



Portage Lakes | Career Center

ADULT EDUCATION
COSMETOLOGY 1500 HOURS,
DUAL CERTIFICATION 800 HOURS,
ESTHETICS 600 HOURS,
and NAIL TECHNICIAN 200 HOURS
STUDENT HANDBOOK
2021-2022

PORTAGE LAKES CAREER CENTER
4401 SHRIVER ROAD, UNIONTOWN, OHIO 44685
TELEPHONE: 330-896-8200
FAX: 330-896-8297
8/09/2021

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Manchester School District**

**Jason Jividen
Manchester School District**

PORTAGE LAKES CAREER CENTER

Kim Redmond

Superintendent

Main Campus
330-896-8200
kredmond@plcc.edu

Christopher Wright

Treasurer

Main Campus
330-896-8245
cwright@plcc.edu

Lori Coates

Administrative Assistant to Superintendent, EMIS Coordinator

Main Campus
330-896-8226
lcoates@plcc.edu

Savannah Greenwood

Assistant Treasurer

Main Campus
330-896-8235
lyoung@plcc.edu

Lisa Tripney

Assistant Superintendent

Main Campus
330-896-8278
ltripney@plcc.edu

Kim Robinson

Adult Program Manager

Main Campus
330-896-8123
krobinson@plcc.edu

Ida Daniels-Liedtke

Enrollment Specialist

Main Campus
330-896-8102
idanielsliedtke@plcc.edu

ADMINISTRATORS

**Kim Redmond
Superintendent**

**Christopher Wright
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**Lisa Tripney
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**Kim Robinson
Adult Education Program Manager**

**Ida Daniels-Liedtke
Enrollment Specialist**

FACULTY

**Margaret Johnson, RN, BSN, MEd
Practical Nursing Coordinator**

**Melissa Baumhoer, RN
Practical Nursing Instructor**

**Linda Wardle, RN, BSN, CRRN
Practical Nursing Instructor**

**Jerry Syme
Welding Technology Instructor**

**Benedict Chouinard
HVAC Instructor**

**Ron Balis
Automotive Technology Instructor**

**Keith Francis
Manufacturing Technologies Instructor**

**Pauline Bennett
Phlebotomy/EKG Instructor**

**Dawn Simpson
Cosmetology Instructor**

**Felicia Coldsnow
Dual Certification (Nail and Esthetics) Instructor**

MISSION STATEMENT	7
BOARD OF EDUCATION PHILOSOPHY.....	7-8
CIVIL RIGHTS COMPLIANCE STATEMENT, TITLE IX, & FERPA	8
APPROVAL & ACCREDITATION.....	8
ADMISSION REQUIREMENTS.....	8
WORKKEYS	9
ENROLLMENT POLICY.....	9
STUDENT DEMOGRAPHIC POLICY.....	9
PREVIOUS CREDIT POLICY.....	9
RE-ADMISSION POLICY.....	9-10
ATTENDANCE POLICY.....	10-11
WITHDRAWAL POLICY	11
DRUG AND ALCOHOL POLICIES.....	11-12
TERMINATION.....	12
STUDENT GRIEVANCE PROCEDURE.....	12-13
REFUND & CANCELLATION POLICY.....	13-14
ACADEMIC GRADES	14
APPEARANCE/BEHAVIOR.....	14-15
PERSONAL COMMUNICATION DEVICES.....	15-16
PERSONAL PROPERTY.....	16
VISITORS.....	16
SMOKING.....	16
COUNSELING.....	17
PRE-EMPLOYMENT ASSISTANCE.....	17
CAREER PASSPORT POLICY	17
FINANCIAL AID – STANDARDS OF SATISFACTORY PROGRESS POLICY	17-19
FINANCIAL AID PROGRAMS.....	19-26
DEPENDENCY STATUS	26
PROFESSIONAL JUDGMENT AND SPECIAL CIRCUMSTANCES	26-29
EDUCATION COSTS.....	29
ELIGIBILITY DETERMINATION.....	29-30
DISBURSEMENT OF FUNDS	30-31
REFUND POLICY	31-32
SEXUAL HARRASSMENT.....	32-35
NO CHILD LEFT BEHIND/FERPA.....	35-36
VETERANS BENEFIT AND TRANSITIONS ACT OF 2018.....	36
THE CLERY ACT.....	37
DIRECTORY INFORMATION.....	37
ZERO TOLERANCE, AGGRESSIVE BEHAVIOR, DRUG PREVENTION.....	37-38
BLOOD BORNE PATHOGENS.....	38
INSPECTION OF INSTRUCTIONAL MATERIALS.....	38
COPYRIGHT INFORMATION.....	38
MISREPRESENTATION POLICY.....	38-39
STUDENTS WITH DISABILITIES.....	39
COVID.....	39
INTERNSHIP.....	39-40
TRANSCRIPT REQUEST FORM.....	41
STUDENT AGREEMENT/PHOTO POLICY/ACCEPTABLE USE.....	42
APPENDIX A - COURSES.....	43-45
APPENDIX B - CALENDARS.....	46-50
APPENDIX C - PROGRAM COST OF ATTENDANCE.....	51-56

MISSION STATEMENT

We equip and empower tomorrow's leaders to discover their passion and design their future.

We believe:

An innovative culture positions our students to navigate an evolving global economy.

Success demands a safe environment, where individuals are respected and valued.

Experiences beyond the classroom walls enrich learning and maximize student growth.

Learning, teaching, designing, and leading is a shared responsibility.

BOARD OF EDUCATION PHILOSOPHY OF EDUCATION

The Portage Lakes Joint Vocational School District's Board of Education believes in maintaining a stimulating educational environment. This environment should be conducive to the highest quality of training in vocational skills and intellectual pursuits according to each individual's mental and physical capabilities. The objective of this education is to prepare each person to be a responsible and occupationally productive member of our democratic society.

In the application of this philosophy, the Board of Education believes the instructional program should be designed to provide the student every available opportunity to further develop the skills, interests, abilities and attitudes acquired by that person in earlier school years. It is the opinion of the Board that constant attention must be given to appropriately expanding the vocational programs and academic subjects, updating classroom equipment and educational aids, and insuring the instructor's knowledge in academic and vocational trends.

The Board of Education adheres to the principle that what is considered valuable and appropriate learning is determined within the parameters of state laws and the prerogative of the citizens of the community working in conjunction with the members of the Board.

Instructional techniques will be employed which prepare a student to be gainfully employed in a business field or to gain entrance in an advanced technical school or higher educational institution. The student will be taught to have a respect for the discipline of work and to practice safety measures.

The effectiveness of academic and vocational instruction is measured by the preparedness of the individual to meet life's personal and occupational challenges in a satisfactory manner. The Board of Education believes that with this outlined philosophy the student will learn to take pride in personal achievement and proper conduct and be instilled with the idea that education is an ongoing process that continues throughout one's lifetime and not always in a classroom setting.

The philosophy of the Portage Lakes Career Center is governed by a respect for the worth and dignity of every human being.

The basic purpose of vocational education is to assure the maximum intellectual, occupational skill, and total development of students consistent with their individual capacities.

We believe -

- That each person should be a craftsman in attitude and skill with sincere appreciation for the health, safety, and welfare of others.
- That each individual should leave school with a marketable skill and the facility for proper employment.

- That each person, regardless of age, should have the opportunity to develop skills and attitudes
- involving self-realization, human relations, civic responsibilities, and economic efficiency.
- That the educational demands of our society can be dealt with through flexible, enthusiastic instructional leadership and in facilities which are constructed to meet the demands of our society.

CIVIL RIGHTS COMPLIANCE STATEMENT

The Portage Lakes Joint Vocational School District is an equal opportunity educational institution committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. Employment and educational programs prohibit discrimination based on race, color, national origin, ancestry, citizenship status, religion, sex (including sexual orientation and gender identity), economic status, age, disability, military status or legally acquired genetic information or any other legally protected characteristic. We provide equal access to the Boy Scouts and other designated youth groups. The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Gregg Clark, Compliance Coordinator, at 330-896-8200.

TITLE IX

The Portage Lakes Joint Vocational School District and Career Center's Title IX Coordinator is Mr. Gregg Clark, 4401 Shriver Road, Uniontown, OH 44685. He can be reached at gclark@plcc.edu or 330-896-8200.

FAMILY EDUCATION RIGHTS PROTECTION ACT

Due to federal laws, the school is mandated to communicate directly with students who are 18 years old or older. Information about their enrollment, finances, attendance, and grades cannot be released to others without the signed consent of the student.

The school district follows the guidelines of the Family Educational Rights & Privacy Act.

APPROVAL/ACCREDITATION

Portage Lakes Career Center's programs are approved by the Ohio Department of Higher Education and is also accredited through the Council on Occupational Education (<http://www.council.org/>) located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone (Toll-Free): 800-917-2081, Fax: 770-396-3790.

ADMISSION REQUIREMENTS

Applicants admitted to the Adult Education programs need to meet the following admission criteria:

Complete application form

Pay deposit

Schedule, pay for, and pass WorkKeys testing

Produce official high school diploma and/or transcript or G.E.D.

Produce copy of Driver's License & Proof of Insurance (auto only)

Schedule appointment with Financial Aid

Portage Lakes Career Center does not discriminate on the basis of race, color, national origin, ancestry, citizenship status, religion, sex (including sexual orientation and gender identity), economic status, age, disability, military status or legally acquired genetic information (or any other legally protected characteristic) and adheres to affirmative action policies.

WORKKEYS TESTING

All applicants are required to take the WorkKeys test prior to the start of the program. It is necessary to check with the Adult Education Program Manager as some programs have specific minimum requirements. Please note that Covid may change this requirement at any time.

The cost of the WorkKeys exam is \$40.00 (cash, check, or credit card) payable at time of scheduling.

The applicant is expected to notify the school if he/she is unable to make the scheduled appointment for testing. Failure to notify the school will result in his/her file being marked as a No Call/No Show for testing and forfeiture of \$40.00. If the applicant does not receive the minimum score, he/she may schedule to take a retest in the required area(s). The cost to retest is \$20.00 per examination payable at the time of scheduling.

ENROLLMENT POLICY

An applicant who has received an acceptance letter from Portage Lakes Career Center will sign his/her enrollment agreement on the first day of class. Students applying for financial aid must also have received a Financial Aid Award letter from the PLCC Financial Aid Department prior to signing their enrollment agreement and being enrolled in the program. Students paying in installments must make their first payment on or before the first day of class at which time they will sign their payment plan.

STUDENT DEMOGRAPHIC INFORMATION

Information about the composition of our students is available on the College Navigator website (<https://nces.ed.gov/collegenavigator/>).

College Navigator is a free consumer information tool which offers information gathered about postsecondary institutions by the National Center for Education Statistics (NCES).

General information available on the College Navigator website includes: Tuition, Fees, and Estimated Student Expenses - Financial Aid (data regarding the various financial aid sources for students, including federal Pell grants) - Net Price - Enrollment (gender and race/ethnicity distribution of students) - Admissions - Retention and Graduation Rates (retention rate for certificate seeking, first-time, full-time, undergraduate students) - Programs/Majors - Service Members and Veterans - Accreditation - Campus Security - Cohort Default Rates

PREVIOUS CREDIT POLICY

Requests for advanced standing or credit for previous education are considered on an individual basis.

Applicants must submit:

An application with a written request for credit for previous education

An official high school or GED transcript

An official transcript from the previous education/training program

References (if requested by the Adult Education Program Manager)

A passing score on the WorkKeys assessment

To be transferred, previous course work must have been completed within five (5) years prior to admission with a minimum grade of 80%. Applicants must meet all other program requirements for admission.

RE-ADMISSION POLICY

Requests for re-admission by formerly withdrawn or terminated students will be considered on an individual basis. The decision to permit re-admission or reject the request will be made after careful study and consideration of the applicant's previous records of grades, attendance, and conduct. Re-admission requires

payment of tuition and fees a second time at the rate of the current academic year and is dependent on available class space.

ATTENDANCE POLICY

Students are expected to attend all hours of the program. Students must complete 90% of the total clock hours to receive their Certificate of Completion.

Tardiness will be counted as absence using the following scale:

1 - 15 minutes = 1/4 hour	31 - 45 minutes = 3/4 hour
16 - 30 minutes = 1/2 hour	46 - 60 minutes = 1 hour

A student cannot miss more than 10% of program hours at any time. Absence of more than the total hours permitted at any time during the program may result in the student being removed from the program. Records of attendance will be kept, and **attendance records will be submitted to the Financial Aid Office weekly.** **Absence will affect a student's eligibility for receiving continued financial aid assistance.**

MAKE-UP HOURS

Make-up hours will only be permitted with pre-approval from both the Assistant Superintendent and instructor(s) after a student has missed the maximum amount of hours allowed. A maximum of 60 make-up hours is allowed for 600 hour programs and a maximum of 90 make-up hours for 900 hour programs (150 for a 1500-hour course). If you have made up hours, your percentage of attendance on your transcript will never reflect anything above 90% regardless of how many hours you have made up.

LEAVE POLICY

Due to the length and nature of the Adult Education programs, leave of absence is strongly discouraged but will be evaluated on an individual basis by the Assistant Superintendent.

Portage Lakes Career Center may grant a student a leave of absence of up to 180 days in any 12-month period if the student provides proof of hardship.* During the Leave of Absence the student is not considered to be withdrawn. Student must apply in writing and the Assistant Superintendent must approve the leave. A copy will be sent to the Financial Aid Office at which time financial aid funds will be put on hold. No additional Portage Lakes Career Center charges will be generated during the leave. If the student fails to return from an approved leave of absence he/she will be considered officially withdrawn, and all refund and return of Title IV funds calculations will be based on the last date the student attended as defined in the Withdrawal Policy. If the student has a federal loan, the grace period begins retroactively to the student's last date of attendance.

*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

VACATION

There will be no vacation time permitted other than scheduled holidays off; i.e., Thanksgiving, Winter Holiday, etc.

UNSCHEDULED SCHOOL CLOSINGS

In the event of situations which require the daytime closing of Portage Lakes Career Center, the Superintendent will send text and phone alerts and it is so important that the career center has your best, most recent method of contact. The individual programs will not be listed.

For evening programs, the Assistant Superintendent will make the determination shortly after 2pm and will alert via text and phone alerts. Time missed due to unscheduled closings will be made up as necessary.

WITHDRAWAL POLICY

Students planning to withdraw should meet with the Adult Education Program Manager to officially withdraw. Students who are unable to physically meet with the Adult Education Program Manager must contact the school by telephone or other telecommunication system. In the case of an exit without notice, the last date of attendance is determined to be the last date of an academically related activity in which the student participated. Non-attendance does not constitute an official withdrawal.

If a student stops attending school or officially withdraws from his or her program of training for any reason, the Title IV Aid will be recalculated based on the total number of clock hours/percentage of time the student was scheduled to attend school. If, after recalculation, the school finds that the student did not attend the required number of clock hours needed to cover the aid amount already disbursed to the student, the student is liable for the amount of money and the student must pay it back to the school. The school will then refund the money back to the aid program. The student will also be invoiced for any tuition and school related expenses not covered by the aid.

For students who withdraw without notifying the school, the school will use fourteen (14) calendar days of absences to determine that the student has unofficially withdrawn. The last day that the student ceased attending will then be used as the withdrawal date for calculating any return of federal funds to the U.S. Department of Education. Federal returns will be made within 45 days of the determination date. A borrower must go through exit counseling on-line at www.studentloans.gov to review rules and regulations, policies, and procedures of the Federal Direct and PLUS Loan Program. The school will be notified electronically that the student has completed exit counseling.

STUDENT AND EMPLOYEE COMPLIANCE WITH PORTAGE LAKES CAREER CENTER DRUG AND ALCOHOL POLICIES

Drug and Alcohol (Drug-Free School and Community Act of 1989)

Portage Lakes Career Center is unequivocally opposed to the misuse of lawful drugs and the possession and use of unlawful drugs.

All students and employees are expected to abide by the terms of the school's policies. A student and/or employee found to be in possession of or illegally using drugs and/or alcohol may be subject to appropriate sanctions. Such sanctions may include: referral for prosecution, termination of employment, and/or reprimand, probation, suspension, or expulsion.

A disciplinary sanction may include the completion of an appropriate rehabilitation program. Students and employees are guaranteed due process.

A student admitted to a Portage Lakes Career Center Adult Education program accepts the responsibility to conform to all school rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary sanctions including local, state, and federal laws and sanctions.

Applicable legal sanctions under local, state, or federal law for the unlawful use, possession, or distribution of illicit drugs or alcohol are set forth in the referenced laws and are available upon request from the Adult Education Program Manager.

In addition, students who currently receive federal financial aid are advised that criminal conviction for a drug-related offense may lead to the loss of their financial aid funds.

Local and State:

Ohio Revised Code Chapters
2925 – Drug Offenses
3719 – Controlled Substances
4301 – Liquor Control Laws

Federal:

Federal (Harrison) Narcotic Act
Import and Export Act Federal Food Drug and Cosmetic Act
Federal Alcohol Administration

These sanctions can include probation, fines, driver’s license suspension, and/or incarceration. Future revision, amendments, or additions to these or other applicable codes are incorporated into this policy by this reference.

There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where advice and treatment can be sought. You may find these facilities in the local telephone book or using the web address: <http://www.ohiodrugrehabilitation.com/> . The Ohio Office of the Bureau of Drug Abuse in Columbus is the State Drug Abuse Prevention and Treatment Coordinator and is available at (614) 466-7893. The Alcoholism and Drug Abuse hotline is open 24 hours, 1-800-252-6465. Contact any of these resources for referral; your anonymity will be respected.

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, this policy will be distributed to all students and employees on an annual basis.

A student admitted into a District adult education program accepts the responsibility to conform to this policy. A student who receives federal financial aid and is convicted of a criminal violation for a drug related offense may be subject to a loss of financial aid funds.

TERMINATION

Students failing to comply with the school regulations will be terminated from the program. Insubordination will also result in termination. A termination hearing may be held with the Adult Education Program Manager and program instructor(s). The student has the right to present material in his/her defense at such hearings. Written decisions will be rendered by the Assistant Superintendent as to the student’s status within three (3) working days of the hearing.

RIGHT OF APPEAL

Probation or termination order may be appealed to the Assistant Superintendent by written request of the student to the Assistant Superintendent within three (3) working days after the ruling.

STUDENT GRIEVANCE PROCEDURE

The Portage Lakes Career Center believes that complaints and grievances are best handled and resolved by the individuals closely involved. Therefore, the proper steps for handling complaints involving instruction or discipline are with the coordinators and instructors or the Adult Education Program Manager.

The following are the steps to be taken by the student filing a grievance:

The student must obtain a grievance form from the Adult Education Department, complete the form, and submit it to the instructor or coordinator within three (3) working days of the incident. The instructor will respond verbally and in writing to the student by completing the form within three (3) working days and returning the form to the student. If a satisfactory resolution is achieved, no further action is necessary.

If a satisfactory resolution is not achieved, the student may submit the form to the Adult Education Program Manager no later than three (3) working days after receiving the written notification from the instructor. The Adult Education Program Manager will reply verbally and in writing to the student within three (3) working days after receipt of the grievance form.

If a satisfactory resolution is still not achieved, the student should submit the form to the Assistant Superintendent no later than three (3) working days after receiving written notification from the Adult Education Program Manager. When the Assistant Superintendent has received the form, a decision will be made regarding the grievance within three (3) working days of the written notification. The student will also be given the opportunity to meet with the Superintendent. The decision of the Assistant Superintendent will be final and the process will end.

Students have the right to contact the Council on Occupational Education (COE), an independent agency responsible for the accreditation of Portage Lakes Career Center. When a complaint raises issues regarding an institution's ability to meet accreditation criteria, COE will forward a copy of the complaint to the institution and request a formal response. Complaints may be filed with COE at <http://www.council.org/feedback/> or by calling 800-917-2081. The mailing address of COE is 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350.

REFUND AND CANCELLATION POLICY

Students who have not visited Portage Lakes Career Center prior to enrollment may withdraw from a program without penalty within three (3) days following attendance of an orientation session or a tour of the facility and an inspection of the equipment.

If the student does not meet program requirements, or the class is not offered, \$60.00 of the deposit will be refunded if the student has taken the WorkKeys assessment.

If a student withdraws/is terminated from a full-time program once classes have begun, the percentage will be calculated on the total program cost minus the cost of books, uniforms, items, services, or monies encumbered. See the chart below for refund percentages. Official withdraw/termination is defined as the student's last day of attendance. There will be no refund of testing fees, deposit, books, uniforms, items, services or monies encumbered for the student.

% of Hours Completed	% Refunded to Student
0-10%	80%
11-20%	70%
21-30%	60%
31-40%	50%
41-50%	40%
51-100%	0%

All students receiving financial aid must comply with the Federal Refund Regulations. The day a student notifies the school that he/she will no longer be attending is the official withdrawal date. If the student does not notify

PLCC why he/she has not recently attended within 14 days, PLCC will then drop the student from the program and will use the last day of attendance as the drop date. The \$100.00 deposit and testing fees are non-refundable.

The Adult Education Program Manager will complete the "Return to Title IV" form to determine how much Federal Financial Aid the student has earned. Funds are returned in the following order:

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Federal Pell Grant Program

Any Stafford Loans returned will reduce the amount owed by the student to the lending agency. The school will notify the lending agency that the student has withdrawn which will reduce the amount owed.

ACADEMIC GRADES

A student's academic progress will be measured on the following scale:

95 -100% =	A
93 - 94% =	A-
90 - 92% =	B+
88 - 89% =	B
85 - 87% =	B-
82 - 84% =	C+
80 - 81% =	C
77 - 79% =	C -
74 - 76% =	D+
72 - 73% =	D
69 - 71% =	D-
0 - 68% =	F

NOTE – A "C" (80% or above) is required as a final grade in each course.

Any incomplete work will be converted to 0% if not completed within the time assigned by the instructor/coordinator.

APPEARANCE/BEHAVIOR

Students are in educational programs for career training and it is expected that their appearance will reflect this. Any form of dress which is distracting or disruptive in appearance and detrimental to the process of education will not be permitted. Dress for skills lab and training sites is designated by the instructor. Due to safety, students not dressed appropriately will not be permitted to participate in lab or remain at the skills training site. The student will be counted as absent.

The following behaviors will result in the student being placed on probation for the duration of the program:

Disruptive behavior in class, lab, or internships

Cheating of any kind

Insubordination or disrespect to any staff or student of PLCC or skills training site

Smoking: This is a smoke free campus; there is to be NO SMOKING anywhere on the premises.

Any further incidence of such behavior will be cause for immediate dismissal.

The following behaviors will be cause for immediate dismissal:

Actions with a potential for harm to classmates, staff, or clients
Willful destruction of property
Falsifying reports (application, assignments, client records)
Drinking of alcoholic beverages on school property, training site property, or at any school functions
Possessing, distributing, or using illegal drugs on school property, training site property, or at any school functions
Theft of any kind

PERSONAL COMMUNICATIONS DEVICE POLICY

For the purposes of this policy, “personal communication device” includes computers, tablets, electronic readers, cell phones, electronic watches, telephone paging devices, and/or other web-enabled devices of any type that have the capability of connecting to the internet or taking pictures. Students may use personal communication devices (PCDs) before and after school and/or school related activities or during breaks and lunches.

The guidelines for usage during scheduled classroom, practice lab and clinical experiences is as follows:
During classroom or practice lab, students may have PCDs with them but the device must be placed on vibrate or silent mode. The student is not permitted to be using the PCD for texting or internet access unless authorized by the instructor for purposes of education. If the student has the need to use his/her PCD for personal reasons, the student must leave the classroom/lab to take a call. If the student or PCD is creating a distraction, the student will be asked to leave as to not disrupt the learning environment.

During testing students **may NOT** have PCDs with them. At these times, PCDs must be stored in the student’s locker, car, or other location away from the testing site.

During internship/externship/clinical experiences students may have PCDs with them but the device must be turned off/on silent. The student must never have the PCD visible or audible when out on a unit, in a patient’s room, or when dealing with a client. Students may not use the PCD during any pre-conference or post-conference unless authorized by the instructor for purposes of education. PCDs may be used only before or after internship externship/clinical hours and/or during breaks and lunches.

Except as authorized by an instructor, students are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate the privacy rights of another person may have their PCD confiscated and held and/or they may be directed to delete the audio and/or picture/video file. If the violation involves potentially illegal activity, the student may be referred to law enforcement.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.

A person who is aware that a student is using a PCD in violation of this policy is required to report the violation to the instructor or Adult Education Program Manager.

Loss of PCD is the responsibility of the student – the school holds no responsibility for lost or stolen PCDs.

Violations of this policy will result in disciplinary action.

Students may also inform day care centers, family members or any other interested parties that they can call the school office during school hours to reach a student at the school.

PERSONAL PROPERTY

Portage Lakes Career Center assumes no responsibility for personal items that are lost or stolen on campus including vehicles.

Please note that these are shared classrooms/shared spaces and plan accordingly.

FOOD/ BEVERAGES

No food or beverages are permitted in classrooms, halls, or labs. Adult students are required to keep all foods and beverages confined to the cafeteria. Vending machines and microwaves are available to students.

NOTE: Due to Covid, lunch services, vending machines, and drinking fountains may be discontinued at this time.

VISITORS

PLCC requires strict adherence to school security. Students are not to receive visitors at school or at the clinical/internship/externship sites at any time. Students should make arrangements as to where to meet someone who is providing transportation and/or joining them off campus. Students allowing unauthorized visitors into the building will receive disciplinary action. All visitors must sign in and out at the Main Office (all visitors must furnish their driver's licenses to run through the Raptor system) and receive a visitor badge.

SMOKING POLICY

"Tobacco" is defined as any product made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including but not limited to: any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking devices, vapor products, any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

Tobacco Use Prohibited

No student is permitted to smoke, inhale, vape, dip or chew tobacco at any time, including non-school hours: in any building, facility or vehicle owned, leased, rented or chartered by the District or on school grounds or parking lots.

No student is permitted to smoke, inhale, vape, dip or chew tobacco at any time, including non-school hours, at any school-sponsored event off campus.

Additionally, no student is permitted to possess cigarettes, lighters or other tobacco products including: filters, rolling papers, pipes, blunt or hemp wraps and liquids used in electronic smoking devices at any time. Students must abstain from smoking while in uniform. Students may be sent home from a clinical/internship/externship experience if the smell of smoke is detected. Violation of this policy will result in disciplinary action.

STUDENT IDENTIFICATION TAG

For security reasons, all students attending classes between 8am and 3:30pm are required to wear an Adult Education Department Student ID tag furnished by the career center.

EMERGENCY DRILLS

PLCC participates in three (3) types of emergency drills each school year: fire, tornado, and lockdown drills. Instructors will guide students through each drill. When a drill occurs, follow instructions posted inside the classroom.

PARKING

All nursing and cosmetology students are to park in the designated Adult Education parking spaces. Students are required to display valid PLCC parking permits at all times. A parking permit will be issued to each student at the beginning of the program.

COUNSELING

The Adult Education Program Manager, Assistant Superintendent, and instructors may have individual conferences with students throughout the program as warranted. Students may request a conference with the Adult Education Program Manager, Assistant Superintendent, and instructors as the need arises. Instructors will have individual conferences with the student for the purpose of evaluation and discussion of performance throughout the training site experiences. Portage Lakes Career Center provides adult students with access to a career counselor. Appointments may be made with the Assistant Superintendent during scheduled office hours.

Adult Basic Education instructors and classes are available to students needing extra assistance with basic academic skills through Project Learn of Summit County. Students should contact Project Learn for information and assistance.

PRE-EMPLOYMENT COUNSELING AND PLACEMENT ASSISTANCE

Extensive career counseling, assessment, and placement assistance is available to all students. It is the responsibility of the student to ask for assistance with job finding, referral to employers, resume preparation, and any relevant concerns that may present barriers to his/her subsequent employment or ability to benefit from the training. **The career center does not guarantee employment.**

CAREER PASSPORT POLICY

Passports will be mailed to students or students may pick them up in the Adult Education Office during business hours. You will not receive your career passport for a minimum of two (2) weeks after your program has ended. **TO BE ELIGIBLE TO RECEIVE A CAREER PASSPORT EACH STUDENT MUST:**

- Complete all program requirements
- Complete approved 40-200-hour externship and submit required signed forms (Healthcare Programs Only)
- Be in compliance with the program's attendance policy (see Attendance Policy)
- Maintain an 80% or higher average grade in each course
- Pay all fees and financial debts to the school
- Complete exit counseling if federal loans were taken out

FINANCIAL AID

Standards of Satisfactory Academic Progress

To remain eligible for Financial Aid, the student must be successfully progressing in his/her program of training at a rate not to exceed a maximum time-frame of 110% for his/her program of training (see additional completion requirements in the Practical Nursing Program Handbook). Students must also maintain a cumulative 80% grade average. The Financial Aid Office will review each student's progression at the end of each payment period.

Warning

If the student is not meeting the Satisfactory Progress Requirements at the end of the first payment period, the student will be given a warning that he/she may be in jeopardy of losing eligibility for financial aid. The student will continue to receive financial aid during the warning time period.

Probation

If a student fails to meet the requirements for satisfactory academic progress at the end of the academic warning period, the student will lose eligibility for Title IV funds and consultation with the Adult Education Program Manager will be scheduled. The Adult Education Program Manager will review the student's appeal for probation. If the appeal is successful, the student will be placed on probation and given an academic plan to come into compliance with the school's satisfactory academic progress standards by the end of the next payment period. The student will remain eligible for financial aid during the probationary period. At the end of the probationary period, the student must be meeting the academic/attendance progress standards or the academic plan developed for the student. If the student is not in compliance with the academic/attendance standards or the academic plan, the student's financial aid eligibility will be terminated and the student may be subject to termination from school.

The Adult Education Program Manager will inform the student by letter of his/her probation/suspension status and/or his/her dismissal from the school.

Changes in Majors or Degrees

If a currently enrolled student withdraws from a program or completes a program then enrolls in a different program, there will be no effect on Satisfactory Academic Progress because hours are not transferable from program to program.

Pursuit of a Second Degree

Students who wish to pursue a second diploma/certificate will start their SAP over as a new student.

Repeated Courses

A student may repeat a course. The repeated grade will supersede any previous grade. However, for students repeating a course, they must complete the program within the maximum time frame allowed.

Appeal Process

Students have the right to appeal Satisfactory Academic Progress decisions. Appeals must be submitted to the Adult Education Department within five (5) calendar days of receipt of the unsatisfactory progress notice. The appeal must be accompanied by documentation supporting the mitigating circumstance that prevented the student from attaining satisfactory progress. The written appeal as well as all mitigating circumstances will be reviewed for decision by both the Assistant Superintendent and the Adult Education Program Manager as SAP clearly involves academics and financial aid. Only extraordinary circumstances will be considered such as death or severe illness in the immediate family. The appeal may be submitted to the Assistant Superintendent whose decision is final. The student will be notified of the decision within ten (10) days. The review and decision by the Assistant Superintendent and Adult Education Program Manager are final.

The Adult Education Program Manager will inform the student by letter of his/her probation/suspension status and/or his/her dismissal from the school.

Re-establishment of Satisfactory Academic Progress

Students may re-establish Satisfactory Academic Progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

FAILURE OF CLASSES – RETURNING TO CONTINUE PROGRAM OF TRAINING

Students who fail a class then return at a later date to continue in the program of training, either in the same award year or the following, are required to follow the policy for re-enrolling after failure of program, which is printed in the Student Handbook. For financial aid purposes, if the student fails out, pending Pell and student loan disbursements are placed on hold until the Financial Aid Office determines if the student is eligible to receive those disbursements. Returning students must also follow the Satisfactory Academic Progress policy on the previous page. Title IV aid disbursements for returning students are distributed based on when the student returns and how many clock hours are scheduled for that student to complete. Additional stipulations regarding financial aid award amounts and disbursements apply to return students and that information is available from the Financial Aid Office.

If the student fails out but does not return, the student's Title IV is recalculated based on the total number of clock hours the student was scheduled to have completed (see Withdrawal/Return of Funds Policy).

REQUIRED BOOKS, SUPPLIES, and/or TOOLS

Portage Lakes Career Center will provide students with all required books, supplies, and/or tools during the first payment period. The total cost for all required books, supplies, and/or tools will be included on the student's account statement and Financial Aid Eligibility Worksheet, if applicable. Students have the right to opt out of this process and obtain all required books, supplies, and/or tools elsewhere utilizing their own resources; for students who wish to opt out, a program specific book, supplies, and/or tool list will be provided. Students may request a program specific book, supplies, and/or tool list at any time from the appropriate program coordinator.

TUITION AND FEES

Tuition and fees for programs offered at Portage Lakes Career Center can be found in the Adult Education Course Catalog and in Appendix A. Students may make payments using cash, checks, money orders, or credit cards.

FINANCIAL AID PROGRAMS

Title IV Financial Aid Programs

Students interested in applying for financial aid to assist them with tuition and school related expenses need to file the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov and then contact the Financial Aid

Office at (330) 896-8123 for an appointment to review eligibility. Please be advised that it takes at least three (3) days for the Financial Aid Office to receive your information.

Note: Financial Aid is not automatic; **STUDENTS MUST FILE THE FAFSA IN ORDER TO RECEIVE TITLE IV AID.**

Code of Conduct

Portage Lakes Career Center's financial aid professionals will ensure that:

1. No action will be taken by financial aid staff that is for his/her personal benefit or could be perceived to be a conflict of interest.
 - a. Employees within the Financial Aid Office will not offer aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
 - b. No amount of cash, gift, or benefit in excess of a de minimis amount shall be accepted by a financial aid staff member from any financial aid applicant (or his/her family), or from any entity doing business with or seeking to do business with the institution (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
2. Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
3. Institutional financial aid offers and/or other institutionally provided materials shall include the following:
 - a. A breakdown of individual components of the institution's cost of attendance, designating all potential billable charges.
 - b. Clear identification of each offer, indicating type of aid, i.e. gift aid (grant, scholarship), work, or loan (requires repayment).
4. Financial aid professionals will disclose to their institution any involvement, interest in, or potential conflict of interest with any entity with which the institution has a business relationship.

Financial Aid Office Contact Information

Financial Aid Office: (330) 896-8123

Kim Robinson, Adult Education Program Manager

KRobinson@plcc.edu

Office Hours: Monday – Friday 9:00 am – 5:00 pm

Citizenship Requirements

All students applying for Federal Financial Aid must be able confirm their citizenship status with the Social Security Administration. The confirmation process is applied when the student submits the Free Application for Federal Student Aid to the federal processor. The federal processor performs a match with the SSA to confirm the student's citizenship status and social security number. If SSA cannot confirm the student's citizenship status, a comment will appear on the student's Institutional Student Information Record (ISIR) and the following will apply:

U.S. Citizen or National

- Must correct SSN, name or date of birth if these are in error and re-submit application
- If data still does not match, student must provide documentation to prove citizenship
- Other documents could include birth certificate or Certificate of Naturalization Eligible Noncitizen

Eligible Noncitizen:

- A number is sent to Department Human Services for primary verification
- If status is not confirmed, an automatic secondary confirmation will be performed by DHS
- School will wait at least five but no more than 15 days for result of secondary confirmation
- If no secondary confirmation, the school will begin paper confirmation on Form G845
- Form G845 is sent to DHS field office with documentation from student

Students who are required to undergo secondary confirmation will be provided in writing:

- Explanation of documentation to be submitted
- Deadline for submitting 30 days
- Notice that student may not receive aid for the payment period if deadline is missed
- Statement that eligibility is not decided until the student has a chance to submit documentation

***Citizenship issues must be resolved prior to any aid being disbursed.**

Federal Pell Grant Program

Students wishing to apply for financial aid may visit the Financial Aid Office at the school where students are encouraged to apply for the Federal Pell Grant Program. The Pell Grant is a federal grant given with no repayment expected. This program is designed to provide a “floor” upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant as well as a Federal Direct Loan must meet the eligibility requirements established by the U.S. Department of Education. To be considered for a Federal Pell Grant, a student must complete the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA may be completed on-line at www.fafsa.ed.gov or via a paper application. FAFSA forms are available in the Financial Aid Office or other public places such as a library. Not all students will qualify for a Federal Pell Grant. The maximum Pell for 2021-2022 is \$6,495.

An eligibility notification letter will be provided to the student indicating the type and the amount of aid available.

Federal Loan Programs

William D Ford Federal Direct Loan Program

Subsidized Loan - A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of \$3,500 per year for the first year of undergraduate study. Programs of less than 900 clock hours will be pro-rated down based on the number of hours in the student’s program. The federal government pays the interest during authorized periods of attendance deferment. Repayment will begin six (6) months after the borrower ceases to be enrolled at least half-time.

Unsubsidized Loan - An unsubsidized loan is not awarded on the basis of need, and the student is responsible for paying the interest during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed \$5,500 (\$3,500 Sub and \$2,000 Unsub) for a dependent student and \$9,500 (\$3,500 Sub & \$6,000 Unsub) for a first year independent student. Repayment will begin six (6) months after the borrower ceases to be enrolled at least half-time.

Federal Parent Loan to Undergraduate Student (PLUS) - PLUS loans are meant to provide additional funds to dependent students for education related expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Repayment begins approximately sixty (60) days after final loan disbursement is made.

To receive a federal loan, a student must complete the FAFSA *and* loan application (Master Promissory Note). If the student is dependent, and the parent is borrowing loan funds on behalf of the student, the parent must also complete entrance counseling and the Master Promissory Note online at www.studentloans.gov.

Some of the information a borrower must provide are his or her name, address, date of birth, Social Security Number, driver’s license number, e-mail address, as well as next of kin and two (2) personal references. The loan application is the promissory note the student or borrower must read and sign.

It takes 20-30 minutes for the student to complete the entrance counseling, and the financial aid officer instructs the student to take the quiz on his/her own.

All federal loans will be reported to the U.S. Department of Education’s National Student Loan Data System as part of the student’s financial aid history. This information will be accessible to authorized agencies, other post-secondary institutions, lenders, and federal loan servicing agencies.

INTEREST RATES AND LOAN ORIGATION FEES

Fixed rates for Direct Loans first disbursed on or after 07/01/2021 and before 07/01/2022

- **Direct Student Loan** (Subsidized and Unsubsidized)

Interest Rate: 3.73% Loan Origination Fee: 1.057%

- **Parent Plus Loan**

Interest Rate: 6.30% Loan Origination Fee: 4.236%

ENTRANCE AND EXIT LOAN COUNSELING SESSIONS

Recipients of the subsidized and the unsubsidized Family Federal Education Loans must attend entrance and exit loan counseling. Information provided to students includes but is not limited to:

Entrance Interview	Exit Interview
Overview of all sources of aid	Financial planning for loan repayment
Terms/conditions of various loan programs	Loan repayment obligations
Loan application process	Repayment options
Repayment obligation	Deferment/Forbearance/Cancellation provision
Obligation to keep lender informed	Obligation to keep lender informed
Obligation to maintain satisfactory progress	Consequences of delinquency/default
Personal financial planning	Name and address of lender
Importance of keeping loan documents	Estimated monthly payment information
Borrower’s rights and responsibilities	
Consequences of delinquency/default	

REPAYMENT ESTIMATOR

The chart below gives estimated payment amounts for a standard repayment schedule based on a 4.29% interest rate and the principal balance of the loan when it enters repayment. Numbers are approximate due to rounding.

Amount Borrowed	Number of Payments	Monthly Payment	Total Paid/Life of Loan
\$3,500.00	81	\$50.00	\$4,039.00
\$4,500.00	109	\$50.00	\$5,444.00

\$5,500.00	120	\$56.00	\$6,777.00
\$6,500.00	120	\$50.12	\$8,009.00
\$7,500.00	120	\$77.00	\$9,241.00
\$8,500.00	120	\$87.00	\$10,473.00
\$9,500.00	120	\$98.00	\$11,705.00

FEDERAL LOAN REPAYMENT PROGRAMS

Standard Repayment Plans Under this plan, you will pay a fixed amount of at least \$50 each month for up to 10 years. This plan results in the lowest total interest paid of any repayment plan. If you have not selected a repayment plan by the time repayment begins, your loan(s) will be placed on the Standard Repayment Plan.

Graduated Repayment Plan Under this plan, you will pay a minimum payment amount at least equal to the amount of interest accrued monthly for up to 10 years. Your payments will start out low and then increase every two years. Generally, the amount you will repay over the term of your loan will be higher under the Graduated Repayment Plan than under the Standard Repayment Plan. This plan may be beneficial if your income is low now but is likely to steadily increase.

Income Contingent Repayment (ICR) Plan ICR is a repayment plan that bases your monthly payment on your annual adjusted gross income (AGI), family size, and total direct loan amount. As your income increases or decreases, so do your payments. After 25 years, any remaining balance on the loan will be forgiven, but you may have to pay taxes on the amount forgiven.

Income Based Repayment (IBR) Plan Income-Based Repayment (IBR) plan bases your monthly payment on your yearly income and you must have a partial financial hardship to enroll. This plan is an alternative to the Income Contingent Repayment (ICR) Plan and is designed to make repaying education loans easier for students who intend to pursue jobs with lower salaries such as careers in public service. It does this by capping the monthly payments at a percentage of your discretionary income. Like ICR, after 25 years of qualifying repayment, any remaining balance on the loan will be forgiven, but you may have to pay taxes on the amount forgiven.

EXTENDED REPAYMENT PLANS

Fixed Monthly Payment Option Under this plan, you will pay a fixed amount of at least \$50 each month for up to 25 years. To be eligible for this plan, your Direct Loan balance must be greater than \$30,000. Repayment under this plan will result in lower total interest paid when compared to graduated plans with similar terms.

Graduated Monthly Payment Option Under this plan, you will pay a minimum amount of at least \$50 or the amount of interest accrued monthly, whichever is greater, for up to 25 years. Your payments start out low and then increase every two years. To be eligible for this plan, your Direct Loan balance must be greater than \$30,000. Repayment under this plan may provide lower initial monthly payments, although the total interest paid may be greater when compared to plans with similar terms with fixed payments. This plan may be beneficial if your income is low now but is likely to steadily increase.

Pay as You Earn

Borrower pays the lesser of 10% of discretionary income (income-based payments) or what he/she would have paid under the standard repayment plan (non-income based). This is currently for the direct loan program only and for new borrowers as of October 1, 2007; borrowers must have received a direct loan disbursement on or after October 1, 2011. Additional specific information about loan repayment will be available from Direct Loan Servicing prior to you entering repayment.

DEFERMENT AND FORBEARANCE

Deferments

A deferment is a postponement of payment on a loan during which interest does not accrue if the loan is subsidized.

You may qualify for a deferment while you are:

Enrolled at least half-time in an eligible postsecondary school or studying full-time in a graduate fellowship program or an approved disability rehabilitation program.

Unemployed or meet rules for economic hardship (limited to three (3) years).

You may also be eligible for a deferment based on qualifying active duty service in the U.S. Armed Forces or National Guard. Refer to the MPN for your loan or contact your service for more information about the specific qualifications for deferment based on military service. In most cases, you need to submit a deferment request to your loan servicer along with documentation of your eligibility for the deferment. If you have gone back to school and your loan servicer receives enrollment information that shows you are enrolled at least half-time, it will automatically put your loans into deferment and notify you. You have the option of cancelling the deferment and continuing to make payments on your loan.

If you are in default on your loan, you are not eligible for a deferment or forbearance.

Forbearance

If you cannot make your scheduled loan payments, but do not qualify for a deferment, you may be eligible for a forbearance. Forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. Some common reasons for getting forbearance are illness, financial hardship, or serving in a medical or dental internship or residency. See your copy of the Borrower's Rights and Responsibilities Statement for more examples. You can also get more information by contacting your loan servicer.

Under certain circumstances, the Financial Aid Office can automatically give you forbearance including, for instance, while we are processing a deferment, forbearance, cancellation, a change in repayment plan or consolidation, or if you are involved in a military mobilization or a local/national emergency.

SCHOOL RELATED DISCHARGES

In certain cases, you may be able to have all or a part of your loan cancelled because:

Your school closed before you completed your program.

Your school forged your signature on your promissory note or falsely certified that you were eligible to get the loan.

Your loan was falsely certified because of identity theft (additional requirements apply).

You withdrew from school but the school did not pay a refund that it owed under its written policy or regulations. See in this handbook how refund policies apply to federal aid at PLCC.

In general, you must repay your loan even if you do not graduate, cannot find work in your field of study, or are dissatisfied with the education program.

DISABILITY, BANKRUPTCY, or DEATH

Your loan may be discharged if you are determined to be totally and permanently disabled and you meet certain requirements during a three (3) year conditional discharge period. To apply for this discharge, you must provide a physician's statement that you became totally and permanently disabled after the loan was made. See your copy of the Borrower's Rights and Responsibilities Statement for more information on the procedures and conditions for this discharge.

Your loan may be cancelled if it is discharged in bankruptcy. This is not an automatic process; you must prove to the bankruptcy court that repaying the loan would cause undue hardship.

For a student who dies, the loan will be cancelled if a family member or other representative provides acceptable documentation to the student's servicer.

Contact your servicer for more information or to get a cancellation form. You can also find more information in your copy of the Borrower's Rights and Responsibilities Statement.

CONSOLIDATION

There may be advantages to consolidating (combining) your federal student loans into one loan, starting with the convenience of making a single monthly payment. Consolidation generally extends the repayment period resulting in a lower monthly payment. This may make it easier for you to repay your loans; however, you will pay more interest if you extend your repayment period through consolidation since you will be making payments for a longer period of time. Contact the Direct Loan Consolidation Center for more information at 1-800-557-7395; TTY for the hearing-impaired at 1-800-557-7395. The Direct Loan Consolidation website also has an online calculator that you can use to find out how much you will pay each month if you consolidate.

OTHER FINANCIAL AID

Workforce Investment Act and Community Action Organization

The WIA/CAO Program is a type of grant that does not require repayment. WIA/CAO is set up to assist students with school-related expenses the Pell Grant does not cover. You must file the FAFSA before applying for WIA/CAO (even if you know you will not qualify). Students must contact their local employment office or an applicable agency for WIA/CAO program information.

A student on WIA/CAO should be aware that he/she will be responsible to pay for any tuition and other school-related expenses not covered by the WIA program.

Veterans Administration

Veterans, active duty service persons, reservists, or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various Veterans Administration (VA) educational assistance programs. Eligibility criteria for military educational assistance and benefits vary by state and school. Applicants must first check with the Veterans Affairs Administration Office to see if they qualify for benefits.

Students who receive VA educational benefits are still required to select one of the school's primary financing options (e.g. financial aid, cash) to cover educational costs and related expenses not covered directly by the VA.

All payments must be made in accordance with the school's financial policies and procedures.

Students who have questions about these benefits should contact the U.S. Department of Veteran Affairs.

SCHOLARSHIPS

Portage Lakes Career Center does accept some scholarships as tuition and fees payment. The student must submit the proper paperwork to the Financial Aid Office such as the name of contact person or agency, a copy of the scholarship, or proof of scholarship etc. so the Financial Aid Office will know who to contact and where to collect the scholarship funds. Note: The student will be responsible to pay for any tuition and other school-related expenses not paid by the scholarship.

EMPLOYER PAYMENTS

Portage Lakes Career Center does accept payment of tuition and fees from a student's employer. The student must notify the Financial Aid Office of the contact person, place of employment, etc. to invoice for payment. Note: The student will be responsible to pay for any tuition and other school-related expenses not paid by the employer.

WHAT IS MY DEPENDENCY STATUS?

You are considered an **"Independent Student"** if you meet any one of the following criteria:

You were born before January 1, 1998

You will be working on a master's or doctorate program in the 2021-2022 school year

You are married as of the date of application

Currently serving on active duty in the US Armed Forces for purposes other than training

As determined by a court you are/were an emancipated minor

As determined by a court you are/were in a legal guardianship

Your high school, school district homeless liaison, the director of an emergency shelter funded by the U.S. Department of Housing and Urban Development, or the director of a runaway or homeless youth basic center determined that you were an unaccompanied youth who was homeless or at risk of being homeless at any time after July 1, 2021.

You have children who receive more than half of their support from you between July 1, 2021, and June 30, 2022.

You have dependents (other than children or spouse) who receive more than half their support from you.

You are an orphan, in foster care or ward of the court at any time since turning 13.

You are a veteran of the U. S. Armed Forces.

If the student does not meet any of the above criteria, the student is considered a "Dependent Student" and parents must complete part of the FAFSA and provide their financial information.

In some instances, a student may apply to receive what is called a Dependency Override. Only the Financial Aid Office can make the decision to approve a Dependency Override request after careful consideration and review of documentation.

PROFESSIONAL JUDGMENT & SPECIAL CIRCUMSTANCES POLICY

The following policy will be used in making professional judgment decisions for a student's unusual circumstance.

Basic Guidelines

The financial aid officer must resolve any conflicting or inconsistent information on the SAR/ISIR before allowing a professional judgment. For example, if the student is flagged for verification, verification must be completed first. The student's SAR/ISIR may need to be corrected before applying any professional judgment adjustments.

Professional judgment adjustments must be decided on an individual student basis only and circumstances must be **unusual**—in other words, they must fall outside the normal type of information required by the U.S. Department of Education (income, assets, dependency status, etc.).

Unusual Circumstances Allowed

Higher than normal medical and/or dental expenses: The income protection allowance in the EFC formula allows 11% of total income for medical/dental expenses. Any medical/dental expenses that exceed 11% of income will be allowed. FAO should reduce the income reported on the SAR/ISIR by the amount of expenses that exceed 11% of the student's income.

Required Documentation:

Copies of medical or dental bills

Cancelled checks

Request for Special Consideration Form completed by student and signed by the financial aid officer

Reprocessed SAR/ISIR

Lower Income in Current Year than Last Year: Students who experience a loss or reduction in income between the base year (on the FAFSA) and the current year should be allowed to substitute current annual income. The FAO must determine the **total annual** income for the student from January 1 through December 31 and reprocess the SAR/ISIR with projected income for the year.

Required Documentation:

Copy of monthly unemployment benefits statement

Copy of recent pay stub

Other documents used to calculate the projected annual income

Request for Special Consideration Form completed by student and signed by the financial aid officer

Recent Unemployment: Student recently lost his/her job. Same requirements as lower income in current year than last year apply.

Loss of Unemployment Compensation: Student's unemployment benefits have run out. The financial aid officer must calculate the total amount of income for the year including the unemployment benefits received and any projected additional income from January 1 to December 31.

Required Documentation

Copy of unemployment benefit statement

Copy of letter indicating benefits have been exhausted

Loss of Untaxed Income or Benefits: Student's untaxed income or other untaxed benefits have ceased. The same requirements as loss of unemployment compensation apply.

Separation or Divorce: The dependent student has already completed the FAFSA, but his/her parents have become separated or divorced OR a married independent student has become separated or divorced after completing the FAFSA. The financial aid officer will correct the income and asset application information on the SAR/ISIR by including only the income for the parent with whom the student lived with the longest. For the independent student, the aid office allows the student to update the application information with only the student's income and assets.

Required Documentation

Official divorce or separation documents
Signed statement by parent and/or independent student

NOTE: If the dependent student's parents are separated or divorced at the time of completing the FAFSA, the student should use only the income of the parent whom he/she lived with longer during the 12 months prior to the date the application is completed regardless of who claimed the student as an exemption.

If an independent student is separated or divorced at the time of completing the FAFSA, the student should only report his/her income and asset information.

Death of Parent or Spouse: One of the student's parents has died OR the last surviving parent has died OR the independent student's spouse has died after the student has completed the FAFSA. If the student's last surviving parent has died after the student applied, the student must update his/her dependency status and report income and assets as an independent student. If the independent student's spouse has died, the student will be allowed to remove the spouse's income and asset information.

NOTE: If both parents are deceased at the time the student completes the FAFSA, the student answers "Yes" to the question concerning deceased parents in Step 3 of the FAFSA application.

If the independent student's spouse died prior to the student completing the application, the student should not include income and asset information for the deceased spouse.

Required Documentation

Official death notice
Obituary
Signed Statement

Number of Parents in College At Least Half Time: Students may not include their parents who are attending college on the FAFSA. However, the financial aid officer may allow the student to update the number in college to include the parents if the student's parent provides proof that he/she is attending college at least half time.

Required Documentation

Copy of parent's acceptance letter or registration receipt
Copy of parent's schedule and copy of parent's official college transcript

Dependency Override: The Financial Aid Office may make a dependent student independent based upon the following circumstances:

- a) The student's voluntary or involuntary removal from the parent's home
- b) Incapacity of the parents such as incarceration or disability or mental or physical illness
- c) Inability of student to locate parents after making reasonable attempts
- d) Other extenuating circumstances such as student has not lived with his/her parents or received parental support for the past two (2) consecutive years

Required Documentation

Letters from doctors, lawyers, or employers (a, b, c)
Copies of utility bills, lease agreement, cancelled checks (d)
Copy of student's tax return (e)
Other appropriate documentation

NOTE: The aid officer may rely on a dependency override performed by another institution.

EXCEPTIONAL CIRCUMSTANCES POLICY FOR INCREASED UNSUBSIDIZED LOANS

Dependent students whose parents are unable to borrow PLUS loans due to adverse credit or other exceptional circumstances may receive additional unsubsidized loans for the same amount as independent undergraduates.

Exceptional circumstances are as follows:

- a) The parent is incarcerated
- b) The parent's whereabouts is unknown
- c) The parent has filed for bankruptcy and has provided a letter from the bankruptcy court stating that the parent may not incur additional debt
- d) The parent's income is limited to public assistance or disability benefits and the Financial Aid Office has documented that the parents would not be able to repay the PLUS loan
- e) The parent of a dependent student is not a U.S. citizen or permanent resident or is unable to provide evidence from the U.S. Citizenship and Immigration Service/Homeland Security that he/she is in the country for other than a temporary purpose with the intention of becoming a citizen or permanent resident

Required Documentation

Letter from lawyer or courts (a)

Letters from third-party, non-relatives (b)

Letter or other documentation from bankruptcy court (c)

Income information from public assistance agency (d)

Statement from parents and student (e)

EDUCATION COSTS

Before applying for financial aid, students and parents should assess all of the costs of attending Portage Lakes Career Center. The Financial Aid Office establishes standard budgets which reflect average costs for students during a typical term of enrollment. Actual expenses vary among students depending on lifestyle, priorities and obligations. To assist applicants in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fee costs has been provided with estimates of living expenses.

The budget shown below is an example:

Tuition, Books & Supplies	\$ 10,200.00
Personal Expenses	\$ 1,960.00
Room & Board	\$ 6,265.00
Transportation	\$ 6,160.00
Fees	\$ 100.00
Total	\$ 24,685.00

ELIGIBILITY DETERMINATION

As previously stated, financial assistance is awarded to bridge the gap or to supplement the amount a student and a student's family are reasonably able to contribute towards educational expenses. A federally approved system of "need analysis" is used to calculate eligibility for a Pell Grant or direct loan. In order to perform this evaluation, it is necessary to complete the Free Application for Federal Student Aid (FAFSA) with information concerning a student's family's financial strength such as income and assets, size, and number of family members in college.

OTHER ELIGIBILITY REQUIREMENTS

For all Federal Student Aid Programs, students must have “need” in order to qualify. But, in addition to the requirements of “need”, there are several other eligibility factors a student must meet:

You must be a U.S. citizen, a permanent resident, or in the United States for other than temporary purposes. Acceptable visas would include the I-151, I-551, or I-49, if it is stamped “Refugee”, “Indefinite Parole”, “Humanitarian Parole”, “Cuban-Haitian entrance”, or “Asylum granted”. If you have another visa type, the Financial Aid Office will be able to help you in determining whether you are eligible.

Be enrolled in a course that is at least 300 clock hours in length

Be attending at least half-time, which is a minimum of 12 hours per week

Not be in default on a Federal Loan received at any school, and not owe a refund on a federal or state grant

Be making satisfactory academic progress (see this handbook for a discussion of satisfactory academic progress)

Be registered for the draft with Selective Service if you are a male who is aged 18-25

Not currently enrolled in high school

For Federal Pell Grant Program, a student may not have previously received a Bachelor’s Degree

Not incarcerated in a federal or state penal institution

Have a high school diploma or GED or its equivalent

Have a valid Social Security Number

Not have property subject to a judgment lien for any debt owed to the United States Government

File a Statement of Educational Purpose on the Free Application for Federal Student Aid

WHAT MUST I DO TO CONTINUE TO RECEIVE FINANCIAL AID FUNDS?

In order to continue to receive financial aid funds, make “satisfactory academic progress” in accordance with the school’s Grading and Attendance Policy. Also, a student may be required to re-apply for federal aid every year via the Free Application for Federal Student Aid (FAFSA).

DEDUCTION OF TUITION AND FEES

Portage Lakes Career Center is authorized by federal law to deduct from the student’s Title IV aid disbursements any school-related expenses that are due to the school before the student is issued any refunds or overages from the Title IV aid. If there are no school-related expenses such as tools, etc. due to the school at the time of an aid disbursement, an overage check will be issued to the student to be used toward other school-related expenses, such as living expenses, travel, etc. If the student is receiving or is scheduled to receive multiple financial aids (WIA, Rehabilitation, loans, etc.), the aid received first is applied to the student’s account, unless otherwise stated.

DISBURSMENT OF FUNDS

The student’s Title IV aid is applied to an academic school year of 900 clock hours over 26 weeks and a program academic year is defined as 900 clock hours over 44 weeks. The program academic year is divided into two payment periods. Title IV aid is issued to the student with one (1) disbursement per payment period. In the first payment period, the student will be issued one (1) disbursement which will total half ($\frac{1}{2}$) of the student’s Title IV aid and the remaining half ($\frac{1}{2}$) of aid will be issued in one (1) disbursement during the second payment period. The first financial aid disbursement is issued upon completion of approximately 225 clock hours and the second disbursement is issued upon completion of approximately 675 clock hours. The disbursement dates are printed on the Financial Aid Award Letter the student receives. The dates are estimated and are subject to change at any time; students are advised not to rely on disbursements for time-sensitive payments or bills. Tuition is deducted from each disbursement.

The refund checks will be mailed to the student within 15 business days from the date of each disbursement.

Again, please note that disbursement dates are always subject to change and are often out of the control of Portage Lakes Career Center’s Financial Aid Office. Students are advised not to plan on disbursement checks for time sensitive bills and/or payments.

Note: Payment periods are based on Title IV clock hours, not program hours.

REFUND POLICY

Portage Lakes Adult Education Refund Policy

If a student withdraws/is terminated from a full-time program once classes have begun, the percentage will be calculated on the total program cost minus the books/uniforms, items, services or monies encumbered. See the chart below for refund percentages. Official withdraw/termination is defined as the student’s last day of attendance. There will be no refund of testing fees, deposit, books/uniforms, items, services or monies encumbered for the student.

% of Hours Completed	% Refunded to Student
0-10%	80%
11-20%	70%
21-30%	60%
31-40%	50%
41-50%	40%
51-100%	0%

Federal Return of Title IV Funds Policy

The center participates in federal financial aid. Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program.

Students who receive loans are responsible for repaying the loan amount, plus any interest, less the amount of any refunds; if the student has received federal student financial funds, the student is entitled to a refund of the monies not paid for the federal student financial aid program funds.

For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the institution.

If a student has received less aid than that student earned, he/she may be eligible for a post-withdrawal disbursement. If a student is eligible for this disbursement, the school will notify the student in writing of the amount he/she is eligible. The student will have 14 days to accept or decline the disbursement. If an acceptance is not received within this time frame, the institution will not make a post-withdrawal disbursement to the student.

The Federal Return of Title IV Funds formula dictates the amount of federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Stafford Loans, Pell Grants, or PLUS loans and withdraws on or before completing 60% of the payment

period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point in time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g. if 40% was earned, 60% was unearned).

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.

NOTE: A student who withdraws prior to completing 60% of the charging period may be required to repay some of the funds released to the student because of credit balance on the student's account.

Portage Lakes Career Center personnel will return to the federal fund programs any unearned portion of Title IV, HEA funds for which the center is responsible within 45 calendar days of the date the withdrawal determination was made and record this on student's ledger card.

The following Title IV refund distribution is used for all financial aid applicants/students due a refund:

Federal Unsubsidized Stafford Loan

Federal Subsidized Stafford Loan

Federal Plus Loan

Federal Pell Grant

Authorization to Retain Overage(s)

Portage Lakes Career Center automatically issues Title IV aid disbursement overages to students at the time of each disbursement (if applicable); however, the student may request his or her overages be held until the end of the school year. The reason for retaining such overages is to assist students with budgeting and to assure that the student reserved sufficient funds for his or her educational expenses. The student may also rescind the authorization for retaining excess funds. The student would receive funds within 14 days of his/her request.

SEXUAL HARRASSMENT

The Board of Education recognizes that a person's right to freedom from discrimination includes the opportunity to pursue his/her education in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary to the operation of the district and intolerable in an educational setting.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of or basis for achieving an education or when such conduct has the purpose or effect of unreasonably interfering with or creating an intimidating, hostile or offensive educational environment. The sexual harassment of a staff member, an adult student, a secondary student, a visitor or guest of the school, and/or an employee, visitor, or guest of an observation or training site is strictly forbidden.

Any person who has a complaint of sexual harassment at PLCC by anyone, including staff members, other students or visitors should bring the matter to the attention of his/her coordinator/instructor immediately. If the complaint involves someone in a person's direct line of authority, then the individual may go to the Adult Education Program Manager, the Assistant Superintendent, or the Superintendent. The Board of Education encourages a victim of sexual harassment to come forward with appropriate allegations. The Superintendent,

Assistant Superintendent, Adult Education Program Manager, and instructors shall make appropriate efforts to ensure that all understand this policy and recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

Any individual who believes that he/she is the victim of any of the aforementioned actions or has observed such actions taken by a staff person, student or other person associated with PLCC such as a vendor, contractor or volunteer should promptly take the following steps:

The affected individual should, as soon as possible after the incident, contact his/her instructor/coordinator, the Adult Education Program Manager and/or the Assistant Superintendent.

If the harasser is a student of the career center, the instructor should immediately inform the Adult Education Program Manager and/or the Assistant Superintendent of the alleged harassment.

The affected individual may make contact either by written report or by telephone or personal visit. During this contact, the affected individual should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each report is to be prepared promptly by the staff member receiving the complaint and forwarded to the Adult Education Program Manager and the Assistant Superintendent. Each report received by the Adult Education Program Manager and/or the Assistant Superintendent as provided above shall be investigated in a timely and confidential manner. While a charge is under investigation, no further information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

Protect the confidentiality of the person who files a complaint.

Encourage the reporting of the incidents of harassment.

Protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved and any named witnesses. All involved are to be protected from coercion, intimidation, retaliation or discrimination for filing a complaint or assisting in an investigation. If the investigation reveals that the complaint is valid then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

Sexual harassment of persons under 18 years of age is a form of child abuse and the abuser will be reported immediately.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of a social relationship without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of this type of intimidation, the District recognizes that false accusations of harassment can have serious effects on innocent individuals. Accordingly, all staff are expected to act responsibly, honestly and with the utmost candor whenever they present allegations or charges against staff members, other students or others associated with PLCC.

Reporting Sexual and Other Forms of Harassment

Conduct constituting sexual harassment may take different forms, including but not limited to the following:

Verbal:

The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats toward a staff member, fellow adult or secondary student or other person associated with the district.

Non-Verbal:

Causing the placement of offensive sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a staff member, fellow adult or secondary student or other person associated with the district.

Physical Contact:

Threatening or causing unwanted touching, contact or attempts at same including patting, pinching, pushing the body or coerced sexual intercourse with a staff member, fellow adult or secondary student or other person associated with the district.

The district does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The district is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the district may be referred to the district's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Gregg Clark, Principal
4401 Shriver Road, Uniontown, Ohio 44685
Phone number: 330-896-8200
Email: gclark@plcc.edu

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or

"Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

Retaliation Prohibited

The district prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Confidentiality

The district must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Conflict of Interest and Bias

The district ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP STATUS, RELIGION, SEX (INCLUDING SEXUAL ORIENTATION AND GENDER IDENTITY), ECONOMIC STATUS, AGE, DISABILITY, MILITARY STATUS OR LEGALLY ACQUIRED GENETIC INFORMATION (OR ANY OTHER LEGALLY PROTECTED CHARACTERISTIC) HARASSMENT

The above may take different forms, including but not limited to the following:

Verbal:

Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. that are offensive to a staff member, fellow adult or secondary student or other person associated with the district.

Non-verbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures that are offensive to a staff member, fellow adult or secondary student or other person(s) associated with the district.

NO CHILD LEFT BEHIND ACT of 2001 FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

As part of the No Child Left Behind Act of 2001, the Portage Lakes Career Center is required by the federal government to notify you of your rights under the family Educational Rights and Privacy Act (FERPA). FERPA affords adult students over 18 years of age certain rights with respect to the student's educational records. These rights are as follows:

The right to inspect and review their education records within 45 days of the day the school receives a request for access. The adult student should submit to the Adult Education Program Manager a written request that

identifies the records they wish to inspect. The Adult Education Program Manager will make arrangements for access and notify the eligible adult student of the time and place where the records may be inspected.

The right to request an amendment of the adult student's education records that the student believes is inaccurate. Adult students should request, in writing to the Adult Education Program Manager, what part of the record they want changed and why it is inaccurate. If the school decides not to amend the record as requested by the adult student, the school will notify him/her of the decision and advise him/her of his/her right to a hearing; procedures will be provided to the adult student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, or a support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or student serving on an official committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon the request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Portage Lakes Career Center to comply with the requirements of FERPA. The name and address of the office administers FERPA is:

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

Each year the district is required to notify adult students of district policies in the following areas: directory information, zero tolerance, drug prevention, and public inspection of instructional materials. Policies of the Portage Lakes Joint Vocational School District of these topics are as follows.

VETERAN BENEFITS AND TRANSITIONS ACT OF 2018

In compliance with the Veteran Benefits and Transitions Act of 2018, any covered individual is permitted to attend or participate in his/her intended course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility for entitlement to education assistance under Chapter 31 or Chapter 33 and ending on the earlier of the following dates:

The date on which payment is provided for such course of education to the provider institution.

The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such Certification of Eligibility.

Portage Lakes Career Center (PLCC) will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries of other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 Veteran Benefit recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the United States Department of Veteran Affairs. Applicable students are required to provide PLCC with documentation to ensure that they are entitled to GI Bill Benefits. The restriction on penalties would not apply in cases where the student owes additional payment to the school beyond the amount of the tuition and fee payment from the VA to the school.

THE CLERY ACT

The safety of students, staff and visitors is an important concern of Portage Lakes Career Center. This report is intended to raise your awareness and provide you with information to protect your safety and well-being.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics (Clery Act), Portage Lakes Career Center prepares this Annual Security report. Institutions participating in federal student financial aid must present to current and future students and employees certain crime statistics and policies in accordance with the Clery Act.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formally known as the Crime Awareness and Campus Security Act, requires postsecondary institutions to disclose and publish an annual security report. The annual Security Report is published every year by October 1 and contains three years of campus crime statistics and campus security policy statements in accordance with the Clery Act. In addition, it includes reported crimes, arrests and referral statistics to local law enforcement agencies and designated campus officials.

Portage Lakes Career Center does not have on or off campus housing nor does it have student organizations. Therefore, no crime statistics or policies pertaining to such are included in this report. Please see the attached submission verification for the previous year.

DIRECTORY INFORMATION

Board of Education policy designated directory information to include the following: a student's name, address, date and place of birth, photograph, major fields of study, participation in officially-recognized activities, dates of attendance, awards received, honor rolls, and scholarships.

The district will, in accordance with federal and state law, release names, addresses, and telephone listing of students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests the information.

Directory information will not be provided to any organization for profit-making purposes.

Adult students may refuse for the school to disclose any or all of such information by writing the school within 10 days of receiving this notice.

If you have any further questions regarding these issues, feel free to contact the school at your earliest convenience.

ZERO TOLERANCE

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the district must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

Board of Education policy specifies that harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties are strictly prohibited. The policy applies to all in the district, including

activities on school property, while en route to or from school, and off school property at school-related events and activities.

DRUG PREVENTION

Board of Education policy “prohibits the use, possession, concealment, or distribution of any drug or any drug related paraphernalia as the term is defined by law on school grounds, on school vehicles, or at any school-sponsored event.” A drug-free zone has been established within 1,000 feet of any facility used by the district for educational purposes.

The district receives federal funding to support drug-free school activities. Please contact the Adult Education Program Manager for information regarding these activities.

BLOOD-BORNE PATHOGENS

Adult students advised that attendance at school could be expose themselves to blood-borne pathogens. Teachers are trained in the handling of blood and other bodily fluids. Students are instructed, during safety instruction, not to handle any body fluid they may contact.

INSPECTION OF INSTRUCTIONAL MATERIALS

Adult students who wish to inspect the instructional materials used as part of the educational curriculum should provide a written request to the Assistant Superintendent. Access to those instructional materials will be provided in a reasonable time.

COPYRIGHT INFORMATION

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one of more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

MISREPRESENTATION POLICY

Portage Lakes Career Center strives to be a career center of high integrity and is committed to providing the most accurate information through all mediums to anyone associated with the school. Portage Lakes Career Center will make every effort to not engage in misrepresentation of any form as defined by the U.S. Department Regulatory Citation: 34 CFR §668.71 (c) which defines misrepresentation as any false, erroneous or misleading statement an eligible institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services makes directly or indirectly to a student, prospective student or any member of the public, or to an accrediting agency, to a State agency, or to the Secretary. A misleading statement includes any statement that has the likelihood or tendency to deceive. A statement is any communication made in writing, visually, orally, or through other means. Misrepresentation includes the

dissemination of a student endorsement or testimonial that a student gives either under duress or because the institution required the student to make such an endorsement or testimonial to participate in a program.

STUDENTS WITH DISABILITIES

Portage Lakes Career Center may provide accommodations to students with documented disabilities. A student is not required to disclose his/her disability. However, if the student desires accommodations, it is the student's responsibility to notify the Portage Lakes Career Center of his/her disability. The student must request accommodations in writing as well as provide current documentation prepared by an appropriate professional that includes a diagnosis and the necessary accommodations to assist the student in his/her training program.

Portage Lakes Career Center is accessible to students with physical disabilities. Students should contact the Adult Education Office prior to arrival for parking instructions and other information.

COVID

At any time, Portage Lakes Career Center will need to comply with mandates from the state and county departments of health regarding any public health orders. At any point, remote instruction may be required. Please note, any hours or equivalent credit hours attained in this manner may not be recognized by other states or schools.

INTERNSHIP GUIDELINES

Each student must complete a supervised unpaid internship (see individual programs for hourly requirements) to accumulate additional hours towards overall Ohio State Cosmetology and Barber Board requirements and Portage Lakes Career Center course completion. While the career center will assist in finding an internship site, the ultimate responsibility is on the student. Students are encouraged to intern in a place where they can ultimately see themselves working.

State Board requirements are that students have successfully completed at least half of the hourly totals for their programs BEFORE the internship may begin. In addition, student internships must be done in conjunction with an Ohio State Cosmetology and Barber Board licensed supervisor who will sign off on hours completed. Specific paperwork must be also completed and filed with the State Board and a Board approved badge must be generated (and worn throughout the experience) for compliance and for hours to count and accumulate. Paperwork to be completed is attached in Appendix E.

Student Requirements

1. Report to the salon according to schedule. Time schedules should be arranged between the salon/supervisor, the student, and the program instructor. All involved parties are to be informed in advance of the schedule and any adjustments.
2. Due to the limited number of hours required for an internship, students are permitted zero absences. If a student misses scheduled time, he/she is required to make-up the hours no later than the completion of the program.
3. Provide own transportation to and from the internship site.
4. Adhere to salon policies including the strict observance of cleanliness and sanitation guidelines as well as confidentiality and use of confidential information.
5. Be directly responsible to supervisor for tasks and activities.
6. Turn in all necessary paperwork to program instructor.
7. Conform to the rules and regulations of the salon and the Ohio State Cosmetology and Barber Board.
8. Exhibit honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress, and willingness to learn.

9. Consult the instructor about any difficulties arising at the internship site or related to his/her training program.
10. Notify salon and instructor in the event of illness or emergency that prevents attendance as scheduled.
11. Meet all requirements for graduation as required by Portage Lakes Career Center.

Internship Site Responsibility

In all of the internship placements, it is the responsibility of the salon to provide direct supervision to the student(s). The student is not to receive any monetary compensation during this time period.

The role of the salon supervisor includes:

1. Provide instruction/observation for the entire internship period.
2. Provide documentation of the hours of training.
3. Introduce and orient the student(s) to the salon's policies, programs, staff, scheduling and assignments, as well as standards of conduct.
4. Discuss additional expectations with student(s) and the instructor.
5. Serve as a resource for the student and instructor.
6. Provide student with written and oral feedback of his/her performance.
7. Evaluate students in accordance with the guidelines specified in the evaluation form.
8. Request to end the internship if a student does not perform in compliance with specific directions and salon policies.
9. Notify instructor of staff and/or policy changes that have an effect on the internship.

Instructor's/School Responsibility

1. Provide basic instruction and supervised practice to the student before beginning his/her affiliation in selected areas.
2. Give supervision, guidance, and counseling to the student.
3. Maintain records of the internship and evaluation of the student's competency, progress, and attendance at the salon.
4. Share curriculum/course outline and goals of program with salon staff.
5. Coordinate with salon supervisor in establishing schedule.
6. Become familiar with student goals and cooperating supervisor's expectations.
7. Facilitate communication between student and cooperating supervisor.
8. Coordinate the evaluation of student's performance with input from salon supervisor. This includes visiting the internship site and providing feedback.
9. Serve as a resource person for the student and for the cooperating supervisor.
10. Evaluate salons for continued field study placements.

It is further agreed that...

1. The required dates for attendance shall be in accordance with the school calendar.
2. The student shall be allowed break and restroom privileges as provided for other salon personnel.
3. The internship affiliation is not an offer of employment but serves only to provide an instructional experience for the student. This will be an unpaid experience.



Portage Lakes Career Center
TRANSCRIPT REQUEST

DATE: _____

SEND RECORD FROM:

SEND RECORD TO:

FULL STUDENT NAME:

LAST

FIRST

MIDDLE/MAIDEN

STUDENT I.D.# OR SOCIAL SECURITY #

CLASS YEAR

PHONE NUMBER

SIGNATURE

PROGRAM

EMAIL

ADDITIONAL INSTRUCTIONS



RELEASE OF INFORMATION

____ I authorize PLCC Adult Education/Workforce Development to release any and all of my school records to any training observation site as required for my educational program. (Initial)

ACCEPTABLE USE POLICY

____ Use of district computers and networks, including Internet access, is limited to educational purposes. The smooth and efficient operation of network resources relies upon the proper conduct of end users who must adhere to strict guidelines. Failure to comply with these guidelines will result in the termination of your access and future access could be denied. Agreement with this policy is valid for your tenure at the PLCC. The complete Acceptable Use Policy is available by request. (Initial)

PHOTO/MEDIA RELEASE

____ I give PLCC permission to release photos, video footage, or electronic images in any way appropriate to promote the school and its programs without exceptions, now and in the future unless I notify the Adult Education Office in writing that I will not permit distribution of any or all such information. (Initial)

ACCIDENT WAIVER

____ I understand that the Portage Lakes Career Joint Vocational School District will not be responsible for any accidents and /or injuries incurred while traveling to/from or participating in any programs sponsored by the school. *(Paramedics will be called if the instructor determines it is necessary. I am responsible for the cost of transport and treatment. Refusing treatment may make me ineligible to remain at the school or continue in the program as safety is a primary concern.)* (Initial)

CONFIDENTIALITY AGREEMENT

____ I understand that I must maintain the confidentiality of information related to clients, classmates, faculty, and school examinations and records. (Initial)

FERPA, DIRECTORY, ZERO TOLERANCE, BULLYING, DRUG PREVENTION, BLOOD-BORNE PATHOGEN, & INSPECTION OF INSTRUCTIONAL MATERIALS ACKNOWLEDGEMENT

____ I have read and received a copy of the FERPA notification of rights, directory information, zero tolerance, bullying, drug prevention, and blood-borne pathogen policies, and the right to inspect instructional materials procedure. (Initial)

HANDBOOK ACKNOWLEDGEMENT

____ I have received the Portage Lakes Career Center Student Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook. (Initial)

Student Signature

Date

Student Name (please print)

APPENDIX A

PORTAGE LAKES CAREER CENTER

On August 29, 1974, the citizens of Coventry, Green and Manchester School Districts approved a levy that would provide the money to build and operate a school to provide vocational education training for people living in the community. The school was named Portage Lakes Joint Vocational School. In 1989, the name was changed to Portage Lakes Career Center.

A 47-acre site on Shriver Road in Green Township was purchased on May 12, 1975, and the building was completed by August 1, 1977. The original building was 118,000 square feet and included 15 classrooms and 15 skills area, a large group instructional area, a library/media center, a reading/math lab, a computer lab, and an Adult Education Center.

In November 1991, the Career Center's Board of Education unanimously approved a resolution to enlarge the Portage Lakes Joint Vocational School District to include the secondary vocational education programs at Springfield High School. The inclusion of Springfield's programs took effect in July 1992. Under the merger, Springfield became a satellite facility of the Career Center.

In November of 2009, the Career Center broke ground to add an additional 11,540 square foot Health Technology Wing.

In August of 2018, the Career Center received The Ohio State Cosmetology and Barber Board approval for its new adult education Cosmetology lab featuring 20 hair stations, an esthetics area, manicure and pedicure areas, and a welcome/reception area for the popular Customer Service Days.

The Adult Education program at Portage Lakes Career Center does not offer housing but assists with Career Services (jobs are not guaranteed), financial aid, and accommodating students with special needs.

COSMETOLOGY PROGRAM OFFERING INFORMATION

The following is a list of programs offered in the Portage Lakes Career Center School of Cosmetology. Upon successful completion of each program, students will receive a Career Passport and a Certificate of Completion in addition to being able to register for the corresponding The Ohio State Cosmetology and Barber Board Certification exam.

COSMETOLOGY (FT 1500 hours)

If you've decided that you want to be a Cosmetologist, the next step is to get the education and training you need to become a licensed professional. In this program, you will learn the science and art of hair styling including cutting and coloring, basic skin care, manicure and pedicure techniques, and makeup application. Students will learn general theory through classroom lecture and interactive demonstrations while gaining hands-on and practical experience in their labs and through potential industry internships. Cosmetology students study the art and science of hair, skin and nails, and are trained in all aspects of the beauty industry. The tuition-covered student kit contains the tools needed to cut, color, perm, and style the hair. Students also receive nail implements and products and skin care implements. In addition to the required curriculum, students may become certified in body treatments, hair extensions, thermal strengtheners, and artificial nails. Tuition includes classroom materials, supplies, student kits, exam preparation and The Ohio State Cosmetology and Barber Board 1500-hour Cosmetology exam. Students who successfully complete the 1500-hour program are eligible to take The Ohio State Cosmetology and Barber Board 1500 hour exam. Class size limited to 20 students and students are required to complete an internship.

PROGRAM CREDENTIALS The Ohio State Cosmetology and Barber Board Certification and Tanning Certification
TUITION \$16,995 M-F 8am - 4pm 8/18/21 – 6/23/22

SPA TECHNICIAN
(FT 800 hours)

PLCC now offers individuals seeking to build a dynamic career in the Nail Technology and Esthetics industry a unique option. This dual licensure program will help prepare students to obtain credentials as both Nail Technicians and Estheticians with The Ohio State Cosmetology and Barber Board. Students will complete an 800-hour curriculum that provides advanced training in manicuring, pedicuring, artificial nail enhancements, skin care practices, makeup application, hair removal, anatomy, safety, chemistry, and infection control practices. Students may also qualify to participate in internships throughout the program. In addition to working in a salon or spa, licensed Nail Technicians and Estheticians are in high demand throughout the travel industry and in various physician's offices. Students will gain experience in salon operations and build skills that they can apply to their careers as independent contractors. Tuition includes classroom materials, supplies, exam preparation and The Ohio State Cosmetology and Barber Board Manicuring and Esthetician exams. Please note these are two separate exams offered on two separate days. Students in this program are required to complete an internship.
PROGRAM CREDENTIALS The Ohio State Cosmetology and Barber Board Manicuring and Esthetician Certification
TUITION \$10,995 M-W-F 8am - 3pm / T & TH 8am - 4pm 8/18/21 - 5/11/22

ESTHETICIAN
(FT 600 hours)

Esthetics offers individuals seeking to build a dynamic career in the Esthetics industry a unique option. This licensure program will help prepare students to obtain credentials in Esthetics with The Ohio State Cosmetology and Barber Board. Students will complete a 600-hour curriculum that provides advanced training in skin care practices, makeup application, hair removal, anatomy, safety, chemistry and infection control. Students may also qualify to participate in internships throughout the program. In addition to working in a salon or spa, licensed Estheticians are in high demand throughout the travel industry and in various physician's offices. Students will gain experience in salon operations and build skills that they can apply to their careers as independent contractors. Tuition includes classroom materials, supplies, exam preparation and The Ohio State Cosmetology and Barber Board Esthetician exam. Students in this program are required to complete an internship.

PROGRAM CREDENTIALS The Ohio State Cosmetology and Barber Board Esthetician Certification
TUITION \$8,495 M-W-F 8:30am - 3pm FALL START 8/18/21 - 5/11/22 SPRING START 1/10/22 - 12/7/22

NAIL TECHNICIAN
(PT 200 hours)

Becoming a licensed Nail Technician offers individuals seeking to build a dynamic career in Nail Technology the credentials they need. This licensure program will help prepare students to obtain credentials by taking the manicuring exam with The Ohio State Cosmetology and Barber Board. Students will complete a 200 hour (10 week) curriculum that provides advanced training in manicuring, pedicuring, artificial nail enhancements, skin care anatomy, safety, chemistry and infection control practices. In addition to working in a salon or spa, licensed Nail Technicians are in high demand throughout the travel industry and in various other settings. Students will gain experience in salon operations and build skills that they can apply to their careers as independent contractors.

PROGRAM CREDENTIALS The Ohio State Cosmetology and Barber Board Manicuring Certification
TUITION \$2,495 T & TH 8am - 4pm FALL START 8/23/21 - 11/30/21 SPRING START 1/4/22 - 4/19/22

APPENDIX B

APPENDIX C

