



Post-Secondary Education Center 2025-2026

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



powered by sdi innovations

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form without getting prior written permission of the publisher.

© 2025. SDI Innovations. All Rights Reserved.

2880 OLD US HIGHWAY 231 S, LAFAYETTE IN 47909-2414 • 765.471.8883
www.schooldatebooks.com • sdi@schooldatebooks.com

TABLE OF CONTENTS

Welcome	4
Mission Statement.....	4
Vision Statement	4
Accreditation.....	4
Campus Locations.....	4
Office Hours	4
Organizational Chart	5
Administration & Board Members	5
Post-Secondary Staff	5
Admissions	6
WorkKeys	6
Financial Aid.....	7
Tuition – Full-Time Programs.....	7
Refunds – Full-Time Programs	7
Debt Collection & Recovery Services	8
Enrollment Requirements.....	8
Insurance/Accidents	8
Advance Standing/Transfer Policy.....	8
Internal Credit Transfer Policy.....	8
Grading Policy	9
Attendance Policy.....	9
Satisfactory Academic Progress	10
Dismissal Policy	11
Program Re-Entry Policy.....	11
Early Occupational Placement.....	12
Program Completion	12
Transcript Request.....	12
Articulation Agreements	12
Career Counseling	12
Students Records.....	12
Professional Appearance	12

Appropriate and Safe Behavior	13
Damages and Losses	13
Computer/Copier	13
Incident Reports	14
Class Cancellations.....	14
Telephone Usage and Emergency Calls.....	14
Parking/Vehicle Operation	15
Visitors.....	15
Substance Abuse Policy	15
Drug Testing Policy	16
Smoking Policy.....	16
Dangerous “Weapons-In-The-School” Policy	16
Search and Seizure Policy	16
Anti-Harassment Policy.....	16
Sexual Harassment.....	16
Race, Color, National Origin, and Disability Harassment	17
Anti-Bullying/Hazing Policy	18
Grievance Policy	19
Emergency Action Plan	19
Fire	19
Tornado.....	19
Campus Security/Campus Crime Report/Clery Act	19
Gainful Employment.....	19

WELCOME

The Scioto County Career Technical Center (SCCTC) Post-Secondary Education staff welcomes students and wishes you a productive and successful training experience. The career technical programs are designed for individual occupational skills training and community economic development. This handbook of rules and regulations shall be used as a guide during the time an adult student is enrolled in Post-Secondary Education at SCCTC.

MISSION STATEMENT

The mission of Scioto County Career Technical Center, the region's driving force for re-energizing the economy, is to provide a superior workforce through personalized training, new technologies, and community partnerships.

VISION STATEMENT

For over forty years the Scioto County Career Technical Center has provided business and industry with skilled and technically trained employees. We believe it is imperative that we maintain the highest quality of service to our community.

ACCREDITATION

Scioto County Career Technical Center is accredited by the Commission of the Council on Occupational Education.



The Scioto County Career Technical Center is also accredited by the Ohio Department of Higher Education, and State Approving Agency for Veteran's Training.

CAMPUS LOCATIONS

Main Campus:

Scioto County Career Technical Center

951 Vern Riffe Drive, Lucasville, OH 45648

Phone 740.259.5526, Fax 740.259.8312

Extension Campus:

SCCTC North Campus

708 Fairground Road, Lucasville, OH 45648

Phone 740.259.5526, Fax 740.259.8312

Instructional Service Centers:

STAR Community Justice Center

4696 Gallia Pike, Franklin Furnace, OH 45629

Phone 740.259.5526, Fax 740.259.8312

SCCTC Green Campus

4057 Gallia Pike, Franklin Furnace, OH 45629

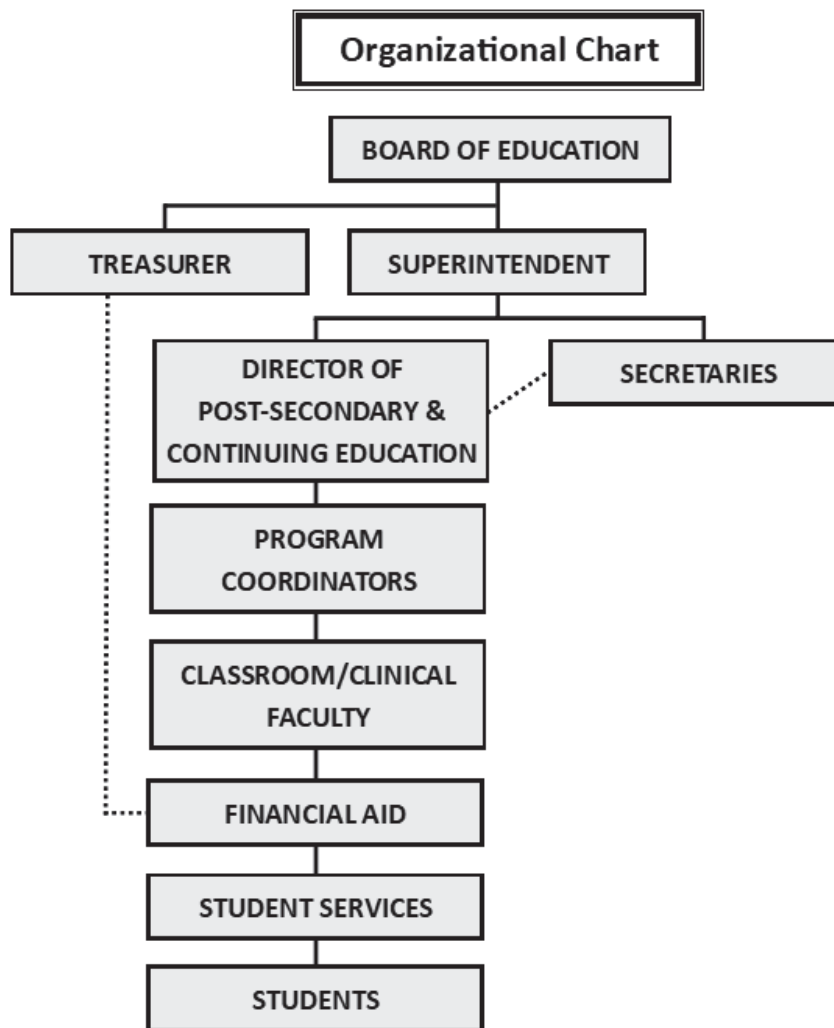
Phone 740.259.5526, Fax 740.259.8312

OFFICE HOURS

Monday – Thursday 7:30 AM - 9:00 PM

•

Friday 7:30 AM - 8:00 PM



ADMINISTRATION & BOARD MEMBERS

ADMINISTRATION

Kyle Copley, Superintendent
Brett Butler, Treasurer

BOARD OF EDUCATION

Lowell Howard, President
Dr. Paul Crabtree, Vice President
Gary Piatt, Member
Trampas Puckett, Member
Tom Smith, Member

POST-SECONDARY STAFF

Director:

Derek Brown, Director of Post-Secondary & Continuing Education

Program Coordinators:

Joseph Allen, Health Programs Administrator
Darin Cox, Southern Ohio Police Academy Coordinator
Dave Strickland, Administrative Assistant/Coordinator
Marvin Deaver, Evening Program Coordinator
Scott Johnson, Surgical Technology Director
Chris Zornes, Business & Industrial Training Coordinator

Assessment Coordinator:

Jennifer Vulgamore

Financial Aid Specialist:

Katie Hettinger

Assessment/Counseling Specialist:

Dan Montavon

Student Services Representatives:

Cindy Colley Annetta Collins Angie Cox

ADMISSIONS

Admission for full-time (600 hrs or more) programs requires proof of a high school diploma or its equivalent. Acceptance into certain programs and courses may have additional requirements. No former student can enroll in any program if he/she has an outstanding balance with the SCCTC Post-Secondary Education Center.

The SCCTC Board of Education and its staff are dedicated to providing equal opportunity to all community members who decide to enter post-secondary education programs. No otherwise qualified student or employee of the SCCTC shall, on the basis of gender, race, color, national origin, disability, religion or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance as provided by Title VI and Title IX, Section 504.

If a student has or develops special needs due to a disability, the student must provide medical documentation of disability to allow our staff to work with administrative, instructional and maintenance staff to evaluate accommodations.

Any student still attending high school must have signed authorization from a home school principal before registering for Post-Secondary programs that do not require a high school diploma. The high school student will not be eligible to receive Title IV funds.

WORKKEYS

WorkKeys is series of assessments that measure foundational skills for pre-entrance examination, success in the workplace, and help measure the workplace skills that can affect job performance. The examination covers three sections - Applied Mathematics, Graphic Literacy, and Workplace Documents. Individuals registering for the following programs must take the WorkKeys examination. Scores must be dated within five (5) years of program application date. Passing scores for each program are as follows.

	Applied Math	Graphic Literacy	Workplace Documents
Informational Technology Professional	4	4	4
*Pharmacy Technician	4	4	4
*Power Line Mechanic	WorkKeys not required.		
*Practical Nursing	5	4	5
*Southern Ohio Police Academy	WorkKeys not required.		
*Surgical Technology	4	4	5

*These programs have additional pre-test and/or admission requirements.

ACT WorkKeys Assessment Review

Individuals obtaining WorkKeys scores lower than those required for program admission may enroll in WorkKeys Curriculum. The WorkKeys Curriculum is FREE to anyone who would like to prepare for the ACT WorkKeys tests or to those who would like to improve their scores.

FINANCIAL AID

The availability of financial aid (federal grants and loans) is determined by the student's dependency status and whether he/she meets the requirements of the particular financial aid program. Receipt of the award(s) is contingent upon the school receiving these funds from the federal government and any changes in federal laws or regulations could alter the amounts now being offered. Specifically, the U.S. Department of Education limits the amount and number of years a student may receive Federal Pell Grant and Federal Loan funds. For more information, refer to the National Student Loan Data System at www.nslds.gov. A financial aid specialist is available to answer financial aid questions or concerns. Please contact the SCCTC office at 740.259.5526, or in person, to make an appointment with the financial aid specialist. Financial Aid Office Schedule: Monday and Wednesday 10:00 am – 6:00 pm; Tuesday, Thursday and Friday 8:00 am – 4:00 pm. For specific information regarding financial aid, please refer to the Financial Aid Consumer Handbook available in the Post-Secondary Office or at www.sciototech.org.

TUITION

FULL-TIME PROGRAMS

1. A full-time program is 600 hours or more.
2. Tuition arrangements must be made prior to a program's start date. Tuition arrangements can include financial aid, student loans, outside agency funding, and/or self-pay payment arrangements that individually or combined cover the entire cost of the program. No student will start a program until tuition and fees have been paid or payment arrangements have been made.
3. Payments are due as stated on the payment agreement.
4. Payment agreements are overdue if not paid within five school days of the due date.
5. Failure to adhere to payment arrangements will result in dismissal from a program.
6. If not included in the cost of tuition, students are responsible for securing uniforms, tools, safety equipment, testing fees or other items that may be required. The cost for books and supplies are included in the student's tuition. The school has arranged for discounted books and supplies from the publisher and has passed the discount on to our students. However, if a student desires to purchase his/her own books and supplies, please notify the financial aid office two weeks prior to the start of classes. The amount owed for books and supplies will then be deducted from the student's tuition account. If it has been determined that the student will have funds remaining from their financial aid eligibility (Pell Grant or federal loans) resulting in a credit balance, the school will issue the student the credit balance within the first week of classes 14 days of balance occurring on student account. This policy assumes there are no financial aid eligibility issues. Students who desire to purchase their own books and supplies are required to come to school prepared to begin their training program.
7. Any previous balances must be paid in full before enrolling in a program.

REFUNDS

FULL-TIME PROGRAMS

1. No refund will be made to students removed from programs for disciplinary reasons. If a student receives Title IV funding, a refund may be required to the federal government.
2. Refunds will be made as follows for full-time programs only.

School Refund Policy – full time students:

- a) A 100% refund* of tuition and lab fees if the student withdraws in the first week of the term.
- b) A refund of 75%* of the tuition and lab charges if the student withdraws within the 2nd week of the term.
- c) A refund of 50%* of the tuition and lab charges if the student withdraws within the 3rd week of the term.
- d) No refund after the first 3 weeks of the term.

* Excludes any expenses incurred by the school such as assessments already taken, books, tools, etc.

Federal Title IV Aid Refund Policy:

Students in a career development program receiving Title IV Aid will receive a refund based on last day of attendance. Calculation is determined by:

Scheduled hours through LDA / Total Scheduled hours in payment period = % earned.

Then 100 - % earned = % unearned

Aid received + Aid could have been X % unearned

The difference between amount "Earned" and amount "Received" must be returned to the federal government.

Funds will be returned in the following order:

1. Unsubsidized Loan
2. Subsidized Loan
3. Perkins Loan
4. Graduate PLUS Loan
5. Parent PLUS Loan
6. PELL Grant
7. ACG
8. SMART
9. FSEOG
10. TEACH Grant

Please refer to the Title IV Refund Policy in the Student Consumer Handbook for a complete discussion of this policy. After Title IV Policy has been applied, the school refund policy will take effect and all amounts owed will be invoiced to the student.

DEBT COLLECTION & RECOVERY SERVICES

For students that have an outstanding balance or fail to make payments toward federal student loans, the SCCTC will provide the student's information, including all telephone numbers, to collection and/or recovery services. In order for the SCCTC to provide services to the student, and the student's account, and/or to collect any amount the student may owe, these companies may contact the student by telephone on behalf of the SCCTC at any telephone number associated with the student's account, including wireless telephone numbers, which could result in charges to the student. These companies may also contact a student by sending text messages or e-mails, using any e-mail address the student provided to the SCCTC. Methods of contact may include using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable. For assistance with a student's account, please call 740.259.5526.

ENROLLMENT REQUIREMENTS

Clinical sites, employers, and credentialing agencies for some programs may require students to complete a FBI/BCI background check, drug screen and/or a physical examination prior to enrollment and/or taking a credentialing examination.

Prior convictions may prevent a student from being accepted into a program, training at certain clinical sites, or taking a credentialing examination. A criminal conviction will not necessarily prohibit a student from being accepted into a program. Contact the program coordinator for program requirements and a list of disqualifying convictions.

The SCCTC Post-Secondary Education Center reserves the right to not admit a student who tests positive for drugs, does not meet the physical requirements for the program, or has a disqualifying conviction.

INSURANCE/ACCIDENTS

SCCTC Post-Secondary Education Center is not responsible for accidents on campus or at clinical sites. All students are provided with an accidental health insurance policy that only covers accidents occurring while enrolled in SCCTC training programs. Policy information is available in the Post-Secondary Office. This is a secondary insurance policy with the insurance premium included in the tuition. It is recommended that students carry a health insurance policy for other health concerns and/or issues.

ADVANCE STANDING/TRANSFER POLICY

Credit for previous course work taken at another approved/accredited educational institution may be granted on an individual basis. Factors to be considered are level achieved, grades, length of time out of school, and space availability. The course work or clock hours from another educational institution must be comparable to the course offered at SCCTC Post-Secondary Education Center. Credit for previous course work can only be considered for approval during the admission process. Financial Aid may not be available or may be reduced if advanced standing is obtained. Advanced Standing/Transfer Policy may not apply to all course work or programs. For more information, contact SCCTC Student Services.

INTERNAL CREDIT TRANSFER POLICY

Credit for previous course work within a program, or any component of a program, may be granted if re-enrolling in the original program or enrolling in a program with a similar curriculum. Factors to be considered are certifications, level achieved, grades, length of time since attending course or program, and space availability. Credit for previous successful course work can only be considered, and approved, during the admission process. Financial Aid may not be available or may be reduced if advanced standing is obtained. Internal Credit Transfer may not apply to all course work or programs. For more information, contact Student Services.

GRADING POLICY

1. Grades will be given after each term or payment period. Students who do not achieve at least the minimum grade in each subject area, based on individual program standards using the point method for grade calculations, will not meet Satisfactory Academic Progress Standards.

Minimum cumulative grade to meet Satisfactory Academic Progress per program other than Practical Nursing, LPN to RN Diploma Nursing and Southern Ohio Police Academy.

- 75%

Students should monitor their grades and attendance throughout each term on Achademix.

2. Accrediting agencies and/or certifications require some programs to maintain additional grading guidelines.
 - Practical Nursing / LPN to RN Diploma Nursing 80%
 - Southern Ohio Police Academy 70% and pass all practical assessments.

ATTENDANCE POLICY

1. Attendance is recorded daily on an hourly basis by the instructor and it is the express responsibility of the student to be in attendance:

General attendance rules for most programs. [Due to accreditation requirements some programs have more stringent attendance policies. Additional attendance requirements are stated in program specific handbooks.]

- a) For information regarding attendance as it pertains to financial aid, please reference Satisfactory Academic Progress.
 - b) Attendance in training programs has also been shown to be a reasonable predictor of work attendance. Therefore, attendance during a student's training program is carefully monitored. Students must maintain a minimum attendance of 90% of the clock hours scheduled. This means the maximum time allowed for a student to complete their training program is within 110% of the normal weeks required for completion of the program.
 - c) After absences total 20% of total program hours, the student will be dismissed from the program, will be ineligible to receive a Post-Secondary Education certificate or passport and will be responsible for any and all fees due to the school.
 - d) A student will be automatically dismissed from school when he or she has been absent for ten consecutive school days without notifying the Post-Secondary office or coordinator/instructor of the reason for the absence. This will be considered an unofficial withdrawal. The student's last recorded date of class attendance will be used as the withdrawal date.
 - e) The Southern Ohio Police Academy program has 100% mandatory attendance. Hours missed can be made up within 14 days of occurrence with permission from the commander. The student will be billed \$40 per hour.
2. Students who will be absent must notify the Post-Secondary office at least 1/2 hour before class begins. Coordinators/instructors make all decisions concerning missed tests, lab experiences, or homework. Make-up is not an automatic option and will only be considered for excused absences. In some cases, there will be no make-up work permitted. All absences will accumulate in total hours missed. Excused absences may include:
 - a) personal illness (doctor's excuse must be presented)
 - b) immediate family illness (doctor's excuse or other verification must be presented)
 - c) death of a family member (may need to be verified)
 - d) jury duty (confirmation required)
 - e) military service (orders need to be filed)
 - f) personal reasons/extenuating circumstances (by administrative discretion)
 3. Punctuality and promptness are required in all Post-Secondary Education programs providing transitional skill training for employment.
 4. Students can use Achademix to track attendance.
 5. Students planning to withdraw are required to meet with the program coordinator to officially withdraw. In the case of an exit without notice, the last date of attendance is determined to be the final date of class. Non-attendance does not constitute an official withdrawal.
 6. For students who withdraw without notifying the school, the school will use ten (10) consecutive 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. If a student has a federal loan, it is his/her responsibility to inform the guaranty agency/lender loan servicer that he/she is no longer in school. It is also the student's responsibility to arrange for a federal loan exit counseling session with the Financial Aid Office.

7. SCCTC may grant a student a leave of absence for personal or medical reasons of up to 180 days in any *12 month period, during which time the student is not considered to be withdrawn. The student must apply in writing and the Continuing Education Director must approve the leave. A copy will be sent to the Financial Aid Specialist at which time financial aid funds will be put on hold. No additional institutional 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 that date. 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.

SATISFACTORY ACADEMIC PROGRESS

The following Academic and Attendance policy is for all full-time programs (600+ clock hours).

Satisfactory academic progress will be measured at the end of each financial aid payment period for all training programs. A cumulative academic grade average based upon the student's program, Practical Nursing 80%, and all other programs at 75% or above must be maintained at the end of each payment period based upon the scheduled hours and weeks in the payment period for financial aid purposes. This cumulative average is based upon all academic activity from the first day of class through the end of each grade period.

If a student does not meet attendance and grade requirements, the Director of Post-Secondary Education will implement financial aid warning, academic/attendance probation, or dismissal from the school.

Academic/Attendance/Financial Aid Warning

Any student who does not have the required cumulative grade average or 90% attendance at the end of a payment period will be placed on academic warning until the end next payment period. Attendance is calculated as hours completed ÷ hours scheduled. Students placed on academic warning are eligible for one additional financial aid disbursement. Students will not be given successive academic warnings. If the student does not meet the satisfactory academic progress standards at the end of the academic warning period, the student must file a successful appeal to be placed on academic probation and to remain eligible for additional financial aid funding.

Academic/Attendance/Financial Aid 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 Director of Post-Secondary Education will be scheduled. The Director of Post-Secondary Education will review the student's written 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 timeframe outlined in the Academic Plan. 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 Director will inform the student by letter of his/her probation/suspension status and his/her dismissal from the school.

Appeal Procedure

A student must submit a written appeal for financial aid probation. The appeal should be a letter addressed to the Director describing in detail, with documentation, any undue hardship or circumstance, which may have caused the failure to meet the satisfactory academic progress, and/or attendance standards or the educational plan provided to the student. The student must also indicate what has changed that will allow the student to meet the standards of progress at the end of the next evaluation period. A review board will be convened by the Director to consider the appeal. Appeals will be reviewed on an individual basis. Students will be notified of appeal decisions within two weeks.



Reinstatement

If a financial aid probation or educational plan is successfully appealed, the student's financial aid eligibility will be reinstated for the payment period in which the appeal is applicable.



Program Repetition

Reference—Returning Students Policy



Transfer Hours

Reference—Advance Standing/Transfer Policy



Withdrawals

Reference—Attendance Policy #5 & #6

DISMISSAL POLICY



A student may be dismissed from his/her program if it is determined that the student engaged in prohibited conduct. Examples of prohibited conduct include but are not limited to:

- 
- 
- 
1. Unethical behavior, such as lying, cheating, stealing, insubordinate behavior, etc.
 2. Acting in a manner that may cause harm to self or others.
 3. Failure to comply with the rules in this handbook (or specific program requirements).
 4. Failure to comply with any rules of the clinical setting or early placement site (if part of the curriculum).
 5. Unsafe behavior on the campus including parking lots, clinics, labs, or other campus-related areas.
 6. Administrative discretion based on circumstances surrounding conduct.



After alleged misconduct becomes known to school administrators, the student will be given notice of the possibility of dismissal and the reasons for the dismissal. The student will be given an opportunity to meet with the program coordinator to explain his/her actions. The student will receive written notification if dismissed from the program. A violation of the Dismissal Policy may prohibit a student from re-enrolling in a program.



PROGRAM RE-ENTRY POLICY

- 
- 
1. The student is not in violation of the Dismissal Policy.
 2. The student is required to make funding arrangements prior to the program start date.
 3. The student is required to pass any required entrance requirements or examinations.
 4. The student is required to follow the Internal Credit Transfer Policy if applicable.
 5. The student is required to complete the program within (2) academic school years.



Practical Nursing, LPN to RN Diploma Nursing & Surgical Technology Program Re-Entry Policy

- 
- 
- 
- 
1. The student is not in violation of the Dismissal Policy.
 2. The student is required to notify the health program administrator at least six weeks prior to the program start date.
 3. The student is required to make funding arrangements prior to the program start date.
 4. The student is required to pass any required entrance requirements or examinations.
 5. The student is required to repeat the entire program beginning in the first term—no previous grades stand.
 6. The student can only re-enter the program one time.
- 
- 
- 
- 
- 
- 

EARLY OCCUPATIONAL PLACEMENT

Early occupational placement for students shall be considered at the recommendation of the coordinator/instructor and director or designee. Such placement shall be for course-related work ONLY during the last term of the class in which the student is enrolled. Each program will have specific early placement eligibility standards. Any student considered for early job placement must be in GOOD STANDING concerning standards of progress (grades and attendance), required assessments and payment of all fees.

PROGRAM COMPLETION

Students will receive a Career Passport upon successful completion of a full-time program. Career Passports are not issued without meeting the following minimum requirements.

1. Satisfactory completion of coursework, lab/clinical or other program specific assignments.
2. Attendance that meets specific program guidelines.
3. Taking all required assessments/certification examinations.
4. Payment of ALL program fees or payment arrangements made prior to completion of the program.
5. Exit interview with the financial aid specialist for all students receiving a direct student loan.

TRANSCRIPT REQUEST

Students can request an official transcript by submitting an Official Transcript Form to the Post-Secondary office. The form is available in the Post-Secondary office or at www.sciototech.org under Post-Secondary.

ARTICULATION AGREEMENTS

SCCTC Post-Secondary Education Center has articulation agreements with several college partners. The articulation agreements outline how students may receive college credit for completing a career technical program.

CAREER COUNSELING

The SCCTC Post-Secondary Education Center offers career counseling/guidance services to Post-Secondary students. These services are available to assist students with career decisions, job-transitioning or other program and career related information. SCCTC does not guarantee employment. Career Counseling appointments may be scheduled through the Post-Secondary office during either day or evening hours.

STUDENT RECORDS

Student educational records are confidential under both state and federal law. The Family Educational Rights and Privacy Act of 1974, as amended (otherwise known as FERPA), sets forth requirements regarding the privacy of student records. FERPA governs release of records maintained by an educational institution and access to those records. Student information will be released only as permitted or required by law.

PROFESSIONAL APPEARANCE

To simulate the actual workforce environment of a specific program area, students will dress to the program's appropriate work setting requirements. The following guidelines are enforced by the SCCTC Post-Secondary Education Center and staff:

1. Shoes are to be worn at all times.
2. Clothing must not be immodest, distracting, or revealing in any way.
3. Garments with patches/pins that contain symbols, words or pictures with the following messages will not be permitted:
 - Sexually suggestive
 - Drug related
 - Obscene or profane
 - Cults or gangs with obscene messages
 - Discriminatory racial or ethnic slurs
4. Garments should be free of holes and patches for safety purposes.
5. Sunglasses are not to be worn in the building unless prescribed by a physician.

A student counseled concerning unacceptable general appearance or personal hygiene more than once may be at risk for dismissal from the program.



APPROPRIATE AND SAFE BEHAVIOR

All students are to conduct themselves in a professional manner. Unprofessional conduct may include:

1. Apparel or appearances that are disruptive, unclean or unsafe shall not be permitted.
2. The use of foul/obscene language or offensive remarks in the classroom, lab, school property or any location associated with the training program (externship, clinical sites, early placement, etc.).
3. Causing a disruption, acting in an inappropriate manner, or causing danger to themselves or others.
4. Wearing improper footwear. The style and construction of the footwear shall be appropriate for the program and activity.
5. Failing to wear all required safety equipment in the laboratory/clinical or work setting and follow all safety guidelines.
6. Wearing jewelry, neckties, and loosely fitting long-sleeve shirts shall not be worn when operating equipment.
7. Horseplay and other activities that could jeopardize their safety or the safety of others.
8. Failing to comply with all clinical site requirements.
9. Failing to comply with the Student Code of Conduct as outlined in OAC 4723-5-12 (practical nursing students).
10. Failing to adhere to HIPAA regulations (health program students).

DAMAGES AND LOSSES

Classrooms and labs are to be kept clean at all times. Supplies and equipment are to be returned to the proper location at the end of each lab/class. Equipment, supplies, furniture, tools, and computers will be used in the appropriate manner. Students using equipment and supplies belonging to SCCTC programs, instructors, coordinators, or others associated with the SCCTC shall assume full responsibility for the proper care of these items.

When damage or loss is due to a student's carelessness, neglect or abuse, the student must assume the cost of the repair or replacement. Completion of the program will be denied until payment is made. The District will not be responsible for any accidents due to the student's carelessness, neglect or abuse. Food and beverages are not permitted near any computer or lab equipment. Destructive behavior will result in dismissal from the program.

COMPUTER/COPIER

Statement of Educational Purpose

SCCTC's network system has been established for a limited educational purpose. The term *educational purpose* is used in the context of instruction-related activities, including but not limited to classroom-based projects and student works, college and career explorations, and high-quality, academically-enriching research. Recognizing the value of the Internet, SCCTC supports teachers and students being engaged in an online environment that allows them to discuss, collaborate, communicate, create, and share in a safe, ethical, and responsible manner.

With that educational purpose in mind, we want to emphasize that the SCCTC's network system has not been established as a public access service or a public forum. The District has the right to place reasonable restrictions on the material students' access or post through the system. Students may not use the SCCTC's network system for commercial purposes, e.g., students may not offer, provide, or purchase products or services through the District's network system.

Students are expected to follow the rules set forth in this policy, the student disciplinary code, and the law in the students' use of the SCCTC's network system. Teachers and/or other staff members will provide instruction and guidance to students regarding the appropriate use of and access to the network system.

In order to access the SCCTC's network and technology, students must read and sign the Computer Network Acceptable Use form that will be distributed during orientation. Copies of this form are available in the Post-Secondary office.

Students who violate any of the computer rules may lose the computer and network use privileges and subject themselves to possible dismissal.

Rights and Privacy Limits

The SCCTC may restrict access to materials for valid educational reasons. The SCCTC may also restrict students' speech for valid educational reasons.

The SCCTC computer system, equipment, and the associated user accounts are the SCCTC's property. Students do not have any right of privacy as to their usage or any information or files maintained in or on the SCCTC's network system or equipment and should understand that there is no expectation that any communication or materials they send, access, view, or receive will be private. All student use of the Internet will be supervised and monitored. The SCCTC's monitoring of Internet usage can reveal all activities students engage in using the SCCTC's network system. For purposes of inspecting or investigating a student's use of the SCCTC's network system or the student's files or documents maintained on the network system, the SCCTC may override any applicable passwords, codes, etc. Student accounts are erased (expunged) upon the student's completion of his/her program.

Routine maintenance and monitoring of the District's network system may lead to discovery that students have violated this policy, the student disciplinary code, or the law.

Copier

The school copiers are not to be used by the students (excluding under instructor direction for curriculum training purposes).

Computer Lab

There are two computers available in the Post-Secondary office for student access. A Computer Lab maybe available by contacting the Post-Secondary Office to schedule dates and times.

Limitation of SCCTC Liability

The SCCTC will not guarantee that the functions or services provided through the SCCTC's network service will be without error. The SCCTC will not be responsible for any damage students may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The SCCTC will not be responsible for the accuracy or quality of the information obtained through the system. The SCCTC will not be responsible for financial obligations arising through the unauthorized use of the system

INCIDENT REPORTS

An incident report is to be completed for all student accidents either in the classroom, lab, or at a clinical or externship location. Incident Reports are located in the Post-Secondary Office. The incident report will be given to the director. The report will be kept on file. Confidentiality of all information will be maintained. The student assumes financial responsibility for treatment. Reference Insurance/Accidents page 8.

CLASS CANCELLATIONS

The Post-Secondary Education does not cancel classes unless a directive has been issued to close. Delays and cancellations for inclement weather will be generally announced for day classes by 7:00 A.M., and by 4:00 P.M. for evening classes. Notification of delays or cancellations to clinical schedules will follow individual program announcement procedures.

Any notice of delay and/or closing will be made on the district's website www.sciototech.org, local radio station WNXT, and its affiliated stations. Delays and closings are also listed on WSAZ.com. In case of Level 3 weather conditions, call the Post-Secondary office at 740.259.5526. Holidays or scheduled days off may be utilized to makeup time lost due to delays or cancellation of classes.

Students are expected to use good judgment in determining if their individual situation requires additional precautions concerning road travel. According to the Student Handbook Attendance Policy, absences will accumulate total hours missed. [Due to accreditation requirements some programs have more stringent attendance policies. Additional attendance requirements are stated in program specific handbooks.]

TELEPHONE USAGE AND EMERGENCY CALLS

Students shall not use electronic devices, including pagers and cellular telephones, in the classroom, labs and/or clinical sites unless authorized by his/her instructor.

District telephones are available in the Post-Secondary Office for emergency use only. Telephones located in classrooms and labs are for school personnel and emergency use. The Post-Secondary Office staff will relay any emergency telephone messages during class hours.

No personal information will be given to outside callers regarding students.

Students should give the following information to individuals who may need to reach them in an emergency:

1. Dial the Post-Secondary Office number, 740.259.5526 to reach office staff.
2. If the office telephone is not answered, then respond to the automated operator by entering the four (4)-digit extension number of your classroom or lab if using a touch-tone telephone to reach your instructor or to be able to leave a message.

PARKING/VEHICLE OPERATION

Student parking is issued by number assignment, and students must only park in assigned student parking areas. Unsafe vehicle operation on campus may result in loss of parking privileges. Students are required to request and obtain a parking pass issued by the Post-Secondary office prior to parking on school property.

VISITORS

Students must have prior permission from the program coordinator to bring visitors to class. No facilities are available for children in any class or work skills (lab) areas.

SUBSTANCE ABUSE POLICY

A student shall not possess (including in purses, wallets, backpacks, automobiles, desks, etc.), buy, sell, use, or transmit any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug*, alcoholic beverage, drug paraphernalia, intoxicant, or mood-altering chemical of any kind. (*Exception: prescription drugs that are required may be in the possession of the person for whom the prescription is written.)

Any student who is required to take such prescription medication must report that information to their program coordinator, transitions/registrar or director.

A student shall not possess, use, represent, make, sell, give, package, or transmit a counterfeit controlled substance.

DEFINITION

1. Any drug or its container that bears a trademark, trade name, or other identifying mark used without the authorization of the owner with rights to such trademark, trade name, or identifying mark.
2. Any unmarked or unlabeled substance that is represented to be distributed by someone other than the person, who manufactured, processed, packaged, or distributed the substance.
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, or its marking, labeling, packaging, distribution, or the price for which it sold or was offered for sale.

PROCEDURES

If a student appears to be under the influence of drugs or alcohol while engaged in Post-Secondary Education Center activities, the student will be removed from the area immediately and may be required to leave the school property. The Post-Secondary Education Center will discourage motor vehicle operation by the student and will assist the student to find transportation. Law enforcement may be contacted.

As a condition of return to the SCCTC Post-Secondary Education Center programs, a student appearing to be under the influence of drugs or alcohol may be required to seek counseling, and may be required to undergo drug and alcohol screening, by urine or blood testing, at the time of the occurrence, at the student's expense.

A student appearing to be under the influence of drugs or alcohol while engaged in Post-Secondary Education Center activities is subject to the Code of Conduct, and may be dismissed from the SCCTC Post-Secondary Education Center programs. Any such student will be required to make an appointment with the SCCTC Post-Secondary Education Center director and program coordinator before returning to class.

Counseling/Rehabilitation information is available for any student wishing assistance by contacting the Post-Secondary Office.

DRUG TESTING POLICY

Some programs require drug testing prior to admittance, others may require drug testing throughout the program. A positive drug test will result in non-admittance to the program or removal from the program. Any fees paid prior to the failure of a drug test will not be refunded.

SMOKING POLICY

Scioto County Career Technical Center is a "Smoke Free" Campus.

DANGEROUS "WEAPONS-IN-THE-SCHOOL" POLICY

The Scioto County Career Technical Center Board of Education and staff are committed to providing an educational environment that is free of the dangers of firearms, knives and other dangerous weapons.

Students are prohibited from bringing firearms and illegal knives on school property in a vehicle or to any school-sponsored activity or experience. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property or to any school-sponsored activity or experience, the director or designee shall dismiss the student from the program.

Exceptions:

1. Program tools are permitted in lab areas or on worksites as required by the program.
2. Students in the law enforcement are required to strictly comply with the weapons rules applying to that program. Unless they are under the direct supervision of a SOPA instructor, a law enforcement student may not possess a firearm on campus. Uniformed officers and certified instructors who are instructing the program may have weapons in the classroom.

SEARCH AND SEIZURE POLICY

School officials may perform reasonable search of individuals and personal belongings upon reasonable suspicion of violation of law or the student code of conduct, or if necessary to preserve safety or property.

By parking on school property, the vehicle operator and/or owner consents to a search of his or her vehicle by school officials in the event that officials have reasonable grounds to believe that a Board policy or state or federal law has been or will be violated.

ANTI-HARASSMENT POLICY

All forms of harassment, including sexual and racial harassment, by students, school employees, or third parties will not be tolerated regardless of race, color, national origin, gender, age and disability. Conduct constituting harassment may take different forms, including but not limited to the following inappropriate behaviors:

SEXUAL HARASSMENT

Verbal

The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats to or by a fellow student, staff member or other person associated with the district, or by third parties.

Non-Verbal

Placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow student, staff member, or other person associated with the district, or by third parties.

Physical Contact

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity to or by a fellow student, staff member, or other person associated with the district, or by third parties.

RACE, COLOR, NATIONAL ORIGIN, AND DISABILITY HARASSMENT

Verbal

Written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, gender, disability, religious beliefs, etc. to or by a fellow student, staff member, or other persons associated with the district, or by third parties.

Non-Verbal

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures to or by a fellow student, staff member, or other person associated with the district, or by third parties.

Physical

Any intimidating or disparaging action such as hitting, hissing, cursing, spitting, hazing, bullying on or by a fellow student, staff member, or other persons associated with the district, or by third parties.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions by another student, staff member, or other persons associated with the district, or by third parties should promptly take the following step:

If the alleged harasser is a student, staff member, third party, or other persons associated with the particular school in the district other than the Post-Secondary Education Center Administrator, the affected student(s) should as soon as possible after the incident contact the Post-Secondary Education Center Administrator. (The Post-Secondary Education Center Administrator must immediately send to the Title IX Coordinator a copy of the alleged harassment complaint) If the alleged harasser is the Post-Secondary Education Center Administrator the affected student(s) should, as soon as possible after the incident, contact the district's Title IX Coordinator or if the student is disabled, their Section 504 Coordinator at the school's administrative board office. The student(s) may make contact either by a written report or by telephone or personal visit. During the contact, the reporting student should provide the name of the person(s) who he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

Each report received by the District's Title IX Coordinator as provided above shall be timely investigated. While a charge is under investigation, no information is to be released to anyone outside the District except as required by law or as may be necessary to investigate the matter. The District will treat a report of harassment, an investigation, and the results and outcomes with discretion. However, anonymity or confidentiality cannot be guaranteed.

Investigation of a complaint will normally include conferring with the parties involved (if under 18 years of age may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the district recognizes that allegations of harassment can cause serious effects on individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against school employees, other students, or third parties.

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

PREAMBLE

ALLEGED DISCRIMINATION AND HARASSMENT GRIEVANCE PROCEDURES

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) guidelines, any student, support staff, teachers, counselors or administrators who believe that the Scioto County Career Technical Center or any school official has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (gender), Section 504 of the Rehabilitation Act of 1973 (disability), or the Age Discrimination Act of 1975, as amended, 20, U.S.C., 621 et, seq. which prohibits discrimination on the basis of age in educational programs receiving financial assistance, she/he may file a complaint which shall be referred to as a formal grievance/harassment complaint.

It is recommended that the grievant attempt to resolve the alleged discrimination or harassment complaint informally at the director/supervisor level within five (5) days of the date of the incident occurred. However, if the alleged discrimination/harassment complaint cannot be resolved informally, the following procedure shall be followed:

Step 1

An alleged formal discrimination grievance/harassment complaint shall be made to the Post-Secondary Education Center Administrator or immediate supervisor within ten (10) working days of the date the incident occurred. A formal conference will be arranged to discuss the alleged discrimination/harassment and determine a reasonable solution. Nevertheless, a carbon copy of the discrimination/harassment complaint must be forwarded to the District Title IX/504 Coordinator. At any time, the process may be forwarded to the Office for Civil Rights, U.S. Department of Education.

Step 2

If the issue is not resolved at Step 1, the decision may be appealed to the Title IX or 504 Coordinator within five working days. A conference/investigation will be held with involved personnel in the alleged act of discrimination/harassment. (Both of these titles include Title VI).

504/Title IX Coordinator

Jason Dunham, Central Office Administrator
Scioto County CTC District
951 Vern Riffe Dr
Lucasville, OH 45648
740.259.5522

Step 3

If the issue is not resolved at Step 2, the decision may be appealed to the district Superintendent who functions as the final mediator at the local level.

Step 4

If the alleged issue is not resolved at Step 3, the decision may be appealed to the Office for Civil Rights, U.S. Department of Education, and OCR. Bank One Center, 600 Superior Avenue, East Suite 750, Cleveland, OH 44114-2611

ANTI-BULLYING/HAZING POLICY

(Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to a person.

Throughout this policy the term "bullying" is used in place of "harassment, intimidation and bullying."

Bullying is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes *both* (1) mental or physical harm to the other student and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity. Students found to be responsible for bullying by an electronic act may be suspended.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communication devices or electronic means, are inconsistent with the educational process and are prohibited at all times. No students are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

No one is permitted to retaliate against an employee or student because he/she files a grievance, assists, or participates in an investigation, proceeding, or hearing regarding the charge of hazing and/or bullying of an individual.

For more details about the bullying policy and the reporting process, see Board Policy JFCF and Board Regulation JFCF-R.



GRIEVANCE POLICY

Students are encouraged to work through concerns with instructors and/or program coordinators. If a resolution to the concern is not reached, the next step is filing a written grievance. A student who has concerns or grievances related to the program may file a written grievance with the program coordinator within five (5) days of the incident-giving rise to the grievance. If the student is not satisfied with the resolution of the grievance, the student may appeal the grievance within ten (10) days to the Director of Post-Secondary and Continuing Education. All decisions of the Director of Post-Secondary and Continuing Education are final. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. www.council.org 1.800.917.2081. Students may also contact the Ohio Department of Higher Education if they wish to file a formal complaint. Ohio Department of Higher Education, 25 South Front Street, Columbus, OH 43215, (614) 466-6000, <https://www.ohiohighered.org/students/complaints>



EMERGENCY ACTION PLAN

Each classroom or lab has a fire and tornado plan posted.

FIRE — Students should study the plan and become familiar with the proper procedure:

1. When a fire alarm sounds, students are to leave the room using the described route.
2. The first student out of an exit should open the doors and hold them open.
3. Students are to leave the room and the building without books or outerwear (coats or jackets).
4. When all students are out of the classroom, the instructor will close the door and follow his or her class.
5. Keep lines moving after leaving the building and proceed along the line until the instructor indicates the class should stop.
6. Do not leave the school property.

TORNADO — Students should study the plan and become familiar with the proper procedure:

1. Tornado drills will be signaled by a continuous tone and, when possible, with a P.A. announcement.
2. Students in the T&I building are to move under the mezzanine areas in each lab.
3. Students in the Schulte and Taylor buildings are to go to the lower corridors. Areas will be designated for each room.
4. The first student out of an exit should open the doors and hold them open.
5. When all students are out of the classroom, the instructor will follow his or her group.



CAMPUS SECURITY/CAMPUS CRIME REPORT/CLERY ACT

Campus Security

A copy of the Campus Security Policies and Procedures is available in the Post-Secondary Office. Campus security is available for the safety of students as well as the staff and school grounds.

Campus Crime Report

The Scioto County CTC reports any criminal activity to the U.S. Department of Education through Public Laws 101-542 of the Crime Awareness and Campus Security Act of 1990. Campus Crime Report is available at www.sciototech.org.

Clery Act

Clery Act/Violence against Women Act & Sexual Harassment information is available under Campus Security on our website www.sciototech.org.



GAINFUL EMPLOYMENT

Information regarding federally mandated data on tuition and supplies, on-time graduation rate, job placement rate and median loan debt can be found at www.sciototech.org.

Approved by SCCTC Board of Education, April 10, 2025.