



# 2015-16 Student Handbook

For Career Training Classes of  
75 hours or greater

[www.tollestech.com](http://www.tollestech.com)

## *Nondiscrimination and Access to Equal Educational Opportunity*

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The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

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### **Vision Statement**

The Tolles Career & Technical Center Adult Workforce Education Program shall ensure that all enrolled learners are properly prepared to achieve successful employment in the global workforce marketplace.

### **Mission Statement**

Our mission is simple: ***To Lift All Students.*** We lift because there is no ceiling to a student's potential. We believe education is a sky's-the-limit proposition. With expectations high and our standards rigorous, Tolles will lift generations of students to meet the challenges of what's next. Adult learners see Tolles as a way to re-tool, re-focus, and re-invest in their careers. Our programs are practical, market-driven and affordable, casting a wide net to lift as many adults as possible.

### **Adult Program Message**

Tolles Career & Technical Center is pleased to offer a wide-range of adult programs that can provide you with a variety of career training and enhancement opportunities. We take pride in the fact that we have developed meaningful, practical and cost-effective training programs that enable our students, local businesses and local industries achieve success. By registering for one of our programs, you have taken the first step in achieving your professional goals; congratulations!

This handbook will give you greater insight into Tolles' policies and procedures. While this information will be highlighted during your orientation session, please take the time to review these policies so that you can better understand your rights and responsibilities as an adult learner at Tolles. Please keep this handbook available as reference as questions arise.

If you need additional information regarding our handbook, please feel free to contact us at 614.873.4666 x4248. Thank you once again for choosing Tolles as your training facility.



← North   ■ Restroom   ■ Stairs



The Adult Ed. office has moved to Rm. 322



**Contact Information**

**614.873.4666**

**1.800.644.3140**

<b>Adult Education</b>	
Gail Collins, Adult Education Coordinator	X4240
Dean Ortlieb, Public Safety Coordinator	X4335
ABLE/GED Program	X1204
DeLynn MacQueen, ABLE Coordinator	X4248
Tracey Sharpe, ESOL Coordinator	X4248
Kim Wilson, Superintendent	X4212
Tamara Woods, Treasurer	X4244
Cindy Zeallear, Admin. Assistant	X4248

FAX: 614.873.6909

*Tolles Career & Technical Center reserves the right to modify or amend the handbook at any time with or without prior notice.*

**Program Policies and Procedures**

Many adult education programs are accredited or credentialed. Programs may have unique requirements necessary to meet the certification within these programs like EMT or Firefighter in addition to or in place of the policies identified here. You may also be provided a handbook that reflects policies and procedures specific for the program in which you are enrolled.

<p><b>Application Process and Tuition</b></p>	<ul style="list-style-type: none"> <li>• Applications are accepted Monday through Thursday from 9 a.m. to 6 p.m. at Tolles CTC.</li> <li>• Students are accepted in the class on a first-come, first-serve basis when all the steps are completed.</li> <li>• The application process is not complete until an application form has been submitted, all the necessary paperwork and course prerequisite requirements are completed and payment of the program tuition either by check, cash, personal loan, money order, credit card or financial aid has been made.</li> <li>• For programs with less than \$2000 in tuition, <i>fees must be paid before a student is officially registered and that payment is expected in full prior to two weeks of the start date of class</i></li> <li>• For programs of greater than \$2000 in tuition, <i>fees must also be paid in full prior to two weeks before the start date of class or have signed a promissory note agreeing to a payment plan.</i></li> <li>• Scholarship monies received on a student’s behalf will be applied to tuition. Individuals are required to pay any amount not covered by financial aid or scholarships.</li> </ul>
<p><b>Admissions Policy</b></p>	<ul style="list-style-type: none"> <li>• Any adult age 16 and over, who has a GED or high school diploma, or is currently enrolled in an ABLE/GED program, and who is not enrolled in another high school, may register for admission</li> <li>• If an individual lacks a GED she/he may enroll in the ABLE/GED program, which is offered at Tolles, to work toward testing for the GED.</li> <li>• Students must have their high school diploma, or GED, prior to enrollment.</li> <li>• <b>NOTE:</b> No student will be admitted who owes an outstanding bill to Tolles Career &amp; Technical Center.</li> </ul>

**Program Policies & Procedures (cont'd)**

<p><b>Refund Policy</b></p> <p>There are <b><i>NO refunds</i></b> on any class of <b><u>less than 300 hours</u></b></p>	<ul style="list-style-type: none"> <li>• Students dismissed from the school or withdrawing at the school’s request for non-academic reasons are NOT entitled to a refund.</li> <li>• Fees, books and supplies are non-refundable items.</li> <li>• If the student needs to cancel registration for the class and does so in writing three (3) business days before the start date of the class, a full refund will be given, less a \$30 processing fee.</li> <li>• If the student cancels registration in writing for a class LESS than 3 business days before the start of the class, but before the actual start of the class, a credit voucher will be issued (less the \$30 processing fee). This credit voucher may be redeemed toward tuition in any other class. It is not transferable and is valid for one year.</li> <li>• No cash refund will be given.</li> <li>• Persons requesting a refund for <i>extenuating circumstances</i> must ask for the <i>request in writing</i> to the Adult Education Coordinator. <b>IF</b> a refund is issued, a 25% administrative fee will be charged, less books and supplies and instructional time already received.</li> </ul>								
<p><b>Certification/ Credits</b></p>	<ul style="list-style-type: none"> <li>• A certificate will be awarded to each student who successfully completes a career training program with 90% attendance, a 2.0 GPA (70% or better) and who has no outstanding fees.</li> <li>• All Tolles Career &amp; Technical Center programs are based on clock hours; no credit hours are given for programs.</li> </ul>								
<p><b>Grading Scale</b></p>	<table border="1"> <tr> <td>A— 90—100%</td> <td><b>3.5—4.0</b></td> </tr> <tr> <td>B— 80—89%</td> <td><b>2.7—3.49</b></td> </tr> <tr> <td>C— 70—79%</td> <td><b>2.0—2.69</b></td> </tr> <tr> <td><b>Failure—69% or below</b></td> <td></td> </tr> </table>	A— 90—100%	<b>3.5—4.0</b>	B— 80—89%	<b>2.7—3.49</b>	C— 70—79%	<b>2.0—2.69</b>	<b>Failure—69% or below</b>	
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<b>Failure—69% or below</b>									
<p><b>Withdrawals</b></p>	<p>If a student is absent for seven consecutive calendar days without notifying the instructor, the school will consider them officially withdrawn.</p>								
<p><b>Disciplinary Grievance Procedures</b></p> <p>In the event that a student disputes a disciplinary decision or wishes to file a grievance, the following procedure shall be followed:</p>	<ol style="list-style-type: none"> <li>1. <b>Discussion with Instructor</b> - A student who wishes to file a grievance must first discuss the matter of concern with his/her instructor within five (5) working days of the matter of grievance.</li> <li>2. <b>Filing of Written Appeal to Program Coordinator</b> - If the student does not feel that the discussion with the instructor has resolved the problem, he/she may file a written appeal with the Instructor and Program Coordinator, describing the cause for complaint. Such written appeal shall be filed within (5) days after the discussion with the Instructor described in the first step. Upon receipt of the written appeal, the Program Coordinator shall, within five (5) days, submit a written response to the student filing the appeal. The Program Coordinator may submit the grievance to the Program Advisory Ad Hoc Committee for mediation.</li> <li>3. <b>Filing of Written Appeal to the Adult Ed. Programs Coordinator</b> - If the student is not satisfied with the decision of the Program Coordinator, a further written appeal may be filed with the Superintendent of Tolles Career &amp; Technical Center. Such appeal must be submitted within ten (10) days after receipt of the written response provided for Step 2. Upon receipt of such appeal, the Adult Ed. Programs Coordinator shall hold within ten (10) days, an informal conference with the student to discuss the appeal. A written decision shall be rendered within ten (10) days after the conference and submitted to the student filing the appeal.</li> </ol>								

Tolles Career and Technical Center reserves the right to cancel classes due to low enrollment or other unforeseen circumstances. If Tolles cancels a class, full refunds will be given.

## Payment Plans & Promissory Note

Payment plans are available for students enrolled in classes over 75 hours. There are no school payment plans for students enrolled in shorter programs or part-time classes. Payment for shorter classes is expected in full at the time of registration.

Students must pay the program **non-refundable application** fee and the **non-refundable payment plan fee** when entering into a promissory note. **Students will be required to sign this promissory note initiated in the presence of the administrator.** The **first tuition payment must be paid in full at least two weeks prior to the first day of class.**

Students dropping or being dismissed from the program are still held responsible for full payment of their tuition, as tuition in full is required to begin the first day of class. Payment that is not made in full may be submitted to a collection agency. A student may not enroll in another Tolles' program, if he/she owes fees for a prior class.

Payments are due on the first Wednesday of the month and may be paid ahead of time.

For 2015-16, these dates are: 9/2, 10/7, 11/4, 12/2, 1/6, 2/3, 3/2, 4/6, 5/4.

Program	Appl. Fee	Tuition	1st payment	2 <sup>nd</sup> payment	3 <sup>rd</sup> payment	4 <sup>th</sup> payment	Total # of payments
Phlebotomy Technician	\$25	\$895	<b>\$300 + \$50</b> w/o appl.	<b>\$297.50</b>	<b>\$297.50</b>	n/a	<b>3</b>
S.T.N.A. (State Tested Nurse Aide)	\$25	\$450	<b>\$250 + \$25</b> w/o appl.	<b>\$200.00</b>	n/a	n/a	<b>2</b>
EMT	\$45	\$1199	<b>\$400 + \$50</b> w/o appl.	<b>\$399.50</b>	<b>\$399.50</b>	n/a	<b>3</b>
Firefighter I	\$45	\$1300	<b>\$500 + \$50</b> w/o appl.	<b>\$400.00</b>	<b>\$400.00</b>	n/a	<b>3</b>
Firefighter I I	\$45	\$995	<b>\$450 + \$50</b> w/o appl.	<b>\$272.50</b>	<b>\$272.50</b>	n/a	<b>3</b>
Firefighter I & II	\$45	\$2295	<b>\$575 + \$50</b> w/o appl.	<b>\$575.00</b>	<b>\$575.00</b>	<b>570.00</b>	<b>4</b>



## Promissory Note

On this date of [redacted], in return for valuable consideration received, the undersigned borrower promises to pay to Tolles Career & Technical Center, the “Lender,” the sum of [redacted] Dollars.

Terms of Repayments: This loan shall be repaid under the following terms:

Payment Amount	Payment Date
\$	
\$	

**Payment Plan Fees** – By participating in the payment plan option, the borrower agrees to pay a one-time payment plan fee in the amount of **\$50.00 dollars**.

**Interest** – No interest will be calculated on this loan.

**Late Fees** – All payments are due on or by the dates listed above. If payment is not made by the due date, a **\$20.00 dollar late fee** will be assessed on the late payment.

**Place of Payment** – All payments due under this note shall be made at Tolles Career & Technical Center, 7877 US Highway 42 South, Plain City, OH 43064.

**Prepayment** – This Note may be prepaid in whole or in part at any time without penalty.

**Default** – In the event of default, the borrower agrees to pay all costs and expenses incurred by the Lender, including all reasonable attorney fees (including both hourly and contingent attorney fees as permitted by law) for the collection of this Note upon default, and including all reasonable collection charges.

**Modification** – No modification or waiver of any of the terms of this Agreement shall be allowed unless by written agreement signed by both parties.

**Choice of Law** – All terms and conditions of this Note shall be interpreted under the laws of the State of Ohio.

Signed Under Penalty of Perjury, this [redacted] day of [redacted].

\_\_\_\_\_  
Student’s name printed

\_\_\_\_\_  
Student’s signature

\_\_\_\_\_  
Tolles Representative

## Adult Education Policies and Procedures

<p><b>Student Code of Conduct</b></p>	<ul style="list-style-type: none"> <li>• Students may be subject to disciplinary penalty for conduct disruptive to the educational process or destruction of school property, or for violation of Board rules and policies, or for other sufficient cause.</li> <li>• Classes must operate in accordance with rules and regulations as set forth by the school administration and Board of education.</li> <li>• Students shall be expected to observe and comply with the policies, rules, and regulations of the Board of education and its employees.</li> <li>• Failure to comply with school policies, rules, and regulations, or to maintain a standard of conduct appropriate for the school, may be considered by school authorities as sufficient cause for disciplinary action which may include removal from class, removal from a school-related activity, suspension, expulsion, or other disciplinary action deemed appropriate by school authorities.</li> <li>• A student may be dismissed for poor attitude, lack of progress or interest, lack of cooperation, misconduct, sexual harassment, not following directions from instructors, or extensive absences. Insubordination is grounds for immediate dismissal.</li> <li>• Students whose progress is unsatisfactory will be notified in writing and may be placed on disciplinary probation for a time determined by the instructor, program coordinator, student services coordinator or the adult education programs administrator, and are subject to the other penalties established in the student conduct code. Students who do not show improvement during the probationary period will be dismissed.</li> </ul>
<p><b>Peer-to-Peer File Sharing and Copyrighted Materials</b></p>	<p>Unauthorized distribution of copyrighted material may subject student to civil and criminal liabilities. The copyright law of the United States governs the making of copies of copyrighted materials.</p>
<p><b>WARNING Concerning Copyright Restrictions</b></p>	<p>The copyright of United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship or research.” If a user makes a request for, or later use, of a photocopy or reproduction for purpose in excess of “fair use” that is used may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation copyright law.</p>

## Adult Education Student Technology Acceptable Usage Agreement

Tolles Career & Technical Center provides access to students, staff, and users to electronic network systems. Access to the electronic network includes access to inter-connected computer systems in the building, District, or inter-connected computer systems on a worldwide basis and includes services such as e-mail, forums, bulletin boards and web sites that are available to the electronic network. Access is provided solely for the purposes of education and educational research. The District will exercise reasonable effort to limit student access to inappropriate materials, but cannot provide assurance that all materials are appropriate. The District further provides no assurance that any specific information, service, or system presently available on the electronic network will continue to be available. Access to the electronic network is a privilege, which will be lost in the event of failure to comply with any of the terms of this agreement. All staff members must take responsibility for appropriate and lawful use of this access.

### A. Personal Responsibility

By accepting the account password and other information and accessing the electronic network, the student agrees not only to follow the rules set forth in this agreement, but also agrees to report any noted misuse of the electronic network to the Technology Supervisor. “Misuse” means any violation of this policy, or any other use not included in this policy, that may harm any individual or any individual’s property. Students assigned Tolles-owned equipment (laptops, projectors, iPads, etc.) agree to accept personal responsibility for the care and safety of said equipment.

### B. Purpose and Use

Access to the electronic network is made available for the purpose of supporting educational research, education, and collaboration in and among educational institutions in the United States and elsewhere. All electronic network usage must be consistent with these purposes, the terms of this policy, and all provisions of law governing the actions of the user. Tolles shall be reimbursed by the student for all costs incurred by Tolles as a result of personal use of any Tolles-owned equipment or the electronic network.

### **C. Unacceptable Use**

The following are examples of types of specific conduct that is not an acceptable electronic network or equipment use. The enumeration of the following is by way of example, and not by way of limitation.

1. Sharing or revealing private login information with or to other students or individuals.
2. All users with access to the electronic network have their own private login. At no time shall a student allow anyone (including substitutes, visitors, and other students) to use a computer while that student is logged in.
3. Posting information that, if acted upon, could cause damage or danger of disruption.
4. Revealing confidential information without proper authorization.
5. Engaging in personal attacks, including prejudicial or discriminatory attacks.
6. Engaging in threats to any person or entity.
7. Harassment or cyber-bullying. This activity also includes, but is not limited to, knowingly or recklessly posting or communicating false or defamatory information about a person or entity.
8. The use of criminal language or imagery, or language or imagery related to committing a crime, such as threats to the president, instructions or tools for breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang or violence-related activities, threats to an individual, etc.
9. No electronic communication using school-owned equipment should contain profanity or vulgarities, or language that is suggestive or sexual, obscene, insulting, belligerent, defamatory, or racially or culturally insensitive.
10. Saving, accessing, or displaying electronic files on the electronic network, or any Tolles-owned equipment which contain language or imagery that is profane or vulgar, suggestive, sexual, obscene, insulting, belligerent, defamatory, or racially or culturally insensitive (unless part of a classroom lesson).
11. Attempting to access or “hack” into prohibited areas of the electronic network that the student had not been granted permission to access. Having hacking tools or software in the student’s possession is also a violation of this agreement even if there is no proof of a hacking attempt.
12. Knowingly spreading a computer virus.
13. Use of the electronic network or attached equipment to acquire, download, run, install, or store illegally acquired files, including, but not limited to, music, video, and video game files.
14. Use of the electronic network or attached equipment to acquire, download, run, install, or store software of any type that is used to illegally share files or access prohibited areas of the school's electronic network. This activity is illegal.
15. Installing purchased software on any Tolles-owned equipment or the electronic network that is not owned by Tolles, without the express written permission of the Technology Supervisor.
16. Attempting to access personal web-based email, chat, or instant messaging during school is prohibited unless instructor-led for classroom instruction.
17. Use of the electronic network for any commercial purpose or for political lobbying (other than the expression of personal views).
18. Other uses or activities that violate the law, these regulations, or encourage others to violate the law or these regulations.

### **D. Controversial or Offensive Material**

Access to the electronic network is provided for educational purposes only. Students are advised that access to the electronic network may include the potential for access to materials inappropriate for students. It is the responsibility of each user to control his/her use of the system to the proper uses and avoid access to or use of inappropriate material. Any user becoming aware of the access to such material by any other user shall immediately report that access to the Computer Services Department. The District will exercise reasonable effort to limit student access to inappropriate materials, but cannot provide assurance that all materials are appropriate.

### **E. Security**

A password is provided each authorized user under this agreement. User agrees not to disclose his/her password to any person and to use only the password provided in accessing the system. User will notify the Computer Services Department of any improper password use on the part of any person and any other security problem observed in connection with the electronic network usage.

### **F. Vandalism**

Vandalism is any unauthorized attempt to harm, modify, copy (without permission), or destroy data of another user, the electronic network or any computer system connected to the electronic network. This includes, but is not limited to the uploading or creation of computer viruses. Certain damages to the electronic network or attached computer systems may be considered vandalism, and the student will be charged for repairs or replacement of the affected equipment at current market value. Vandalism is strictly prohibited.

## **G. Social Media**

Social media has become an important factor in today's society. Tolles Career & Technical Center understands that use of social media in the classroom may benefit student learning. To that end, students will be allowed access to social media internet sites for the purpose of expanding their educational opportunities. It is expected that students will exercise courtesy and maturity while using social media. Tolles will offer no protection for data or personal information posted on social media sites.

### Acceptable Uses

Use of social media web sites are for the purpose of education on the topics provided by the program/class curriculum. Uses of social media sites must conform with all applicable local, state and federal laws. Students will maintain separation between their personal use and educational use of social media.

### Unacceptable Uses

Use of social media tools that is counterproductive to the educational environment is prohibited. Unacceptable uses may include but are not limited to:

- Use of any internet site unrelated to the assigned work, including playing games or random surfing.
- Improper/unprofessional interaction with a student from Tolles or one of the associated home schools.
- Improper interaction with a staff or faculty member of Tolles.
- Improper interaction will be defined as any posting (audible, visual or text) or message that would be offensive, harassing, threatening, intimidating or obscene.
- Falsifying your identity in any fashion, for any reason.
- Violation of any federal, state or local law or ordinance. Recording, posting or transmitting images, video, or other data about students without the consent of the student (if 18 or over) or their legal guardian (if under 18).

## **H. Handheld Devices**

It may be necessary from time to time to access a handheld device (cell phone, PDA, etc...) for the purpose of classroom directed use. Students are not to access a handheld device at any time without permission from the instructor. Students will not photograph or record (audio or video) any other person without their consent. Students will not engage in text messaging other than as directed by the instructor for the purposes of classroom activities. Any and all text messages sent or received while on school grounds, attending a school function, or using school equipment or network may be monitored. Students found in violation of these policies will face disciplinary action.

## **I. Email**

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

## **J. Privacy**

The District reserves the right to monitor, inspect, copy, and review at any time, and without prior notice, any and all usage of the electronic network and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy in such material. The Technology Supervisor may review files and intercept communications for any reason, for purposes of maintaining system integrity and ensuring the users are using the system consistent with applicable policies and regulations.

## **K. Warranties**

The District makes no warranties of any kind, either expressed or implied, in connection with the electronic network access provided under this agreement, nor shall the District be responsible for any loss, cost, or damages of any kind suffered, directly or indirectly, by any user of the electronic network under this agreement. By signing this agreement and using the systems, the student, parent and guardian take full responsibility for the use, and agree to indemnify and hold harmless the District, its Board members, administrators, and staff, keep cost, claims, or damages resulting from access to and use of the systems through that student's account, whether that use is on a computer or on another's computer outside the network.

The Superintendent is responsible for determining what constitutes unauthorized or inappropriate use. Students found in violation of any of the above terms may result in the reduction, limitation, or termination of user privileges as well as other appropriate disciplinary actions.

## Drug-Free Schools

All students are prohibited from bringing to school, having, consuming, or distributing intoxicating substances and/or drugs, and being under the influence upon the Career Center's premises, in any school vehicle, to any school sponsored activity or any property which is used by the Board during and after school hours. Violation of this policy will result in disciplinary action and/or suspension and will be reported to the proper authorities. Students or staff may obtain information about drug and alcohol abuse assistance from the "Drug Free" coordinator.

<p><b>Drug-Free/Alcohol-Free Act, 1986</b></p>	<ul style="list-style-type: none"> <li>The possession, use or sale of alcohol or drugs or any time that is represented to be a controlled substance is expressly forbidden on the school premises, during school time, or at any school related activity on or off school grounds. Failure to comply with this policy may result in suspension and/or expulsion from school and/or notification of the proper authorities for possible legal action.</li> <li>Any student suspected to be under the influence of any chemical substance will be 1) removed from the classroom or clinical site, 2) be referred to the adult student services coordinator or adult program administrator, with the referral sheet completed, 3) if deemed necessary, transportation home may be provided at the student's expense, 4) local authorities may be called, 5) a possible treatment center referral made. This may also include academic probation/warning or opportunity for withdrawal/dismissal.</li> </ul>
<p><b>Counterfeit Controlled Substances</b></p>	<p>Due to a change in Ohio law, it is now a criminal offense to make, possess, sell, or offer to sell, or deliver any counterfeit controlled substance defined as:</p> <ol style="list-style-type: none"> <li>Any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark;</li> <li>Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed it;</li> <li>Any substance that is represented to be a controlled substance but is not controlled substance or is a different controlled substance;</li> <li>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 markings, labeling, packaging, distribution, or the price of which it is sold or offered for sale.</li> </ol> <p>For example, if a student possesses or sells oregano, which he/she claims to be marijuana, a tablet which he untruthfully claims contains LSD, or a harmless pill which bears fake manufacturer's markings so as to falsely indicate that it is a controlled substance, the new "Look-alike" statutes make his activity a violation of criminal drug laws. Even the sale of a crude tobacco cigarette, while claiming it contains marijuana, is now criminal. The Counterfeit Controlled Substance Law provides that:</p> <ol style="list-style-type: none"> <li>No person shall knowingly possess any counterfeit controlled substance.</li> <li>No person shall knowingly make, sell, offer to sell, or deliver any substance that he knows is a counterfeit controlled substance.</li> <li>No person shall make, possess, sell, offer to sell, or deliver any punch, dye, plate, stone, or other device knowing or having a reason to know that it will be used to print or reproduce a trademark, trade names, or other identifying mark upon a counterfeit controlled substance.</li> <li>No person shall sell, offer to sell, give, or deliver any counterfeit controlled substance to a person under the age of eighteen.</li> <li>No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with the use of a controlled substance.</li> <li>No person shall directly or indirectly falsely represent or advertise a counterfeit controlled substance as a controlled substance.</li> </ol> <ul style="list-style-type: none"> <li>Violation of the above paragraphs could result in maximum fines ranging from \$1,000 to \$5,000 and a possible maximum prison term ranging from six months to ten years. To emphasize the severity of the penalties provided, it should be noted that in order to be guilty of a serious felony, an individual need not be caught with a bulk amount. Additionally, any student who is guilty of involvement with counterfeit controlled substance faces disciplinary action from the school including possible suspension and/or expulsion.</li> <li>Tolles, may at any time, determine it necessary to involve local law enforcement agencies to handle drugs, alcohol and weapon issues.</li> </ul>
<p><b>Smoking / Tobacco Products</b></p>	<p>Tolles Career &amp; Technical Center is a smoke free environment. Student's use of or possession of tobacco in any form (snuff, pipe, chewing tobacco, cigarettes, and/or cigars) is not permitted at Tolles Career &amp; Technical Center. The tobacco rule extends to all areas of the facility and grounds. Lighters are not permitted on school grounds. Any students observed using or having tobacco products in his/her possession is subject to disciplinary action. The tobacco product and all related items will be confiscated and not returned.</p>

## Adult Education Policies & Procedures (cont'd)

<p><b>Employability, Safety and Grooming Code</b></p>	<ul style="list-style-type: none"> <li>• Employment within your chosen area is a goal of Tolles Career &amp; Technical Center. Your future employer will hire those people who will satisfy the public both in attitude and grooming. Extremes in dress are not acceptable. The word “extreme” refers to anything that draws unusual attention to oneself. Instructors will advise you concerning appropriate dress for the course. Our foremost concern is with any issues affecting the health and safety of our students. We do not want anyone injured due to unsafe working conditions. Violations of safety rules and regulations will not be tolerated.</li> <li>• At no time during your course will equipment be operated without the direct supervision of a course instructor. Your personal safety and that of fellow students and instructors will continually be reinforced throughout your training. Infection control practices will be employed throughout the course, as well. Any student who sustains an injury or illness during class shall immediately notify the course instructor so that appropriate emergency procedures and reporting measures are completed.</li> </ul>
<p><b>Sexual and Other Forms of Harassment</b></p>	<ul style="list-style-type: none"> <li>• Tolles Career &amp; Technical Center recognizes every student is equal on the basis of race, color, gender, religion, age, ancestry, disability, and national origin, social or economic background. Therefore, sexual or other forms of harassment will not be tolerated during school hours or while under the supervision of school personnel while student is involved in any school related activity. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability, and/or any other characteristic.</li> <li>• Any form of discrimination including symbols that either promote one race or are designed to offend or discredit any group or individual and cause a repeated disruption between individuals or groups are prohibited from school property. This includes racially inflammatory clothing, banners, signs or symbols of any kind.</li> <li>• The harassment by or toward a student or a staff member of this District is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with the law and student conduct code. When a student perceives harassment by an employee of the school, guest of the school and/or student, he/she should report their perception to Title IX compliance officer at Tolles Career &amp; Technical Center. The student may also file a grievance with the adult education programs administrator.</li> <li>• Complaints will be acted on by an investigation conducted by the compliance officer and one other administrator of the district in a timely manner after the signed complaint has been filed. If harassment or inappropriate conduct is established, corrective action will be taken. Penalties for infractions may include termination from the program if warranted. Copies of the complaint will be filed in the administrative office.</li> <li>• Conduct constituting harassment may take different forms, including but not limited to the following inappropriate behaviors:             <ul style="list-style-type: none"> <li>○ Verbal: The making of written or verbal sexual innuendos, 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.</li> <li>○ Non-Verbal: Causing the 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.</li> <li>○ Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing</li> </ul> </li> </ul>
<p><b>Use of Cell Phones</b></p>	<ul style="list-style-type: none"> <li>• Cellular phones and pagers must be turned off during class time so as not to distract classroom activity. Students may check phone messages at break times. Repeat violators may have their phones displaced until the end of the class session.</li> <li>• Incoming telephone messages will be relayed to students only in the event of an emergency. Students normally will not be called from class unless the situation warrants such action.</li> <li>• Tolles Career &amp; Technical Center Adult Education’s main number is 614.873.4666 x 4248 and it should be noted that the office is open until 6:30 pm.</li> </ul>
<p><b>Visitors</b></p>	<ul style="list-style-type: none"> <li>• All visitors must report to the main office before going into any classroom and get a name badge. All visitors to a class must have the prior permission of the classroom instructor.</li> <li>• Visitors are not permitted to participate in any activity related to your class.</li> <li>• No children are permitted to attend classes and the person with the child will be sent home. Children are not permitted in any classroom or are to be left unattended in any part of the building or parking lot.</li> </ul>
<p><b>Class Breaks and Refreshments</b></p>	<p>Students may relax at break time in the school cafeteria. Students are entitled to a 10 min. break for every 50 minutes of instruction. Vending machines are available. Food and beverages are not permitted in classrooms. Please help us keep our building clean.</p>

## Student Rights

### Nondiscrimination and Access to Equal Educational Opportunity

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. Therefore, the Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, sexual orientation, age and genetic information. Additionally, it will not discriminate in its employment policies and practices.

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

Any person who feels that some form of discrimination is being practiced in the Tolles Career & Technical Center may express that concern, or file a grievance the Title IX/Section 504 compliance officer for the school, or contact the Office for Civil Rights, 600 Superior Ave East, Bank One Center, Room 750, Cleveland, OH 44114-2611. Phone (216) 293-4970. TDD line is (216) 522-4944.

#### GRIEVANCE PROCEDURES

In the event that a student or employee believes that his or her rights have been violated, the following procedure shall be followed:

<b>Step I – Discussion with Instructor or Immediate Supervisor</b>	<ul style="list-style-type: none"><li>• A student or employee who wishes to file a grievance must first discuss the matter of concern with his or her immediate supervisor within five (5) working days of the matter of grievance.</li><li>• In this procedure a student must first appeal to his or her instructor. An employee shall first appeal to his or her immediate supervising administrative office.</li><li>• After discussing the matter with the student or employee, the appropriate instructor or administrative officer shall verbally respond to the complaint within five (5) working days.</li></ul>
<b>Step II – Filing of Written Appeal</b>	<ul style="list-style-type: none"><li>• If the student or employee does not feel that the discussion with the instructor or administrative officer referred to in Step I has resolved the problem, he or she may file a written appeal with the same instructor or administrative officer describing the cause for complaint. Such written appeal shall be filed within five (5) working days after the conference provided in Step I.</li><li>• Upon receipt of the written appeal, the instructor or administrative officer shall, within five (5) working days submit a written response to the person filing such appeal.</li></ul>
<b>Step III – Appeal to the Compliance Officer</b>	<ul style="list-style-type: none"><li>• If the person filing the appeal in Step II is not satisfied with the decision of the instructor or administrative officer, a further written appeal may be filed with the Equal Opportunity Compliance Officer. Such appeal must be submitted within ten (10) working days after the receipt of the written response provided for in Step II. Upon receipt of such appeal, the Compliance Officer shall hold, within ten days, an informal conference with the student or employee to discuss the appeal.</li><li>• A written decision shall be rendered within ten (10) working days after the conference and submitted to the person filing such appeal.</li></ul>
<b>Step IV</b>	See next page

**Students Rights**

(cont'd)

**Step IV – Appeal to the Board of Education**

- If the person filing the appeal in Step III is not satisfied with the decision rendered by the Compliance Officer, a further written appeal may be filed with the Superintendent for presentation to the Board of Education. Such appeal must be filed with five (5) working days after receipt of the written response provided in Step III.
- If notice of further appeal is not received by the Superintendent for presentation to the Board of Education within five (5) working days after such written decision is rendered by the Compliance Officer, the matter shall be considered closed.
- If the notice of further appeal beyond Step III is filed, the Superintendent shall forward a copy of all appeals and responses recorded in Steps II and III to the Board of Education. The matter will be placed on the agenda of the next regular meeting of the Board of Education occurring not earlier than ten (10) days after receipt of the appeal by the Superintendent. Such appeal may be discussed by the Board of Education in executive session and such witnesses as the Board may invite may be heard.
- The official action of the Board shall be taken in an open meeting. Such action shall be considered final except that no part of these rules shall infringe upon the right of any student or employee to appeal, at any time during the process, directly to the Director of the Office of Civil Rights for Region Five (5).

**Student Due Process Rights**

Students will have clearly established means by which administrative due process is available for the protection of the individual's rights.

Due process procedures will conform to the following basic practices.

1. They must be fair.
2. They must apply equally to all.
3. They must be enforced in a fair manner, which involves:
  - a. Adequate and timely notice and an opportunity to prepare a defense.
  - b. An opportunity to be heard at a reasonable time and in a meaningful manner.
  - c. The right to a speedy and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy and statute will be followed.

**Privacy Policy**

Tolles Career & Technical Center considers certain information as directory information. A student's name, photograph, major field of study, participation in officially-recognized activities, dates of attendance and graduation, certificates awarded, and awards received are considered directory information. If you do not want Tolles Career & Technical Center to release your directory information, please send a letter to Gail Collins, Adult Education Coordinator.

**Public's Right-to-Know**

In fulfillment of the rationale for the creation of public governing bodies, the meeting and records of the Board will be considered a matter of public information.

Educational matters will be discussed and decisions made at public meetings of the Board, except for such matters as are properly and legally discussed in private executive sessions.

The official minutes of the Board, its written policies, and its financial records will be open for inspection in the office of the treasurer during the hours the administrative offices are open. However, no records pertaining to individual students or staff members will be released for inspection by the general public or any unauthorized persons without students' or staff members' written knowledge or as a result of meeting a statutory or judicial mandate.

The Board supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information.

## Students Rights (cont'd)

<p><b>Public Complaints</b></p>	<p>Constructive criticism of the schools will be welcomed by the Board when it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively.</p> <p>Although no members of the community will be denied the right to bring complaints to the Board, they will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions will be made when the complaints concern Board actions or Board operations only.</p> <p>The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:</p> <ol style="list-style-type: none"> <li>1. Teacher / Instructor</li> <li>2. Coordinator</li> <li>3. Programs Administrator</li> <li>4. Superintendent</li> <li>5. Board of Education</li> </ol> <p>If a complaint, which was presented to the Board and referred through the proper channels, is adjusted before it comes back to the Board, a report of the disposition of the matter will be made to the Board and then placed in the official files. The Board expects the professional staff to receive complaints courteously and to make a proper reply to the complainant. Matters referred to the superintendent and/or Board must be in writing and should be specific in terms of the action desired.</p>
<p><b>Student Records</b></p>	<p>An official copy of the student's record is issued to the student. Students must request copies of school transcripts and school records in writing before information will be released from the permanent record to a third party. A specified release is available for this purpose.</p> <p>Tolles Career &amp; Technical Center provides access to school records for the student who is 18 years old or older. These individuals have the right to challenge the contents of the records. The following procedures are set forth to govern the inspection of school records:</p> <ol style="list-style-type: none"> <li>1. The person desiring to inspect the permanent record may make a request of the adult ed. programs administrator.</li> <li>2. The student services coordinator must be present during the inspection to interpret information therein.</li> <li>3. The financial aid coordinator can be requested to be present to assist with the explanation of financial aid information.</li> </ol> <p>Note: Those receiving financial aid must see the financial aid advisor to transfer information from the financial aid file to the new institution to be attended.</p> <p>Information may be released without this procedure if necessary to comply with a judicial order or subpoena. Financial aid offices may release information to other financial offices concerning a student's financial aid transcript.</p>

## General Safety & Security

<p><b>Building Security</b></p>	<p>Please exit the building promptly after the close of class. In order to maintain the safety of our staff and students, security cameras are installed to observe parking lots, building entrances, and internal building locations. All cameras are video-taped to assist in documentation of potential events. Lockers, desks and other property of the Board of Education are subject to random search at any time and without reasonable suspicion of any wrongdoing.</p>
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**General Safety & Security (cont'd)**

<p><b>Campus Security</b></p>	<p>Anyone observing or suspecting criminal activity will immediately report it to the instructor or Adult Education Programs Administrator, who will immediately conduct an investigation and report the activity to the Madison County Sheriff and ask for their assistance. Madison County Sheriff will investigate, determine facts and issues, and take action, which it feels necessary under their powers. A record of this report will be kept on file.</p> <p>Students should use the following preventive measures to deter crime from occurring:</p> <ol style="list-style-type: none"> <li>1. Keep cars locked.</li> <li>2. Do not leave personal possessions unattended in the building.</li> <li>3. Walk in pairs (groups) to vehicles when possible.</li> <li>4. Be aware of your surroundings.</li> <li>5. Know where to ask for help or get to the nearest phone in the building.</li> <li>6. Report to school administration any restraining orders that a student may have been granted against another individual.</li> </ol> <p>Crime prevention and sexual assault information will be offered annually to adult students and staff. Statistics will be collected from the local police department for publishing and for reporting to federal agencies as required by Public Laws 101-542 and 101-226. No other reporting will be made except as directed and authorized by the superintendent. Statistics on the occurrence of criminal offenses are available upon request and updated on our website.</p>
<p><b>Accidents</b></p>	<p>In case of an accident or injury, notify the nearest instructor or staff member. Immediately thereafter, the office should be contacted to indicate the type and extent of the injury and the location of the injured person. An accident report will then be filed.</p> <p>Students, who require medical treatment for illness or injury while attending classes at Tolles or any of its contracted clinical sites, will be offered their choice of treatment facilities and transportation, if needed. However, all expenses for services rendered will be the responsibility of the student.</p> <p>Certain staff members are trained in first aid, CPR and the use of AED's to assist with emergency care until other resources arrive. Adult ed. staff members who are certified EMT's and registered nurses may volunteer to use their expertise and assist students where needed. Instructors are trained in blood borne pathogens and have ready access to protective gear and cleaning supplies.</p>
<p><b>Emergency Warnings</b></p>	<p><b>Fire Drills</b> For fire, a deep honking tone that also flashes will alert students to exit the building following the maps posted in the rooms. Stay with your group until an all clear is given to return to the building. If a student is somewhere else in the building at the time of a drill, they should exit the nearest exit, walk around outside the building and join their class.</p> <p><b>Severe Weather Drills</b> For tornadoes, a loud series of high frequency intermittent beeps will be heard over the public address system. Move immediately to the first floor of the building. Crouch down on an inside wall, avoiding areas of glass. The inside wall along the cafeteria is one recommended location. Others are posted in each classroom.</p> <p><b>Automatic External Defibrillator</b> There is one located in the Central Office, outside the front office, in the area of the High School and Adult Education. An alarm and flashing lights will appear when the AED box is opened. Ohio Law states only trained personnel should operate the equipment.</p>
<p><b>Search and Seizure</b></p>	<p>Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted with or without the student's consent. Random searches of district lockers, desks, and other property may also occur.</p>

## General Safety & Security (cont'd)

<p><b>SCHOOL CLOSING / DELAYS</b> Due to Inclement Weather</p>	<ul style="list-style-type: none"> <li>○ The adult evening classes will meet daily as scheduled unless road conditions become hazardous. In such a case, attempts will be made by 3:00 pm to cancel classes. For announcements on school delays check our website: <a href="http://TollesTech.com/AdultEd">TollesTech.com/AdultEd</a></li> <li>• Students and instructors are encouraged to develop call or email chains so all students will be notified in case of cancellation.</li> <li>• If Tolles cancels school for the high school students, it will state if it also includes evening adult education classes. Generally, it will not, and you will be advised from 3:00 pm on as to the status of evening classes.</li> </ul>
<p><b>Parking</b></p>	<p>All students are to park in the student parking lot located at the north end of the facility (see map). HANDICAPPED spaces are marked and may only be used by drivers with official stickers or plates.</p>
<p><b>Services for the Handicapped</b></p>	<p>Parking spaces and entrance/exit ramps are provided for handicapped persons needing access to Tolles Career &amp; Technical Center. Lowered exterior door handles are provided. Automatic door openers are provided at the main entrance of the Adult Center. Adapted rest room facilities are available in various areas of the buildings.</p>
<p><b>Student Medical Information</b></p>	<p>It is the student's responsibility to make Tolles Career &amp; Technical Center aware of any medical condition that may need emergency treatment or limit participation. Students will be asked to complete a medical form if this applies.</p>
<p><b>Weapons and Dangerous Instruments</b></p>	<p>Ohio law bars the conveyance or attempt to convey a firearm or other deadly weapon or dangerous ordinance in a school or a school safety zone. Students are prohibited from bringing firearms, knives, dangerous weapons or devices, or other dangerous ordinance onto school property, in a school safety zone, in any school vehicle, to any school sponsored activity or on any other property that is owned or controlled by the Board. This restriction also applies to weapons within a student's personal vehicle. Violation of this policy will result in disciplinary action and/or suspension and will be reported to the proper authorities.</p>

## Student Services

<p><b>Occupational Trends—Ohio's Hot Jobs—<a href="#">Job Outlook to 2020</a></b></p>	<p>Identifying occupations that have more favorable job prospects is important in career decision-making. Several factors need to be considered, but two are most important: the <b>employment growth rate and total job openings</b>. In general, jobs with fast growth rates offer good job opportunities. Be sure to look at both the rates of growth and total annual openings to assess future job prospects. Not surprisingly, among the top 100 highest paying jobs, 91 require at least <b>post-secondary training</b>. Service and professional occupations, particularly in the fields of health, business and education, dominate the lists of occupations gaining the most employment or growing the fastest.</p> <p>Information can be found at: <a href="http://tinyurl.com/JobOutlook2020">http://tinyurl.com/JobOutlook2020</a></p> <p>Total annual openings result from new job growth and replacement due to job transfers, deaths or retirements. The fastest growing occupations, based on rate of employment growth, offer good employment opportunities and working conditions favorable for wage advances. Over 50% of these occupations require at least a bachelor's degree. Occupational trends are only one aspect of career choice and education planning. Other factors to consider include wages, job satisfaction, general unemployment patterns, method of obtaining the required education or training, and working conditions.</p> <p>Refer to OhioMeansJobs Centers (<a href="#">OhioMeansJobs</a>) for more details or career inventories.</p>
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## Student Services (cont'd)

<b>Career Counseling</b>	<ul style="list-style-type: none"> <li>• Are you undecided about your next career move? Career counseling services can help you make a change or find a new direction. Explore careers that match your interests and abilities, your values and your current lifestyle.</li> <li>• If you are a resident of Madison County, call MadisonWorks! at <b>740.852.8801</b> for the initial assessment.</li> <li>• Residents of Union County may             <ul style="list-style-type: none"> <li>○ Stop at OhioMeansJobs – Union County or</li> <li>○ Call them at 1-937-645-2018.</li> </ul> </li> <li>• Refer to the financial aid section below for more information.</li> </ul>
<b>Individual Career Plan</b>	<p>Upon entering a full-time/career development program, all students are asked to complete an individual career plan. The coordinator will meet with students to make recommendations and modifications and to ensure successful completion of the student's goals.</p>
<b>ABLE (Adult Basic Literacy Education)</b>	<p>ABLE/GED classes are provided <b>FREE</b> for adults who may need to improve their general education for employment, high school equivalency, or preparation for further training. Students new to the program should call us at 614-873-4666 x4248 to find out when the next orientation will be held.</p> <p>There is no cost involved. Classes are held at Tolles, London, and Ohio Business College (Hilliard.)</p> <p>Determine when you want to start class and call 614-873-4666 x4248 to find out when the next orientation will be held.</p>
<b>Other remediation</b>	<p>Students who need academic assistance may attend ABLE classes by calling the ABLE instructors. Students are strongly encouraged to form study groups with other classmates to review. The school counselor is also available to assist students or make referrals to help students reach their training goals.</p>

## Financial Aid

Students may use the list of resources below:

### One-Stop with Job and Family Services—1-877.852.0010

One-stops were developed as a part of the [Workforce Innovation and Opportunity Act](#) to help job seekers (both youth and adults) find employment, improve job search skills, locate training opportunities and provide a link to community services.

One-stops also assist with unemployment compensation including **TAA (Trade Adjustment Assistance, call 1.866.833.8272)**. While it is customary to apply to the Ohio Means Jobs center in the county in which a person resides, dislocated workers who have lost their jobs due to layoffs or displaced homemakers may apply at any one-stop.

<b>OhioMeansJobs – Madison County</b>	200 Midway St. London, OH43140	<b>740.852.8801</b>	<a href="http://www.omjmadisoncounty.org/">http://www.omjmadisoncounty.org/</a>
<b>OhioMeansJobs - Union County</b>	940 London Ave., Suite 1500 Marysville, OH 43040	<b>937.645.2018</b>	<a href="http://www.unioncountyjobs.org">www.unioncountyjobs.org</a>
<b>Central Ohio Workforce Investment Corporation</b>	1111 E. Broad St. (1 <sup>st</sup> floor of the Jerry Hammond Building) Columbus, OH 43205	<b>614.559.5025</b>	<a href="http://cowic.org/#">http://cowic.org/#</a>

If you answer “YES” to any of the following questions, you may qualify for assistance:

- *Do you have a disability?*
- *Are you having difficulty getting and/or keeping a job because of your disability?*
- *Do you want to work?*
- *Has your medical/mental health professional released you to work?*

**Contact:**

<b>Ohio Rehabilitation Services Commission</b> oversees the Bureau of Vocational Rehabilitation and the Bureau of Services for the Visually Impaired		<b>1.800.282.4536</b>	<a href="http://www.rsc.ohio.gov">www.rsc.ohio.gov</a>
Call the appropriate BVR office for the county in which you reside:			
<b>Madison County</b> =Dayton	<b>937.331.5000</b>	One Elizabeth Place, WMPG, Dayton, OH 45417	
<b>Union County</b> =Marysville	<b>1.800.354.6271</b>		
<b>Franklin County</b> =Columbus Metro	<b>614.466.6031</b>		

**Veterans Assistance**– Veterans can log onto [www.gibill.va.gov](http://www.gibill.va.gov), OR [www.jfs.ohio.gov/veterans/](http://www.jfs.ohio.gov/veterans/) or call **1.888.GIBILL1** to find out more information about eligibility requirements.

**Workers’ Compensation**—**1.800.644.6292**, [www.ohiobwc.com](http://www.ohiobwc.com).

**Day Care Centers**

<b>Facility</b>	Children’s Express Learning Station	Mandy’s Day Care
<b>Address</b>	623 W. Main St., West Jefferson, OH 43162	55 S. Oak St., London, OH 43140
<b>Phone</b>	<b>614.879.6484</b>	<b>740.845.3181</b>
<b>Facility</b>	Miami Valley Child Development Centers Inc.	Presbyterian Child Center
<b>Address</b>	50 S. Main St. Headstart 510 Elm St. London, OH 43140	211 Garfield Ave. London, OH 43140
<b>Phone</b>	<b>740.490.0629</b>	<b>740.852.3190</b>

## Job Placement

<b>Job Placement</b>	<p>Job placement is critical to the success of full-time training programs in adult education. The coordinator contacts business and industry representatives to inform them of available candidates and to encourage employers to call the center when openings exist. The goal is to maximize student opportunities for gainful employment. Upon completing a full-time training program, each student will have an opportunity to discover the best ways to find and keep a job.</p> <p>Job postings can be found on at:</p> <ul style="list-style-type: none"> <li>✓ <a href="http://www.ohiomeansjobs.com">www.ohiomeansjobs.com</a>;</li> <li>✓ <a href="http://www.workplus-system.cc">www.workplus-system.cc</a>,</li> <li>✓ <a href="http://www.usajobs.gov">www.usajobs.gov</a>;</li> <li>✓ <a href="http://www.careerBoard.com">www.careerBoard.com</a>,</li> <li>✓ <a href="http://www.careeronestop.org">www.careeronestop.org</a>;</li> <li>✓ <a href="http://www.career-advice.monster.com">www.career-advice.monster.com</a>;</li> <li>✓ the Adult Education bulletin Board,</li> <li>✓ your local OhioMeansJobs center, or</li> <li>✓ through the instructor of the program or Advisory Committee members.</li> </ul>
<b>Resumes</b>	<p>Students may choose to attend resume and other job search seminars to assist them with employment.</p> <p>Students are responsible for making any changes needed. For individuals who have not been enrolled as students in our full-time programs, the development price of a resume is \$60. This includes 1 hr. consultation, typing, and 25 copies. Processing may take a week. Consultation beyond the initial hour will be charged at the rate of \$30/hr.</p>
<b>Career Passports</b>	<p>Career passports are awarded to all graduates of career development programs: Phlebotomy Technician, Nurse Aide, EMT, and Firefighter. A graduate is defined as one who satisfactorily completes the hours, meets the grade requirements and pays all fees due the particular program. The passport may include such information as a letter of support, personal resume and transcript, honors, diploma or certificate of completion, competencies attained, or other pertinent information the student wishes to include.</p>

## Customer Service

<b>Copying</b>	<p>Full-time students currently enrolled in classes may have to copy notes from time to time. Copying can be done by the Administrative Assistant. Depending on the work load and the request, it may require a 24 hour notice and a nominal fee may be charged.</p>
<b>Certificates</b>	<p>Students receive a certificate upon completion of the course. An additional original certificate can be obtained for \$5 each, by submitting the request in writing and making the payment. Please allow five business days to process the request.</p>
<b>Transcripts</b>	<p>Each student receives an official transcript of grades for classes completed. A second one may be requested. Requests may be made in person at the adult education office, or by mail. If requesting the transcript by mail, please enclose your social security number and your signature. There is a fee of \$5 for each transcript requested. Once paid, please allow up to 10 business days to receive your transcript. Due to the right of privacy, transcripts may only be given to the former student.</p>
<b>Make up</b>	<p>Makeup is only provided for extenuating circumstances and when the instructor is available. Payment for any makeup must be made to the adult ed. office in full, before the instruction takes place. All makeup in adult education is at the rate of \$30/hr. Instructors may ask to see a student's receipt. An instructor is not required to provide 1-1 instruction. Some make-up may include alternative assignments.</p>

### FORMS / APPENDIX

Discipline/Withdrawal  
 Drug and Alcohol Referral  
 Drug and Alcohol Treatment

Credit Voucher  
 Refund Calculated



## Student Academic / Disciplinary Notice

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Program: \_\_\_\_\_

Disciplinary Warning		
Academic Warning		
Academic Probation	Effective Date:	Date off Probation:

Withdraw			
Dismissed			
	Effective drop/change date (Next date class is in session)	Total clock hrs. completed by student in payment period	Total clock hrs. to date in payment period

Reason: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If enrollment status changed, identify courses and hrs. to be taken in the present qtr. and the future quarters.:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Coordinator's Signature**  
 If a student chooses not to sign, it should be noted.

**Student Signature**  
 The student's signature indicates receipt and does not necessarily mean agreement with content.

**Witness—Optional**  
 Students may request a witness to a disciplinary mtg. If a witness attends, that person must also sign.

## Chemical Dependency Evaluation / Treatment Referral

In this area, there are many facilities that can help an individual with an evaluation for possible chemical use / abuse or addiction. The following is a sample list of places to contact:

Talbot Hall, Ohio State University Hospital	1441 Phale D Hale Dr. Columbus, OH 43205	614.257.3760	
Maryhaven Inc.	1791 Alum Creek Dr. Columbus, OH	614.445.8131	Self-payment, Medicaid, private health insurance; sliding fee scale.
Mental Health Alcohol and Drug Services of Madison County	210 N. Main. St. London, OH 43140	740.852.6256	Sliding fee scale
Dublin Counseling Center	299 Cramer Creek Court Dublin, OH	614.889.5722	TANF recipient or TANF eligible

Any and all fees connected with the evaluation and/or treatment is the student's responsibility and not that of Tolles Career & Technical Center.

I may choose to sign a release of information form so that the agency will be permitted to inform the school of my progress toward evaluation / treatment / recovery.

It is also understood by me that when I return to school I can depend on the support from staff and student body to encourage me through my chemical education program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**ALL INFORMATION IS CONFIDENTIAL**

**Drug, Alcohol & Mental Health Staff Referral Form**

Student \_\_\_\_\_ Date \_\_\_\_\_ Course \_\_\_\_\_ Staff Member \_\_\_\_\_

Check observable behaviors that the student is exhibiting:

**ACADEMIC PERFORMANCE**

- |   |   |
|---|---|
| <input type="checkbox"/> Lower achievement      | <input type="checkbox"/> Lower grades       |
| <input type="checkbox"/> Academic failure       | <input type="checkbox"/> Lack of motivation |
| <input type="checkbox"/> Always behind in class |   |

**SCHOOL ATTENDANCE**

- |  |   |
|--|---|
| <input type="checkbox"/> Absenteeism               | <input type="checkbox"/> Tardy                            |
| <input type="checkbox"/> Suspension                | <input type="checkbox"/> Frequent trips made out of class |
| <input type="checkbox"/> Frequent schedule changes |   |

**PHYSICAL SYMPTOMS**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Staggering or stumbling              | <input type="checkbox"/> Smelling of alcohol or pot        | <input type="checkbox"/> Vomiting            |
| <input type="checkbox"/> Glassy, bloodshot eyes, dark glasses | <input type="checkbox"/> Coordination                      | <input type="checkbox"/> Slurred speech      |
| <input type="checkbox"/> Bad hygiene                          | <input type="checkbox"/> Sleeping in class                 | <input type="checkbox"/> Physical complaints |
| <input type="checkbox"/> Changes in manner of dress           | <input type="checkbox"/> Selling drugs, exchanges of money | <input type="checkbox"/> Physical injuries   |
| <input type="checkbox"/> Possession of drugs & paraphernalia  | <input type="checkbox"/> Involvement in thefts & assaults  | <input type="checkbox"/> Vandalism           |
| <input type="checkbox"/> Carrying weapons                     |  |  |

**BEHAVIOR - DISRUPTIVE BEHAVIOR**

- |   |   |
|---|---|
| <input type="checkbox"/> Defiance of rules, constant discipline | <input type="checkbox"/> Irresponsibility, blaming, denying |
| <input type="checkbox"/> Fighting                               | <input type="checkbox"/> Cheating                           |
| <input type="checkbox"/> Throwing objects                       | <input type="checkbox"/> Defiant littering                  |
| <input type="checkbox"/> Sudden outbursts, verbal abuse         | <input type="checkbox"/> Obscene language, gestures         |
| <input type="checkbox"/> Dramatic attention getting             | <input type="checkbox"/> Constantly in wrong area           |
| <input type="checkbox"/> Extreme negativism                     | <input type="checkbox"/> Hyperactivity, nervousness         |
| <input type="checkbox"/> Crying                                 |   |

**BEHAVIOR - ATYPICAL BEHAVIOR**

- |  |   |
|--|---|
| <input type="checkbox"/> Talks freely about drug use             | <input type="checkbox"/> Avoidance of contact with others     |
| <input type="checkbox"/> Erratic behavior change from day-to-day | <input type="checkbox"/> Change of friends — usually negative |
| <input type="checkbox"/> Sudden popularity                       | <input type="checkbox"/> Hypertension — won't be touched      |
| <input type="checkbox"/> Sex looseness or intimacy in public     | <input type="checkbox"/> Time disoriented                     |
| <input type="checkbox"/> Unrealistic goals                       | <input type="checkbox"/> Inappropriate response               |
| <input type="checkbox"/> Depression                              | <input type="checkbox"/> Defensive                            |
| <input type="checkbox"/> Withdrawn, loner                        | <input type="checkbox"/> Sitting in parking lot               |
| <input type="checkbox"/> Change from doing extra work to minimal |   |

**HOME PROBLEMS**

- Family problems

**REFERRAL**

- Others report concern about behavior

**IF ALCOHOLISM IS SUSPECTED**

- |  |  |
|--|--|
| <input type="checkbox"/> May drink frequent sodas        | <input type="checkbox"/> Excessive use of breath mints         |
| <input type="checkbox"/> May have red or bleary eyes     | <input type="checkbox"/> Tremor Hands                          |
| <input type="checkbox"/> Unsteady gait or slurred speech | <input type="checkbox"/> May take frequent coffee breaks alone |

**EMPLOYMENT HISTORY - JOB PROBLEMS**

- |   |  |
|---|--|
| <input type="checkbox"/> Numerous job changes in last 3-5 years | <input type="checkbox"/> Frequent relocations                    |
| <input type="checkbox"/> Frequent hospitalizations              | <input type="checkbox"/> Elaborate & complicated medical history |

## 2015-16 | Statement of Receipt and Understanding

I have received, read and understand the contents of the:

1. 2015-16 Student Handbook,
2. Voter Information and Registration Form, Absentee Ballot Information, and
3. Information on Alcohol Abuse and Drug Related Problems

When I begin a course, it is **MY** responsibility to clarify what I do not understand regarding the requirements of the course with the instructor.

### Technology Acceptable Usage Agreement

To access e-mail and/or the Internet at school adult students must sign and return this form.

**Access to the electronic network is a privilege, which will be lost in the event of failure to comply with any of the terms of this agreement. All students must take responsibility for appropriate and lawful use of this access.**

The Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children’s Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Students accessing the Internet through the District’s computers/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. The District reserves the right to monitor, inspect, copy, and review at any time, and without prior notice, any and all usage of the electronic network and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy in such material. The Technology Supervisor may review files and intercept communications for any reason, for purposes of maintaining system integrity and ensuring the users are using the system consistent with applicable policies and regulations. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

I have read and agree to the terms of Tolles Career & Technical Center’s technology bylaws and policies. I understand that I am responsible for any equipment signed out to me. Tolles owned equipment is to be used for the business and educational purposes of Tolles. The assigned student should not loan equipment to any other individual for any purpose. By signing this agreement and using the systems, the student will take full responsibility for the use, and agree to indemnify and hold harmless the District, its Board members, administrators, and staff, keep cost, claims, or damages resulting from access to and use of the systems through that student’s account, whether that use is on a computer or on another’s computer outside the network.

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Student’s name (printed)

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Date:

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Student’s signature