present, on-time and ready to work. Appointments/personal business need to be arranged outside of class.

Madison Adult Career Center requires students to maintain perfect attendance. Excused absences for 10% of program hours are permitted. MACC considers that all student absences to be excused. Students need to call into the MACC Office to report any absences!

- MACC is a clock-hour school that measures students' attendance in hours attended. A clock hour is defined as 50 minutes of instruction with a 10 minute break.
- MACC regularly monitors student attendance and provides updates to students. If, at the time of an attendance update, a student is below the required 90% attendance he or she may be given a warning; and then placed on probation and, if the attendance continues to fall below 90%, he or she may be dismissed from the program.
- Once a student misses beyond 10% of his or her total program hours in the program, he or she will be dismissed from the program. Students may appeal by completing an Appeal Form with a written statement and a plan of action to make up hours. Once an appeal is submitted, the Appeal Committee will meet and determine whether an appeal will be accepted and will decide terms that the student must follow in order to remain enrolled. If a student violates, at any time, his/her appeal terms, he/she will be immediately dismissed with no chance of appeal.
- A maximum of 10% of a program's hours can be made up, or credited from Evaluated Credit for Work Experience, upon review and follow up from a MACC Student Support Staff Member. Therefore once a student has missed beyond 20% of his or her scheduled hours in the program, he or she will be dismissed from the program, with no further opportunity for makeup time.
- Students who don't officially withdraw but stop attending class will be dismissed/withdrawn after 14 calendar days (two weeks) from the last date of attendance.
- Students are required to attend all lectures, field trips, assignments and professionalism activities and presentations. Failure to do so will result in absences.
- Students must be actively engaged in the learning process or may be docked time or reported absent by the instructor, despite a student signing into the classroom.
- Any make up time that is needed to be made up outside of scheduled program total hours will be billed to the student at $10 per hour to help offset additional time paid to Instructors.

<u>Tardiness/Absences</u>

- Students' attendance is docked in 15 minute increments for tardiness. *(For example 5 minutes late = 15 minute deduction)*
- **STUDENTS MISSING CLASS, ARRIVING LATE, OR LEAVING EARLY, FOR ANY REASON ARE EXPECTED TO CALL THE ADULT CAREER CENTER OFFICE 419.589.6363 BEFORE CLASS** *(or as soon as possible in an emergency situation).* Please leave a message with a Support Staff Member or leave a voice mail, so we can document your call.
- **MISSED CLASS IS A MISSED OPPORTUNITY TO LEARN! IT IS THE STUDENT'S RESPONSIBILITY TO MAKE UP ANY MISSED ASSIGNMENTS OR TESTS/QUIZZES, HOURS (if possible).**

Evaluated Credit for Work Experience

Students may be eligible (upon PRIOR approval from program instructor and the Assistant Director) to receive up to 10% of scheduled program clock hours for directly related and evaluated work experience gained while in his/her training program. See Instructor/Assistant Director for details. Eligibility varies by program.

Make Up Time/Out of Class Assignments

- Only a total of 10% of a program's hours can be made up <u>and/or</u> received from Evaluated Credit for Work Experience.
- It is the <u>student's responsibility</u> to make up any missed assignments or tests/quizzes, hours, etc. Instructors do not have to allow students makeup time or work.
- Each instructor sets the rules and expectations for his/her program, and makeup time is not guaranteed to students. Students showing responsibility for their absences *(calling ahead, discussing makeup possibilities directly with the instructor, keeping absences few & far between, etc.)* will be more likely to be given the opportunity to make up time/assignments.
- All out-of-class lab assignments/make-up should require the student to work 1.5 times the class hours missed in order to complete the assignment.

LEAVE OF ABSENCE

- MACC permits a Leave of Absence (LOA) for a student with extenuating circumstances that require an education interruption.

- LOA's are not always possible. In this case a student may need to withdraw and return with a future class section.
- A minimum LOA will be for three weeks, and a maximum of 180 days within a 12-month period of time *(or up to one half of the program, whichever is shorter).* Conditions may be set by MACC upon a student's LOA.
- **MACC may require documentation from the student in order to approve a LOA.** The LOA Application MUST be submitted with a detailed explanation and relevant documentation of circumstances PRIOR to missing class. Any absences prior to the approved LOA Request will be counted as absences. An exception can only be made by MACC in the case of an unforeseen emergency (accident/hospitalization, etc.) that prevents the student from requesting the LOA prior to missing class.
- MACC may consider a student's request for a LOA in the following instances:
    - Student/Immediate Family Mental/Physical Health condition
    - Extreme personal/family circumstance *(life in danger, homelessness, crime victim, etc.)*
    - Pregnancy complications or birth of a child
    - Military service requirement or jury duty
- Students must submit a LOA Request Form to a MACC Support Staff Member, Student Advocate, or the Assistant Director.
- **MACC will notify the student of the School's decision regarding the LOA request, including an updated graduation date if approved. MACC may deny requests if determined the request is not feasible, or documentation is not received.**
- If the student fails to return to class as scheduled, MACC will dismiss the student. See Cancellation & Refund Policy.
- Veterans who have an approved LOA will cease to receive Veterans' Benefits during their LOA.

GRADING SCALE

- Academic achievement will be evaluated according to the following scale *(adopted 7/27/09):*

Grading Point Average	Letter Grade	Percentage Range
4.00	A	95% - 100%
3.67	A-	92% - 94%
3.33	B+	89% - 91%
3.00	B	86% - 88%
2.67	B-	83% - 85%
2.33	C+	80% - 82%
2.00	C	77% - 79%
1.67	C-	74% - 76%
1.33	D+	71% - 73%
1.00	D	68% - 70%
0.67	D-	65% - 67%
0.00	F	below - 64%
Incomplete	I*	

**"I" grades will remain valid for a maximum of 6 weeks, and then automatically will turn into an "F" if missing work/tests are not completed.* An instructor may reward students who go above and beyond the requested requirements for an assignment or a test an "A+". An "A+" is given only at an instructor's discretion and is not a part of the official MACC grading scale.

Repeated Courses - Students who repeat coursework will receive the grade attempted the second time

TRANSCRIPT REQUEST

MACC releases student transcripts upon verifying the student's identity and forwarding transcripts to requested location (home address, college address, or other) at no charge. Requests from a third party, must be accompanied by a student release form.

GRADUATION REQUIREMENTS

Students enrolled in Career Development programs who meet graduation requirements will receive a Portfolio containing:

- Certificate of Completion & Transcript
- Certifications/Credentials earned
- WorkKeys scores & certificate
- Resume – *if MACC has on file*

To graduate students must:

- Complete ACT WorkKeys assessment requirements
- Complete 100% of required coursework and makeup time. The maximum timeframe allowed is 1.5 times the normal duration of the program.
- Achieve a 2.0 minimum G.P.A.
- Pay all outstanding financial obligations.
- Complete exit counseling if received a student loan.

Articulation Credit - If a student is planning to attend North Central State College or Franklin University after graduation from a MACC program and receive articulation credit, the student must achieve at least a 2.50 GPA (3.0 GPA in some subjects) to be eligible for transfer credit. Other schools/colleges may have varying requirements.

Graduation Ceremony - Madison Adult Career Center holds an annual graduation ceremony to recognize students upon completion of their training programs. Students are encouraged to bring family/friends to help celebrate.

STUDENT CONDUCT POLICIES

Students are expected to conduct themselves professionally. Unprofessional behavior *(any behavior that would not be acceptable in the business world)* will not be tolerated in Career Development programs. **Instructors have the right to define the level of expected behavior and other policies for their individual programs.**

Warning: Students will receive a written warning if an instructor/staff member, has to point out a behavioral issue more than once. If student does not demonstrate improvement, he or she may be suspended or dismissed.

Probation – May be given if a student has been given previous warnings about a behavior and the behavior continues. Probation may also be given if a student displays a more severe behavior with no warning.

Leave – A student may be placed on temporary leave if his/her behavior is serious enough to warrant a temporary removal from the classroom. This leave will negatively affect the student's attendance. It is at the discretion of the Instructor whether or not the student will be allowed to make up hours missed due to a required leave from class.

Dismissal – May be given to a student whose has been previously warned about a behavior, removed from class due to disruption, and/or placed on probation. Dismissal may also be given immediately to a student in the case of a severe behavior that the MACC Administration deems a threat or potential threat to the safety of his or her fellow classmates or staff members.

Examples of behaviors that are not tolerated in any program include*, but are not limited to:*

- Fighting and/or angry outbursts
- Use of obscene/profane language, symbols or gestures
- Damage of school/personal property
- Provoking, assaulting, or harassing a fellow student, visitor, instructor or staff member
- Verbal or Physical Threats
- Disruption or interference of classroom activities causing other students to be unable to learn
- Possession of a weapon
- Disregard of authority (insubordination)
- Possession, use or action under the influence of narcotics, alcohol, inhalants, marijuana, drug paraphernalia, or behavior indicating use, etc.
- Violating the smoking policy
- Socializing with high school students
- Theft
- Reckless operation of a motor vehicle in the school parking lots
- Cheating/Falsification of information
- Any violation of criminal law *(whether or not charges are brought)*

Use of cell phones Each instructor will communicate expectations for the use of cell phones. If students are consistently on phones and distracted from class, or disrupting class, the student will be asked to leave class and attendance will be negatively affected.

Emergency phone calls - In the event of a need to make an emergency telephone call, please notify your instructor before leaving class. Non-emergency calls should be made during a class break! Students should notify family members to contact the Adult Education Office 419-589-6363 in order to get a message to the student. The message will immediately be delivered to the student in the classroom.

Children at MACC – MACC does not allow children to attend class, or wait in the building, while parents attend class. Our policy is for safety purposes. We have too many areas that could be hazardous or cause injury and simply cannot have unsupervised children roaming our building. Exceptions may be made in each program by instructors on Open House Nights or special classroom events which children are included in classroom activities and supervised.

DRESS CODE POLICY

Students are required to wear clothing that is job-appropriate in the classroom and lab. Dress and grooming that disrupts the teaching-learning process are not allowed. Instructors define uniform/dress codes for their programs and have the support from MACC Administration to ask students to leave class who are not dressed appropriately, or out of uniform. If a student is asked to leave class, attendance for the class will be negatively affected. The Director has the final decision on appropriate attire/grooming.

Examples of *unacceptable* dress/grooming include, but are not limited to:

- Failing to wear required safety items/uniforms *(safety glasses, scrubs, etc.)*
- Shirts - Tank tops, Revealing low-cut, Open backs
- Underwear/thongs showing
- Sagging pants/shorts – no
- Clothing that is torn, defaced, or mutilated
- Short skirts and shorts *(above the mid-thigh)*
- Shirts that show stomachs
- Offensive clothing/jewelry print/design/symbols *(threatening/vulgar/profanity)*
- Non-prescription sunglasses
- Slippers, bathrobes
- Animal headbands (ears/tails)
- Offensive body odor
- Smelling of alcohol/marijuana/pet odor
- Excessive perfume/cologne/body spray
- Clothing covered in dirt/pet hair

FOOD

During regular high school hours, students may purchase food in the high school cafeteria. Snacks are available at any time in the Adult Career Center break room *(located beside the Adult Career Center Office)*. Food and beverage rules differ by program. In all programs **food and beverages are not permitted near classroom equipment**. Instructors will set program expectations

SERVICE & SUPPORT ANIMALS

MACC requires advanced notice of service animals and the service(s) they are trained to perform for the benefit of an individual with a disability. Neither Support Animals nor pets are permitted on site. Service animals must be tethered to their handlers at all time; remain free of communicable diseases and transmittable parasites;

The handler is responsible for the behavior of the animal at all times; maintaining control of the animal at all times; immediately cleaning up after the animal in both indoor and outdoor spaces; financially responsible for any costs associated with the care, maintenance, and removal of the animal. This includes any costs of damage to university property caused by the animal, including but not limited to cleaning, repairs, and pest control deemed necessary by the university; ensuring the handler's and animal's compliance with federal, state, and local laws and requirements, including but not limited to, control, registration, and vaccination requirements

If an animal displays aggression, the handler shall immediately remove the animal from the area. If an animal's behavior creates a significant disturbance to university operations (for example, through excessive barking or other behavior), the handler shall immediately remove the animal from the area. Repeated, excessive, or severe violations of any of the provisions of this rule may result in one or more of the following: removal of the animal from campus; banning of the animal from all or part of campus; and disciplinary action against the handler in accordance with other applicable university policies.

TOBACCO/VAPING/MARIJUANA/SMOKELESS/SMOKING POLICY

In order to meet Federal and State guidelines, the Madison Local Schools Board of Education has adopted a policy of:

No-tobacco or vapes anywhere on school grounds.

The Board does not permit any person (student/faculty/staff/visitor) to smoke, or use tobacco products, or vapes in any building, or on school property or on any property owned by Madison Local Schools.

First Offense:	**Discussion with student/verbal warning**
Second Offense:	**Written warning placed in student file**
Third Offense:	***Dismissal* from the training program**

CARE OF EQUIPMENT AND PROPERTY

The Madison district strives to provide students with industry-current facilities and labs. The equipment and facilities used by students can be costly. We ask that students always handle school equipment and facilities properly. If a student notices a piece of equipment in need of repair, or missing, please bring to the attention of an instructor immediately. If a student is found to vandalize equipment or steal equipment he or she can be dismissed immediately.

TOOLS & EQUIPMENT

Students are assigned tools/equipment for some Career Development training programs. Tools/equipment are to be kept on-site at Madison Adult Career Center until their program is complete. MACC encourages students to purchase locks for tool boxes. MACC takes precautionary measures but is not responsible for lost or stolen tools. Should a student withdraw from a Career Development program the tools will remain at MACC until it is determined that the cost of the tuition, tools and fees owed MACC as a result of the withdrawal are paid in full AND until the student's original scheduled graduation date from the program.

CHANGE OF STATUS POLICY

Students need to notify the Adult Education Office immediately if there is any change in status*: (Marital status, address, phone, Email, contacts, etc.)* Keeping student records current is very important in case the Adult Career Center Office should need to notify a student of a schedule change or job recommendation, etc. A student with any changes should complete a STATUS CHANGE FORM *(available in the Adult Education Office)* and return any required documentation to the adult education office as soon as possible.

Name Change Policy:

In the case of a name change, school records will **only** be changed with official documentation to verify the change, *(Social Security Card, Driver's License/State ID, Marriage License, or Divorce Decree).*

LOCKERS/ SEARCHES

Lockers are the property of the Madison Local School District. School administrators may conduct random searches of student lockers from time to time throughout the school year. Madison Local Schools, in conjunction with local law enforcement, will conduct random canine searches in an effort to screen specific buildings/parking lots for illegal substances. Additional information is available from the Adult Director. Lockers may not be available to students in all Career Development programs.

SATISFACTORY ACADEMIC PROGRESS POLICY

Qualitative

- **Students must maintain a minimum 2.0 accumulative grade point average.**

Quantitative

- **Students must maintain a minimum of 90% accumulative attendance**
- Students are required to complete their program within 1.5 times (maximum) the normal duration of the program as measured by clock hours and expressed in calendar time.

SAP Progress Check Intervals

- The Financial Aid Administrator FAA is required to check SAP at the end of each financial aid payment period defined and prior to each financial aid disbursement after the first disbursement is made.
- MACC checks student attendance monthly.
- MACC checks students' grades at the completion of each grading term/module, which varies by program.

If a student is not meeting SAP at the time of any Progress Check (above); the following applies:

- **1st Offense Warning** – is issued on the first offense, student may continue to receive financial aid.
- **2nd Offense Probation** – is issued on the second offense, the student is given specific academic success plan to meet as part of his/her terms of probation. Financial aid disbursements will not be available until a student obtains 90% program attendance; 2.0 cumulative Grade Point Average.
- **3rd Offense Dismissal** – is issued on the third offense
- **Appeal** - the student is given one chance to appeal a program dismissal and will remain on probation until the end of his or her program.

Impact of Withdraws

If a student withdraws, or is dismissed from a program the grade for that period will not affect his or her GPA for SAP and attendance will be calculated from the last date of attendance. Sometimes circumstances make it impossible to complete a Career Development program. If a student cannot commit to a program, MACC recommends the student withdraw from the program while in good standing. He or she may re-enroll at a future date.

Impact of Repeated Coursework

In the event a student repeats a course or program, the repeated grade will supersede the previous grade. Attendance will be calculated using the repeated course/program's attendance. Previous attendance will not be counted for repeated coursework/programs. Students repeating coursework will need to pay fees for repeated courses.

Impact of Transferred Coursework

Students transferring courses will not affect the Grade Point Average toward the SAP calculation. All transferred hours will be counted toward SAP. Hours accumulated/missed will then be calculated into the overall attendance from that point forward. *(Example if a student is transferring 100 hours into a 900-hour program the student will receive 100/100 hours of attendance.)*

Impact of Incomplete Grade

Students may be assigned an incomplete grade by an instructor. This grade will remain valid for a maximum of 6 weeks, and then automatically will turn into an "F" if missing work/tests are not completed and will then count against the students Grade Point Average once the grade is assigned.

Percentage of Payment Period $cheduled hours on last date of attendance *(programs less than 400 hours are considered one payment period)*	**$tudent is re$pon$ible to pay**
0% - 10%	**0% Total Payment Period Tuition +** - All lab fees/books/supplies ordered and assessments processed by MACC
10.01% - 25%	**25% Total Payment Period Tuition +** - All lab fees/books/supplies ordered and assessments processed by MACC
25.01 % - 40%	**50% Total Payment Period Tuition +** - All lab fees/books/supplies ordered and assessments processed by MACC
40.01% +	**100% Total Payment Period Tuition +** - All lab fees/books/supplies ordered and assessments processed by MACC

CANCELLATION, REFUND POLICY & RETURN TO TITLE IV

revised 1/31/24

Enrollment Agreement Cancellation (before training commences)

The student has the right to cancel the Enrollment Contract (Enrollment Agreement) at any time prior to program attendance by contacting the school.

- If the student notifies the school of cancellation within three calendar days after the date of signing, the school shall refund in full all tuition and fees paid pursuant to the enrollment agreement.
- If the student notifies the school of cancellation more than three days after the Enrollment Agreement is signed the school shall keep the Enrollment Deposit paid by the student up to $100. The Enrollment Deposit is able to be applied to future tuition should the student re-enroll.
- A student, who has not visited the school prior to enrollment, may withdraw without penalty within three business days of either the orientation or following a tour of the school facilities and equipment.

$tudent$ who withdraw/are dismi$$ed (after training commences)

The total program fees due from the student are calculated by the percentage of hours possible at the end of the day of the last date of attendance for the payment period. See matrix below:

Credit Balance$

Funds paid in excess of the fees due the school are considered a credit balance which will be refunded to the student, unless the student has borrowed Stafford Loan Funds in which case this credit balance will be returned to the student's Stafford Loan balance(s), Unsubsidized Stafford loans first.

Refund$

Refunds will be processed within 30 days of the date of determination by the school that a student has withdrawn or is dismissed from the school. The date of determination is:

- Notification to the school by the student that he or she has withdrawn or date of dismissal.
- If a student does not notify the school of intent to withdraw from school and stops attending; the student will be automatically dismissed after 14 days from the last date of attendance. The dismissal date will serve as the date of determination.

Fee$ due from $tudent

Fees due the school are considered a debt and must be paid. All financial aid that can be applied will be applied to a student's account. All remaining funds, including financial aid that was applied to a student's account and then returned, are the responsibility of the student. The student will be billed for any outstanding charges on his or her account.

Pa$t Due Fee$

Should a student fail to make on-time payment due the school, a late fee will be charged to the student. If the student fails to make payment after 60 days his or her account will be turned over to the Ohio Attorney General's Office for debt collection.

Return to Title IV Aid Calculation$

MACC follows the Department of Education Return to Title IV policy for all Title IV funds (Pell Grants, Stafford/PLUS Loans) which requires refunds be made 45 days from the last date of student attendance

- If a student's last date of attendance comes prior to 60% of the payment period in which the student has withdrawn, those federal funds, even after disbursed to a student's account, are unearned and a calculated percent will have to be returned to the Department of Education.
- MACC participates in the following funds which would be returned in this order:

    - Unsubsidized Direct Loans
    - Subsidized Direct Loans
    - Direct PLUS Loans
    - Federal Pell Grants
- If a student withdraws after 60% of a payment period's scheduled hours are complete, the student is eligible for all scheduled aid within the payment period. If the scheduled aid has not been previously disbursed, the student is eligible for a Post-Withdrawal Disbursement (PWD) to be disbursed as follows:
    - Grants will be disbursed within 45 days of the withdrawal calculation.
    - Loans will be offered to the student for a PWD. The student has 14 days to accept or decline funds. If the student declines, or fails to accept the funds in writing, MACC will not proceed with a PWD of loan funds.
    - PWD funds are first applied to a students' accounts. Any credit balance will be refunded to the student within 14 days of disbursement.
- For the purpose of calculating Return to Title IV, tuition and fees are charged for the payment period in which the student withdrew (according to the refund matrix above).
- MACC will not disburse student loans after a student has withdrawn without the student's permission.

Program Cancellation or Delay

MACC reserves the right to cancel, or delay the start of, a course due to insufficient enrollment or circumstances beyond our control. Such decisions will be made at least one week before the program's scheduled start date. Registrants will be notified via email or phone call. Every effort will be made to avoid cancellation or delay.

STUDENT SERVICES & RESOURCES

Professionalism

MACC integrates professionalism curriculum into Career Development programs which include speakers from employers and agencies, classroom presentations, field trips, mock interviews, and other special events that vary by program.

Job Placement/Employment Assistance

MACC assists students preparing for employment. Although employment can never be guaranteed, MACC assists students/graduates with job search skills, resume preparation, and interview techniques services.

Employer Networking and Job Postings

MACC networks with employers through job fairs and advisory committees; coordinate on-site employer visits for students; provide student resumes to employers and coordinate student interviews upon an employer's request.

MACC displays job postings; shares postings with program instructors and announces via social networking for students/graduates who are seeking employment.

Students in Crisis

MACC employs a Student Advocate who meets with Career Development students to help students identify and navigate through barriers to successful completion of a training program and future employment.

Students may request an individual appointment. Instructors and staff members may refer a student for a meeting by completing a "Yellow Flag" form available in the adult education office.

Assistance for students with disabilities

MACC provides, upon request and documentation, reasonable accommodations and services necessary to afford an individual with a disability the equal opportunity to participate in services, programs and activities. Upon recognition of a disability which would prevent a student from reading this policy, we may present this policy to an individual in an alternative format *(examples: enlarged print, tests read orally)* so that the individual will be aware of his or her options. MACC works with agencies in our community to ensure that our students receive assistance. *(Bureau of Vocational Rehabilitation, Richland County Department of Job & Family Services, Mid Ohio Adult Education, are some examples.)*

LIBRARY RESOURCES

Madison Library *(on-site, shared with High School)*

Hours: Monday through Friday 8AM – 3 PM *(during school year)*

**Prior to entering, please stop by the MACC Office for a pass identifying you as an Adult Student.*

Richland County Library System ***https://www.mrcpl.org***

Madison Branch
1395 Grace Street
Mansfield, OH 44905
419.589.7050

Hours: *Monday, Tuesday & Thursday: 9 AM – 8 PM*
Wednesday, Friday, Saturday: 9 AM – 5 PM

Main Library

43 West Third Street
Mansfield, OH 44902
419.521.3100
Hours: *Monday–Thursday: 9 AM–8 PM*
Friday, Saturday: 9 AM – 5 PM
Sunday: 1 PM-5PM

Lucas Branch
34 West Main Street
Lucas, OH 44843
419.892.2576
Hours: *Monday, Tuesday, Thursday: 9 AM–8 PM*
Wednesday, Friday: 9 AM–5 PM
Saturday: 9 AM–1 PM

Ontario Branch
2221 Village Mall Drive
Mansfield, OH 44906
419.529.4912
Hours: *Monday, Tuesday & Thursday: 9 AM – 8 PM*
Wednesday, Friday, Saturday: 9 AM – 5 PM
Sunday: 1 PM- 5 PM

Bellville Branch
97 Bell Street
Bellville, OH 44813
419.886.3811
Hours: *Monday, Tuesday & Thursday: 9 AM – 8 PM*
Wednesday, Friday, Saturday: 9 AM – 5 PM

Butler Branch
21 Elm Street
Butler, OH 44822
419.883.2220
Hours: *Monday, Tuesday, Thursday: 9 AM–8 PM*
Wednesday, Friday: 9 AM–5 PM
Saturday: 9 AM–1 PM

Crestview Branch
1575 SR 96 East
Ashland, OH 44805-9262
419.895.0010
Hours: *Monday, Tuesday, Thursday: 9 AM–8 PM*
Wednesday, Friday: 9 AM–5 PM
Saturday: 9 AM–1 PM

Lexington Branch
25 Lutz Avenue
Lexington, OH 44904
419.884.2500
Hours: *Monday, Tuesday & Thursday: 9 AM – 8 PM*
Wednesday, Friday, Saturday: 9 AM – 5 PM

FINANCIAL AID INFORMATION

How Funds Are Disbursed

Students receiving financial aid will receive a financial aid offer which states the amount and source of financial aid; payment periods; anticipated dates that financial aid will be disbursed *(applied to a student's account).* Funds are applied directly to the students' accounts. Credit balances will be refunded to the student within 14 days of disbursement which creates the credit balance.

Financial Aid Confidentiality

Student financial aid records are considered confidential and are only available to authorized personnel for the purpose of making and maintaining financial aid awards and agency reporting. Students who transfer out of Madison into another post-secondary institution in the same school year may be required to have a Financial Aid Transcript sent to the transfer school.

Students sign the Admission Form which allows Madison to share financial aid award information and satisfactory progress information. Currently, all area agencies involved in assisting students with employment and training support require students to complete the Federal Financial Aid Form (FAFSA) and MACC to report the FAFSA results. Per agency policy, the agency will then send Madison a billing authorization for the balance that Federal aid does not cover.

Student Rights and Responsibilities

Students receiving financial aid have certain rights that should be exercised and certain responsibilities that must be met. Knowing these rights and responsibilities allow students to make better decisions about educational goals and how best to achieve them.

Students have the right to know:

- What financial aid programs are available, how financial need is determined and how financial aid awards will be dispersed.
- School policies/procedures and deadlines related to financial aid at the school.
- How satisfactory progress is figured, monitored.
- The graduation and placement rates for their chosen program of study.

Student responsibilities include:

- To review and consider all information about an elected program before enrolling.
- Accurately complete all required forms in a timely manner and provide all requested documentation.
- Provide the MACC Office with any changes in Address, Phone, Funding, Marital/Family Status, etc.
- Meet all Attendance and Grade Point Average Requirements.
- Read and understand all forms, especially those requiring a signature
- Ask questions about anything not understood.

Federal Student Financial Aid Penalties for Drug Law Violations

A federal or state drug conviction *(but not a local or municipal conviction)* can disqualify a student for FSA funds. The student self-certifies (FAFSA question) in applying for aid that he or she is eligible.

Convictions only count against a student for aid eligibility purposes if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge (see drug abuse hold sidebar). Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he or she was a juvenile, unless he or she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. *(A conviction for sale of drugs includes convictions for conspiring to sell drugs.)*

	Possession of illegal drugs	***Sale of illegal drugs***
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3rd offense	Indefinite period	

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

Regaining Eligibility

A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again.
Students denied eligibility for an indefinite period can regain eligibility after completing any of the following 3 options:
1. Successfully completing a rehabilitation program, as described below, which includes passing two unannounced drug tests from such a program;
2. Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
3. Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to the Financial Aid Office that he or she has successfully completed the rehabilitation program

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Return to Title IV (R2T4) Policy – *revised 7/10/14*

Withdrawing from a program affects current financial aid, future financial aid eligibility, and your personal finances and academics! The following information is intended to will help students understand that a withdrawal from a program needs to be carefully thought through due to the potential consequences!
The procedures listed below are subject to change without advance notice based on changes to federal regulations, or school policies. If changes are made, students must abide by the most current policy. The Federal Refund Policy (R2T4) is encompassing

How a withdrawal affects Title IV financial aid

Federal regulations require Title IV financial aid funds (MACC participates in the Stafford Loan/Pell Grant programs) to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. Students earn their financial aid by the amount of time in which they attend. If a student withdraws before 60% of a payment period is completed the student's financial aid, even if it has been disbursed will have to be returned based on a federal calculation used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Once 60% of the program's payment period is completed, a student is considered to have earned all of his/her financial aid for that payment period, and will not be required to return any funds. *(A student withdrawing the second week of classes earns less financial aid than a student withdrawing the seventh week).*

Conditions under which MACC is required to calculate R2T4

- If a student officially withdraws
- If a student stops attending a program
- If a student fails to return from a Leave of Absence

The MACC refund policy is separate from the federal R2T4 calculation and earned financial aid. Whether or not a student receives a tuition/fee refund has no bearing on the amount he/she must repay to federal aid programs.

How the earned financial aid is calculated

Schools are required to determine the percentage of plu Department of Education's appropriate aid programs (Pell, Subsidized/Unsubsidized Loans). The calculation of earned aid and how funds must be applied/returned is performed utilizing the federal government's repayment worksheet: "Treatment of Title IV Funds When a Student Withdraws from a Clock-Hour Program". Schools are required to perform calculations within 30 days from the date the school determines a student's withdrawal. The school must return the funds within 45 days of the calculation. The R2T4 calculation process and return of funds is completed by a Financial Aid Administrator.

EXAMPLE$: Student A completes 30 percent of the payment period and earns 30 percent of the aid they were originally scheduled to receive. **This means that 70 percent of all scheduled financial aid remains "unearned" and must be returned to the federal government.**

Student B completes 61% of the payment period. Once a student completes 60% of the payment period, the student is considered to have earned all of his/her financial aid for that payment period; and will not be required to return any federal funds. Student B is not required to return funds to the government.

Calculating the Return of Title IV funds

A Financial Aid Administrator uses the following information when calculating earned/unearned Title IV Funds and returns.

- **Percent earned -** is equal to the number of scheduled program clock hours up to the withdrawal date *(last date of attendance)*; divided by the total hours in the payment period.
- **Percent unearned -** is equal to 100 percent minus the percent earned.
- **Payment period -** for most programs is half of the program's hours. Program hours vary and payment period hours are listed on a student's Financial Aid Award Notification.
- **Withdrawal Date –** is the student's last date of attendance. Students who don't officially withdraw but stop attending class will be considered dismissed/withdrawn after 2 calendar weeks from the last date of attendance and MACC will begin the R2T4 process immediately.
- The total amount of Title IV aid disbursed *(applied to the student's account)* for the payment period in which the student withdrew
- The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.
- *Scheduled hours as of withdrawal date ÷ Scheduled hours in the payment period = Percentage Completed If the calculated percentage completed exceeds 60%, then the student has "earned" all the Title IV aid for the enrollment period.*
- The percentage of Title IV aid earned multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew. *Total Aid Disbursed + Scheduled Aid to be Disburse x Percentage Completed = Earned Aid*
- If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program. *Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned.* If the aid already disbursed is less than the earned aid, then MACC will calculate a post-withdrawal disbursement.

EXAMPLE: Student C is an undergraduate student. Student C's first payment period begins on August 25 and ends December 18. Student C's last date of attendance is September 29.

Student C's Program Fees & Charges:

Tuition:	$3,800
Fees:	$1,550
TOTAL TUITION/FEES	$5,350

Student C's financial aid for the payment period:

Unsubsidized Federal Direct Loan	$2,969
Subsidized Federal Direct Loan	$1,732
Pell Grant	$2,873
TOTAL AID DISBURSED	$7,574

(Total credit balance refunded to Student was $2,224)

Student C has only completed 95 hours of the 450 scheduled hours of the payment period and has earned 21.1 percent of the $6,595 disbursed aid. According to the required calculation, 78.9 percent of the aid is unearned equaling -$5,975.89 and must be returned to the Federal Government.

MACC is required to return all of the following aid in the following order:

Unsubsidized Federal Direct Loan	-$2,969.00
Subsidized Federal Direct Loan	-$1,732.00
Pell Grant	-$1,274.89

Student C now owes MACC $5,975.89 *(the amount of federal funds returned by MACC. MACC will notify Student C of the debt and will make payment arrangements with Student C. Student C* is not eligible to receive a tuition reversal because she dropped after the refund period. A collections hold is placed on Student C's account at the time the funds are returned to the government, which prevents Student C from registering for any additional classes, receiving transcripts or certifications obtained. If Student C does not repay the debt owed; MACC will forward her account to the Ohio Attorney General's Office for collection.

Student notification of repayment

A notification letter detailing the amount of aid returned to the Department of Education with will be mailed to the student's permanent address. MACC will return funds on the student's behalf to the appropriate federal and institutional aid program(s) and then bill the student. A statement reflecting these charges will also be sent to the student. The student is responsible for all charges and overpayments resulting from a Return of Title IV calculation.

Repayment to federal and institutional aid programs

Federal regulations require that the following aid programs be subject to the repayment calculation if the student did not attend 60% of the term:

- Federal Direct Loans: Unsubsidized and Subsidized; and Federal Pell Grant

Overpayment of federal grant funds

The student may also be responsible for repaying disbursed Pell Grant funds to the Department of Education. In the case of a Pell Grant Overpayment MACC will bill the student for this overpayment. Upon receipt of payment from the student, MACC will return the funds to the Department of Education. If a student does not repay the amount owed to the Department of Education within 45 days; MACC will turn over the account to the U.S. Department of Education for further collection. Students who owe an overpayment of Title IV funds are ineligible for further disbursements from federal financial aid programs at any institution until the overpayment is paid in full or payment arrangements are made with the U.S. Department of Education.

Title IV Post Withdrawal Disbursements

A post withdrawal disbursement will be made should a student withdraw from the program prior to all financial aid being disbursed for the payment period. MACC will not disburse student loans after a student has withdrawn without the student's written permission. If a withdrawn student's post withdrawal disbursement creates a credit balance on his/her account due, and the student has taken student loans; the credit balance will be returned to the student's loan, Unsubsidized first, then Subsidized. If the credit balance is due the student, MACC will refund the student within 45 days from the date of determination by MACC that a student has withdrawn.

Repayment of unearned funds

MACC will notify students if they owe federal funds back to the U.S. Department of Education. Amounts that must be returned by the student will first be applied to federal loans. The student/parent will be permitted to repay loans based on the terms of the Master Promissory Note (MPN) which usually consists of scheduled payments to the holder of the loan over a period of time. Any grant overpayment the student has to return to the federal government must be repaid within 45 days after the student receives notification from MACC. If the grant overpayment cannot be paid in full, a repayment plan may be arranged with the U.S. Department of Education.

Additional loan information to consider when withdrawing

The federal repayment calculation also has additional loan amounts that the student and parent may be responsible to return directly to the U.S. Department of Education

Important: Anytime a student is enrolled less than part-time the grace period begins. The student's grace period for loan repayments for Federal Direct Unsubsidized and Subsidized Loans will begin on the day of the withdrawal from the school. If the student is not enrolled part-time for more than 6 months, the loans will go into repayment. The student must contact the U.S. Department of Education (ED) or his/ her loan servicer(s) to make payment arrangements. Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower's promissory note. The student should contact the lender if he/she has questions regarding their grace period or repayment status.

INFORMATION FOR STUDENTS WHO ARE VETERANS

MACC would like to thank our veterans for their service to our country! Students who qualify may use their VA Education Benefits at Madison Adult Career Center.

Assistance: School Certifying Officials who can assist veterans as needed *(applying for GI Bill education benefits, etc.)*. MACC's Student Advocate provides students with confidential assistance with community resources/referrals.

Attendance: MACC's standards for satisfactory academic progress (see Satisfactory Academic Progress policy) include all students maintain 90% attendance and 2.0 Grade Point Average is required to maintain satisfactory progress. Veteran students are required to be dismissed from the program if they miss more than 20% of a program's scheduled hours.

Required service while attending class– MACC will do everything possible to accommodate a student who is called to duty while attending MACC. A student who is receiving Title IV Aid is encouraged to take a Leave of Absence (provided he or she will return to class within 180 days).

Once a student has specific dates/orders of required service he or she should contact Lisa Miracle who will coordinate with Program Instructors and make the best determination possible for the student to complete the program. It may be necessary for the student to return the following school year to complete. Should this be the case the student may re-enter the program at the closest point to departure possible. The student's seat will automatically be saved in the following school year. Each circumstance is unique and accommodations may vary by program.

Delayed Payment – MACC will not penalize a veteran should a VA payment be delayed. The student may continue to attend classes and is encouraged to do so. No late fees, penalties, or requirement to secure additional funding, will be imposed and the veteran will not be denied access to services or

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.*

STUDENT COMPLAINT POLICY

COMPLAINTS AND GRIEVANCES

Students who have a concern/complaint must follow the following steps:

Step One - Address concern/complaint directly with his/her instructor.

IF the concern/complaint involves a staff member who is not an instructor, the complaint/grievance needs to be addressed first with the involved staff member.

Step Two – If the complaint/grievance cannot be resolved in Step One, the student needs to **request an appointment** with the Adult Education Director, who will have the final authority to resolve the complaint/grievance.

If the request, suggestion, complaint, or grievance relates to a matter of school policy, procedure, program, or operation, it should be addressed, initially, by requesting an appointment with the Director.

The Ohio Department of Higher Education (ODHE) is responsible for responding to formal complaints against public, independent non-profit and proprietary institutions of higher education in Ohio. While the ODHE has limited authority over colleges and universities, and cannot offer legal advice or initiate civil court cases, the Chancellor's staff will review submitted complaints and work with student complainants and institutions.

https://www.ohiohighered.org/students/complaints

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STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All Complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201

(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/Student-Corner/Complaints.aspx.

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STUDENT ALCOHOL AND OTHER DRUG ABUSE POLICY

Philosophy Statement

The Madison Local School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The presence of alcohol and other drug problems is a deterrent to learning, thereby limiting, interfering with, or inhibiting the primary responsibility vested in the educational system.

Madison is concerned about the disruption of the learning environment of all students exposed to alcohol and other drug-related behaviors. The district is concerned about the health of its students. Students adversely affected by alcohol and other drugs in the schools increases the likelihood that the safety and well-being of our students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

The Madison Local Board of Education recognizes student alcohol and other drug use as wrong and harmful. Student alcohol and other drug use are a community problem requiring a community solution. Since the Madison Local Schools is an integral part of the community, it is in the best interest of the community that steps be taken to promote, enhance, and maintain a drug-free school environment. The district also recognizes that alcohol and other drug use may lead to addiction, a treatable medical disease. In response, it is the policy to provide discipline as well as positive action to address alcohol and other drug use and/or dependency.

In developing this policy, the board has tried to maintain a balance between compassion and aid to the students suffering from alcohol and other drug use, and the protection of the academic environment of students who wish to learn. It is recognized that the rights of students who do not use alcohol and other drugs must be protected. They should not have to be exposed to the possibility of being involved in illegal activities. The board recognizes that the rights of administrators and teachers to perform their duties must be protected. They must take their place as educators and not perform the duties of police or a diagnostician. Additionally, it is important to recognize that the Madison Local School District is not a treatment program. Diagnosis, treatment, and aftercare are complex processes that require trained specialists. Instead, our goals are education/prevention, intervention/referral, and support/guidance.

The Madison Local Board of Education is responsible for establishing a policy and directing its implementation. It carries these duties out through the district administrators and drug-free schools program coordinator's office. The board calls upon the administrators, faculty, staff, parents and students to collectively ensure the policy's success.

Support and Resources

Madison Adult Career Center	419-589-6363
Alcoholics Anonymous	419-522-4800
Community Action for Capable Youth	419-774-5683
New Beginnings Recovery House	419-526-6168
Center for Individual and Family Services	419-756-1717
Domestic Violence Shelter	419-774-5840

Policy Statement

Students will be notified in the "Student Catalog" that the Madison Local Board of Education shall not permit any student to possess, buy, sell, use, transmit, supply, or be under the influence of any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or tranquilizer. Nor should the drugs/alcohol be contained in a purse, wallet, locker, desk, etc.) Prescription drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule as long as a signed physician's statement or prescription label is presented to the adult director/assistant adult director.

This rule is in effect during school or any Madison Local School District sponsored activity, event, or program on the school grounds; or in transit to and from school, including student vehicles; at any other time when the school is being used by any school group; or off the school grounds at any school sponsored activity, function or event. When the possession of illegal or dangerous items is suspected to be in a student's automobile on school property, the school official will call the sheriff's department.

The following procedures will be followed in dealing with the above:

I. Possession, use, or under the influence:

A. First Offense
1. The director/assistant director will schedule a conference to be held with the individual.
2. The director/assistant director will notify the sheriff's department.
3. The director/assistant director shall recommend that the student participate in five (5) educational sessions. If the student wishes to comply with the above process, he/she shall sign an agreement statement.

B. Second Offense
1. The director/assistant director will schedule a conference to be held with the individual.
2. The director/assistant director will notify the sheriff's department.
3. The director/assistant director shall recommend to the Superintendent of the Madison Local School District that the student be dismissed from the program unless all of the following conditions are followed:
   a. The student shall agree to undergo an evaluation to determine if the student is an abuser of chemicals or chemically dependent and in need of treatment and/or counseling. The evaluation will be conducted by a certified person or agency approved by the Superintendent.
   b. The student shall agree to undergo any treatment and/or counseling recommended by the evaluating agency.
   c. The student shall waive rights of confidentiality by the evaluation and/or treatment agency and direct the agency to make such written reports to the school officials as requested; however, the school shall keep such reports confidential.
4. The contacted agency or office will notify the director/assistant director that the client has made contact by signing an appointment card, which the student will present at the time of his/her evaluation.
5. If the student refuses or fails to undergo evaluation and/or treatment by an evaluation agency and dismissed from the program by the superintendent, the superintendent may suspend the dismissal upon the same conditions provided above.
6. If the Superintendent dismisses a student and the board of education affirms such dismissal, the board of education may suspend the dismissal upon the same conditions provided above.
7. Expenses of evaluation and treatment of counseling procedures shall be borne by the student and family. The school will not be financially responsible for any such expenses.

II. Supply/Sale of Chemicals (Drugs/Alcohol)

A. Supplying or selling chemicals or any "look-alike" or counterfeit drug will result in recommendation by the director/assistant director to the superintendent for a dismissal of the student in compliance with student due process procedures.

B. The director/assistant director will refer the case to the proper legal authorities for court action.

Education/Prevention

The District will take a comprehensive, progressive, age appropriate approach in the development of curriculum/programs which promote positive life skill development and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals, and objectives for prevention/education development will be based on information provided through our local advisory board, Ohio Department of Education, and the Ohio Prevention and Education Resource Center.

Intervention/Referral

It shall be the policy of Madison Local Schools to provide an intervention process designed to confront problem behaviors with students who may indicate alcohol or other drug use. Intervention strategies will reflect a collaboration of staff administrators, guidance, and drug free schools program coordinator. Intervention strategies will be initiated but not limited to the following circumstances:

1. Students seeking help
2. Students exhibiting inappropriate, unusual or atypical behavior

3. Disciplinary action involving violations of this policy and the student code of conduct

A working relationship will exist among the district and local professional helping agencies in order to enhance familiarity, communication, referral, and follow-up. Every effort will be made by Madison Local Schools to maintain contact with the treatment agency and provide academic instructional materials. Additionally, every effort will be made by the district to assure the student's successful transition back into the school atmosphere.

We are required to count students as absent for each day missed due to federal Pell Grant guidelines.

Support/Guidance

Madison Local Schools recognizes the importance of guidance activities which provide support to students who are experiencing problems either directly or indirectly due to alcohol and other drug use. Therefore, programs such as individual guidance, support groups, and mentorship programs will be utilized as a means of providing support and guidance to students within the school environment. Such activities may also be provided which promote drug free lifestyles and support for students who are concerned in regards to a loved one's alcohol or drug use.

Drug Free Schools Outreach Program

The coordinators of the Drug Free Schools Outreach Program report directly to the superintendent and are responsible for the district-wide prevention and intervention strategies. These strategies are implemented within the following four areas:

1. Intervention and Support Programs and Activities
2. Curriculum and Resource Development
3. Student Involvement Programs and Activities
4. Community Awareness and Advocacy

Legal References: ORC 3313.66; 3313.661, State Board of Education Minimum Standards 3301-35-03

EMERGENCIES

Awareness

MACC encourages all students and staff members to

- Constantly be aware of your surroundings *(whether in parking lot, in the building or in the classroom)* avoid "automatic pilot" of going the same place every day without being aware of what's happening around you.
- ALWAYS LOCK YOUR CAR DOORS AND SECURE PERSONAL ITEMS.
- Report any suspicious behavior of outsiders or fellow students to MACC Instructors/Staff Members.
- Pay close attention to your surroundings.
- Walk with a purpose; project an assertive, business-like image.
- Think safety in cyberspace. Although the Internet is educational and entertaining, it can also be full of danger if one isn't careful. When communicating on-line, use a nickname and **always keep personal information such as home address and phone number confidential. Instruct family members to do the same.**

Emergencies & Reporting

In the event of an incident or emergency

- Please contact a MACC staff member immediately. If possible, MACC staff will attempt to remedy the situation.
- **When in an extreme emergency situation, call 9-1-1 IMMEDIATELY**. In an extreme emergency situation when it is not reasonable to contact a staff member, call 9-1-1 immediately. Our school is located at 600 Esley Lane, Mansfield, OH 44905. You will need to be as specific as possible as to the location of the emergency ***(first floor, second floor, classroom number, etc.)***
- **Report any suspicious behavior of outsiders or fellow students to MACC Instructors/Staff Members**
- In the event of an accident, an incident report will be filed. These forms may be obtained from the Adult Education Office, and need to be completed at the earliest possible time after the incident has occurred.
- Emergency routes in case of a fire or tornado and lock-down procedures will be covered by program Instructors at the beginning of the program. Building Fire, Tornado and Lock-down Drills are also held at least twice a year.
- The school's written emergency preparedness plan may be obtained in the Adult Education Office upon request.

TITLE IX and SEX DISCRIMINATION – POLICY AND PROCEDURE

MACC is committed to providing a safe learning and working environment. In compliance with federal law, specifically Title IX of the Education Amendments of 1972, the Jeanne Clery Act (the Clery Act), the 2013 Violence Against Women Reauthorization Act (VAWA), and the Campus Sexual Violence Elimination Act (SaVE Act), MACC has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of MACC community (students, faculty, and staff) as well as contractors and visitors.

MACC will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by MACC policy, as well as state and federal laws. Individuals who MACC determines more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from MACC, regardless of whether they are also facing criminal or civil charges in a court of law.

See Board Policy #po2266.01 – Nondiscrimination on the Basis of Sex in Education Programs or Activities – Adult Career Center - https://go.boarddocs.com/oh/madrich/Board.nsf/Public?open&id=polices#

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Sexual Assault refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

· A current or former spouse or intimate partner of the survivor;
· A person with whom the survivor shares a child in common;
· A person who is or was residing in the same household as the survivor; or
· A person who has been served an order of protection from that person's acts under the domestic or family violence laws.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Reporting an Incident

MACC encourages any member of the MACC community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to MACC authorities.

If a MACC student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to the Director at 419-589-6363 if students, faculty and/or staff are involved.

Individuals who are on campus can also make an in-person report to the MACC office. The Director will assist all members of the MACC community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, the Director can assist the survivor in notifying the local police department with jurisdiction over the crime. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911. Calling 911 will put you in touch with local police. Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident in the same manner.

These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so. Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within MACC. Reporting sexual assault, domestic violence, dating violence, and stalking to the police does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

Rights and Options

Any student or employee, who reports an incident of sexual assault, domestic violence, dating violence, or stalking, has the right to:

- go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
- seek a criminal complaint for threats, assault and battery, or other related offenses;
- seek medical treatment (the police will arrange transportation for you to the nearest hospital otherwise assist you in obtaining medical treatment if you wish);
- request the police remain at the scene until your safety is otherwise ensured;
- request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
- obtain a copy of the police incident report at no cost from the police department.

Procedures Survivors Should Follow

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

Accommodations

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to MACC authorities, we are committed to providing as safe a learning or working environment as possible. Upon request, MACC will make reasonably available changes to a survivor's academic, and/or working situation. When a reported incident of abuse involves more than one member of the MACC community, MACC's Director may also issue an institutional No Contact Order, prohibiting the individuals from contacting one another while on-site. If MACC administration and/or staff determine that an individual's presence on-site poses a danger to one or more members of the MACC community, said authorities can issue an institutional No Contact or No Trespass Order barring that individual from Madison Local School District property.

MACC is committed to ensuring that orders of protection issued by courts are fully upheld at MACC. Therefore, if any member of the MACC community obtains an order of protection or restraining order, he or she should promptly inform the MACC Director and provide a copy of that order, so that the MACC can enforce it.

On Campus and Off Campus Resources

MACC, Richland County, and the City of Mansfield offer other important resources to the survivors of sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, and advocacy that survivors may wish to utilize. The following MACC Staff Members and services listed below can assist the MACC community in considering their options and navigating through any resources or recourse they may elect to pursue. A survivor need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or to MACC in order to access the following resources:

Local Emergency Services Dial 9-1-1

Madison Adult Career Center
419-589-6363
600 Esley Lane
Mansfield, OH 44905
Director, Sonja Pluck
Asst. Director, Lisa Miracle
Transition Coordinators
Denise Brown, Crystal McMillen

The Domestic Violence Shelter, Inc.
24-Hour Hotline: (800) 931-7233
PO Box 1524
Mansfield, OH 44901
(419) 774-5840
Fax: (419) 526-5320

Services Offered:
- *24-Hour Crisis Hotline*
- *Victim Advocacy*
- *Accompaniment to Hospital for Forensic Exam*
- *Legal Advocacy*
- *Accompaniment to Police Departments & Courts*
- *Crisis Intervention*
- *Information and Referrals*
- *Prevention Education/Programming*
- *Support Group(s)*

Legal Aid of Western Ohio
35 North Park Street
Mansfield, OH 44902
(877) 223-4633

Ohio Alliance to End Sexual Violence
http://www.oaesv.org/here-for-you/
(216) 658-1381
1-888-886-8388

OhioHealth Mansfield Hospital
Forensic Nursing Program
335 Glessner Avenue
Mansfield, OH 44903
(419) 526-8757

Services Offered for Adults, Adolescents and Children:
- *Info and Referrals*
- *Sexual Assault Examination ("Rape Kit")*
- *Emergency Contraception*
- *Support, Education, Awareness*
- *24 Hour Care Emergency Room*
- *Follow-up Aftercare*

Richland County Sheriff's Office
Steve Sheldon, Sheriff
597 Park Ave. E.
Mansfield, OH 44905
(419) 524-2412
Fax: (419) 522-8153
ssheldon@richlandcountyoh.us

Richland County Prosecutor's Office, Department of Victim's Services
Aubri Hall, Victim Advocate
38 S Park Street, 2nd Floor
Mansfield, OH 44902
(419) 774-5676

Richland County Registered Sex Offenders Information
http://www.homefacts.com/offenders/Ohio/Richland-County.html

Survivor Confidentiality

MACC recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents and is committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the MACC's need to protect the safety of the community. A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. MACC requires employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and privacy as possible. Failure by a MACC employee to maintain privacy will be grounds for discipline. While federal law requires MACC to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking in its annual campus crime statistics, information will be reported in a manner that does identify survivors.

MACC employees, with the exception of licensed mental health counselors who work at MACC, are required to share information they learn concerning a report of sexual assault, an incident of domestic, dating violence, or stalking, with the Director (or the Assistant Director in the absence of the Director) who will investigate the incident and determine whether steps are needed to ensure the safety of the community. Such information should ONLY be shared with the Adult Education Director

It is the survivor's choice whether he or she wishes to participate in the investigation; however MACC may proceed with an investigation without the survivor's participation if there is a concern for the safety of other members of the community. Reports made to the Director will be shared with the Superintendent in all cases, and may also be made public (maintaining the survivor's anonymity) and shared with the accused in cases where criminal prosecution is pursued. Reports received by MACC concerning the abuse of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the MACC community are required to report any instances of known child abuse or neglect to the Director who will report such information to the Superintendent and appropriate state authorities.

Reports and information received by a Madison Local School District counselor are considered legally protected or 'privileged' under Ohio law. Thus, those individuals will not share information they learn from survivors with others within the institution or with any third party except in cases of imminent danger to the victim or third party. Absent such circumstances of imminent danger, the only information these employees will report to the MACC Director is statistical information, which does not identify the survivor, so that the incident can be included in MACC's crime reporting statistics that are reported in the annual Clery Reports.

Reports of sexual assault, domestic or dating violence, or stalking, will be shared among administration only and treated with the greatest degree of respect and privacy possible while still fulfilling MACC's obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. It is the survivor's choice whether to participate in the investigation; however MACC may proceed with the investigation without the survivor's participation if there is a potential threat to other members of the community.

Potential Conduct Sanctions

Any combination of the following sanctions may be imposed for violations of MACC policies and guidelines:

- Verbal or Written Reprimand: A warning that the violation of policy a second time will result in more severe sanctions.
- Disciplinary Probation: The violation of a policy severe enough to warrant probationary status and a required meeting with the Director or imposition of more severe sanctions than would be the case for a first time offense.
- Restitution or Monetary Fines: Sanctions may be in the form of money, equipment, or other values, as deemed appropriate for the violation or to replace damaged or destroyed property.
- Education: MACC may require student to participate in appropriate alcohol/drug/similar education classes, or programs.
- Confiscation of Property: Confiscation of illegal property will be permanent or temporary as is deemed appropriate. Counseling and/or Psychological Assessment/Evaluation: MACC may require student(s) to attend professional counseling assessment sessions or obtain a psychological assessment/evaluation. All monetary charges related to assessment or evaluation sessions are the responsibility of the student.
- Suspension/Expulsion from MACC: Suspension or expulsion may be imposed, with no prior warning, if the student is deemed to be a threat to the well-being of the MACC community, to themselves or if substantively or continually violates MACC policies, regulations or guidelines. Any student suspended or expelled has an automatic right of appeal to Director. Suspended/expelled students forfeit all fees, tuition, and privileges for the duration of the suspension or expulsion.
- Interim Suspension: Interim Suspension from MACC may be imposed by the Director during the investigation of charges such as, but not limited to, sexual assault, physical assault, harassment, or potentially violent actions against others. This is done to ensure the safety of the campus while charges are investigated.
- Ban from Madison Local School District Buildings: Former students who have been expelled or have engaged in egregious policy infractions can be banned from Madison Local School District buildings should circumstances warrant this.
- No Contact Restriction: A prohibition of direct or indirect physical, verbal, electronic and/or written contact.
- Referral to Law Enforcement: MACC reserves the right to notify law enforcement agencies/authorities about suspected crimes so they can exercise responsibilities with regard to the application of Federal and State law to potential crimes.
- Contact with Emergency Contacts: Should it be determined that communication with a student's emergency contacts might provide support to a student who is struggling with suspected substance abuse or other serious concern, MACC may contact the student's parents or emergency contacts.

Transcript, Registration, and Account Hold: Any student who does not complete a student misconduct condition or sanction will have an account hold placed until proof of satisfactory completion is received.

CAMPUS SAFETY AND SECURITY STATISTICS

MACC completes an Annual Campus Safety and Security Report as a result of the **Campus Security Act**, which requires schools to provide information about campus crime statistics. The report in is available from the Assistant Director.

Distribution of Security Statistics

The most recent report is included in this Student Catalog, at the time of printing. The catalog is updated with the new report in September each year.

	Frequency of Occurrence by Year		
Type of Occurrence on Campus	**2023**	**2024**	**2025**
CRIMINAL OFFENSES – CAMPUS			
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	1
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
****Reported offenses did not involve MACC students*			
CRIMINAL OFFENSES - NON CAMPUS			
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
CRIMINAL OFFENSES – PUBLIC PROPERTY			
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

HATE CRIMES – ON CAMPUS *(If a Hate Crime has occurred, the category of bias will be reported with the Hate Crime)*			
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

HATE CRIMES - NON CAMPUS *(If a Hate Crime has occurred, the category of bias will be reported with the Hate Crime)*			
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

HATE CRIMES – PUBLIC PROPERTY *(If a Hate Crime has occurred, the category of bias will be reported with the Hate Crime)*			
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

VIOLENCE AGAINST WOMEN ACT OFFENSES – ON CAMPUS			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
VIOLENCE AGAINST WOMEN ACT OFFENSES - NON CAMPUS			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
VIOLENCE AGAINST WOMEN ACT OFFENSES – PUBLIC PROPERTY			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
ARRESTS - ON CAMPUS			
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	3	1	6
Liquor Law Violations	0	0	1
****Reported offenses did not involve MACC students*			
ARRESTS – NON CAMPUS			
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	3	1	0
Liquor Law Violations	0	0	0
ARRESTS – PUBLIC PROPERTY			
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
DISCIPLINARY ACTIONS ON CAMPUS			
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	2	2	0
Liquor Law Violations	0	0	0
DISCIPLINARY ACTIONS ON CAMPUS			
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	2	2	0
Liquor Law Violations	0	0	0
DISCIPLINARY ACTIONS - PUBLIC PROPERTY			
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
UNFOUNDED CRIMES	0	0	0

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

– as of 9/20/2018

MACC adheres to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) which is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records **which transfer to the student when he or she reaches the age of 18 or enrolls in a postsecondary school.**

Madison Adult Career Center requires written permission from the student in order to release any information from a student education record to persons (including parents/spouses) other than allowed under FERPA. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Authorized representatives 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;
- Appropriate officials in connection with health and safety emergencies;
- State and local authorities, within a justice system, pursuant to specific State law.

Madison Adult Career Center defines the following personnel as school officials:

- Administrators
- Instructors
- Student Support Staff

Madison Adult Career Center may disclose, without consent, "directory" information such as student's name, address, Email, program of study, honors and awards, and dates of attendance. **A student may choose NOT to have this directory information shared by notifying Madison Adult Career Center in writing within two weeks of the first day of class.**

Madison Adult Career Center may use student photos and/or personal statements in advertising (brochures, website) and/or on social media (Facebook, Twitter, Instagram). **A student may choose NOT to have photos or statements used for advertising or on social media by notifying Madison Adult Career Center in writing within two weeks of the first day of class.**

Students may request to inspect and review education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a copy fee. Students have the right to request that a school correct records which they believe to be inaccurate. A student must complete an appeal form and return to the Director who will investigate. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information which will become part of the student's record.

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Information Sharing Authorization

I choose to authorize Madison Adult Career Center to share my educational record with the following third parties. *(Parents/spouse/other).* **This form should be returned to the Assistant Director and will be placed in the student's file and active until a student graduates**. A student may submit in writing **at any time** individuals for whom this authorization should be rescinded.

I, ***(Student's Printed Name)*** _____

authorize Madison Adult Career Center to share the following information from my educational record with the following individual(s):

- ☐ Education Records *(Grades/Attendance)*
- ☐ Financial Aid Records *(Eligibility/Awards)*
- ☐ Health Records *(physical, vaccination, etc.)*
- ☐ Other (please specify)_____Authorized Individual :_____Authorized Individual :_____

Authorized Individual :_____Authorized Individual :_____

Student's Signature _____ ***Date*** _____

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STUDENT TECHNOLOGY ACCEPTABLE USE
AND SAFETY AGREEMENT

To access and use District Technology Resources (see definition in Bylaw 0100), students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action.

The Board has implemented technology protection measures (e.g., block/filter) that protect against Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

Please complete the following information:

Student

I have read and agree to abide by the Student Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of District Technology Resources, I agree to communicate over the Internet and through the Technology Resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: _____ Date: _____

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