



**OHIO HI-POINT
CAREER CENTER
ADULT STUDENT
HANDBOOK
2011-2012**

NOTICE OF NON-DISCRIMINATION

In accordance with Federal Law, the Board of Education has adopted the following non-discrimination statement:

“It is the policy of the Ohio Hi-Point Joint Vocational School District that educational activities, employment practices, programs, and services are offered without regard to race, color, national origin, gender, religion, handicap, age, ancestry, or military status.”

Compliance Coordinators are:

TITLE IX COORDINATOR:
JOEL STAUDTER
OHIO HI-POINT JVSD
2280 ST RT 540
BELLEFONTAINE OH 43311
(937) 599-3010, EXT 1340

SECTION 504/ADA COORDINATOR:
JOEL STAUDTER
OHIO HI-POINT JVSD
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TITLE VI COORDINATOR:
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Our Mission

Ohio Hi-Point Career Center's mission is to develop our most valuable resource - **people** – by providing quality career-technical and academic education.

Our Core Values

- ★ Our students/clients are our **first** priority.
- ★ **Every** individual has value and significance.
- ★ We expect excellence in **all** we do.
- ★ Students and staff are accountable for their **own** behavior and personal development.
- ★ **Effective** learning actively engages students.

BOARD OF EDUCATION

Anne Reames, President – Bellefontaine
Bill Ramsey, Vice President – Benjamin Logan
Paul McMahill – Mechanicsburg
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Kim Boswell – Indian Lake
Jeff Burroughs – Champaign County ESC
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David Campbell – Logan County ESC
Robert White – Ridgemont
Larry Mouser – Hardin County ESC
Brian Wright – Riverside
Warren Stevens – Urbana
Pat Wagner—Graham
William McDaniel—Triad

ADMINISTRATION

Kimberly W. Davis..... Superintendent
Darlene C. Chiles Adult Education Director
Amy MainAdult Education Supervisor

ADULT EDUCATION OFFICE STAFF

Joan Manns Business Operations Coordinator
Michelle Rutledge Student Services Coordinator
Jay Hunt..... Student Services
Stacy Colwell Administrative Assistant

ADULT EDUCATION PHILOSOPHY

It is the philosophy of the Board of Education to assist the individual to recognize his/her full potential, with the resulting recognition of his/her own creativity and initiative in order to take a place in modern society. For proper realization of this philosophy it is presumed that all youth and adults need to develop salable skills and those understandings and attitudes which make the worker an intelligent and continually productive participant in his economic and social life.

Both youth and adults can profit from training in specific skills, related instruction, academic training and experience in social living. All of the foregoing experiences are provided in order that each adult may have the opportunity to become a productive, valuable employee and a responsible citizen. Therefore, the Board shall provide a program of adult classes.

In order to support a program of adult education, the Board shall appoint an Adult Education Administrator, employ staff, use facilities, equipment as required, and provide the necessary custodial services.

The Superintendent is directed to seek out and utilize such Federal, State, and private sources of revenue as possible for the financial support of the adult education program.

R.C. 3313.204, 3313.52, 3313.531. 3313.641. 3313.644
A.C. 3301.43

FORWARD

This student handbook is to be used as a guide during your enrollment as an adult education student. The information in the handbook will assist you as you adjust to your new role. You are beginning an exciting and challenging year. You will gain as much from your program of study as you are willing to put into it.

The adult education staff welcomes you and extends our best wishes for a rewarding and successful year.

ACCREDITATION and APPROVALS

The Ohio Hi-Point Career Center Division of Adult and Continuing Education is accredited by North Central Association of Colleges and Schools and approved by The Ohio Board of Regents Adult Workforce Education.

FACILITIES

The Ohio Hi-Point Career Center, situated on a 96-acre campus has 135,000 square feet of modern well-equipped classrooms, laboratories, conference rooms and offices. Interiors are designed to facilitate a pleasant learning atmosphere. There is ample parking for student convenience.

Adult education classes and programs are also held at satellite locations in Union, Hardin and Champaign counties.

ADULT EDUCATION BUSINESS OFFICE

The Adult Education Business Office is open Monday through Thursday from 8:00 a.m. to 9:30 p.m. and on Friday from 8:00 a.m. to 4:00 p.m. The offices of Adult Director, Adult Supervisor, Financial Aid, Student Services, Program Coordinators, Business Manager, and Administrative Assistant are located in the Adult Education Business Office.

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GENERAL INFORMATION

SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER:

Daytime Adult education classes will not meet on the days that Ohio Hi-Point Career Center is closed due to bad weather. The Superintendent makes the decision to cancel classes. When the decision is made, the local radio stations are immediately notified. Listen to the designated radio/TV stations for possible cancellations. However, since these are adult programs, it is the responsibility of the student to decide if the roads are safe enough to travel. Ohio Hi-Point Career Center is not responsible for the safety or well being of the student while driving to or from the classroom or clinical agency.

If there is a need to close school for the day, announcements will be called to the following radio/TV stations:

Bellefontaine – WPKO FM 98.3
Bellefontaine – WBLL AM 1390
Kenton – WKTN FM 95.3
Columbus - WSNY FM 94.7

Dayton – WHIO TV 7
Columbus – WBNS TV 10
Lima –WLIO TV 35

Cancellations and delays may also be found on our web site: www.ohiohipoint.com.

PLEASE NOTE: Evening programs do not always follow the same cancellation schedule as daytime programs. Decisions to cancel evening classes will be made by 3:00 p.m. Evening cancellations will be called to the media stations listed above and announced on our webpage. Please remember even when classes are not officially canceled, a student's individual discretion is paramount. Each student must decide for himself or herself if weather conditions preclude classroom attendance.

FIRE EVACUATION AND EMERGENCY CONTAINMENT PROCEDURES

Fire evacuation and severe weather containment procedures are posted in all rooms. Evacuation and containment drills will be held during the school year.

HOLIDAYS AND BREAKS:

Holiday time will follow the legal holidays as shown on the program calendar. Check the program calendar for other breaks throughout the year.

VISITORS:

Upon entering the building, all visitors must register at the front office and obtain a visitor's badge.

SECURITY CAMERAS

Video surveillance cameras are placed throughout the school grounds.

STUDENT CONDUCT

FIREARMS

A student shall not bring a firearm to school or onto any other property owned or controlled by the Board, or to any interscholastic competition, extracurricular event, or any other school program or activity even if not located in a school or on property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal a firearm while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. "Firearm" means: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. (See ORC 18 U.S.C.A. Sections 921-924).

"Destructive device means: any explosive, incendiary, or poisonous gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of such devices.

KNIVES

A student shall not bring a knife to school or onto any other property owned or controlled by the Board, or to any interscholastic competition, extracurricular event, or any other school program or activity even if not located in a school or on property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any type of knife while at school, while at a school sponsored activity, or while on any other property owned or controlled by the Board. A knife includes, but is not limited to any instrument having a sharp blade and a handle.

DANGEROUS WEAPONS OR OBJECTS

A student shall not bring a dangerous weapon/object to school, to a school sponsored activity, or onto any other property owned or controlled by the Board. Further, a student shall not possess, transmit, use or conceal any kind of dangerous weapon or object while at school, while at a school sponsored activity or while on any property owned or controlled by the Board. "Dangerous Weapon or Object" includes, but not limited to: a chain, club, metal knuckles, explosives, noxious irritation or poisonous gases, poison or firearms and any other items that could be considered a dangerous weapon, or object capable of inflicting bodily injury.

FIREWORKS AND EXPLOSIVES

A student shall not possess, transmit, sell, conceal, use, or detonate any fireworks and explosives, or other such devices capable of inflicting bodily injury.

UNAUTHORIZED FIRE

A student shall not burn or attempt to burn any part of any building or property owned or leased by the Board of Education, nor shall a student set or attempt to set an unauthorized fire.

UNAUTHORIZED TOUCHING

A student shall not act or behave in such a way as to cause or attempt to cause or threaten to cause physical injury to any person, nor shall any student encourage another person to commit the offense of assault.

FALSE ALARMS: A student shall not initiate an alarm for fire, an impending bomb explosion, or other catastrophe without just cause.

DESTRUCTION OF PROPERTY: A student shall not cause or attempt to cause damage to school or private property.

DISRESPECT: A student shall not show intent or engage in any willful act that tends to haze, frighten, degrade, or disgrace any person.

DISRUPTION OF SCHOOL: A student shall not cause or attempt to cause a disruption or obstruction of any curricular, extra-curricular activity, or the normal operation of school.

EXTORTION: A student shall not gain or attempt to gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat. Students in health occupations shall not accept any money or items of value.

FIGHTING: A student shall not fight. Fighting is defined as the willful act of hostile bodily contact among two or more persons.

HARASSMENT: A student shall not plan, encourage, or engage in any harassment of another student or person. This may include, but not be limited to, physical, mental, verbal and/or written threats, intimidations and/or sexual harassment.

HAZING: The policy of the Ohio Hi-Point Board of Education is that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school District shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organizations that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. All hazing incidents shall be reported immediately to the Adult Education Supervisor. Anyone who fails to abide by this policy may be subject to disciplinary action.

LOOK-ALIKE WEAPONS: A student shall not possess, transmit, use, or conceal a lookalike weapon including, but not limited to, a knife, gun, or device that could be considered a look alike weapon.

STEALING: A student shall not take or acquire the property of others without the consent of the owner.

DISRUPTION OF CLASS: A student shall not behave in any unreasonable manner that prevents the teacher from teaching or prevents other students from meeting the class objectives.

COUNTERFEIT CONTROLLED SUBSTANCES AND/OR RELATED TOOLS: A student shall not possess, use, transmit, conceal, and/or sell counterfeit controlled substances and/or related tools, as defined in Amended House Bill 535.

NARCOTICS, MARIJUANA, DRUGS, ALCOHOLIC BEVERAGES, MOOD ALTERING SUBSTANCES, AND DRUG PARAPHERNALIA:

A student shall not possess, use, transmit, sell, conceal, or be under the influence of narcotics, marijuana, drugs (including prescription and non-prescription drugs), alcoholic beverage, and/or mood

altering substances of any kind, nor shall a student have the odor of alcohol or marijuana on or about their person. A student shall not possess, use, transmit, sell, and/or conceal drug paraphernalia.

Under the influence is defined as manifesting signs of chemical use such as staggering, reddened eyes, odor of chemicals, smell of alcohol on breath, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.

Prescription Drug is defined as a drug authorized by a medical prescription from a licensed physician and shall not be considered a violation of this rule as long as a signed physician's statement, and/or prescription label is presented to the coordinator.

Procedures To Be Followed:

Under The Influence of Alcoholic Beverages, Drugs, or Narcotics;

Possession, Consumption, Use, Storing, Concealing, Making, Giving, Selling, Offering to Sell, or Dealing in Chemicals (Alcoholic Beverages, Drugs, Narcotics, Look A-Likes).

First Violation of Controlled Substance Abuse Policy:

1. The instructor will determine if the student is exhibiting behaviors consistent with being under the influence of alcohol, drugs, or narcotics.
 2. The coordinator will be notified and will meet with the student and instructor(s).
- OR**
1. The coordinator or supervisor is notified of a positive drug screening.
- THEN**
1. The coordinator or supervisor will notify the director.
 2. The director will notify legal authorities as appropriate.
 3. It will be strongly recommended the student seek professional evaluation from a trained Chemical Dependency Counselor or a licensed physician trained in Chemical Dependency. Ohio Hi-Point believes that early intervention in the disease process means less destruction for the student who may be harmfully involved and a greater likelihood of recovery. If the student agrees to the evaluation AND complies with the appropriate treatment procedures the school will consider probationary status. The contacted agency or office will notify the school that the client has made contact AND is complying with the appropriate treatment process. If the agency notifies the school that the student is not participating in the treatment program or no information from the agency is received dismissal will result.

Second Violation of Controlled Substance Abuse Policy:

1. Student will be dismissed from program.

HARASSMENT

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The

Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion,

classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at

the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance of creating an intimidating, hostile, or offensive working and/or learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually in the parent and staff handbooks.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the School District community or third party making the complaint and the individual accused of the harassing conduct.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the

Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission. The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s). Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general, will be age and content appropriate.

STUDENT SAFETY

Because of the nature of our programs, safety of the individual is of the utmost importance. The use of safety equipment such as safety shoes, glasses and the like must be worn at all designated times and places. Safety rules and regulations must be observed at all times as determined by the individual programs and the school. Failure to observe safety rules, including the use of safety glasses and work shoes, may result in removal from that lab until proper safety equipment is obtained and used.

CARE OF SCHOOL PROPERTY

All students are expected to demonstrate in the use of school buildings and property. All should aid in maintaining a neat, clean school, disposing of waste paper and trash in receptacles provided and not on the floor or school grounds.

If a student writes on or damages school property, he/she must pay to cover the cost of the repair or replacement. Malicious destruction of school property must be reported to legal officials.

The sale of any item or posting of signs or notices is strictly forbidden unless permission is granted by school administration.

ADMISSION

Requirements for admission to adult education career development programs include:

1. Must possess a high school diploma or GED.
2. Provide an official high school or GED transcript.
3. Submit a program application.
4. Passage of the Work Keys examinations Reading for Information, Locating Information and Applied Mathematics at the required program standard.
5. Submit a criminal records check and/or drug screening per individual program requirements.

ATTENDANCE

Attendance patterns established during school days are utilized by employers in evaluating potential employees. Students are encouraged to establish excellent patterns of attendance by being present everyday.

Ohio Hi-Point cannot instruct students who are not present. Frequent absences from regular laboratory/classroom learning experiences disrupt the continuity of the educational process. Instruction is lost and cannot be regained even by extra assignments or completion of regular assignments. Consequently, students who miss school frequently experience great difficulty in achieving the maximum benefits of the education available to them, in addition to carrying poor attendance habits with them into the world of work.

Promptness and dependability are essential qualities of today's employee. In order to assist the student in the formation of these qualities the following guidelines will be observed:

1. Any student unable to attend class for any reason will call the instructor a minimum of 30 minutes prior to class start to report the reason for the absence. The phone number to call is (937) 599-3010.
2. Attendance of 100% is expected. 90% attendance must be maintained.
3. Any student unable to attend a clinical experience will call the appropriate clinical agency 1 hour prior to the start of the clinical experience and state the reason for the absence. Failure to do so will result in the student being placed on clinical probation for the remainder of program enrollment.
Any student missing 25% or more of the total clinical experience will receive an unsatisfactory in that clinical experience.
4. **Tardiness** (up to thirty minutes late) of three days will constitute **one half** day's absence. Any tardiness greater than thirty minutes will constitute **one half** day's absence.
5. Students requesting early dismissals will be marked absent according to the same guidelines as those who are tardy. Early dismissals (up to thirty minutes) of three days constitute one half day's absence. Early dismissals of more than thirty minutes will constitute **one half** day's absence. (If the student misses more than 50% of the class/clinical day for whatever reason he/she will be charged with **one full** day's absence.)
6. Cumulative absences for the program, exceeding 10% may result in dismissal from the program. Absences exceeding 10% in one quarter will result in attendance probation for the remainder of the program.
7. Failure to report absences will result in the following action: Conference with the instructor; repeated offenses will result in the student being placed on probation and may result in the student being dismissed from the program.
8. It is the responsibility of the student to monitor his/her absences. Special circumstances should be discussed with the coordinator..
9. Students must assume the responsibility for obtaining curriculum content missed during absence from class.
10. If a exam has been missed as a result of absence, the student must take the exam on the first day back to class, unless arranged with the instructor. Failure to do so will result in a grade of zero (0) for the exam. It is the student's responsibility to arrange for make-

- up exams with the instructors.
11. Students are expected to hand in all homework assignments on the date due unless they experience significant illness or a death in the immediate family. Failure to submit required work on time may result in a grade penalty. Please make the effort to contact the instructor prior to missing a due date for assignments. Late assignments will NOT be accepted after one week (7 days) from the date due unless your excuse is deemed adequate by the instructor based on prior arrangements.
 12. Further information regarding missed quizzes, assignments, or exams may be addressed in the course syllabus and will be the course standard.
 13. Students who miss clinical experience may have their related classroom course grade lowered at the discretion of the instructor. Check individual course outlines for these grading policies.
 14. Students unable to participate in clinical in accordance with facility policy on communicable disease & illness will not be permitted in clinical. Program absence and attendance policies will apply.
 15. If a student is exhibiting signs and symptoms of communicable illness in clinical or classroom for that day. Program absence and attendance policies will apply.
 16. Students who are physically unable to participate in clinical or classroom activities may be dismissed for the remainder of the day. Program absence and attendance policies will apply.
 17. Students missing clinical or class time due to illness or disability requiring a physician's care, must have a signed release granting permission to return to clinical or class.

APPOINTMENTS:

Appointments with physicians, dentists or other personal business should be made for hours outside of regular school hours. In the event that an appointment must be made within school hours, the student will be marked absent for that portion of the school day that was missed. There are no exceptions.

PREGNANCY:

No special privileges will be granted because of the pregnancy. No leave of absence is granted for the pregnancy. The student may continue in the program after the pregnancy providing her absences do not exceed the limit.

GRADING

The grading scale for academic work is as follows:

- 100 to 93 (3.5 – 4.0) = A (Excellent)
- 92 to 85 (3.0 – 3.4) = B (Above Average)
- 84 to 77 (2.0 – 2.9) = C (Average)
- 76 to 70 (1.0 – 1.9) = D (Below Average)
- 69 & below = F (Fail)

ELECTRONIC EQUIPMENT/CELLULAR PHONES:

The use of two-way radios, pagers, beepers, CD players, MP3 players and/or personal cellular phones is prohibited in the classroom and clinical lab. Cell phones should be turned off and placed in purse or bag when in classroom. "Forgetting" to turn off the cell phone is not an excuse. Use of a cell phone during a test, including text messaging, will be considered cheating and action will be taken in accordance with the academic honesty policy.

GUIDELINES FOR APPROPRIATE CLASSROOM ATTIRE:

Individual programs may institute a dresscode, which will be defined within that program's policy. Students will be held to the program dresscode as the minimum standard for personal appearance and dress. See program specific dresscode information.

PERSONAL APPEARANCE AND DRESS

The dress and grooming of students reflect an attitude towards themselves, the school and the public. Good personal appearance enhances your image and that of the school. Any fashion (dress, accessory, body piercing, hair style, and/or hair color) that disrupts the educational process or presents a safety risk will not be permitted. All clothing must have sleeves and be of a length which may be easily tucked in. Capri pants are acceptable. All skirts and dresses must be no shorter than 4 inches above the knee.

No facial piercing of any kind will be permitted.

School dress should ensure the health, safety, and welfare of students. Clothing must be clean. Classroom management plans may further outline acceptable standards of dress. Individual programs may institute a dresscode, which will be defined within that program's policy. Students will be held to the program dresscode as the minimum standard for personal appearance and dress.

Individual programs may institute a dresscode, which will be defined within that program's policy. Students will be held to the program dresscode as the minimum standard for personal appearance and dress.

With the above statements in mind the following are examples of items which are not appropriate for school:

1. Tank top shirts or low cut tops.
2. Bare midriffs or halter tops or other clothing that has open areas
3. Bare feet
4. Writing on patches of clothing which promotes drugs or alcohol, contains suggestive or dual meanings, or contains vulgar slogans/language.
5. Clothing should not have holes – instructor discretion to be used to determine the appropriateness of the clothing.
6. Shorts of any length
7. "Latex" or knit type clothing unless covered by another loose fitting garment which conforms to school rules regarding length
8. Sunglasses
9. Chains
10. Hats, caps, or head scarves
11. Skorts or split skirts are not considered shorts, and they must conform to the general rule regarding length, also.
12. To be considered Capris, the Capris must be at least 2 inches below the knee.

This is not to be considered an all inclusive list.

The appearance code will be enforced by teachers, coordinators, supervisors and administration.

Attire and accessories may be so inappropriate that students will not be allowed to remain in class. Instructors may remove a student from the classroom for violations of the dress code or direct a student to obtain a change of clothing.

CHILD CARE:

Child care arrangements are the responsibility of the student. Back up child care arrangements are essential to maintain adequate attendance. Children are not permitted in class, conferences or clinical evaluation sessions.

COUNSELING AND GUIDANCE:

- A. The instructional staff seek to assist students in their interpersonal and career adjustments. Students are encouraged to seek the advice and assistance of instructors in the resolution of problems related to the educational program.
- B. Students will have clinical conferences with the instructor periodically.
- C. Problems or concerns of a more serious personal nature will be referred to the Student Services Counselor who may refer the student to an appropriate community agency or other professional.
- D. Conferences with instructors must be pre-arranged.

GRIEVANCE POLICY:

ACADEMIC: If a student believes there is a basis for grievance concerning a course, he/she shall discuss the matter with the instructor of the course within two weeks of the incident. If the problem cannot be resolved at that level, within an additional two weeks the student and instructor will meet with the Coordinator of the program for further discussion of the problem.

If the problem cannot be resolved satisfactorily it will be referred to the Administration of Ohio Hi-Point who will make a final decision.

STUDENT: Students having concerns with another student's behavior(s) are expected to discuss their concerns directly with that student whenever possible. If the student is either unable or uncomfortable doing this (due to the nature of the concern), the student may request their instructor conduct a joint meeting with themselves, the other student and the instructor.

If the other student's behavior is of a serious concern and cannot be resolved by the students and instructor, the instructor may request a meeting involving the coordinator in a joint meeting of the students and instructor.

SMOKING:

Smoking **is not permitted** on campus at Ohio Hi-Point Career Center or on any of the Ohio Hi-Point Satellite campuses. **This also means no smoking in cars on campus, clinical and internship parking lots.**

FOOD SERVICE:

Food and beverages may be purchased in the cafeteria or students may provide their own lunches. Adult students are permitted to leave the campus for mealtimes. All food and beverages must be consumed in designated areas.

TRANSPORTATION:

Students are responsible for their own transportation to and from classes and/or affiliating clinical agencies and internships.

Students are encouraged to maintain safe vehicles for safe driving on and off campus.

Students who do drive must abide the following rules:

- 1. Students must have a permanent parking sticker affixed to the lower corner (driver's side) of the front windshield of their car to park on the Ohio Hi-Point Career Center property. **THERE ARE NO EXCEPTIONS!**
- 2. Parking permits will be issued from the Adult Resource Center.
- 3. Eligibility for a permanent parking sticker rests on the following:
 - possession of a current driver's license.
 - possession of a current insurance policy covering the student as a driver.
- 4. Students who drive to school must use the assigned student parking areas. Orderly parking

- must prevail in this area within the lines marked.
5. Students are to observe the speed limit and driving rules of the school. **THE SPEED LIMIT IS 10 MILES PER HOUR!**
 6. Bumper stickers, painted slogans or illustrations on vehicles which promote drugs or alcohol, contain suggestive or dual meanings, or contain vulgar slogans/language are not permitted.
 7. The school assumes no responsibility for damage or theft involving automobiles. Reports are to be made directly to the Bellefontaine Police Department

ACADEMIC HONESTY POLICY

It is assumed that students are honest. Attempting to deceive or use dishonesty for personal gain interferes with the integrity of the school and cannot be tolerated. Academic dishonesty involves any deception to meet program academic requirements. This would include plagiarism and cheating.

Examples of cheating include, but are not limited to the following:

Copying or providing to another student assignments or examinations.

Having another student write a paper or assignment for which a student will take credit.

Examples of plagiarism include, but are not limited to the following:

Using a direct quotation without citing the source.

Paraphrasing the ideas of another without giving credit.

Copying tables, charts or diagrams.

Cheating or plagiarism may result in a grade of 0 for the assignment. In serious or reoccurring incidents, the student may receive a failing grade for the course.

PROBATION

A student may be placed on probation for any of the following reasons:

1. Cumulative attendance rate below 90 percent in ongoing courses.
2. Cumulative grade point average below 77%
3. Violation of school policies, procedures, rules, and regulations.
4. Unsatisfactory progress.
5. Failure to maintain minimum academic standards for core courses.
6. Unsatisfactory personal hygiene, grooming or attire.
7. Poor attendance or tardiness.
8. Behavior that is considered unsafe or inappropriate.
9. Attitudes which are inconsistent with, disrupt or otherwise prevent the attainment of the educational objectives of the individual or other students. If the student is not meeting the required standards at the end of the quarter, he/she will be notified in writing and placed on probation for the following quarter.

NOTE: Students receiving VA benefits will have their benefits terminated.

DISMISSAL

The faculty reserves the right to terminate the enrollment of a student at any time because of:

1. A cumulative grade average below 70 percent in all courses.
2. Violation of policies and regulations of the school.

The Program Coordinator/Supervisor and faculty carefully review each student's records throughout the program. If sufficient documented evidence exists to warrant dismissal of the student, the Director and the student are notified in writing of the intent to dismiss. The student is informed of the dismissal in writing and will have a termination interview with the Program Coordinator/Supervisor

HEARING

Within seven (7) days of receipt of a letter of dismissal, a student may request that the action of the Coordinator be reviewed by a committee. The request must be in writing and signed by the student and delivered to the Coordinator of the program. Upon receiving the request, the Coordinator/Supervisor informs the Director who will appoint a committee. The committee shall consist of at least three persons from the faculty and Administration. The hearing must be held within thirty (30) days of the date of the request unless a mutual agreement has been reached between all persons concerned to extend the time of the hearing. The student may be present at the hearing to speak in his/her own behalf.

The decision of the review committee shall be given to the student in writing and shall include the following:

- 1) the reasons for reversing or upholding the dismissal;
- 2) that the student has a right to appeal the action of the committee to the board of education or its designee;
- 3) that the student has a right to legal counsel on such an appeal;
- 4) that the student has a right to a hearing before the Board of Education or its designee in order to be heard against the dismissal; and
- 5) that the student has a right to request that such a hearing be held in executive session.

Students will not attend class during the time of appeal.

WITHDRAWAL

A student may withdraw from a program at any time. In order to withdraw in good standing the student must sign the withdrawal form and have a termination interview with the Coordinator/Supervisor. Failure to withdraw in good standing may prevent the student from being considered for re-admission at a later date.

CERTIFICATE OF COMPLETION

An Ohio Hi-Point Career Center certificate of completion will be awarded to each student who has attended 90% of the scheduled classes, has attained the academic standards for all core curriculum classes and has a cumulative average of 77% or above.

STUDENT HEALTH POLICY:

Ohio Hi-Point Career Center has a resident health nurse and a student health service. If the student is injured or becomes ill during class, the student may be sent to the health nurse for assistance. The proper forms must be completed.

Illness must be reported at once to the school for classroom or clinical agencies for clinical experiences. If a student must leave class or the clinical area due to illness, it is the student's responsibility to arrange for transportation so the classroom or clinical experience of the students is not interrupted.

An Emergency Medical Form is to be signed by each student enrolled at the Career Center. If a student has a health problem or disability, it is very important that the school be informed so that steps can be taken to accommodate him/her in an emergency.

STUDENT SERVICES

A full range of services is provided to meet the needs of adults pursuing training. Both personal and professional needs must be met to insure success in the classroom and on the job!

Student services are provided FREE of charge for those enrolling in career training programs. Contact Student Services Monday – Thursday 11:00 a.m. to 7:00 p.m. in the Adult Education Office.

CAREER ASSESSMENT: A workshop to help the student set a career goal matching his/her interests, aptitudes, skills, values, and temperament. Paper/pencil tests and one-on-one counseling are provided.

ADULT BASIC LITERACY EDUCATION/GED: Free classes to increase basic skills (reading, English, math, spelling) or prepare for the High School Equivalency Exam (GED) are available on campus and at community centers located in Champaign, Hardin, Logan and Union counties. Ask for the ABLE/GED schedules for the center nearest you.

COUNSELING: Both career and personal counseling are offered during regular office hours and by appointment. Referrals to other community services are made upon request.

CHILD CARE: A YMCA infant and preschool day care center is available on our main campus on a limited basis.

EMPLOYMENT ASSISTANCE: The student services office provides assistance with resumes, interview skills, and job search. A career passport will be provided to all full time students upon successful program completion.

FINANCIAL AID: Grants, loans and scholarships are available to students enrolled in full time career training. In order to be eligible students must maintain a "C" average and a 90% rate of attendance, not owe a refund on any grant or student loan and not be in default on any loan under the Title IV Programs.

Applying For Financial Aid

Financial Aid applications are available from the Financial Aid Office located in the Adult Education Office. Students may qualify for one or more types of assistance:

Pell Grants - A non-repayable grant from the Federal Government based on financial need.

Federal Direct Loan - A low interest student loan borrowed from the US Department of Education.

Federal PLUS - A loan for parents of dependent students available through the US Department of Education. Requires a credit check.

VA - Training money available to Veterans. Contact your county Veterans Service Officer to determine your eligibility.

JOB AND FAMILY SERVICES/ Workforce Investment Act grant - Training money available for economically disadvantaged students. Apply at the local office in your county of residence to qualify.

BVR - Physical, mental, or emotional disability, which presents a handicap to employment may qualify you for training assistance. Contact your local or area office of the Bureau of Vocational Rehabilitation.

TAA - If you are unemployed because of international trade, check with your county One Stop Employment Center. You may be eligible for assistance.

OTHER - Scholarships or tuition reimbursements from companies, organizations, or foundations.

Financial Aid Probation

All students must maintain a minimum cumulative grade of C and a cumulative rate of attendance of 90% or above to be eligible to receive Title IV funds.

Financial Aid Payments

Pell Grants are disbursed by the school once each quarter or four times a year. If the student account is paid in full, the student will receive excess funds in the form of an Ohio Hi-Point refund check. Pell payment schedules are available from the Financial Aid Office.

Student Loan proceeds are received by the school once each quarter. If the student account is paid in full, the student will receive any excess funds in the form of an Ohio Hi-Point refund check.

Other types of student assistance such as Job & Family Services, WIA, BVR, TAA and scholarships are usually remitted directly to the Adult Education Business Office. The Business Office will invoice the agency if an individual contract is on file.

It is the student's responsibility to inform the Financial Aid Office and funding agencies of any funds they receive from any and all sources.

Verification

If a Student Aid Report or ISIR is selected by the U.S. Department of Education for verification, the student must complete a Verification Worksheet and submit this along with a copy of his/her last Federal Income Tax Return to the Ohio Hi-Point Financial Aid Office. Grants will not be processed until the student completes verification.

Pell Documentation Deadlines

In order to receive a Pell check by the scheduled dates, the student's Pell application must be complete and all required documentation must be submitted to the Financial Aid Office no later than 4:00 p.m. on the due date. If the student misses the due date, their check will be processed with the NEXT quarter's Pell payments. Pell Payment Schedules are posted in each classroom and are available in the Adult Education Office.

REFUND POLICY

All students withdrawing from a full-time program before the end of the enrollment period are required to notify the school and complete a withdrawal form. Refunds will be computed following the Federal Guidelines for financial aid. See your Financial Aid Officer for exact calculations for your assistance program.

FEDERAL GUIDELINES OF REFUNDS

All students withdrawing from a full-time program before the end of the enrollment period are required to notify the school and complete a withdrawal form. Refunds will be computed using the last date of attendance, the "Treatment of Title IV Funds Worksheet" and the Institutional Policy. The calculation that provides the largest refund to the Title IV Programs will be used.

Return of Funds Policy

This policy is based on the last date of attendance. It uses the "Treatment of Title IV Funds When a Student Withdraws from a Clock Hour Program" worksheet to determine the amount of Title IV funds earned.

Steps to complete the process:

- Divide clock hours completed by clock hours in the period.
- After 60% is completed, 100% of Title IV funds are earned.
- If 60% or less, the following calculation is made.

Divide hours completed by hours scheduled to be completed.

If student completed at least 70% of the hours scheduled to be completed, the school may use the scheduled hours in lieu of completed hours to calculate percentage of period completed. If not, the school will calculate completed hours divided by total hours to determine percentage.

- Multiply percentage of Title IV aid earned x total Title IV to be disbursed = amount of Title IV aid earned.

Institutional Policy

1. Withdrawal in writing before the second day of class allows for total refund of tuition.
2. Withdrawal in writing before the beginning of the second week - 75% of tuition refundable.
3. Withdrawal in writing before the end of the second week - 50% of tuition refundable.
4. Withdrawal after second week - NO REFUND.

This policy applies to both self-pay and Title IV students.

FEES:

Grades, diplomas, and certificates will be held for non-payment of fees and students will not be allowed to participate in graduation ceremonies. A \$5.00 service fee will be charged on any returned check.

Payment of tuition and fees is due in full upon receipt of invoice prior to each quarter. Any fees due to Ohio Hi-Point, not guaranteed by financial aid, such as PELL, student loans, and agency funding, must be paid prior to the start of each quarter.

Any student with an account not paid in full prior to the quarter start date will not be permitted to attend classes.

EMPLOYMENT:

In the best interests of the student, it is recommended that the student not work while going to school. However, If a student elects to work while enrolled in school, the following guidelines must be followed:

1. Working students must meet all requirements of the program.
2. No special considerations or privileges will be made because the student is working.
3. Students are expected to arrange their working hours so they do not conflict with classroom or clinical experiences.
4. Employers are not to call students during class or clinical hours.
5. Working students must wear the uniform required by the employing agency. School uniforms are not to be worn except during school sanctioned activities.
6. The school is not responsible for the actions of the student outside of school sanctioned experiences.
7. Students shall not function or in any other way, represent themselves as students of Ohio Hi-Point Career Center outside of school sanctioned activities.

TECHNOLOGY

Ohio Hi-Point has dedicated much time, energy and resources towards technology and its role in preparing students to live and work in a technological world. Inappropriate use, abuse or vandalism of computers or related equipment will cause the student to lose computer privileges and could result in disciplinary action.

Examples of inappropriate use are:

- personal letters, memos, etc.
- abusive, profane or obscene text
- accessing an unauthorized system or software
- use of another's password
- introduction of a virus
- playing games
- use of personal software
- copying of school software

All technology, computers, telephone systems, electronic mail systems and voice mail systems are the school's property and are to be used solely for educational purposes. The school has the right to access and review all student activity, use and/or work on technology. No student will be allowed use of computer or school technology without signing a computer use agreement and abiding by the agreement.

Technology fees cover costs of technology use including educational software and hardware for the duration of enrollment. Software licensing agreements allow the use of software only on school-owned computers. If at any time computers are no longer owned by the school, it is a requirement that licensed software be removed from the computers. Not removing educational software is a violation of licensing agreements. This includes Microsoft Office Suite as one of many programs for which Hi-Point Career Center has an educational use license. Ohio Hi-Point Career Center is not licensed to sell or resell any software. Computers are returned to the factory default state in which the school purchased the computer before ownership is transferred.

COMPUTER SPECIFICATIONS

You can find out more information about District issued laptops and update to this student handbook at:
www.ohiohipoint.com

TERMS OF TECHNOLOGY USE AND MAINTENANCE

Terms

You will pay a nonrefundable quarterly use and maintenance fee of \$250.00 on or before taking possession of the property. You will comply at all time with Ohio Hi-Point Career Center's Student Laptop Handbook and Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the District may repossess the property.

Title

Legal title to the property is in the District and shall at all times remain in the District. Your right of possession and use is limited to and conditioned upon your full and complete compliance with this Agreement and the Student Laptop Handbook.

Loss or Damage

If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported to the District by the next school day after the occurrence. A table of estimated pricing for a variety of repairs is included in the Student Laptop handbook. Completing students must clear all records and pay all fees before receiving transcripts, certificates of completion, and diplomas.

Repossession

If you do not timely and fully comply with all terms of this Agreement and the Student Laptop Handbook, including the timely return of the property, the District shall be entitled to report the property as stolen.

Term of Agreement

Your right to use and the possession of the property terminates no later than the last day of the completion of the program, unless earlier terminated by the District or upon withdrawal from the District.

Appropriation

Your failure to timely return the property and the continued use of it for non- school purposes without the District's consent may be considered unlawful appropriation of the District's property.

Use & Maintenance

- In case of theft, vandalism, and other criminal acts, a **police report MUST be filed by the student within 48 hours of the occurrence. Incidents happening off campus must be reported to the police and a copy of the report be brought to the Adult Education Office.**
- If laptop is stolen and student reports the theft (by the next school day) and police filed a report, then the student will be responsible for \$200 for replacement cost instead of the Fair Market Value.
- If laptop is lost, students are responsible to pay for the fair market value to replace the laptop .
- **Student will be charged the full price of the laptop if deliberately damaged or vandalized.**
- Students are responsible for reasonable cost of repair for damaged laptops that are not covered by manufacturer warranty. (See Figure 1)
- 25% of repair fees are due before student will be given a loaner or replacement laptop.

Figure 1 - Table of Estimated Repair Pricing*

Repair	Loss, Deliberate Damage or Neglect	Accidental Damage
Broken screen (LCD)	\$250	\$100
Keyboard	\$100	---
Power adapter + cord	\$75	---
Battery	\$125	---
Laptop case	\$40	---

NOTE: These prices are subject to change based on manufacturer's pricing.

The costs of any other parts needed for repairs will be based on manufacturer's current price list.

USE OF COMPUTERS AND LAPTOPS ON THE NETWORK

Network Student Drives

The students will have a network drive setup from their login. Students should save important items on this network drive, keeping a backup that they can access from anywhere on the network. Students who are located in a satellite program may not have a network drive in which to save their school files.

Angel Learning

Many classes have online assignments posted in Angel which can be accessed through any computer with Internet Access. Talk with your instructors about the availability of coursework and assignments in Angel. The Angel site may be accessed at <http://angel.ohp.k12.oh.us>

Internet Safety

There are many sites on the Internet that can be potentially dangerous. These sites are blocked while students are logged on to the District network, but may be unprotected at home. Students are in violation of district policy if they access these sites through proxies.

For more information about online safety go to www.isafe.org.

GENERAL LAPTOP RULES

Student Responsibility

- Do not leave the laptop unattended
- Students are required to bring the laptop to school every day, in the school issued laptop bag.
- Students are required to charge the laptop at home before coming to school. Power outlets may not be available.

Inappropriate Content

- Inappropriate media may not be used as a screensaver or wallpaper.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, hate group, pictures, or any other content deemed inappropriate by the Technology Coordinator will result in disciplinary actions.
- Passwords on screensavers and power-on screen are not to be used.
- In the event that inappropriate content is found on the laptop, the Technology Department will not attempt to backup the student's data. It is the student's responsibility to ensure the data is backed up.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.

Music, Games, Videos, or Programs/Downloads (while at school)

- Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.
- **All software loaded on the system must be District approved.**

No Loaning or Borrowing Laptops

- Do not loan laptops to other students.
- Do not borrow a laptop from another student.
- Do NOT share passwords or usernames.

Passwords on laptops

- Students are not to activate any passwords on the laptop such as BIOS or Hard Drive passwords without written permission from the Technology Coordinator.
- Students who have assigned a BIOS or Hard Drive password that cannot be recovered will be responsible for any charges related to removal of the password.

Laptop Warranty

- Warranty claims are at the discretion of the laptop manufacturer and not the District. Students are required to pay for all non-warranty damages.
- Missing keys are not covered under the laptop warranty; students who are found to have more than 5 keys missing may be charged for a new keyboard.

A few examples of warranty and non-warranty issues:

Covered under Manufacturer's Warranty	Not Covered-Student Responsible
Hard drive or DVD failure	Hard drive or DVD drive fails after laptop is dropped
Screen backlight burns out	Screen is visibly broken, cracked shattered
Sound stops working	Liquid spilled on keyboard
Power cord properly cared for no longer charges laptop	Power cord is twisted and kinked severely from not being stored properly and no longer charges laptop
System board failure	Laptop is dropped, physical damage to casing is noted, and the unit will not turn on

Unauthorized Access

- Access to another person's account or computer without their consent or knowledge, or attempting to access the OHP network (other than designated student areas), is considered hacking and is unacceptable behavior subject to disciplinary action.

Transporting Laptops

- **Laptops must be transported in the District issued laptop case at all times.** Students should contact the Technology Department if their bag becomes torn, damaged, or lost.
- To prevent hard drive damage, laptops need to be put in Standby status between classes.
- Do not overstuff the laptop bag. Any damage to the laptop or bag due to overstuffing will be handled as abuse, is not subject to warranty repair, and the student will be held responsible for the full cost of repair charges.

Ohio Hi-Point Career Center

Acceptable Use of Technology for Students

Ohio Hi-Point Career Center (“OHPCC”) provides students with an internet-enabled laptop and access to the district’s electronic network (hereafter collectively referred to as the “laptop program”). The purpose of the laptop program is to assist in preparing students for success in life and work in the 21st century by providing them with access to a wide range of information and the ability to communicate with people throughout the world. This agreement contains the rules and procedures for students’ acceptable use of technology and participation in the laptop program.

The student laptops remain the property of OHPCC throughout the students’ attendance. Students must sign and agree to comply with the rules in this agreement in order to participate in the laptop program.

Participation in the laptop program will enable students to take the laptops home in the evenings and on weekends and holiday periods during the school year. Limited personal use of the laptop by the student assigned to the laptop is acceptable, so long as it conforms to the rules set forth in this agreement.

OHPCC retains the right to place reasonable restrictions on material that is accessed, posted, or saved on the OHPCC electronic network, on the Internet, or on any OHPCC-owned equipment, including but not limited to the student laptops.

A. GENERAL UNACCEPTABLE BEHAVIOR

The following activities are considered unacceptable and will not be tolerated. *Students should be aware that these rules apply whether they are at school or using the OHPCC-owned equipment outside of school.*

1. Posting information that, if acted upon, could cause damage or danger of disruption.
2. Engaging in personal attacks, including prejudicial or discriminatory attacks.
3. Engaging in threats to any person or entity.
4. Harassment or cyber-bullying, defined as persistently acting in a manner that causes distress or annoys another person. This activity also includes, but is not limited to, knowingly or recklessly posting or communicating false or defamatory information about a person or entity. Please reference District Bullying and Other Forms of Aggressive Behavior Policy and related Guidelines for more information.
5. The use of criminal language or imagery, or language or imagery related to committing a crime, such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang or violence-related activities, threats to an individual, etc.
6. Electronic communication using school-owned equipment containing profanity or vulgarities, or language that is suggestive or sexual, obscene, insulting, belligerent, defamatory, or racially or culturally insensitive.
7. Saving, displaying, accessing, or sending electronic files on the OHPCC electronic network, student laptops, or any OHPCC- owned equipment which contain language or imagery that is profane or vulgar, suggestive, sexual, obscene, insulting, belligerent, defamatory, or racially or culturally insensitive.
8. Abuse of network resources such as sending chain letters, solicitations, or "spamming".

9. Attempting to access or "hack" into prohibited areas of the OHPCC electronic network, including student information systems, business systems, or any other areas of the OHPCC electronic network that the student had not been granted permission to access. Even if just for the purpose of "browsing," this activity is illegal.
10. Knowingly spreading a computer virus.
11. Use of any aspect of the laptop program to acquire, download, run, install, or store illegally acquired files, including, but not limited to, music, video, and video game files.
12. Use of any aspect of the laptop program to acquire, download, run, install, or store software of any type that is used to illegally share files or access prohibited areas of the school's electronic network. This activity is illegal.
13. Installing purchased software on any OHPCC-owned equipment or the electronic network that is not owned by OHPCC, without the express written permission of the Technology Coordinator.
14. Attempting to access personal web-based email, chat, or instant messaging during school is prohibited unless instructor-led for classroom instruction.

B. E-MAIL ACCESS

1. E-mail accounts may be provided to students for educational purposes. Use of email to communicate with other students during instructional time and without teacher or instructor permission may result in permanent revocation of student-to-student email privileges.
2. Student email is a privilege, not a right; and access may be restricted or revoked due to misuse at the discretion of OHPCC.

C. WORLD WIDE WEB/INTERNET

1. Access to the Internet is filtered through the OHPCC electronic network in accordance with the Children's Internet Protection Act (CIPA).
2. Internet access is considered an integral instructional tool at OHPCC. Access to the Internet is, however, a privilege, not a right; and access may be revoked due to misuse at the discretion of OHPCC.
3. OHPCC does not provide for a home internet filter. Students are referred to section (A) above, and reminded that those restrictions apply while using the school-owned laptop outside of school.

D. PERSONAL SAFETY

1. OHPCC takes the issue of personal safety online very seriously. All students must take and pass an online course in personal online safety and internet ethics at the beginning of the school year in order to have access to the Internet at school.
2. Students are encouraged to promptly disclose to a teacher or other school employee any information received that is inappropriate or makes the student feel uncomfortable.
3. If a student believes they are being cyber-bullied or otherwise electronically harassed, they should report the activity to a teacher or other school employee immediately. Student may be asked to provide printed documentation detailing the bullying activity or threat.

E. SYSTEM SECURITY

1. Students are responsible for their individual accounts and all material saved on their laptop, and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.

2. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
3. Students will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.
4. Students will not use sniffing or remote access technology to monitor the network or other user's activity.

F. SOFTWARE AND FILES

1. Students shall not use of any aspect of the laptop program to acquire, download, run, install, or store illegally acquired files, including, but not limited to, music, video, and video game files A student's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.
2. A student's network account may be limited or revoked if a student intentionally engages in the unacceptable uses covered in section (A) above.
3. A student's computer may have change prevention software installed if the Technology Department has to re-image the student's assigned computer three (3) times during the school year due to misuse or abuse.

G. PRIVACY

1. Access to the laptop program, including the electronic network is provided as a tool for student educational purposes. OHPCC reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the laptop and electronic network, and any and all information and communications transmitted or received in connection with such usage. All information and communications shall be and remain the property of OHPCC and no user shall have any expectation of privacy regarding such materials.
2. The Ohio Hi-Point Career Center and/or its instructors may maintain one or more Facebook, Twitter, blog or similar Internet pages for educational and marketing purposes. The identity of those individuals who are accessing, affiliating or commenting on these pages may be visible to third parties not affiliated with the Ohio Hi-Point Career Center. The Ohio Hi-Point Career Center is not responsible for revealing the identity, profile or personal information of the user, including minor students, by third parties. It is the express responsibility of the user to protect the user's identity, profile and personal information.

H. PERSONALIZATION

1. If students are issued a laptop bag, they may personalize the laptop bag as they see fit, within the following guidelines:
 - a. No modifications may be made to the laptop bag that affect the functionality and purpose of the laptop bag (no cutting, burning, etc.).
 - b. No decoration may be applied to the laptop bag that contains language or imagery that is profane or vulgar, suggestive, sexual, obscene, insulting, belligerent, defamatory, or racially or culturally insensitive.
2. Students are not to decorate or otherwise personalize the student laptop in any way. The placing of stickers or use of permanent marker on the student laptops is forbidden and may result in disciplinary action.

I. VANDALISM

1. Any malicious attempt to harm or destroy data, hardware, or any infrastructure associated with the laptop program, the electronic network, network components connected to the network backbone, student laptop, hardware, or software may result in cancellation of access to the electronic network indefinitely.
2. Certain damages to the student laptop may be considered vandalism, and the student will be charged for repairs or replacement of the laptop at current market value. Please refer to the Student Handbook for more information.

J. PLAGIARISM AND COPYRIGHT INFRINGEMENT

1. Students will not plagiarize works found on the Internet. Plagiarism is defined as taking the ideas or writings of others and presenting them as if they were the students'. The best way to avoid plagiarism is to provide proper citation.
2. Files downloaded from the Internet may be considered copyrighted material and may be illegal to download. Music, movies, games, and other programs that are shared on Peer-to-Peer networks (Kazaa, LimeWire, BearShare, FrostWire, BitTorrent, etc.) should be considered illegal, and should not be downloaded. Having these programs (or other programs with a similar purpose) installed on the student laptops is also a direct violation of this agreement in accordance with section (A)(13).
3. Copyrighted photography and artwork is also considered illegal to download without the express permission of the author.
4. District policies on copyright will govern the use of material accessed and used through the OHPCC electronic network.

K. DUE PROCESS & DISCIPLINE

1. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the OHP electronic network or in association with the laptop program.
2. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the District Acceptable Use of Technology for Students Policy may result in a loss of access as well as other disciplinary or legal action.
3. Students' violation of this agreement shall be subject to the consequences as indicated within this agreement as well as other appropriate discipline, which includes but is not limited to:
 - a. Use of district network only under direct supervision
 - b. Loss of "take home" privileges for laptop
 - c. Suspension of network privileges
 - d. Revocation of network privileges
 - e. Suspension of computer privileges
 - f. Placed on probationary status.
 - g. Dismissal from school and/or
 - h. Legal action and prosecution by the authorities

L. LIMITATION OF LIABILITY

1. The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
2. The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.
3. OHPCC is not responsible for the actions of students who violate this agreement beyond the clarification of standards outlined in this agreement.

2011/2012 STUDENT AGREEMENT

Every student, regardless of age, must read and sign below:

I will read, understand and agree to abide by the terms of the Acceptable Use of Technology for Students Policy of the Ohio Hi-Point Career Center School District. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Student name (PRINT CLEARLY)

Birth date

Student signature

Date

Legal References: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554), Communications Act of 1934, as amended (47 U.S.C. 254[h],[l]), Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part

Student Laptop Policy

1. Because the laptop is the property of OHPCC, any and/or all of the laptops may receive a software audit at any time with or without the student's knowledge.
2. Students shall make no changes, patches, alterations, upgrades, updates, or new installations to any of the software or hardware or to any of the equipment or services.
3. Inappropriate use of the Internet, sharing of passwords, or other violations of the Internet & Network Acceptable Use Policy may result in removal from the school laptop program.
4. The laptop must be brought to school each and every school day and taken home in the evening or stored in a designated secure location after school.
5. The laptop should be taken to each class, unless specifically advised otherwise by teachers.
6. The laptop battery should be charged at home.
7. The laptop is to remain in the school laptop bag provided when not in use.
8. Defacing the laptop, including applying stickers or other decorations, is prohibited. Remember, the laptop is the property of Ohio Hi-Point Career Center. Decorations or other personalization of the laptop bag are prohibited.
9. File and document backup is the responsibility of the student. *Exclusions may apply depending on program

Student & Teacher Information Code of Ethics

Respect Information and Its Infrastructure

- Information, in the Information Age, is property.
- Never undertake any action that has the potential to damage any part of this information infrastructure, including illegally hacking into a computer system, launching or distributing viruses or other damaging software, physically damaging or altering hardware or software, or publishing information that you know is untrue and potentially harmful.
- Report to proper authorities any activities that could potentially result in harm to the information infrastructure.

Seek Truth and Express It

- Be honest, fair, and courageous in gathering, interpreting and expressing information for the benefit of others.
- Test the accuracy of information from all sources and exercise care to avoid inadvertent error.
- Always identify sources. The consumers of your information product must be able to make their own judgment of its value.
- Always question the sources' motives.
- Never distort or misrepresent the content of photos, videos, or other media without explanation of intent and permission from the information's owner.
- Examine your own cultural values and avoid imposing those values on others.
- Avoid stereotyping by race, gender, age, religion, ethnicity, geography, sexual orientation, disability, physical appearance or social status.
- Give voice to the voiceless; official and unofficial sources of information can be equally valid.
- Distinguish between opinion and fact when expressing ideas. Analysis and commentary should be labeled and not misrepresent fact or context.

Minimize Harm

- Never use information from another person without proper citation and permission.
- Gathering and expressing information should never cause harm or threaten to be harmful to any one person or group of people.
- Consider all possible outcomes to the information you express, guarding against potential harm to others.
- Recognize that private people in their private pursuits have a greater right to control information about themselves than do others.
- Ethical teachers and students treat information sources, subjects, colleagues, and information consumers as human beings deserving of respect.

Be Accountable

- Admit mistakes and correct them promptly.
- Teachers and students are accountable to their readers, listeners, and viewers, as well as to each other.
- Expose unethical information practices of others.
- Clarify and explain information and invite dialogue about your conduct as a communicator.
- Encourage the information consumer to voice grievances about your information products.

**OHIO HI-POINT CAREER CENTER
ADULT AND CONTINUING EDUCATION
STUDENT RECORD GUIDELINES**

In compliance with Federal regulations, the Ohio Hi-Point Joint Vocational School has established the following guidelines concerning student records:

- A. Each student's records will be kept in a confidential file located in the Adult Resource Center. The information in an adult student's record file will be available for review only by the adult student and those designated by Federal law or District regulations.
- B. An adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- C. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless the adult student notifies the Records Control office in writing within 10 days from the date of this notification that s/he will not permit distribution of any or all such information:
 - name, address and telephone numbers, date and place of birth; major field of study; participation in officially recognized activities; dates of attendance; date of graduation and awards received.
- D. The Board authorizes the administration to forward education records, on request, to a school in which a student of this District seeks or intends to enroll.
- E. A copy of the Board of Education's policy and the accompanying District regulations are available at the Central administrative Office. There will also be a person available to answer any questions concerning the policy or regulations.
- F. Clinical agencies may request records of current physical examinations, immunization status, transcripts, CPR certification, and criminal records checks. Requests of such records will be provided with written permission of the student.

OHIO HI-POINT CAREER CENTER
ADULT AND CONTINUING EDUCATION
STUDENT RECORD GUIDELINES

I have been informed, in writing, of the Student Record Guidelines for full-time career training students at Ohio Hi-Point Career Center.

Signature

Date

Parent or Guardian
(if student is under 18)

Date

OHIO HI-POINT CAREER CENTER
ADULT AND CONTINUING EDUCATION

CONSENT TO ABIDE BY DRUG ABUSE POLICY

I acknowledge that I have received, read, and understand the substance abuse/alcohol policy and I agree to abide by this policy.

(Print Name)

Signature

Date

OHIO HI-POINT CAREER CENTER
ADULT AND CONTINUING EDUCATION

I have been informed in writing of the non-discrimination policy.

Signature

Date

Parent or Guardian
(if student is under 18)

Date

OHIO HI-POINT CAREER CENTER
ADULT AND CONTINUING EDUCATION
REFUND POLICIES AGREEMENT

I have read and understand the refund policies of the Ohio Hi-Point Career Center. I agree to abide by the terms of the policies.

Student Signature

Date

Parent or Guardian's Signature Date
(if student is under 18)

FIELD TRIP RELEASE FORM

I understand that, as part of my educational experience, I will be required to participate in assigned field trips, and observational experience. I understand and accept that transportation to and from these field trips and observational experiences is my responsibility and Ohio Hi-Point Career Center is not responsible for my expenses, my safety or well being while traveling to or from these experiences.

Date

Signature of Student

Date

Parent or Guardian Signature
(if student is under 18)

Policies and Procedures Agreement

I have read the policies and procedures of the Ohio Hi-Point Career Center as contained in the Adult 2011-2012 Student Handbook, particularly those portions dealing with grading, attendance, promotion and dismissal or withdrawal.

I understand the policies contained in the handbook and agree to abide by the policies of the school.

I understand that failure to achieve the standards for promotion and/or graduation will result in immediate dismissal from the program.

Signature

Date

CRIMINAL RECORDS CHECK FORM

In agreement with Ohio Law 3721.12.1, clinical facilities may require a criminal records check prior to allowing persons to provide care to older adults and children. Students who have plead guilty to, or have been convicted of those felonies and misdemeanors listed in the Ohio Revised Code section 3721.121 may not be eligible to complete clinical requirements in the prelicensure program.

I understand that I will be required to submit to both a Federal and State criminal record check. Results of records check which prevent the student from participating in clinical activity will result in dismissal from program.

Signature

Date

Parent or Guardian's Signature

**Ohio Hi-Point Career Center
Health Information Technology
Program Calendar
2011-2012**

Evening Class
900 Hours

Hours of Operation

Monday-Thursday
5:00pm-9:45pm

First Quarter

July 11, 2011
August 23
September 5
September 23

Quarter I begins
In service (No School)
Labor Day (No School)
Quarter I ends

Second Quarter

October 3
October 14
November 24-25
December 14

Quarter II begins
In service (No School)
Thanksgiving (No School)
Quarter II ends

Third Quarter

January 9, 2012
January 12
January 16

February 17
February 20
March 23

Quarter III Begins
Diversity Workshop
Martin Luther King Day
(No School)
In Service (No School)
President's Day (No School)
Quarter III ends

Fourth Quarter

April 2
May 28
June (TBD)
June 15
June 21

Quarter IV begins
Memorial Day (No School)
In service (No School)
Quarter IV ends
Adult Education Graduation

**Ohio Hi Point Career Center
Health Information Technology
Program Calendar
2012**

Day Class
900 Hours

Hours Of Operation: Monday - Wednesday
9:00am-3:30pm

First Quarter

January 9	Quarter I begins
January 12	Diversity Workshop
January 16	Martin Luther King Day (No School)
February 17	In service (No School)
February 20	President's Day (No School)
March 23	Quarter I ends

Second Quarter

April 2	Quarter II begins
May 28	Memorial Day (No School)
May (TBA)	Convocation (No School)
June (TBA)	Instructor In service (No School)
June 15	Quarter II ends
June 21	Adult Education Graduation

Third Quarter

July 9	Quarter III begins
August 21	Instructor In service (No School)
September 3	Labor Day (No School)
September 21	Quarter III Ends

Fourth Quarter

October 1	Quarter IV Begins
October 12	Inservice (No School)
November 22-23	Thanksgiving (No School)
December 12	Quarter IV Ends
December 13	Adult Education Graduation

**Ohio Hi-Point Career Center
Health Information Technology
2011-2012**

List of Estimated Fees and Expenses

The total of all fees and expenses listed below are an estimate only. The school is not responsible for increases in expenses other than: application fee, pre-entrance exam fee, tuition, lab fee, technology fee and graduation fee.

	Fees/ Expenses
Application Fee	\$ 20.00
Pre-Entrance testing	\$ 60.00
BCI/FBI Background Checks	\$ 60.00
2 step TB skin test	\$ 20.00
Tuition (per quarter)	\$ 1650.00 \$6,600.00 (four quarters)
Lab Fee (payable first quarter)	\$ 650.00
Technology Fee (divided between four quarters)	\$ 250.00 \$1,000.00 (four quarters)
Books	\$ 1579.00
MCAS Certification Exams	\$ 550.00
National Health Careers Certification Exams	\$ 260.00
AHIMA CCA Certification	\$ 200.00
Graduation Fee	\$ 70.00
Total Estimated Cost	\$ 11069.00

Health Information Technology

Lori LudwigHealth Occupations Coordinator
 Mari Stormer Instructor
 Tanya Knief..... Instructor
 Alyce Kalb..... Instructor

Program Philosophy

The philosophy of the Health Information Technology program is to recognize and facilitate individual learning needs while promoting student achievement, critical thinking skills and personal as well as professional growth.

Program Goals

Individuals completing the program are prepared to assist in the management of patient's health information. Successful program participants will be trained to work with health care records and learn their effect on payment and delivery of services. The student will be provided the opportunity for a clinical externship to put into practice the skills learned in the classroom. Certification in Administrative Medical Assistant (CMAA), Certified Electronic Health Record Specialist (CEHR™) and Certified Coding Associate (CCA), Microsoft Office Excel, Outlook, PowerPoint, and Word will be obtained by program completers.

NATIONAL CERTIFICATION

The Health Information Technology program is approved by the National Healthcareer Association

CLASSES

The following courses represent the program course of study and required hours.

Quarter I

Medical Terminology	36 hours
Basic Human Anatomy	60hours
Business Communications	35 hours
Computer Applications I	36hours
Keyboarding	22hours
Medical Coding I	<u>36 hours</u>
	225

Quarter II

Human Diseases and Conditions I	55 hours
Medical Law and Ethics	22hours
Indro to EHR	55 hours
Computer Applications II	33 hours
Medical Coding II	38 hours
Pharmacology	<u>22 hours</u>
	225

Quarter III

Human Diseases and Conditions II	55hours
Insurance Plans	46 hours
Medical Coding III	36 hours
Computer Applications III	33 hours
EHR II	<u>55 hours</u>
	225

Quarter IV

EHR III	45 hours
Medical Coding IV	33 hours
Personal and Vocational Relationships	14 hours
Computer Applications IV	33 hours
Externship	<u>100 hours</u>
	225

GRADING

1. A 77% is the lowest acceptable grade in all occupation specific courses Electronic Health Records, Insurance Plans, Medical Coding, Law and Ethics, Computer Applications. A 70% or D is the lowest acceptable grade in non-core curriculum courses.
2. Failure to achieve a “C” or 77% in any occupation specific will result in dismissal from the program.
3. Students not achieving the standards for each course will be placed on probation at mid-term and notified in writing of their status. They will have until the end of the quarter to meet the required standards for the course. Failure to meet course standards by the end of the quarter will result in dismissal from the program.

RE-ADMISSION

A student may apply for re-admission to the Health Information Technology program one (1) time.

Re-admission to the program may be considered. An application and application fee must be submitted by the student at least six (6) weeks prior to the beginning of the quarter. The applicant must meet all the current standards for admission to the program. Tuition and fees will be based on the current tuition rate and will be prorated. Placement in the program will be determined by the following factors:

- a) The portion of the program completed.
- b) Former academic/conduct performance during previous enrollment.
- c) Amount of time elapsed since the course work was completed.
- d) Curriculum changes occurring after student withdrawal or dismissal from the program.

If there have been changes in the curriculum or if more than one year has elapsed the entire program must be repeated.

Two to five (2 to 5) year time span between program pursuits (Ohio Hi-Point or other comparable program.)

- a) All previously completed courses will be evaluated for compatibility with current Ohio Hi-Point courses. Those found to be compatible and in which a course grade of 73% or higher was received will require successful completion of challenge exams for acceptance.
- b) No tuition will be required for courses successfully passed via challenge exams.
- c) All previously completed courses in which a course grade below 73% was earned will need to be repeated.

Greater than five (5) year time span between program attempts. (Ohio Hi-Point Career Center or other school.)

- a) No prior course work accepted.

**Ohio Hi-Point Career Center
Health Information Technology**

Confidential Information Agreement

In the course of your duties as a Health Information Technology student you may have access to confidential information about patients from a variety of sources. You may not disclose any confidential information except as required in the form of medical records. Personal health information may be collected for limited educational purposes as directed by your clinical instructor and by patient permission. Discussion of confidential patient information in public places is not appropriate and would be considered a breach of confidentiality.

I acknowledge that I received training on the provisions of HIPAA regulations concerning patient privacy and confidentiality. This training outlined the ways in which personal health information may be used or disclosed and patient rights with respect to such information. As a Health Information Technology student, I agree to abide by HIPAA regulations concerning the use of personal health information.

(Print Name)

Signature

Date

OHIO HI-POINT CAREER CENTER
HEATING, VENTILATION AND AIR CONDITIONING (HVAC-R)
Program Calendar
2011-2012

900 Hours

Hours of Operation:

Day Class

Monday - Thursday
 11:00 a.m. – 4:00 p.m.

First Quarter

July 11, 2011
 August 23, 2011
 September 5, 2011
 September 23, 2011

Quarter I begins
 Inservice (No School)
 Labor Day (No School)
 Quarter I ends

Second Quarter

October 3, 2011
 October 14, 2011
 December 15, 2011
 November 24-25, 2011
 December 22, 2011

Quarter II begins
 Inservice (No School)
 Adult Education Graduation
 Thanksgiving (No School)
 Quarter II ends

Third Quarter

January 9, 2011
 January 12, 2011
 January 16, 2011
 February 17, 2011
 February 20, 2011
 March 23, 2011

Quarter III begins
 Diversity Workshop
 Martin Luther King Day (No School)
 Inservice (No School)
 President's Day (No School)
 Quarter III ends

Fourth Quarter

April 2, 2011
 May 28, 2011
 June (TBA)
 June 15, 2011
 June 21, 2011

Quarter IV begins
 Memorial Day (No School)
 Teacher In-Service
 Quarter IV ends
 Adult Education Graduation

**OHIO HI-POINT CAREER CENTER
HEATING, VENTILATION AND AIR CONDITIONING (HVAC-R)
Program Calendar
2011-2012**

900 Hours

Hours of Operation: Evening Monday - Thursday
5:00 p.m. – 10:00 p.m.

First Quarter

January 9, 2012	Quarter I begins
January 12, 2012	Diversity Workshop
January 16, 2012	Martin Luther King Day (No School)
February 17, 2012	Inservice (No School)
February 20, 2012	President's Day (No School)
March 23, 2012	Quarter I ends

Second Quarter

April 2, 2012	Quarter II begins
May 28, 2012	Memorial Day (No School)
June (TBA)	Teacher In-Service
June 15, 2012	Quarter II ends
June 21, 2012	Adult Education Graduation

Third Quarter

July 9, 2012	Quarter III begins
August 21, 2012	Instructor Inservice (No School)
September 3, 2012	Labor Day (No School)
September 21, 2012	Quarter III Ends

Fourth Quarter

October 1, 2012	Quarter IV Begins
October 12, 2012	Inservice (No School)
November 22,23 2012	Thanksgiving (No School)
December 12, 2012	Quarter IV Ends
December 13, 2012	Adult Education Graduation

**Ohio Hi-Point Career Center
Heating Ventilation and Air Conditioning (HVAC-R)
2011-2012**

List of Estimated Fees and Expenses

The total of all fees and expenses listed below are an estimate only. The school is not responsible for increases in expenses other than: application fee, pre-entrance exam fee, tuition, and lab fee.

	Fees/Expenses
Application	\$ 20.00
Pre-Entrance testing	\$ 60.00
Tuition (per Quarter)	\$ 2500.00 \$10,000.00 (four quarters)
Lab Fee (payable first quarter)	\$ 460.00
Technology Fee	\$ 250.00 \$1,000.00 (four quarters)
Books (payable first quarter)	\$ 613.50
EPA 608, EPA 609, 410A Safety, Industrial Certification Exam (ICE) and North American Technician Excellence Certification Exam (NATE)	\$ 416.00
Tool Package	\$ 625.00
Graduation Fee	\$ 70.00
Total Estimated Cost	\$ 13,264.50

Heating Ventilation and Air Conditioning (HVAC-R)

Jeff Dysert..... Instructor
 Kent Amey Instructor

NATIONAL CERTIFICATION

The Heating and Air Conditioning Technology program students receive EPA 608 certification which is required to handle refrigerants in the United States.

CREDENTIALS

Your career passport will contain a list of career technical/academic competencies mastered at a level required for employment. Students will prepare a portfolio designed to demonstrate skills. The portfolio will be included with the career passport.

HVAC-R GRADES

1. A cumulative grade average of 77% is the lowest acceptable grade per quarter in all courses.
2. Failure to achieve a "C" in any class offering will warrant counseling with the instructor. Once counseled, students not achieving the standards for each course will be placed on probation at mid-term and notified in writing of their status. They will have until the end of the quarter to meet course standards. If standards are not achieved it will result in the students dismissal from the program.

CLASSES

The following courses represent the program course of study and required hours.

Quarter I

HVAC-R Math	
HVAC-R Fundamentals	40 hours
Tools Meters, and Measuring Devices	40 hours
HVAC-R Practices I	40 hours
HVAC-R Practices II	40 hours
Principles of Thermodynamics	25 hours

Quarter II

Air Conditioning and Refrigeration System Components	40 hours
Refrigerants	40 hours
EPA Certifications	40 hours
Packaged Heating/Cooling Systems	40 hours
Hydronic Systems	40 hours
Central Residential A/C (Air Conditioning)	25 hours

Quarter III

Basic Electricity	40 hours
Electrical Diagrams and Controls	40 hours
Electric Motors	40 hours
Load Calculations	40 hours
Air Distribution	40 hours
Indoor Air Quality	25 hours

Quarter IV

Residential Gas Heating	40 hours
Residential Oil Heating	40 hours
Residential Electric Heating	40 hours
Residential Heat Pump Systems	40 hours
Job Skills	40 hours
Technician Certification Exams	25 hours

**OHIO HI-POINT CAREER CENTER
INTEGRATED SYSTEMS TECHNOLOGY
Program Calendar
2011 – 2012
Main Bldg. Room 502**

900 HOURS

HOURS OF OPERATION: Monday – Thursday 9:00 AM to 4:00 PM
Friday 9:00 AM to 4:00 PM

When the school is under a delay, the IST lab will open at 10:00 AM
These hours of operation are subject to change to accommodate students and class
schedules. The IST lab will be closed on days that the campus is closed.

Holidays and In service training days. On the following dates, no classes will be held.

August 22, 2011	Instructor In service
September 5, 2011	Labor Day
October 14, 2011	Instructor In service
November 24, 25, 2011	Thanksgiving Break
December 22-31, 2011	Holiday Break
January 12, 2012	Diversity Workshop
January 16, 2012	Martin Luther King Day
February 17, 2012	Instructor In service
February 20, 2011	Presidents Day
May 328, 2012	Memorial Day
June (TBA)	Instructor In service
June 21, 2012	Adult Education Graduation
June 25-July 6, 2012	Summer Break

**Ohio Hi-Point Career Center
Integrated Systems Technology
2011-2012**

List of Fees and Expenses

The total of all fees and expenses listed below are an estimate only. The school is not responsible for increases in expenses other than: application fee, pre-entrance exam fee, tuition, and lab

	Fees/Expenses
Application Fee	\$ 20.00
Pre-entrance Exam Fee	\$ 60.00
Tuition (per quarter)	\$ 4000.00 \$16,000.00 (four quarters)
Lab fee	\$ 376.00
Technology Fee (divided over four quarters)	\$ 250.00 \$1,000.00 (four quarters)
Graduation Fee	\$ 70.00
Total Estimated Cost	\$ 17,526.00

Integrated Systems Technology

Mark Curtner.....	Instructor
Joel Headington.....	Instructor
Fred Henry.....	Instructor
Jeniffer Brubaker.....	Instructor
John Forrest.....	Instructor

Courses and Hours

IST 3140	Industrial Safety and Health	20
IST 3115	Industrial Mathematics	30
IST 3080	Basic Computer Training	30
IST 3110	Business English	30
IST 3101	Metrology	20
IST 3410	Mechanical Blueprint Reading	30
IST 3225	Electronics and the Digital Multimeter	20
IST 3150	Basic Electrical AC and DC Theory	40
IST 3151	Motor Controls I	40
IST 3152	Motor Controls II	40
IST 3250	Programmable Logic Controls (PLC) I	50
IST 3251	Programmable Logic Controls (PLC) II	30
IST 3470	Basic Process Control	30
IST 3125	Intro to Hydraulics	30
IST 3120	Intro to Pneumatics	30
IST 3126	Advanced Hydraulics	30
IST 3121	Advanced Pneumatics	30
IST 3320	Total Productive Maintenance (TPM)/MSSC Certification	15
IST 3325	Intro to Computer Aided Design (CAD)	55
IST 3460	Intro to Welding	40
IST 3141	Mechanical Systems and Principles 1	40
IST 3142	Mechanical Systems and Principles 2	40
IST 3143	Mechanical Systems and Principles 3	40
IST 3271	Intro to Noise, Vibration and Harshness Principles	20
IST 3420	Intro to Machining 1	40
IST 3421	Intro to Machining 2	40
IST 3252	Applied Automation Principles	40
Introduction to HVAC		30

NATIONAL CERTIFICATION

The Integrated Systems Technology program students must pass the MSSC (Manufacturing Skill Standards Council) certification tests. There are four tests required for certification. The first set of tests are paid through tuition. The cost for additional tests is \$45.00 per test.

Grading

1. A 77% is the lowest acceptable grade in Integrated Systems Technologies courses:
2. Students must attain a "C" (77%) cumulative average each quarter to remain in the program.
3. Students not achieving the standards for each course will be placed on probation at mid-term and notified in writing of their status. They will have until the end of the quarter to meet the required standards for the class.

RE-ADMISSION and COURSE TRANSFER CREDIT

1. Re-admission to the program may be considered. An application and an application fee must be submitted by the student prior to enrollment.

The applicant must meet all current standards for admission to the program. Tuition and fees will be based on the current tuition rate and will be prorated. Placement in the program will be determined by the following factors:

- a) The portion of the program previously completed.
- b) Former academic conduct and performance during previous enrollment.
- c) Amount of time elapsed since course work was completed.
- d) Curriculum changes occurring after student withdrawal or dismissal from the program.

If there have been changes in the curriculum or if more than one year has elapsed, the entire program must be repeated unless a challenge exam is completed per Section 2. below.

2. More than one (1) and less than five (5) year time span between program pursuits (Ohio Hi-Point or comparable learning institution.)
 - a) All previous courses completed at Ohio Hi-Point or comparable learning institution will be evaluated for compatibility with current Ohio Hi-Point courses. Those found to be compatible and in which a course grade of 73% or higher was received will require successful completion of a challenge exam for acceptance.
 - b) Challenge exams will be administered by a qualified instructor.
 - c) No tuition will be required for courses successfully passed via challenge exams.
 - d) A challenge exam fee will be charged for each challenge exam attempt.
 - e) Challenge exam fees will be based on the length of time it takes to complete the exam and any applicable material cost.
 - d) All previously completed courses in which a course grade below 73% was earned will need to be repeated.
3. Greater than five (5) year time span between program attempts. (Ohio Hi-Point Career Center or comparable learning institution.)
 - a) No prior course work accepted.

Nancy J Knight School of Nursing

The faculty and administration of the Nancy J. Knight School of Nursing have developed this Student Handbook to be in compliance with the Rules Promulgated from the Law Regulating the Practice of Nursing and Chapter 4723 of the Ohio Administrative Code.

“The practice of nursing as a licensed practical nurse means providing to individuals and groups nursing care requiring the application of basic knowledge of the biological, physical, behavioral, social, and nursing sciences at the directions of a licensed physician, dentist, podiatrist, optometrist, chiropractor, or registered nurse.” OAC 4723.01 (B)

THE PRACTICAL NURSE’S PLEDGE

Before God and those assembled here, I solemnly pledge:

To adhere to the code of ethics of the nursing profession,

To cooperate faithfully with the other members of the nursing team and to carry out faithfully and to the best of my ability, the instructions of the physician or the nurse who may be assigned to supervise my work.

I will not do anything evil or malicious, and I will not knowingly give any harmful drug or assist in malpractice.

I will not reveal any confidential information that may come to my knowledge in the course of my work.

And I pledge myself to do all in my power to raise the standards and the prestige of practical nursing.

May my life be devoted to service and the high ideals of the nursing profession.

Amy Main.....	Adult Education Supervisor/Program Coordinator
Natalie Bracy.....	Instructor
Connie Champ.....	Instructor
Patricia Floro.....	Instructor
Robin Borchers.....	Instructor
Lacey Campbell.....	Instructor
Connie Claar.....	Instructor
Jenny Hawke.....	Instructor
Lori Ludwig.....	Instructor
Terry Pope.....	Instructor
Tara Rohr.....	Instructor
Brittony Wright.....	Instructor
Melony Baker.....	Teaching Assistant
Holly Burch.....	Teaching Assistant
Kelly Fark.....	Teaching Assistant
Hazel Holmes.....	Teaching Assistant
Paula Strebog.....	Teaching Assistant

**NANCY J. KNIGHT SCHOOL OF NURSING
AT THE OHIO HI-POINT CAREER CENTER
Program Calendar
2011-2012**

Day Program
1440 HOURS

HOURS OF OPERATION:

First 5 weeks
Health Education Building
Monday - Friday
8:00 a.m. - 3:30 p.m.

REMAINDER OF YEAR:

Health Education Building
2 days a week 8:00 a.m.-3:30 p.m.
1 day a week 8:00 a.m.-12:00 p.m.

Clinical Area
Research 1-2 hours
2 days a week 7:00 a.m.-3:00 p.m.

Summer 2011

July 11
August 26
September 5
September 19-23

Start of Quarter
No School (Instructor In service)
No School Labor Day
Finals Week

Fall 2011

October 3
October 14
November 24,25
December 12-16
December 15

Start of Quarter
No School (Instructor In service)
No School Thanksgiving Break
Finals Week
Adult Education Graduation

Winter 2012

January 9
January 12
January 16
February 17
February 20
March 19-23

Start of Quarter
Diversity Workshop
No School Martin Luther King Day
No School (Instructor In service)
No School Presidents Day
Finals Week

Spring 2012

April 2
April (TBA)
May 28
June (TBA)
June 11-15
June 21

Start of Quarter
LPNAO Student Convention
No School Memorial Day
No School (Instructor In service)
Finals Week
Adult Education Graduation

**NANCY J. KNIGHT SCHOOL OF NURSING
AT THE OHIO HI-POINT CAREER CENTER
Program Calendar
2011-2012**

Part-time Evening
720 Hours

HOURS OF OPERATION: Health Education Building
Monday & Thursday 5:00pm-9:30pm

Clinical Area
Tuesday Evening—Research 2 hours
Wednesday 4-11:00pm

Selected clinical observations may require daytime hours, will be scheduled in advance notice. (Clinical Day may change throughout two year period.)

Fall 2011/Winter 2012

October 3	Regular Class Schedule Begins
October 14	Instructor In service (NO SCHOOL)
November 24, 25	Thanksgiving Break
December 12-14	Midterm
December 15	Adult Education Graduation
January 9	Classes Resume
January 15	Diversity Workshop
January 16	Martin Luther King Day (NO SCHOOL)
February 17	Instructor In service (NO SCHOOL)
February 20	Presidents Day (NO SCHOOL)
March 19-23	Finals Week

Spring 2012/Summer 2012

April 2	Classes Resume
April (TBA)	LPNAO Student Convention (Daytime attendance required)
May 28	Memorial Day (NO SCHOOL)
June (TBA)	Instructor In service (NO SCHOOL)
June 11-15	Midterm
June 21	Adult Education Graduation
July 9	Classes Resume
August (TBA)	Instructor In service (NO SCHOOL)
September 17-21	Finals Week
October 1	Fall Quarter Begins
October 12	Instructor In-Service (NO SCHOOL)
December 10-12	Finals Week
December 13	Adult Education Graduation

**NANCY J. KNIGHT SCHOOL OF NURSING
AT THE OHIO HI-POINT CAREER CENTER
Program Calendar
2011 – 2012**

Dual Enrollment Program
1440 HOURS

HOURS OF OPERATION:

Health Education Building
Wednesday & Thursday 9:00 a.m.-3:00 p.m.
Monday 9:00 a.m.-12:00 p.m.

Clinical Area
Monday p.m.- Research 1-2 hours
Tuesday 7:00 a.m.-3:00 p.m.

Summer 2011

May 9
May 30
June (TBA)
June 21
June 16-July 10
July 11
August (TBA)
September 5
September 19-22

Quarter II Starts
Memorial Day (NO SCHOOL)
Instructor In service (NO SCHOOL)
Adult Education Graduation
Summer Break (NO SCHOOL)
Classes Resume
Instructor In service (NO SCHOOL)
Labor Day (NO SCHOOL)
Finals Week for Quarter II

Fall 2011

October 3
October 14
November 24
December 15
December 19-Jan 8
January 9
January 12
January 16
February 13-16

Quarter III Starts
Instructor In service (NO SCHOOL)
Thanksgiving (NO SCHOOL)
Adult Education Graduation
Winter Break (NO SCHOOL)
Classes Resume
Diversity Workshop
Martin Luther King Day (NO SCHOOL)
Finals Week

Winter 2012

February 21
February 20
March 26-30
April 2
May 28
June (TBA)
June 18-20
June 21

Quarter IV Starts
President's Day (NO SCHOOL)
Spring Break
Class Resumes
Memorial Day (NO SCHOOL)
Instructor Inservice (NO SCHOOL)
Finals Week
Adult Education Graduation

**NANCY J. KNIGHT SCHOOL OF NURSING
AT THE OHIO HI-POINT CAREER CENTER
Program Calendar
2010– 2011
Dual Enrollment
1440 HOURS**

HOURS OF OPERATION:

Skills Lab and Classroom hours for first 9 weeks
Monday thru Thursday 8:30am-3:00pm

Remainder of program:

Health Education Building

Wednesday & Thursday 8:30 a.m.-3:00 p.m.
Monday 8:30 a.m.-12:00 p.m.

Clinical Area

Monday p.m.- Research 2 hours , Patient
Interview 1 hour
Tuesday 7:00 a.m.-3:00 p.m.

Fall 2010

September 27
October 15
November 25
December 16
December 23-Jan 2
January 3
January 17
February 7-11

Quarter III Starts
Instructor In service (NO SCHOOL)
Thanksgiving (NO SCHOOL)
Adult Education Graduation
Winter Break (NO SCHOOL)
Classes Resume
Martin Luther King Day (NO SCHOOL)
Finals Week

Winter 2012

February 14
February 21
May 5
May 30
June (TBA)
June 6-10
June 21

Quarter IV Starts
President's Day (NO SCHOOL)
Instructor In service (NO SCHOOL)
Memorial Day (NO SCHOOL)
Instructor In service (NO SCHOOL)
Finals Week
Adult Education Graduation

**NANCY J. KNIGHT SCHOOL OF NURSING
AT THE OHIO HI-POINT CAREER CENTER
2011-2012**

List of Estimated Fees and Expenses

The total of all fees and expenses listed below are an estimate only. The school is not responsible for increases in expenses other than: application fee, pre-entrance exam fee, tuition, lab fee, technology fee and graduation fee.

		Fees/Expenses
Application Fee	\$	20.00
Pre-Entrance Exam Fee	\$	60.00
Drug Screen (Date to be determined during program enrollment)	\$	40.00
BCI and FBI Background Check	\$	60.00
2 step TB skin test	\$	20.00
Tuition (per quarter) Bellefontaine Campus	\$	2210.00
		\$8,840.00 (four quarters)
Tuition (per quarter) Urbana/Kenton Campus	\$	2626.00
		\$10,504.00 (four quarters)
Tuition (per quarter) Dual Enrollment	\$	3400.00
		\$13,600.00 (four quarters)
Lab Fee (First Quarter Only)	\$	650.00
Technology Fee (Divided over four quarters)	\$	250.00
		\$1,000.00 (four quarters)
Books (approx)	\$	1200.00
Uniforms/Watch/Shoes	\$	350.00
Graduation Fee	\$	70.00
State Board Licensing Exam (approx)	\$	200.00
License Fee	\$	75.00
TOTAL ESTIMATED COST (Bellefontaine Campus)	\$	12,585.00
(Urbana/Kenton Campus)	\$	14,249.00
(Dual Enrollment)	\$	17,345.00

NANCY J. KNIGHT SCHOOL OF NURSING PHILOSOPHY

The philosophy of the School of Practical Nursing is compatible with the philosophy, vision, and mission statements of the Ohio Hi-Point JVSD. The faculty of the School of Practical Nursing recognizes that nursing knowledge is structured upon the concepts of the individual, society, nursing, health, and learning.

PERSON

Each individual has inherent worth, dignity and the right to develop her/his maximum potential through the educational process. Each person is a unified whole consisting of body, mind and spirit. Persons utilize available resources and participate in self-care practices which are in accordance with that person's goals and values to move toward self-actualization.

HEALTH

Health is a dynamic state of balance between a person's internal and external environment. This state of balance is influenced by a person's self-care capability, growth and development, interpersonal and social influences.

Optimal holistic health requires deliberate self-care action.

SOCIETY

Society consists of interacting systems formed by individuals, families and communities in a dynamic environment. The family is the basic unit of society and provides affection, teaching and protection. It is the link between the individual and the community. Nursing curriculum and the delivery of nursing are influenced by the changing needs and desires of society.

NURSING

Nursing is a caring service which by nature is dynamic and evolving. Nursing is a process of therapeutically assisting others, sick or well, to maintain or improve performance of functions that maintain life, health and well-being or lead to a dignified death. Nursing is required whenever the client has experienced a deficit or has a potential deficit in self-care agency. Nursing care is individualized through utilization of the nursing process.

LEARNING

Learning is a lifelong process which involves the development of maximal potential. Skills and knowledge are acquired in a sequential process through reinforced practice and experience. Learners have a responsibility to develop self-directed behaviors in the learning process. Learning also evolves from trust and understanding between the teacher and student. The teacher builds trust by conveying information in a way the student is able to understand and perceive as important.

PROGRAM

Practical nursing is an integral part of nursing and the health care delivery system and provides to individuals or groups, at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor or registered nurse, nursing care that requires basic knowledge, comprehension and application of the principles of: 1) the nursing process; 2) coordination of safe, effective care; 3) the client's physiological needs; 4) client psychological needs; and 5) maintenance and promotion of health.

A foundation of knowledge, skills, and abilities in the areas of accountability, body structure and function, pathophysiology, principles of asepsis, growth and development, pharmacology, nutrition, mental health concepts communication, patient teaching, and documentation, enable the practical nurse to care for clients with a wide diversity of identified needs.

Learning experiences include theory and concurrent guided clinical instruction leading from the simple to the more complex and are provided in an atmosphere which encourages the adult student to become actively involved in the learning process, accept responsibility for learning and participate in the evaluation of his/her own learning and growth.

CONCEPTUAL FRAMEWORK PURPOSE

The goal of practical nursing education is to prepare nurses who function interdependently at the direction of a licensed physician, dentist, podiatrist, or registered nurse. The curriculum is designed to assist students of practical nursing to acquire the knowledge, clinical skills and the desire necessary to engage in nursing actions. This knowledge and skill enables graduates to fulfill the responsibilities of a practical nurse in the health care delivery system.

The conceptual framework which guides the nursing curriculum at Nancy J. Knight School of Nursing is derived from the following theories: Self-care deficit theory for nursing, holistic health care, person and family centered care, and teaching-learning theory.

Self-Care Deficit Theory

The major concepts describing the self-care deficit theory for nursing are self-care agency, therapeutic self-care demand, and nursing agency. Each person is a self-care agent who possesses individual resources and abilities to participate in self-care action. Each self-care agent utilizes available resources and participates in self-care practices which are in accordance with that person's goals and values to move toward self-actualization.

Self-care agency is the individual's ability to participate in activities to promote, maintain or acquire health. Self-care agency is composed of knowledge, skill and motivation to be accountable for achieving self-care.

Families shape the individual's self-care practices and develop individual therapeutic self-care capabilities.

Therapeutic self-care demands are self-care actions necessary to accomplish universal, developmental, health deviation, and self-care requisites. Universal self-care requisites are common to all individuals to maintain structure and function of the body. Developmental self-care requisites are associated with developmental processes and events occurring during the life cycle. Health deviation self-care requisites are associated with pathology, related effects and medical treatment. Through nursing actions, clients become able to identify their own therapeutic self-care demands even though they may not be able to complete some of the actions within the demand.

When the person does not have the self-care agency required to meet the therapeutic self care demands a deficit exists.

Nursing agency refers not only to motor skills necessary to carry out specific tasks but the related knowledge base, cognitive skills, judgment, creativity, and desire to assist others that enable nurses to perform those skills. It has as its basis a belief in human dignity and a desire to assist others in becoming autonomous. Nursing agency is achieved through both practical experience and academic preparation. It continues to develop throughout a career.

The focus of nursing is the patient and the need for self-care actions leading to health. Nursing is required whenever the patient has experienced a deficit in self care agency.

The nurse patient relationship requires active participation on the part of both the nurse and the client. Nurses assist both individuals and family groups to meet self care needs throughout the life span. This requires the development of nursing system.

A nursing system determines the actions taken on the part of a nurse or client and the type of interaction that occurs in that relationship. Three types of nursing systems may be developed in self care deficit nursing: 1) Wholly compensatory, 2) Partially compensatory, 3) Supportive-educative. Wholly compensatory systems are needed when patients are completely dependent on other persons to meet self care needs. A partially compensatory system should be designed for patients who can meet some of their self care needs. Clients who have the physical ability and motivation to meet their self care needs but need information and assistance in the prevention of illness or promotion of health

will require a supportive educative system. The goal of nursing in these systems is to optimize patient autonomy and personal accountability toward health. The role of the practical nurse involves interdependence with health care professionals and clients in the planning and implementing of care and services.

There are many aspects to nursing including social, technological, interpersonal and ethical dimensions. The nursing process involves utilization of the skills of the nurse in these areas to formulate nursing actions which are carried out with or for the client. The nursing process is an ongoing, problem solving process and includes continuous assessment, planning, intervention and evaluation. The self care deficit theory for nursing guides the nursing process at Ohio Hi-Point School of Practical Nursing.

Utilizing the nursing process, the graduate is able to work with the client, family and other health team members, toward optimal self care regardless of the health state of the client.

HOLISTIC HEALTH CARE

Holistic health care involves care of the total person; body, mind, and spirit. It recognizes that each person is made up of many different components including physical, psychological, emotional, social, and cultural, but functions as a unique whole. Anything that affects one system affects all others. Health exists when balance is maintained between a person's internal and external environment. Holistic health care has as its focus the prevention of illness and maintenance of health. It recognizes that man is an ever evolving social being whose responses to the environment are influenced by his heredity and life experiences but are not controlled by them.

NURSING EDUCATION AND LEARNING THEORY

The goal of nursing education at Ohio Hi-Point School of Practical Nursing is to educate the student practical nurse to contribute to society by promotion of the health and welfare of clients, thus making positive changes in society.

The Ohio Hi-Point School of Practical Nursing program is concerned with development of the practical nurse who will assume the responsibility for promoting health and strive for the competence needed to carry out nursing agency.

Ohio Hi-Point is committed to providing the learning environment necessary for development of skills the student practical nurses need to promote self-care agency.

Nursing education at Ohio Hi-Point incorporates both the science and the art of nursing. The development and use of curriculum threads provide guidelines for academic content and related clinical experiences. The school recognizes the need for clinical competencies of its graduates. These competencies are achieved through knowledge base, technical skills and use of the nursing process. A variety of health care settings is available for student experience.

The art of nursing is based on qualities within the individual, which are enhanced as the individual acquires increasing knowledge and skills. These qualities allow the nurse to create and implement within the nursing process. The product of that creating is nursing.

Learning experiences include theory and concurrent guided clinical experiences leading from the simple to the more complex and from normal to abnormal. The psychomotor skills and nursing process are again emphasized as the student performs in the clinical setting that relates to the specialty area currently studied in the classroom setting.

The faculty recognizes the relationship of family, society and other factors on learner motivation and success in the practical nursing program. Faculty assists students in assessing personal strengths and resources, assist students to set goals, and provide guidance and support.

Faculty members endeavor to organize and make easily available a wide range of resources for learning. Faculty, themselves, serve as adaptable resource persons for students.

OHPJVS 6/91
Revised: 3/92

**NANCY J. KNIGHT SCHOOL OF NURSING
AT THE OHIO HI-POINT CAREER CENTER**

PROGRAM GOALS

The purpose of the practical nursing program is to prepare the new graduate to function as a beginning practical nurse in a variety of health care settings. The new graduate will be able to:

1. Collaborate with clients and other health care team members to assist to develop and implement individualized nursing care plans utilizing the nursing process.
2. Demonstrate ability to establish and maintain professional rapport with patients, peers, and staff.
3. Function as a recognized member of the health care team in providing client directed care which meets the needs and protects the rights and dignities of individuals and families.
4. Further develop nursing agency through increasing professional skills, ongoing education, and active membership and participation in practical nursing organizations.
5. Recognize a need for and adhere to a personal and professional code of ethics.

OHPSPN 92

**NANCY J. KNIGHT SCHOOL OF NURSING
AT THE OHIO HI-POINT CAREER CENTER**

PROGRAM OBJECTIVES

The practical nursing student will:

1. Identify the unique physical, emotional, spiritual, cultural and learning needs of patients and their family members.
2. Employ basic interpersonal and intrapersonal communication skills in developing and implementing nursing systems.
3. Set priorities and plan nursing care according to the self-care deficit theory of nursing, to meet the unique needs of clients of all ages and socioeconomic backgrounds with various health care needs.
4. Implement the plan of care by safely performing therapeutic and preventative nursing measures to meet client self-care demands.
5. Observe and record significant data about the patient and report to appropriate members of the health care team.
6. Utilize basic communication skills in teaching and reinforcement of teaching plans for the patient and family.
7. Evaluate and document the effectiveness of nursing care.
8. Define and maintain individual legal and moral accountability for nursing actions.

OHPSPN 83
Revised: 90, 92

**NANCY J. KNIGHT SCHOOL OF NURSING
AT THE OHIO HI-POINT CAREER CENTER**

**QUARTER I
CLINICAL OBJECTIVES**

1. Recognizes his/her role as a student nurse and functions within those boundaries of practice.
2. Appears professional (well groomed, neat) and conducts self in a professional manner.
3. Follows rules and regulations of the health care agency and the school of nursing.
4. Uses appropriate communication techniques in establishing relationships with patients and families.
5. Assists to develop a basic nursing system utilizing the nursing process and Orem's Self Care Deficit Theory of Nursing.
6. Organizes and implements basic nursing systems to maximize client's self care abilities.
7. Charts appropriate information in the proper location using medically correct terms, spelling and grammar.
8. Communicates appropriate information to other members of the health care team.

OHPSPN 83

REVISED: 6/88; 6/92; 6/98

**NANCY J. KNIGHT SCHOOL OF NURSING
AT THE OHIO HI-POINT CAREER CENTER**

**QUARTER II
CLINICAL OBJECTIVES**

1. Promotes mental well-being through planning and implementation of nursing systems.
2. Identifies maladaptive client behaviors and collaborates with clients to develop healthy coping mechanisms.
3. Recognizes deviations from normal growth and development and applies this knowledge in the implementation of nursing systems.
4. Demonstrates an increasing knowledge of the etiology of medical-surgical conditions and scientific rationale for nursing actions.
5. Demonstrates increasing proficiency in utilizing the nursing process, as evidenced by thorough data collection, one long term goal with criteria, 4 nursing interventions per nursing diagnosis, scientific rationale appropriate for stated problem, intervention and goal and evaluation of goal based on stated criteria.
6. Incorporates patient's and family's response to disease and/or treatments in the nursing process.
7. Performs nursing care efficiently and safely for the medical-surgical patient.
8. Demonstrates proper and safe administration of medication based on knowledge of dosage, actions, side effects, routes, and nursing implications and documentation.
9. Demonstrates increasing nurse agency in establishing and maintaining professional rapport with patients, peers and other members of the health care team.
10. Collaborates with other members of the health care team in caring for the person as a whole.
11. Applies knowledge of nutrition in planning and implementing nursing care plan.

OHPSPN 84

Revised: 6/92; 6/98; 6/04

**NANCY J. KNIGHT SCHOOL OF NURSING
AT THE OHIO HI-POINT CAREER CENTER**

**CLINICAL OBJECTIVES
QUARTER III**

1. Continues to develop nurse agency in the application of the nursing process, including the areas of observation skills, medication administration, therapeutic communication, and application of theoretical knowledge while maintaining a safe environment for all age levels.
2. Assists to develop nursing systems from the responses of the individual to aging.
3. Increases proficiency in implementing nursing systems with the geriatric, obstetric and medical-surgical client and family, as evidenced by thorough data collection, inclusion of patient and family in planning, one long term goal and one short term goal with criteria, 4 nursing interventions per nursing diagnosis, scientific rationale appropriate for stated problem, intervention and goal and evaluation of goal based on stated criteria.
4. Collaborates with the client to identify short and long-term goals and revise them as needed.
5. Accurately reports and records pertinent information that reflects the client's condition and responses to treatment.
6. Becomes knowledgeable of basic community resources available to clients and their families through observational experiences.
7. Assists to develop nursing systems based on the needs of the obstetric patient, normal newborn and/or significant others.
8. Continues to maintain professional appearance and affect at all times.

OHPSPN 84
Revised 6/92; 6/98; 6/04

**NANCY J. KNIGHT SCHOOL OF NURSING
AT THE OHIO HI-POINT CAREER CENTER**

**QUARTER IV
CLINICAL OBJECTIVES**

1. Identifies dynamics of health care delivery systems and functions as a member of the health care team in providing client directed care.
2. Assists to develop a comprehensive nursing system utilizing the nursing process and Orem's Self Care Deficit Theory of Nursing, as evidenced by thorough data collection, inclusion of patient and family in planning, long and short term goals with criteria, nursing interventions, scientific rationale appropriate for stated problem, intervention and goal and evaluation of goal based on stated criteria with revision of care plan based on evaluation.
3. Applies knowledge of nutrition in planning and implementing nursing care plan.
4. Collaborates with other members of the health care team in caring for the person as a whole.
5. Demonstrates proper and safe administration of medication based on knowledge of dosage, actions, side effects, routes, and nursing implications and documentation.
6. Continues to accurately report and record pertinent information that reflects the client's condition and responses to treatment.
7. Continues to maintain professional appearance and affect at all times.
8. Demonstrates application of a personal and professional code of ethics.
9. Utilizes concepts of therapeutic and interpersonal communication appropriately.

OHPSPN 84
Revised 6/92; 6/98

GENERAL POLICIES OF THE NURSING EDUCATION PROGRAM

Admission Policy

Enrollment requirements are:

- 1) Age 18 years or older at time of admission;
- 2) Have completed application on file including an official high school transcript or GED transcript;
- 3) Pass pre-entrance test. The minimum passing composite score on the ACT Work Keys is level 4. Subjects tested include applied math, reading for information and locating information.
- 4) Submit four references;
- 5) Have submitted a State and Federal Criminal Records check.
- 6) Have completed a Human Anatomy & Physiology course with a minimum grade of 77% or a "C";
- 7) Have completed a computer applications course with grade of 77%.

Length of Program:

The daytime program of practical nursing is forty-four (44) weeks in length. The academic year is divided into four (4) eleven (11) week quarters. The evening program is eighty-eight (88) weeks in length with four (4) twenty-two (22) week quarters. The Dual Enrollment program located at the Marysville is (68) weeks in length with four (4) eighteen (17) week quarters. There are appointed breaks throughout the year - check the program calendar.

Curriculum:

The curriculum consists of a program of learning activities and experiences specifically designed by the faculty. The curriculum content is approved by the Ohio Board of Nursing Education and Nurse Registration, the Ohio Department of Education and accredited by North Central Association of Colleges and Schools.

Curriculum content covers the areas of:

Arts and Sciences Basic to Nursing; and Nursing Care of Patients*

Pre-Requisite Courses

Anatomy & Physiology (60)
Computer (18)

Quarter I Courses

Growth & Development (36)
Nutrition (18)
Nursing Principles and Skills (84)
Personal and Vocational Relationship in Nursing(12)
Pharmacology I (30)

Quarter II Courses

Intravenous Therapy (36)
Medical-Surgical Nursing I (72)
Mental Health and Mental Illness (36)
Microbiology (12)
Pharmacology II (24)

Quarter III Courses

Medical-Surgical Nursing II (60)
Pharmacology III (24)
Geriatric Nursing (48)
Maternal Infant Health (48)

Quarter IV Courses

Pharmacology (24)

Medical-Surgical Nursing III (96)

Nursing of Children (48)

Personal and Vocational Relationship in Nursing (12)

* Diet Therapy integrated throughout

Clinical Experiences:

Clinical experiences are provided with concurrent theory. Clinical experiences are selected to meet the educational objectives of the program and not for the convenience of the students.

Ohio Board of Nursing students must comply with **Ohio Board of Nursing Rules and Regulations, section 4723-5-12** regarding student conduct. See Appendix A.

Mental and Physical Abilities Required of students in the Practical Nursing Education Program.

Minimal acceptable mental and physical qualifications of a student in the Program of Practical Nurse Education include the following abilities:

1. Frequently work in a standing position or do frequent walking;
 2. Lift and transfer patients up to 5 inches from a stooped position, then push or pull the weight up to 3 feet;
 3. Lift and transfer patients from a stooped to an upright position to accomplish bed-to chair and chair-to-bed transfer;
 4. Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR;
 5. Respond and react immediately to auditory instructions / requests / monitor equipment, and perform auditory auscultation without auditory impediments;
 6. Physically perform up to an eight-hour clinical laboratory experience;
 7. Perform close and distance visual activities involving objects, persons, and paperwork, as well as discriminate depth and color perception;
 8. Discriminate between sharp/dull and hot/cold when using hands;
 9. Manual dexterity required for preparing and administering medications;
 10. Ability to read medications labels and patient records;
 11. Perform mathematical calculation and medications preparation and administration;
 12. Speak English clearly enough for most patients to understand, and understand the verbal communication of English speaking clients;
 13. Communicate effectively in writing, using appropriate grammar, vocabulary, and word usage;
 14. Make quick decisions under stressful situations;
- Students are responsible to determine their own eligibility in light of these qualifications, to identify to the school any particular accommodations they may need.

Students with a disability who enter the program do so with the understanding they will be expected to meet course requirements, with any reasonable accommodation that may be provided by the school.

Application for Licensure to the Ohio Board of Nursing:

When applying for a license to practice nursing in Ohio, applicants will be required to respond to several questions regarding their mental health. These questions include:

Have you ever been diagnosed as having, or have you been treated for pedophilia, exhibitionism, or voyeurism?

Within the last five years, have you been diagnosed with or have you been treated for bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?

Have you since attaining the age of eighteen or within the last five years, whichever period is shorter, been admitted to a hospital or other facility for the treatment of bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?

Are you currently engaged in the illegal use of chemical substances or controlled substances?

Students who will answer yes to any of the above questions must be aware of the responsibility of the Ohio Board of Nursing relative to denial of licensure as defined in the Law Regulating the Practice of Nursing in Ohio. Questions regarding application for licensure may be directed to the program supervisor.

WAITING LIST:

Applicants who meet all requirements for admission and are placed on the waiting list but are not enrolled due to no openings on the class roster, will be accepted for the following enrollment session. The school must be notified **in writing** of the student's intent and the student will need to register for the course, but will not need to re-apply or retest. Application is only good for one year.

INSURANCE:

Each student must have adequate professional liability coverage before the first day of clinical experience. A minimum coverage of \$1,000,000/3,000,000 is required. Liability insurance is provided through the school of nursing by the collection of student lab fees.

Students are strongly encouraged to carry health coverage on themselves. In the event a student is unable to obtain health insurance and suffers an illness or injury during school or clinical activities, it is understood that the Ohio Hi-Point Career Center, or clinical facility will not be held accountable for any financial repercussions.

DRUG SCREENING:

A drug screening is required to participate in clinical experiences at the Nancy J. Knight School of Nursing clinical facilities.

All students at any point during their enrollment will be required to submit to an unannounced drug screening. At such a time as the student is required to submit to the drug screening, they will be directed to a program approved laboratory for the screening process. The student is responsible for the cost of the drug screening. This fee will be collected during orientation .

A screening that returns a positive result, is a violation of the controlled substance abuse policy, refer to the substance abuse policy.

PERSONAL APPEARANCE FOR CLASSROOM AND CLINICAL EXPERIENCE

Cleanliness and good grooming are an integral part of the medical profession. The student will follow the following guidelines for personal appearance in the classroom and clinical settings.

1. Personal Hygiene:
Daily bathing is a must! Use of a deodorant or antiperspirant is essential. Due to health concerns of students and patients strong odors are prohibited, including but not limited to strong cologne, after shave, cigarette smoke or body odor.
2. Hair:
Hair shall be shampooed as often as is necessary to keep it looking clean. Hair shall be arranged in a neat, simple style, off the face and shoulders. Long hair will be contained and off the shoulders during clinical. Facial hair on males shall be kept neatly trimmed.
3. Fingernails:
Nails must not be worn longer than the tips of the fingers. Colored nail polish and artificial nails are prohibited. Nails must be kept clean.
4. Uniforms:
For Classroom:
Each student is required to wear scrub uniforms, may be prints or solids; designs should be appropriate for clinical setting. The scrubs should be in good repair and free of wrinkles.
For Clinical:
Each student is required to purchase and wear the regulation school uniform. A clean uniform, free of wrinkles, must be worn. A plain white sweater may be worn over the uniform for warmth. A hunter green or white long sleeved, T-shirt may be worn under the uniform top for clinical except where prohibited due to clinical requirements. Dress uniforms must be worn no shorter than one inch below the knee. A slip must be worn with the dress uniform. The uniform is to be worn only in the classroom or clinical setting. For clinical research at the facility, approved, professional, dress clothing with lab jacket, or school uniform may be worn.

Part of the nursing uniform is a white vinyl or leather banded watch with a second hand and a functioning stethoscope, it is an expectation that students will carry both items to class and to clinical.
5. Shoes:
Shoes must be the regulation type white nursing shoes with a closed heel. White canvas or mesh gym shoes, clogs, sandals, etc., are not acceptable. Shoes must be kept polished and laces clean. Shoes must be worn at all times in the classroom.
6. Hosiery:
Females must wear white hose free of runs or mid-calf white socks. White support hose are recommended. Males must wear white socks/hose.
7. Jewelry:
Name badge, watch with secondhand, plain wedding band, one pair small gold or silver post earrings when ears are pierced, and a medical alert bracelet or chain are permitted.

No additional piercings, retainers, or jewelry will be permitted.

8. Tattoos:
No visible tattoos are permitted in the clinical setting
9. Students not conforming to the policy on personal appearance may be sent home to make appropriate adjustments. Repeated failure to comply may result in the student being placed on probation.
10. At no time may jeans or shorts be worn to clinical or observation sites.
11. Lab coat and name tag must be worn over school uniform when in clinical facilities after school hours.

GRADING:

1. A 77% is the lowest acceptable grade in Anatomy and Physiology and all nursing courses: Nursing Principles, Medical Surgical Nursing, Geriatric Nursing, Pediatric Nursing, Maternal-Infant Nursing, , IV Therapy and Pharmacology. A 70% or D is the lowest acceptable grade in non-nursing courses.
2. Failure to achieve a "C" or 77% on Anatomy and Physiology or any nursing course will result in dismissal from the program.
3. Students must attain a "C" cumulative average each quarter to remain in the program.
4. Students not achieving the standards for each course will be placed on probation at mid-term and notified in writing of their status. They will have until the end of the quarter to meet the required standards for the course. Failure to meet course standards by the end of the quarter will result in dismissal from the program.
5. Clinical performance is evaluated quarterly on the basis of **Satisfactory** or **Unsatisfactory** attainment of the clinical objectives. A **Satisfactory** performance must be attained in order to graduate from the program.
6. If a student's clinical performance is not meeting the clinical objectives he/she will be placed on clinical probation for a period of time designated by the faculty. If, at the end of that period, the student's performance is still below the accepted level he/she will receive an **Unsatisfactory**. An **Unsatisfactory** clinical evaluation for the term will result in automatic dismissal, regardless of the student's academic grades, or level of completion.
7. If the student's academic or clinical performance is of such poor quality that it might result in possible harm to the health or emotional well-being of the patient, fellow students, staff, or self, the faculty reserves the right to dismiss the student without the privilege of a probationary period.
8. Ohio Board of Nursing rule 4723-5-12 outlines student clinical conduct standards (see Appendix B). Students not in compliance with Ohio Board of Nursing standards will be subject to disciplinary action or dismissal from the program.

Criteria For Daily Clinical Performance:

Professionalism

1. Adheres to Student Handbook rules, and Ohio Board of Nursing rules regarding student conduct.
2. Relates well to staff, peers, and faculty.
3. Respects rights of others, including maintaining privacy during care and treatment.
4. Assumes responsibility for actions.
5. Demonstrates poise and confidence.
6. Accepts a re-direction and constructive criticism.
7. Maintains a neat appearance.
8. Follows policies of clinical facility.
9. Maintains professional boundaries with patients at all times during interactions.
10. Treats clients with dignity and respect according to the patient's Bill of Rights.

Work Habits/Attitude

1. Approaches instructor for help when indicated.
2. Attends regularly and is punctual.
3. Adheres to coffee break and lunch time limits.
4. Begins assignment without prompting.
5. Organizes and uses available time constructively.
6. Completes assigned work.
7. Reports for clinical conference promptly.

Preparation/Use of Nursing Process

1. Considers all categories of human functioning when assisting in preparation of the plan of care.
2. Gathers, organizes and communicates information pertinent to client.
3. Assists to establish client-centered goals.
4. Identifies nursing measures required to achieve goals.
5. Performs nursing action according to the established plan of care.
6. Evaluates effectiveness of nursing care based on established goals.
7. Identifies and communicates needs that may require altering the plan of care.

Nursing Care/Safe Effective Care Environment

1. Performs basic therapeutic and preventive nursing measures by following a prescribed plan of care.
2. Maintains a high standard of care.
3. Coordinates care with the nursing team.
4. Provides a safe client environment.
5. Prepares prior to administering procedures and treatments.
6. Demonstrates understanding of scientific principles while performing skills.
7. Demonstrates knowledge of client disease entity.
8. Provides for client rights.

Medication Administration

1. Demonstrates knowledge of therapeutic effects, side effects, and untoward effects of medication.
2. Follows safety measures while preparing and administering drugs.
3. Administers medications by appropriate method and route.
4. Calculates drug dosages accurately.

Reporting/Documentation

1. Reports promptly to team leader/instructor patient condition requiring immediate attention.
2. Reports to team leader/instructor before leaving the department for any reason.
3. Has charting reviewed by instructor before entering on patient record.
4. Entries are factual, legible, accurate and in correct form.
5. Includes assessments and/or observations care provided to the client, and client's response to care in charting and reporting.
6. Reports errors or deviations from prescribed client care to the instructor and appropriate health care.

WARNING AND PROBATION:

A student may be placed on probation for any of the following reasons (but not limited to):

1. Unsatisfactory clinical performances.
2. Failure to maintain the minimum academic standards for each course.
3. Unsatisfactory personal hygiene and grooming.
4. Poor attendance or undependability.
5. Incompetence in performance of nursing skills.
6. Behavior that is considered unsafe according to the standard of reasonable behavior for a student practical nurse, as determined by the faculty.
7. Attitudes which are inconsistent with, disrupt or otherwise prevent, the attainment of the educational objectives by the individual or other students.

If a course is taught only once and the student does not meet the required standard for the course at mid-term, he/she will be given a written warning. Upon receiving the written warning the student is placed on academic probation and is advised by the instructor and coordinator that he/she must meet the prescribed standard for that course by the end of the term or be subject to dismissal.

If the course is an ongoing one and the student is not meeting the required standards at mid-term, the student will be given a written warning. If the student does not meet the required standard at the end of the quarter, probationary status may be granted the student. The student is notified in writing of his/her status and is informed that, by the end of the following quarter, the quarter average and cumulative average for that course must both meet the prescribed standard for the course or the student will be subject to dismissal. A student may not be placed on probation for more than half of any one course.

No student shall graduate from this program who has not met all of the stated academic and clinical standards.

GRADUATION:

Upon satisfactory completion of the program, the student will receive a certificate of completion. All requirements for graduation must be met by each candidate. Graduation exercises will be held by Ohio Hi-Point Career Center in recognition of the student's achievement.

Requirements for graduation are:

1. Consistent maintenance of program standards throughout the program.
2. Successful attainment of all program objectives.
3. Satisfactory clinical/lab performance.
4. Meet all requirements for the State Board of Nursing to take the State Board Licensing Exam.
5. Each graduate must meet all financial obligations of the program for transcripts and records of completion to be released.

DISMISSAL:

The faculty reserves the right to terminate the enrollment of a student at any time because of:

1. A final grade below "C" in Anatomy and Physiology or a nursing course.
2. A final grade below "D" in a non-nursing course.
3. A term average below "C".
4. Absences in excess of 10% of one quarter or 10% program cumulative attendance.
5. Violation of policies and regulations of the school or affiliating agencies.
6. Unsafe clinical performance which could endanger the health or well being of the patient, other students, staff, public, or self.

The Coordinator and faculty carefully review the student's records throughout the program. The Director is kept informed of the student's progress.

If sufficient documented evidence exists to warrant dismissal of a student, the Director of Career Training and the student are notified in writing of the intent to dismiss. The student is informed of the dismissal in writing and will have a termination interview with the Coordinator.

PROGRAM PROGRESSION POLICY

Students failing a single offering nursing, may not proceed into the next level of the nursing program without successfully completing the failed course. The course may be repeated within the Nancy J. Knight School of Nursing, for courses outside of Nancy J. Knight School of Nursing; refer to the Course Deficiency Make-Up policy. A student failing more than one class in a quarter, may not proceed into the next quarter, until both classes are completed successfully.

COURSE DEFICIENCY MAKE-UP:

Students may be given credit towards graduation for a course made-up in other practical nursing programs or technical schools under the following provisions.

1. One course only has been failed.
2. The course failed is not Nursing Principles, or IV Therapy, and is not an on-going course.

3. The student's cumulative average is at least 77%.
4. The student has maintained at least 77% each quarter for all on-going courses.
5. The student has maintained satisfactory clinical performance.
6. The make-up course is comparable to the Hi-Point course.
7. The make-up course does not interfere with the student's Hi-Point schedule.
8. The student presents evidence of enrollment in the make-up course to the program Coordinator.
9. The student presents evidence to the Coordinator that a passing grade has been achieved in the make-up course.
10. The student is totally responsible for making arrangements with other programs for make-up courses.

RE-ADMISSION POLICY:

1. Request for re-admission to the school shall be submitted in writing to the Coordinator of Nursing no less than two (2) weeks prior to the requested start date.
2. A candidate may apply for re-admission to the practical nursing program one(1) time.
3. The applicant must meet all the current standards for admission to the program. The readmitted student will meet the curriculum requirements effective at the time of readmission.
4. A signed reinstatement request grants permission to the reinstatement committee to review contents of the applicant's student file from previous admission. Student file contains, but is not limited to, transcript and attendance, student conference forms, probation forms and clinical evaluations.
5. The re-admission committee may specify conditions for reinstatement such as repeating previously completed nursing or pharmacology courses. Conditions existing at withdrawal or dismissal including academic and clinical probation will remain in effect.
6. Re-admissions will be accepted on a space-available basis and request will be evaluated individually.
7. Tuition and fees will be based on the current tuition rate and will be prorated.
8. Course Credit Information:
 - A. Up to two (2) years time span between program pursuits. (Ohio Hi-Point or other nursing program.)
 1. Comparable nursing and pharmacology courses in which a course grade of 85% or higher was received will be accepted.
 2. Comparable nursing and pharmacology courses in which a course grade between 77% and 85% was received will require successful completion of challenge exams.
 3. Comparable nursing and pharmacology courses in which a course grade below 77% was received will not be accepted. The courses will need to be repeated.
 4. All other courses will be evaluated for compatibility with Ohio Hi-Point course. These

- found to be comparable and in which a course grade of 77% or higher was received will be accepted.
- B. Two to five (2 to 5) year time span between program pursuits (Ohio Hi-Point or other comparable program.)
 - 1. All previously completed courses will be evaluated for compatibility with current Ohio Hi-Point courses. Those found to be compatible and in which a course grade of 77% or higher was received will require successful completion of challenge exams for acceptance. Fees for these exams will be \$25.00 per exam.
 - 2. No tuition will be required for courses successfully passed via challenge exams.
 - 3. All nursing labs and clinical experiences will need to be repeated.
 - 4. All previously completed courses in which a course grade below 77% was earned will need to be repeated.
 - C. Greater than five (5) year time span between program attempts. (Ohio Hi-Point or other nursing school.)
 - 1. No prior course work accepted.
 - D. A grade of 77% is required for on-going nursing and pharmacology courses that are being repeated.
 - E. All repeated courses and clinical experiences will need to be paid at the cost of the current class/year's tuition rate. *(Please note: Financial aid regulations prohibit the use of federal funds for repeated course work.)

POLICY FOR ADVANCED STANDING:

- 1. Students requesting admission with advanced standing from another approved School of Practical Nursing, or Registered Nursing program must meet Nancy J. Knight School of Nursing's entrance requirements for currently enrolled students.
- 2. Transfer credit may be granted for those courses which meet or exceed the Ohio Hi-Point corresponding course hours and objectives. Credit is granted for the Ohio Hi-Point course and contact hours only. Refer to pages 41-42 (#7) for transfer course grade and time requirements.
- 3. Placement in the program will be determined on an individual basis solely by the Coordinator and faculty of the School of Practical Nursing of Ohio Hi-Point Career Center.
- 4. The applicant must submit an application and application fee, copy of high school/GED transcript, four letters of reference including one from the Director of the previous nursing or training program, a transcript of completed course work and grades from the former nursing/training program. Applications must be made at least six weeks prior to the quarter for which the applicant is seeking admission.
- 5. If the applicant has not taken a standardized pre-entrance test in the previous educational program, the applicant may be required to take the pre-entrance test at Ohio Hi-Point Career Center.
- 6. Tuition will be based on current rates.
- 7. Applicants must complete at least the third and fourth quarters at Nancy J. Knight School of Nursing to be eligible to receive a certificate of completion from this program.
- 8. Transfer students must pass a clinical lab skills performance test before being accepted. Any clinical lab deficit must be made up to meet the curriculum objectives of the program.

COURSE FOR CREDIT STUDENT

Students making application to take a specific course within this nursing curriculum must be currently enrolled in an approved school of practical nursing. A written request from the Director/Supervisor of the nursing program in which the student is currently enrolled stating the reason for the request must be sent to the Program Coordinator. The student will not be admitted/transferred into this program, but will be carried on the roll of the home school and will be graduated from that school after meeting its requirements. Fees will be based on current tuition and will be pro-rated.

The student will be graded on the grading scale of this school and will be expected to meet all course objectives and requirements. At the conclusion of the course, a transcript of grades and a copy of the clinical evaluation will be forwarded to the home school.

Permission to take the course will be based on space available in class and the completion of the following requirements:

1. Written request from the Director of the school of nursing in which the student is currently enrolled.
2. Present application and application fee for the specific course desired.
3. Provide current health records (medical & dental).
4. Provide immunization record which must be current.
5. Present evidence of student liability insurance.
6. Sign refund policy form.
7. Have an interview with the Coordinator.

After receiving permission to take the course the student must:

1. Purchase the textbook and related materials for the course.
2. Sign student agreement forms.
3. Make uniform arrangements with the Program Coordinator.
4. Obtain parking permit.

FELONY/MISDEMEANOR STATEMENT: In accordance with Ohio Law 4723.09 regulating the practice of nursing, if an applicant has ever pleaded guilty to, been convicted of, or had a judicial finding of guilt for violating section 2903.01, 2903.02, 2903.03, 2903.11, 2905.01, 2907.02, 2907.03, 2907.05, 2909.02, 2911.01, or 2911.11 of the Ohio Revised Code or a substantially similar law of another state, the United States, or another country, the Board shall refuse to grant a license to practice nursing to that person who entered a prelicensure nursing program after June 1, 2003. Individuals who have violated these sections of the Ohio Revised Code are not eligible for acceptance into the nursing program.

If an applicant has ever plead guilty to, or been convicted of any other felonies and misdemeanors, the Ohio Board of Nursing may refuse to allow the applicant to take the licensing exam. Students convicted of or pleading guilty to a felony are required by the OHIO BOARD OF NURSING EDUCATION AND NURSE REGISTRATION to have a hearing with the BOARD before permission is granted to sit for the nurse licensing examination. The ruling of the Ohio Board of Nursing may make the candidate ineligible to write the examination.

In agreement with Ohio Law 3721.12.1, clinical facilities may require a criminal records check prior to allowing persons to provide care to older adults and children. Students who have plead guilty to, or have been convicted of those felonies and misdemeanors listed in the Ohio Revised Code section 3721.121 may not be eligible to complete clinical requirements in the prelicensure program. Any applicant who has a criminal record, other than minor traffic violations, should contact the School of Practical Nursing Coordinator immediately.

Students must notify the Coordinator in writing of any felony conviction acquired prior to entering the program or acquired while pursuing the practical nursing program course of study.

Any applicant having met other admission requirements, who has been convicted of a felony will be interviewed by the Admission Committee. Each applicant will be evaluated in terms of the nature of the offense and other related material.

STUDENT ORGANIZATION:

Students are members of the Licensed Practical Nursing Association of Ohio and are encouraged to attend meetings. Students are required to attend the Student Nurse Convention held in the Spring. Students are members of the student organization of the school and abide by the by-laws of the organization.

BY-LAWS STUDENT ORGANIZATION

Article I. Name: Practical Nursing School of Ohio Hi-Point Career Center

Article II. Purposes:

Section 1. To develop a path of communication between the students, teachers, and Administration of the Ohio Hi-Point Practical Nursing School.

Section 2. To develop a path of communication between the student body and faculty and Administration.

Section 3. To maintain high qualities of health education and service involving the community as a whole.

Article III. Organization:

Section 1. The Student Organization of the Practical Nursing School of Ohio Hi-Point Career Center School shall be composed of the current class members.

Section 2. Student Council members shall consist of a President, Vice-President, Secretary, Treasurer, Class Representative, Historian, and Faculty Advisor. These members shall be elected by majority vote of the class members.

Section 3. **Roberts Rules of Orders** will be utilized as the format for conducting all meetings.

Article IV. Attendance:

Section 1. Meetings will be held at a time designated each month.

Section 2. Special meetings including officers meetings will be called when needed by the president or Faculty Advisory.

Section 3. All members are encouraged to attend all meetings unless excused by the President or the Faculty Advisor.

Section 4. If an officer is suspended from Ohio Hi-Point Career Center of Practical Nursing for any reason, he/she is to be excused from the position, and a new member will be elected by the students of the class.

BY-LAWS STUDENT ORGANIZATION: (con'd)

Article V: Officers:

Section 1: The Officers of the organizations shall be President, Vice-President, Secretary, Treasurer, Historian, Class Representative, and Faculty Advisor with duties as follows:

President

To open the session at the time at which the assembly is to meet by calling the meeting to order.

To announce the business before the assembly in order in which it is to be acted upon.

To recognize members entitled to the floor.

To state and to put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings and to announce the result of the vote.

To protect the assembly from annoyance from evidently frivolous motions by refusing to recognize them.

The President does not vote.

Vice-President

To act as presiding officer in the absence of the President. If the President should take leave of office the Vice-President automatically becomes President-Pro-Tem.

The Vice-President votes, except when occupying the chair.

The Vice-President serves on the Faculty and Audio-visual Committee.

Secretary

To keep the records of the class and the meetings.

To conduct the correspondence of the class.

Treasurer

To keep the treasurer's book balanced and up to date with accurate entries of debits and credits due.

To collect monthly dues of \$_____ each from class members. Receipts shall be given upon each payment.

Class Representative

To serve as a group delegate or to act in the place of the Student Practical Nurse of Ohio Hi-Point Career Center, to act or speak for others after a majority vote. The Class Representative will serve on the Faculty Recruitment and Publicity Committee.

BY-LAWS STUDENT ORGANIZATION: (cont'd)

Historian

To keep the class history book up to date.

Faculty Advisor

To advise the class as indicated.

All officers shall attend all officer's meetings and all class meetings.

Section 2. Officers shall be elected at the end of each term.

Article VI: Dues

Dues shall be \$_____ per month and will be payable to class treasurer at the first of month.

Appendix A

Ohio Board of Nursing Rules 4723-5-12

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each client.

(5) A student shall delineate, establish, and maintain professional boundaries with each client.

(6) At all times when a student is providing direct nursing care to a client the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;

(b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a client's property or:

(a) Engage in behavior to seek or obtain personal gain at the client's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

(a) Engage in sexual conduct with a client;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

(a) Sexual contact, as defined in section 2907.01 of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.

- (14) A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
- (16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;
- (17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
- (18) A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
- (22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

**Nancy J. Knight School of Nursing
Ohio Hi-Point Career Center
Confidential Information Agreement**

In the course of your duties as a student practical nurse, you may have access to confidential information about patients from a variety of sources. You may not disclose any confidential information except as required in the form of medical records. Personal health information may be collected for limited educational purposes as directed by your clinical instructor and by patient permission. Discussion of confidential patient information in public places is not appropriate and would be considered a breach of confidentiality.

I acknowledge that on _____ I received training on the provisions of HIPAA regulations concerning patient privacy and confidentiality. This training outlined the ways in which personal health information may be used or disclosed and patient rights with respect to such information. As a practical nursing student, I agree to abide by HIPAA regulations concerning the use of personal health information.

Signature

Date

Parent or Guardian's Signature

RECORDS RELEASE FORM

I understand clinical agencies that permit students to participate in patient care activities may require proof of immunization status, current physical examination, CPR certification, grade transcripts and criminal records checks. I give my permission for Nancy J. Knight School of Nursing to provide proof to clinical agencies and funding agencies that make such requests.

Signature

Date