Great Oaks Career Campuses

2025-2026

Adult Workforce Development

Adult Student Handbook



Adult Workforce Development Office
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Friday: 8:00 AM to 5:00 PM
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Aspire ESOL/HSE
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Contents

Section I - Institutional Information 9
1.0 Handbook Purpose 9
1.1 About Great Oaks 9
1.2 Additional Information about Great Oaks 9
1.3 Great Oaks Purpose Statement 10
1.4 Great Oaks Core Values 10
1.5 Great Oaks District Goals 10
1.6 Equal Education Opportunity 10
1.7 Approvals and Accreditations 11
1.8 Short-Term Career Training Programs 11
Certified Nurse Aide (CNA) 11
Emergency Medical Technician-Basic 11
Firefighter II (FF1 & II) 11
Patient Care Assistant 11
1.9 Full-Time Career Training Programs 11
Automotive Service Technology 11
Construction Technologies 11
Fire & Emergency Medical Rescue Academy 11
Heating/Ventilating, & Air Conditioning 12
Heavy Equipment Operations & Engineering 12
Approved by ODHE. Accredited by COE. 12
Manufacturing Engineering Technology 12
Police Academy 12
Great Oaks OTC Adult Practical Nursing Program 12
Welding Technician 12
1.10 Adult Workforce Development Staff Directory 12
Section II Adult Student Code of Conduct 14
2.0 Adult Student Code of Conduct 14
2.0.1 Unacceptable Behavior 14
2.0.2 Prohibition of Bullying and Harassment 15
2.0.3 Due Process Rights 17
2.0.4 Consequences for Violation 17
2.1 Grounds for Suspension, Administrative withdrawal, Emergency Removal or Other Disciplinary Action 17
2.1.1 Immediate and Permanent Administrative withdrawal from the Program 17
2.1.2 Suspension with Possible Recommendation for Administrative withdrawal 20
2.1.3 Alternate Disciplinary Actions with Possible Suspension 24

2.1.4 Other Code of Conduct Violations 26
2.1.5 Permanent Exclusion 27
2.2 Care of Equipment 27
2.3 Loitering 27
Section III - Campus Safety 28
3.0 Campus Security Policies 28
3.0.1 Reporting of Criminal Incidents 28
3.0.2 Safe School Hotline 844-SaferOH (844-723-3764) 28
3.0.3 Weapons 28
3.0.4 School Lockdown/Secure Facility 29
3.0.5 Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998 (Clery Act) 30
3.0.6 Building Security Measures 30
3.0.7 Preparedness for Toxic and Asbestos Hazards 30
3.1 Substance Abuse Prevention 31
3.1.1 Drug and Alcohol Use 31
3.1.2 Substance Abuse Prevention 31
3.1.3 Sanctions for Violations 32
3.1.4 Local, State and Federal Laws and Sanctions for Violations 33
3.1.5 Prescription Medications 33
3.2 Sexual Misconduct and Dating Violence 34
3.2.1 Consent 34
3.2.2 Sexual Harassment 34
3.2.3 Domestic Violence 35
3.2.4 Dating Violence 35
3.2.5 Sexual Assault/Rape 35
3.2.6 Stalking 36
3.2.7 Bystander Intervention 36
3.2.8 Institutional Protective Measures 36
3.2.9 Primary Prevention and Awareness 36
3.3 Emergency or Disaster Clause 36
Section IV – Adult Student Finance 38
4.0 Code of Conduct for Financial Aid Professionals 38
4.1 Financial Assistance 39
4.1.1 Title IV Federal Adult Student Aid 39
4.1.2 VA Education Benefits 39
4.1.3 Other Financial Assistance 39
4.2 Short-Term Program Payment and Refund Policies 40
4.3 Full-Time Program Payment and Refund Policies 41

4.4 Title IV Federal Adult Student Aid Information 42
4.4.1 Adult student Rights and Responsibilities 43
4.4.2 Types of Title IV Aid 44
4.4.3 Interest Rate & Loan Fees 45
4.4.4 Applying for Aid 45
4.4.5 Eligibility 45
4.4.6 Need Analysis 46
4.4.7 Citizenship 46
4.4.8 Dependency Status 47
4.4.9 Professional Judgement 47
4.4.10 Verification 48
4.4.11 Disbursement 48
4.4.12 Title IV Satisfactory Academic Progress (SAP) 49
4.4.13 Withdrawal and Return to Title IV (R2T4) 49
4.4.14 Direct Loan Counseling 50
4.4.15 Loan Repayment, Deferment, and Forbearance 50
4.4.16 Default Management 51
4.4.17 Fraud 51
4.4.18 National Student Loan Data System (NSLDS) 51
4.4.19 Federal Student Aid Ombudsman Group 51
4.5 Veterans Administration (VA) Benefits 51
4.6 Great Oaks Refund Policy 52
Section V - Adult student Services 53
5.0 Aspire Classes (ESOL and HSE) 53
5.1 Advising 53
5.2 Adult student Records 54
5.2.1 Family Educational Rights and Privacy Act (FERPA) 54
5.2.2 Adult Student Records Access 55
5.2.3 Transcripts 55
5.3 Graduation/Employment Assistance 56
5.3.1 Great Oaks Career Link 56
5.3.2 Ohio Means Jobs 56
5.4 Great Oaks Education Foundation 56
5.5 Services for Adult Students with Disabilities 56
5.6 Voter Registration 56
5.7 Constitution Day 57
Section VI – Academic Policies 58
6.0 Admissions Policy 58

6.0.1 WorkKeys® Testing Exemptions: 58
6.0.2 Enrollment for applicants with special circumstances: 58
6.0.3 Admission Policy Exceptions 58
6.1 Credits for Previous Training 59
6.2 Program Transfers 59
6.3 Discounted Tuition- 59
6.4 Home School Students: 60
6.5 Foreign Diploma Requirements 60
6.6 Great Oaks Graduation Requirements 60
6.7 Minimum Attendance and Grade Requirements 61
6.8 Additional Attendance Policies for Police and Fire Academies 61
6.9 Excused Absence Policy 61
6.9.1 Career Technical Education Courses 61
6.9.2 Health Professions Academy (HPA) Courses, and Public Safety Services (PSS) Fire & Emergency Medical Rescue Academy, and Police Academy 61
6.10 Attendance Deductions 62
6.11 Make-Up Policy 62
6.12 Police Academy Make-up Policy 63
6.12.1 Purpose 63
6.12.2 Procedure 63
6.12.3 Discipline for Tardiness 64
6.13 Health Professions Academy Short Term Program Make-up Policy 64
6.14 Maximum Time Frame 65
6.15 Off-Campus Assignments 65
6.16 Leave of Absence Policy 65
6.17 Attendance Evaluation Intervals: 65
6.18 Attendance Probation and Administrative Withdrawal 66
6.19 Attendance Probation and Administrative Withdrawal Appeal 66
6.20 Qualitative Grading-SAP 66
6.20.1 Grading Scale - Letter Grade and Numerical Percent Equivalent 67
6.21 Official Review of Grades 67
6.22 Academic Probation 68
6.23 Special Grading Circumstances Remedial Courses 68
6.24 Completion/Graduation Rate 68
6.25 Retention Rate 69
6.26 Career Passports and Competencies 69
6.27 Great Oaks Warranty Program 69
6.28 Certificate of Completion 69
6.29 Health and Safety 69

6.30 Dress Code 70
6.31 Grievance Policy 71
6.32 Levels of Grievance Filing 71
6.33 Final Appeal 72
6.34 Parking 72
6.35 Lawful Searches of Adult student Property 73
6.36 Tobacco/Smoking 73
6.37 Copyright Protection 74
6.37.1 Use of Copyrighted Materials 74
6.37.2 Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws 74
6.38 Adult student Laptop or Chromebook Usage 74
6.38.1 Internet Access 75
6.38.2 Privilege 75
6.38.3 Acceptable Use 75
6.38.4 Access 76
6.38.5 Network Etiquette 76
6.38.6 Copyright or License Violations 77
6.38.7 Web Sites 77
6.38.8 Vandalism 78
6.38.9 Security 78
6.38.10 Service Disclaimer 78
6.38.11 Violations of This Policy 78
6.38.12 Changes 79
6.39 Use of Artificial Intelligence 79
6.40 Adult student Picture-ID Badges 80
6.40.1 Proximity Badge Use 80
6.40.2 Proximity Badge Policies 81
6.40.3 Proximity Badge Guidelines 81
6.41 Campus Closure -Inclement Weather, Power or Water Outages 81
6.42 Instructor Absence Notification-Full Time Career Tech Programs 82
Section VII - Short-Term Career Training Program Course Descriptions 83
7.0 Emergency Medical Technician Basic 83
Program Length/Days/Times/Dates: 83
Tuition Information: 83
7.1 Fire Fighter II (FFI & II) 85
Program Length/Days/Times/Dates: 85
Tuition Information: 85
Program Information: 85

7.2 Patient Care Assistant Certificate Program 86
Program Length/Days/Times/Dates: 86
Tuition Information: 87
Program Information: 87
7.3 Certified Nurse Assistant/State Tested Nursing Assistant 88
Program Length/Days/Times/Dates: 88
Tuition Information: 89
Program Information: 89
Section VIII - Full-Term Career Training Programs Course Descriptions 91
8.0 Automotive Service Technology 91
Program Length/Days/Times/Dates: 91
Tuition Information: 91
Program Information: 91
8.1 Construction Technologies 93
Program Length/Days/Times/Dates: 93
Tuition Information: 93
Program Information: 93
8.2 Fire & Emergency Medical Rescue Academy 95
Program Length/Days/Times/Dates: 95
Tuition Information: 95
Program Information: 95
8.3 Great Oaks OTC Adult Practical Nursing Program 97
Program Length/Days/Times/Dates: 97
Tuition Information: 97
Program Information: 97
8.4 Heating/Ventilating, & Air Conditioning 99
Program Length/Days/Times/Dates: 99
Tuition Information: 99
Program Information: 99
8.5 Heavy Equipment Operations & Engineering 101
Program Length/Days/Times/Dates: 101
Tuition Information: 101
Program Information 101
8.6 Manufacturing Engineering Technology 103
Program Length/Days/Times/Dates: 103
Tuition Information: 103
Program Information: 103
8.7 Police Academy 105

Program Length/Days/Times/Dates: 105
Tuition Information: 105
Program Information: 105
8.8 Welding Technician 107
Certificate Program 107
Program Length/Days/Times/Dates: 107
Tuition Information: 107
Program Information: 107
Appendix A - Staff Education and Area of Focus 109

Section I - Institutional Information



1.0 Handbook Purpose

This handbook was created to provide Great Oaks Career Campuses students with specific information concerning major policies, procedures, disclosures and regulations.

Note: Where possible and as they apply, the policies contained herein reflect those adopted by Great Oaks Board of Directors. While every effort is made to present the information accurately, policies are periodically updated in response to changes in the law and other circumstances. Questions regarding this handbook should be directed to the Adult Workforce Director or Adult Workforce Supervisor. For all current policies adopted by the Board of Directors, please reference https://go.boarddocs.com/oh/goitcd/Board.nsf/Public. This handbook was approved by the Great Oaks Board of Directors on XX.

1.1 About Great Oaks

Residing in southwest Ohio since 1970, Great Oaks remains one of the largest career and technical education districts in the United States. As an organization, it has serviced individuals, business, industry, labor, and communities by providing career, workforce, and economic development services. Buildings residing on all four of Great Oaks' Campuses are continually undergoing updates and remodeling. This model of continuous improvement provides adult students with an up-to-date and safe learning environment. Additionally, Great Oaks classrooms and laboratories are continually updated with the latest industry-related technology and equipment. Great Oaks' programs are reviewed on a five-year cycle to ensure that adult students receive training on industry-appropriate information and equipment. Regularly occurring Occupational Advisory Committee meetings provide necessary oversight to ensure that Great Oaks remains abreast of current trends in industry.

1.2 Additional Information about Great Oaks

The best source of information for an applicant or adult student is in this handbook. If there are still unanswered questions, please feel free to contact the Career Planning Specialist, Financial Aid Office, Adult Workforce Supervisor or Director.

1.3 Great Oaks Purpose Statement

We are Great Oaks - The first choice in providing innovative career training to empower individuals and communities.

1.4 Great Oaks Core Values

Honesty, Trust, Respect, Quality, and Equity

1.5 Great Oaks District Goals

All associates work together to:

- Prepare and support all learners to successfully enter, compete and advance in their educational and career paths.
- Create an environment and provide resources that meet the evolving needs of learners, industry and our communities.

1.6 Equal Education Opportunity

Board Policy 2260 Nondiscrimination and Access to Equal Opportunity

Great Oaks Career Campuses provides an equal educational opportunity for all adult students. Any person who believes that they have been discriminated against based on their race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the Adult Workforce Director or Adult Workforce Supervisor. Complaints will be investigated in accordance with the procedures in this handbook. Any adult student making a complaint or participating in a school investigation will be protected from retaliation.

Great Oaks does not discriminate, in violation of federal or state law, based on race, color, national origin, ancestry, religion, sex, age, or disability in admission to, access to, or receiving benefits from any service, program, or activity sponsored by Great Oaks pursuant to Board Policy 2260 Nondiscrimination and Access to Equal Opportunity. Inquiries or complaints regarding compliance with this policy or the nondiscrimination requirements of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, or Title IX of the Education Amendments of 1972 should be directed to the Adult Workforce Director

Complaints involving alleged harassment or discrimination based on race, color, national origin, ancestry, religion, sex, age, or disability should be reported using the procedures developed pursuant to Board Policy 5517. In addition, a complainant has a right to file a formal complaint with the Office for Civil Rights.

The typical classroom is designed for twenty-four adult students. Ultimately, the class size is determined by the respective program and the laboratory provided for that program. Accommodations for class size is made accordingly. Great Oaks post-secondary programs follow "RULES OF THE OHIO STATE BOARD OF EDUCATION, CHAPTER 0520-1-3, and MINIMUM REQUIREMENTS FOR THE APPROVAL OF PUBLIC SCHOOLS". Adult Education, although not mandated to, follows those guidelines.

1.7 Approvals and Accreditations

All Short-Term and Full-Time Career Training Programs offered at Great Oaks are approved and operated in accordance and compliance with the Ohio Department of Higher Education (ODHE).

Great Oaks is accredited by the Council on Occupational Education (COE) 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. www.council.org. 770-396-3898. The COE is a national accrediting agency of higher education institutions recognized by the U.S. Department of Education. COE was created in 1971 as part of the Southern Association of Colleges and Schools and became independent in 1995.

1.8 Short-Term Career Training Programs

Certified Nurse Aide (CNA)
Approved by ODHE and the Ohio Department of Health. Accredited by COE.

Emergency Medical Technician-Basic
Approved by ODHE. Accredited by COE and the Ohio Department of Public Safety. Successful completion results in an Ohio EMT license to practice and certification by the National Registry of EMTs (Emergency Medical Technicians).

Firefighter II (FF1 & II)
Approved by ODHE. Chartered by the Ohio Department of Public Safety. Accredited by COE and the National Board on Fire Service Professional Qualifications (Pro Board).

Patient Care Assistant
Approved by ODHE. Accredited by COE.

See Section VI for full program details.

1.9 Full-Time Career Training Programs

Automotive Service Technology
Approved by ODHE. Accredited by COE.

Construction Technologies
Approved by ODHE. Accredited by COE and National Center for Construction Education and Research (NCCER).

Fire & Emergency Medical Rescue Academy
Approved by ODHE. Accredited by COE.
Firefighter I/II and Hazard Recognition Officer (HRO): Chartered by Ohio Department of Public Safety
EMT: Accredited by Ohio Department of Public Safety
Firefighter I/II, Hazardous Materials Operations and Technician, Rope Rescue Operations, Confined Space Rescue operations, Vehicle Rescue Technician, Pumper Driver/Operator, Inspector I: Accredited by the National Board on Fire Service Professional Qualifications (Pro Board).

Heating/Ventilating, & Air Conditioning
Approved by ODHE. Accredited by COE and Partnership for Air-conditioning, Heating and Refrigeration Accreditation (PAHRA).

Heavy Equipment Operations & Engineering
Approved by ODHE. Accredited by COE.

Manufacturing Engineering Technology
Approved by ODHE. Accredited by COE.

Police Academy
Approved by ODHE. Accredited by COE and Ohio Peace Officers Training Academy (OPOTA).

Great Oaks OTC Adult Practical Nursing Program
Approved by ODHE and the Ohio Board of Nursing. Accredited by COE.

Welding Technician
Approved by ODHE. Accredited by COE.
See Section VII for full program details.

1.10 Adult Workforce Development Staff Directory

NAME	LOCATION	Position	EMAIL	PHONE
Ancona, Julia	AWD Office	Health Professions Coordinator	anconaj@greatoaks.com	513-612-6301
Beamon, Debbie	AWD Office	AWD Secretary	beamond@greatoaks.com	513-771-8881
Benning, Kerrie	Aspire Bldg.	Aspire Program Coordinator	benningk@greatoaks.com	513-612-5772
Benson, Stephanie	AWD Office	LPN Administrator	benson.stephanie@greatoaks.com	513-612-3606
Burck, Mike	AWD Office	Adult Workforce Supervisor	burckm@greatoaks.com	513-612-5853
Connelly, Maggi	AWD Office	Registrar	Margaret.connelly1@greatoaks.com	513-612-7066
Dooley, Katie	AWD Office	Adult student Services & Finance Manager	dooley.katie@greatoaks.com	513-612-3657
Dye, Ed	Public Safety Bldg.	Assistant Range Master	dyeee@greatoaks.com	513-612-5884
Fox, Kevin	AWD Office	Instructor (CNC Mfg.)	foxk@greatoaks.com	512-612-4932
Hubbell, James	Public Safety Bldg.	Police Academy Commander	Hubbellj@greatoaks.com	513-612-3675
Gillenwater, Richard	AWD Office	Instructor (HVAC)	gillenwr@greatoaks.com	513-612-5768
Gulat, Brian	Public Safety Bldg.	Coordinator Public Safety	gulatb@greatoaks.com	513-612-5723
Hakel, Susan	AWD Office	Director of AWD/Chief Administrator	hakels@greatoaks.com	513-612-3612
Hudson, Melinda	AWD Office	Testing center proctor	Hudson.melinda@greatoaks.com	513-612-5861
Jackson, Sandi	Public Safety Bldg.	Administrative Assistant	jacksonc@greatoaks.com	513-612-5800
Jensen, Chad	AWD Office	Welding Instructor	JensenC@greatoaks.com	
Johnson, Vernocia	AWD Office	Adult Workforce Supervisor/Accreditation Liaison	johnsonv@greatoaks.com	513-612-7019
Maundrell, Molly	AWD Office	Career Specialist	maundrem@greatoaks.com	513-612-5790
Proctor, Milt	Public Safety Bldg.	Range Master	proctorme@greatoaks.com	513-612-5796
Runk, Mark	AWD Office	Instructor (Heavy Equipment)	runkm@greatoaks.com	513-612-4997
Malone, Necoal	AWD Office	Administrative Assistant	malonen@greatoaks.com	513-612-5705

Smith, Rick	AWD Office	Motorcycle Coordinator	smithr@greatoaks.com	513-612-5733
Taylor, Sarah	AWD Office	Career Readiness Specialist		
Thompson, Vicky	AWD Office	Career Pathways Coordinator	Thompson.Vicky@greatoaks.com	513-612-6302
Thurston, Teresa	AWD Office	AWD Secretary	thurstota@greatoaks.com	513-612-5773
Tomlin, Jonathan	Laurel Oaks	Instructor (Aviation)	Tomlinj@greatoaks.com	937-655-5483
Wendt, Jeff	AWD Office	Instructor (Construction)	wendtj@greatoaks.com	513-612-5719
Werning, Matthew	AWD Office	Instructor (Auto Service)	werningm@greatoaks.com	513-612-5812
Young, Kathryn	AWD Office	Financial Aid-Assistant	Young.Kathryn@greatoaks.com	513-612-5841
Hubbell, James	Public Safety Bldg.	Police Academy Commander	Hubbellj@greatoaks.com	~~513-612-3670~~

Section II Adult Student Code of Conduct

2.0 Adult Student Code of Conduct

Board Policy 5500

Adult students are expected to conduct themselves professionally. If an adult student's conduct is disruptive to the educational process or destructive to property, in either the classroom, laboratory, or clinical area, it will be necessary to take corrective action. Instructors have the right to define the level of expected behavior and other policies for their individual programs.

Adult students will receive a written warning if an instructor/staff member must point out a behavioral issue more than ONCE. If the adult student does not demonstrate improvement, a meeting will be held which could result in a suspension or administrative withdrawal from the program.

2.0.1 Unacceptable Behavior

An adult student admitted to Great Oaks accepts the responsibility to conform to all Great Oaks rules and regulations. Repeated displays of unacceptable behaviors as outlined in this section will justify appropriate disciplinary sanctions, including administrative withdrawal, suspension, disciplinary probation or reprimand.

- Disruption – an adult student shall not by use of violence, fighting, force, coercion, threat, harassment, unnecessary noise or talking, or other behavior deemed undesirable, cause disruption or obstruction to the educational process.
- Possession, use or action under the influence of narcotics, alcohol, inhalants, drug paraphernalia, etc.
- Possession, use, or action under the influence of Marijuana or its derivatives (THC), whether or not it was lawfully purchased for medical or recreational uses, in any manner or form. This prohibition includes but is not limited to the following products which contain marijuana or THC:
    - Flower (plant)
    - Edibles, ingestible foods, candies, jells, gums
    - Tinctures, topicals or creams
    - Concentrates (consumed by any method); and/or beverages.
- Possession, use, or action under the influence of any substance whether purchased or possessed legally or illegally that alters a person's behavior and/or actions in such a manner as to compromise their ability to operate tools, machines, vehicles, or equipment in a safe manner while participating in school sponsored events or activities. This includes prescription medications that alter a person's behavior or actions, regardless of whether they are used in accordance with a medical provider's prescription.
- Insubordination – an adult student shall not disregard or refuse to obey directions or instructions given by school staff during any period of time when the adult student is properly under the authority of school staff
- Violating the smoking policy, nicotine use, including vaping and all other electronic cigarettes and similar devices.
- Any violation of criminal law, regardless of whether charges are filed

- Violation of the Network User agreement including the misuse of Artificial Intelligence.
- Reckless operation of a motor vehicle in the school parking lots
- Use of obscene/profane language, symbols or gestures
- Violation of classroom cell phone policy
- Socializing with high school students
- Damage of school/personal property
- Cheating/Falsification of information
- Possession of a weapon
- Theft
- Unwanted/unwelcome touching or physical contact
- Any form of sexual misconduct

If an adult student needs to take or make an emergency telephone call, please notify the instructor of the program before leaving class. Nonemergency calls should be made during a class break. If the front office staff receives a phone call for an adult student, a message will be delivered to the instructor, to be forwarded to the adult student. If the telephone call is an emergency (child sick at school, family emergency, etc.), the adult student's message will immediately be delivered to the classroom.

Consideration for all the use of words (written or verbal), symbols or gestures that are abusive, profane, vulgar, obscene or are considered hate speech and which, under the circumstances, disrupt normal school activities and are offensive in the school setting are prohibited. The symbols may not appear on school-related online accounts, virtual classroom accounts (including video conferencing backgrounds), vehicles, lockers, or equipment while on campus and/or while engaged in a school activity.

2.0.2 Prohibition of Bullying and Harassment

Board Policy 5517.01

Great Oaks is committed to providing a safe, positive, productive, and nurturing educational environment for all its adult students. Harassment, intimidation, or bullying toward an adult student, whether by other adult students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. Great Oaks will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

Harassment, intimidation, or bullying means:

a. Any intentional written, verbal, electronic, or physical act that an adult student or group of adult students exhibits toward another particular adult student(s) more than once. Those behaviors or actions cause mental and/or physical harm to the other adult student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other adult student(s);

-or-

b. Violence within a dating relationship

"Electronic act" means an act committed through the use of a cell telephone, computer, pager, personal communication device, or other electronic communication device. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact an adult

student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cell telephone, personal digital assistance (PDA), or wireless hand-held device) that an adult student(s) or a group of adult students exhibits toward another particular adult student(s) more than once and the behavior both causes mental and physical harm to the other adult student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other adult student(s).

Any adult student who believes that they have been or is the victim of aggressive behavior should immediately report the situation to the Adult Workforce Director or Adult Workforce Supervisor

Every adult student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward an adult student. Reports may be made to those identified above. All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Adult Workforce Director or Adult Workforce Supervisor believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Adult Workforce Director or Adult Workforce Supervisor will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers. Such notifications shall lead to an investigation that will occur in accordance with the procedures set forth in Board Policy 5517 Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of creating hardship, discipline or adversity for others is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated below. See section 2.3.4.

If an adult student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, it should be reported to allow the administration to determine the appropriate course of action.

2.0.3 Due Process Rights

Board policy 5611

Adult students are expected to follow all school policies. Adult students should attempt to resolve all issues at the lowest possible level starting with the instructor. If an adult student is found in violation of the adult student Code of Conduct, the adult student has the right to present their side of the issue in an informal hearing with the Adult Workforce Director or designee. A request for an informal hearing must be submitted in writing to the Adult Workforce Director.

2.0.4 Consequences for Violation

Violation of the school's rules, policies, and regulations may be a cause for administrative withdrawal from the school and participation in Great Oaks activities. A record of administrative withdrawal will be maintained with in the in the adult student's academic and financial records

Instructors/administrators may be involved in assigning alternative discipline to an adult student for violations of policies outlined in this handbook. Alternative discipline may include but is not limited to suspension. Repeated violations may result in a recommendation for administrative withdrawal.

2.1 Grounds for Suspension, Administrative withdrawal, Emergency Removal or Other Disciplinary Action

Violation on the part of an adult student of any one or more of the following rules shall constitute misconduct and may result in suspension, administrative withdrawal, emergency removal, or other discipline of an adult student. The adult student Code of Conduct is applicable while school is in session, at school sponsored activities or events whether on or off school premises, on school premises whether or not school is in session, in any vehicle whose use is controlled, organized, or arranged by the school, or at any time the adult student is subject to the authority of the Board of Directors. The offenses listed below include suggested discipline.
However, the suggested discipline guidelines are not, in any way whatsoever, binding on school district staff assigning discipline to an adult student for violations of the Code of Conduct. An adult student may, at any time, for any violation of the Code of Conduct, be suspended, removed, and/or withdrawn from school, and/or be subject to other disciplinary action or referral to law enforcement or other officials.

2.1.1 Immediate and Permanent Administrative withdrawal from the Program

Adult students committing any offense in this section will be immediately withdrawn from the program and will not be permitted to return or re-take courses at Great Oaks Career Campuses.

An adult student who brings a firearm to school or on to property owned or controlled by the Board of Directors while school is in session; to school sponsored activities or events whether on or off school premises; on school premises whether or not school is in session; in any vehicle whose use is controlled or organized or arranged by the school; or at any time when the adult

student is subject to the authority of the Board of Education or school staff, shall be expelled from school for one calendar-year.

The President/CEO may reduce, on a case-by-case basis, circumstances subject to the provisions of federal and state law related to the education of handicapped adult students or when the President/CEO, in his/her sole discretion, determines that the interest of the expelled adult student is served and the interest of other adult students, staff members, and other members of the school community are not disproportionately disserved by such a reduction. This provision does not in any way prevent school officials from pursuing the permanent exclusion of an adult student pursuant to O.R.C. Section 3313.662.

A adult student who possesses a firearm or knife at a school or on any other property owned or controlled by the Board of Education, while school is in session; at school sponsored activities; on school premises; off school premises at any school sponsored activity or event; in any vehicle whose use is controlled or organized by the school; or at any time when the adult student is subject to the authority of the Board of Education or school staff, may be expelled from school for a period up to one calendar year. This provision does not in any way prevent school officials from pursuing the permanent exclusion of a adult student pursuant to O.R.C. Section 3313.662.

An adult student who makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat may be expelled for one calendar year. This provision does not in any way prevent school officials from pursuing the permanent exclusion of an adult student pursuant to O.R.C. Section 3313.662.

An adult student who commits an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons as defined in O.R.C. Section 2901.01 (A) (6) while the adult student is at school, on any other property owned or controlled by the Board of Directors, or at an interscholastic competition, an extracurricular event, or any other school program or activity may be expelled for one calendar year. This provision does not in any way prevent school officials from pursuing the permanent exclusion of an adult student pursuant to O.R.C. Section 3313.662. Legal References: ORC (Ohio Revised Code) 3313.66, 3313.661

1. Alcoholic Beverages and/or Drugs
   An adult student shall not possess, use, sell, offer to sell, conceal, transmit, give attempt to purchase, or be under the influence of any alcoholic beverage or illegal or illegally used drug including steroids, counterfeit (look-alike) drugs, or controlled substances or otherwise violate Board Policy 5530 Use of Medications.

2. Drug Prevention. "Possession" includes, but is not limited to, retention on the adult student's person or in a purse, backpack, wallet, locker, desk, or vehicle. An adult student shall not possess, use, sell, offer to sell, conceal, or transmit any drug-related paraphernalia. A adult student shall not have the odor of illegal toxins, such as alcohol, marijuana etc. on or about their person. It is not a violation of the Code of Conduct if a substance is used for medical purposes in accordance with directions for use, in accordance with a valid prescription (if the substance is a

prescription drug), and in accordance with Board Policy 5330 Use of Medications. Such a validly used/possessed substance must be (1) if a prescription drug, authorized by a medical prescription by an authorized healthcare professional and kept in the original container, which shall state the adult student's name and directions for use and expiration date; or (2) if an over-the-counter drug, kept in the original container, which shall state directions for use.

3. Arson/Unauthorized Use of Fire
   An adult student shall not cause or attempt to cause any flame, spark or other form of fire to be ignited without the authorization to do so.

4. Assault
   An adult student shall not cause, attempt to cause, or threaten to cause physical injury to any person.

5. Dangerous Weapons
   - An adult student shall not possess, transport, transmit, conceal or attempt to possess, transport, transmit, or conceal a dangerous weapon, firearm, knife, fireworks, explosive ordnance or dangerous instrument, or "look-alike" counterfeit weapon, firearm, knife, ordnance, or dangerous instrument. "Look-alike"(remove space after Look) weapons, firearms, knives, fireworks, explosive ordnance, or instruments include, but are not limited to, any object a reasonable person might consider under the circumstances a dangerous weapon, firearm, knife, fireworks, explosive ordnance or dangerous instrument.
   - As used herein, "firearm" shall be defined as in 18 USC section 921 and shall include, but not be limited to, any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device as defined in 18 USC section 921 et seq. The definition of destructive device includes, but is not limited to, (1) any explosive, incendiary, or poisonous gas including, but not limited to, a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or a device similar to any of the devices described herein or (2) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled.
   - As used herein, "knife" shall be defined as any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing; this definition shall include, but is not limited to, straight razors, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.
   - Nothing in this provision is intended to, nor shall it, preclude the President/CEO from suspending, expelling or removing an adult student in accordance with Ohio law for otherwise possessing,

transmitting, or concealing a weapon, explosive ordnance, or other dangerous instrument that is not as just defined herein.

6. False Alarms/Inducing Panic
No adult student shall induce panic, cause the evacuation of any school building or otherwise cause serious public inconvenience or alarm by: Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that such a report or warning is false. Examples include, but are not limited to, pulling a fire alarm when the adult student knows there is no fire or making a bomb threat when the adult student knows that there is no bomb, or making a false "hit list." Threatening to commit an offense of violence, as that term is defined in O.R.C. Section 2901.01 (A) (9). Examples include, but are not limited to, threatening to kill, assault, kidnap, rape, or rob someone, to commit extortion, to provoke a riot, to commit arson, or to discharge a firearm at or into a school. Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm. For purposes of this policy, reckless disregard means disregarding a known risk that the adult student's conduct is likely to cause serious public inconvenience or alarm and being heedlessly indifferent to the effects on others of the action taken by the adult student. Under Ohio law, any person who "induces panic" is guilty of a felony, regardless of whether anyone is hurt, or their school suffers economic harm.

7. Indecent Exposure
An adult student shall not expose their person in an indecent manner or engage in any act of public indecency prohibited by O.R.C. Section 2907.09

8.Unauthorized Entry
An adult student shall not enter a closed or restricted school building, school vehicle, or other Board owned or leased property that has been locked or otherwise secured or prohibited from adult student use or access without administrative or staff approval.

2.1.2 Suspension with Possible Recommendation for Administrative withdrawal

Adult students committing any offense in this section may be suspended from school for one to ten days. Serious and/or repeated violations may result in a recommendation for administrative withdrawal from school.

1. Abuse of Computer Hardware, Software, and/or Internet
An adult student shall not abuse the school district's hardware or software including, but not limited to, the following: tampering with computers or computer programs (whether such programs are commercially prepared or belong to another adult student or faculty member); using equipment to make unauthorized or illegal duplicate copies of computer software; damaging or destroying computers, computer hardware or software; or using computer phone or computer mail network facilities of the school district for

purposes unrelated to the instructional program of Great Oaks unless written permission from the President/CEO or the President/CEO's designee has been obtained. An adult student shall not use the Internet or computer in violation of any policies or rules established for internet use.

Adult students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Adult student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.).

2. Defiance/Insubordination
   An adult student shall not disregard or refuse to obey reasonable requests or directions given to the adult student by school staff. An adult student shall not refuse to identify themselves when asked.

3. Destruction to Private Property
   An adult student shall not knowingly or with reckless disregard cause or attempt to cause damage to private property.

4. Destruction of School Property
   An adult student shall not knowingly or with reckless disregard cause or attempt to cause damage to or deface school property including, but not limited to, buildings, grounds, equipment, materials, or computers or other technology. In accordance with state law, parent(s) may be liable for payment for the cost to repair or replace any such property damage caused by the acts of their children.

5. Use of Profane, Vulgar or Abusive Language or Gestures Toward Staff
   An adult student shall not direct toward Great Oaks staff profane, vulgar, abusive, obscene, or other words or gestures which, under the circumstances, are offensive to the sensibilities of ordinary people in the school district community or which disrupt normal school activities. An adult student shall not direct toward Great Oaks staff any derogatory words or gestures. Such prohibitions include, but are not limited to, the use of computers or other technology or communications.

6. Disruption of Educational Environment
   An adult student shall not knowingly or with reckless disregard act or urge other adult students or persons to act in such a way as to cause by use of violence, force, noise, threat, intimidation, fear, passive resistance, or any other conduct, the substantial and material disruption or obstruction of any lawful mission, process, or function of the educational process of the school district including, but not limited to, curricular and extracurricular activities or the normal operation of the school.

7. Disruptive Demonstration

An adult student shall not participate in demonstrations or other similar behavior that has the effect of disrupting the educational process or safety of adult students or others.

8. Endangering the Health and Safety of Others
   No adult student shall purposefully expose adult students or staff to unsafe conditions.

9. Extortion
   An adult student shall not gain or attempt to gain any money or thing of value from any person unless both parties agree freely and without the presence of an implied or expressed threat.

10. Failing to Follow Directions in an Emergency
    An adult student shall not refuse or fail to follow directives of safety or law authorities or staff or school district staff evacuation of any school building or property at the time of an alarm.

11. Failure to Serve Detention, Evening School or Alternative School Assignments
    An adult student shall not fail to serve detention, evening school or alternative school assignments.

12. Fighting
    An adult student shall not engage in physically hostile bodily contact with another person.

13. Frightening or Intimidating Acts
    An adult student shall not engage in any act or conduct which, under the circumstances a reasonable person would believe does or is intended to frighten or intimidate the person toward whom the act or conduct is directed. Adult students are expected to be tolerant of individual differences. An adult student shall not knowingly or with reckless disregard engage in any act or conduct which causes another person to reasonably believe that such adult student will cause physical harm to the person or property of such another person.

14. Harassment, Bullying, Intimidation, Dating Violence or Other Degrading, Disgraceful,
    Discriminating and/or Racist Acts

    - An adult student shall not harass, bully, intimidate, degrade, disgrace, disparage, incite, provoke, threaten, or discriminate against any other adult student or school staff or any other person or otherwise disrupt the school environment. An adult student shall not commit dating violence.

    - For this purpose, harassment, intimidation, or bullying also includes, but is not limited to, the possession of or the taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or other means

(commonly called texting, emailing, sexting, etc.) Any adult student possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under the code of conduct and may be reported to the appropriate law enforcement agencies.

15. Harassment is defined as aggressive pressure or intimidation that:
    - Causes or intends to cause mental or physical harm to another person that is sufficiently severe, persistent, or pervasive that it creates a hostile, intimidating, threatening, offensive, or abusive educational environment.
    - Causes or intends to cause another person to be reasonably placed in fear of their personal safety.
    - Causes or intends to cause a material disruption of the educational process.
    - Unreasonably interferes with an adult student's curricular, co-curricular, or extracurricular performance; or
    - Otherwise adversely and unreasonably impacts upon an adult student's educational opportunities.
    - Any of the foregoing that is conducted by means of an electronic device including but not limited to a cell phone, computer, pager, or other electronic device.

16. Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the people involved.

17. Hazing
    An adult student shall not encourage, promote, engage in, or subject any other adult students to abusive or ridiculous activities or harass any other adult student with unnecessary or disagreeable tasks.

18. Records
    An adult student shall not alter, destroy, or falsify any school record, form, or other school data. An adult student shall not remove any school record from its official place of deposit.

19. Search
    No adult student shall refuse, impede, hinder, obstruct, or otherwise interfere with any search authorized by law enforcement and/or school officials.

20. Sexual Harassment
    No adult student shall engage in any sexual harassment or otherwise violate Board Policy 5517 Anti-harassment. Prohibited sexual harassment includes by way of example, but is not limited to: unwelcome sexual advances and requests for sexual favors, solicitation of sexual activity, displaying sexually suggestive objects, making sexual remarks or gestures, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a

person's body or clothing, touching a person, blocking their exit or assaulting a person, or other verbal, nonverbal, or physical conduct of a sexual nature which the offender knows or should know is offensive to the listener or observer. An adult student shall not wear or possess clothing, jewelry, personal possessions, publications or other items or materials, which are sexually suggestive.

21. Sexual Misconduct
    No adult student shall engage in any sexual conduct or sexual contact.

22. Stealing
    An adult student shall not take nor receive or attempt to take or receive into their possession property of the school district or property of another adult student, instructor, visitor or staff of the school district without consent of the owner to do so.

23. Unauthorized Touching or Hitting
    An adult student shall not engage in any unwanted or unwelcome touching, hitting, or physical contact with another person.

2.1.3 Alternate Disciplinary Actions with Possible Suspension

Instructors/administrators may be involved in assigning alternative discipline to an adult student for violations mentioned in this section. Alternative discipline may include but is not limited to;

Adult students committing any offense in Section II may be suspended from school. Repeated violations may result in a recommendation for administrative withdrawal from school.

1. Absence, Class Cutting, Tardiness, Truancy
   An adult student shall not be late, absent from school, or fail to comply with attendance policies for all or any portion of a scheduled class time, or any assigned class, or activity without proper authorization.

2. Cheating
   An adult student shall not obtain by fraudulent, dishonest or deceptive means and use as their own (or provide to another adult student) the work, work product, questions on or answers to examinations, or any like matters or violate the reasonable requirements of an instructor with respect to the conduct and taking of examinations or the completion of other course assignments. This includes the misuse of Artificial Intelligence in the completion of schoolwork.

3. Disrupting Class or Educational Environment
   An adult student shall not behave in a way that interferes or disrupts or attempts to interfere or disrupt any curricular or extracurricular activity or the normal operation of the school.

4. Distribution or Sale of Unauthorized Materials
   An adult student shall not sell, distribute or attempt to sell or distribute any material, object or substance which has not been properly authorized by the President/CEO, Adult Workforce Director, or their

designee for sale or distribution to any person on school premises. This includes, but is not limited to, pamphlets, leaflets, buttons,

5. Dress and Expression
   An adult student shall not violate Board Policy 5511- Dress and Grooming

6. Tobacco or Non-Tobacco Products
   An adult student shall not smoke, use, or possess tobacco; tobacco products; other plant products (such as clove cigarettes); synthetic tobacco products, nicotine delivery products, including e-cigarettes (electronic cigarettes) and vaporizers of any kind; or any other substance that may be used for smoking, vaporizing or otherwise to consume tobacco or deliver nicotine to the body and lookalike products which may not actually contain tobacco or nicotine. This applies to school property and school events both on and off school property.

7. Electronic Devices
   During class time, adult students are not permitted to use personal electronic devices of any kind without receiving specific permission from the classroom instructor. Adult students are not permitted to use personal electronic devices to make audio or video recordings of any kind while on school property without permission from the classroom instructors.

8. Gambling
   An adult student shall not engage in any form of gambling.

9. Misrepresentation, Forgery and Plagiarism
   An adult student shall not, orally or in writing, use or sign the name of another person or falsify times, dates, grades, addresses or other data on school records, in correspondence, or in other written material directed to the school or school staff. An adult student shall not use the written work of any other person or parts or passages of such other person's writings, or the ideas of such other person and hold them out as or represent them to be the product of their own mind. An adult student shall not give or assist in giving false or fictitious information to any police department, fire department, school official or other person acting in an official and lawful capacity.

10. Profane, Vulgar or Abusive Language or Gestures
    An adult student shall not use profane, vulgar, abusive, obscene, or other words or gestures which, under the circumstances, are offensive to the sensibilities of ordinary people in the school district community or which disrupt normal school activities. Such prohibitions include, but are not limited to, the use of computers or other technology or communications.

11. Adult student Automobiles/Parking Lot
    An adult student shall not violate Board Policy 5515 Use of Motor Vehicles and shall operate any vehicle safely in accordance with all applicable laws, rules, regulations and staff directions. Adult students are

not permitted to be in the parking lot other than scheduled class times without approval of a building administrator or designee.

12. Transportation/Buses
    An adult student shall not violate any policies or rules established for adult student conduct on Great Oaks school buses or school transportation. The entire adult student code of conduct applies to any school or school-arranged or related transportation.

13. Unauthorized Locations
    Adult students are not permitted to be in any area for which they are not scheduled or are permitted to be in, without the permission of school authorities.

14. Fraternizing with high school students
    Adult education adult students are not to socialize or interact with high school students under any circumstances or for any reason.

2.1.4 Other Code of Conduct Violations

Adult students committing any offense listed in this section are subject to suspension, administrative withdrawal, or any other discipline.

1. Aiding and Abetting
   An adult student shall not, in any way, aid or abet another adult student or person in violating the Code of Conduct. An adult student who commits this offense will be disciplined according to the consequences given for the code of conduct offense that was violated by the other adult student.

2. Other Conduct
   In recognition that any list of prohibited conduct cannot, with specificity, encompass every conceivable action which may properly be subject to discipline, the President/CEO or Adult Workforce director shall have the authority to suspend or expel an adult student for conduct not specifically set forth herein and which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property. An adult student may be suspended, expelled, or otherwise disciplined for the violation of rules in the adult student handbook, or of any class or department.

3. Repeated Violations
   An adult student shall not have repeated violations of any offense in the Adult Student Code of Conduct.

4. Violation of Law
   An adult student shall not violate any law or ordinance.

2.1.5 Permanent Exclusion

1. Acts Subject to Permanent Exclusion
   An adult student shall not participate in any of the acts prohibited in Board Policy 5610.01
2. Permanent Exclusion of Nondisabled Adult students. An adult student, in addition to suspension, administrative withdrawal, and/or emergency removal, may be subject to permanent exclusion from school for the following acts pursuant to O.R.C. 3313.662:
3. Illegal conveyance or possession of deadly weapons or dangerous ordinance on school premises, in violation of R.C. 2923.122.
4. Carrying or being in possession of concealed weapons on school property or at a school activity in violation of R.C. 2923.12.
5. Selling or offering to sell or possessing a controlled substance in violation of R.C. 2925.03 (A) (1),
   (4), (5), (6), (7), (9), or (10) on school property or at a school activity.
6. Committing one of the following on school property or at a school function: aggravated murder in violation of R.C. 2903.01, murder in violation of R.C. 2903.02, voluntary manslaughter in violation of R.C. 2903.03, involuntary manslaughter in violation of R.C. 2903.04, felonious assault in violation of R.C. 2903.11, aggravated assault in violation of R.C. 2903.12, rape in violation of R.C.
   2907.02, or gross sexual imposition in violation of R.C. 2907.05; and
7. Complicity in any of the above-described violations regardless of whether the act of complicity was committed on school property or at a school activity. Complicity is defined as soliciting or procuring another to commit an offense; aiding, abetting or encouraging another to commit an offense; conspiring or agreeing with another to commit an offense; or causing an innocent or irresponsible person to commit an offense.

2.2 Care of Equipment

Adult students are required to show appreciation of and respect for property, including all equipment, supplies and furnishings in the school campus complex as well as that of their own and other adult students' property.

General housekeeping chores are required of all adult students including disposal of wastepaper and trash into proper receptacles, keeping work areas free of dirt and litter and, in general, keeping the classrooms, laboratories, restrooms, cafeteria, halls and grounds clean, attractive and safe. Adult students who destroy property or school furnishings and equipment will be held responsible for its immediate repair or replacement. Fines up to $10,000 plus additional costs may be levied against adult students responsible for malicious destruction of property pursuant to O.R.C. 3109.09

2.3 Loitering

Loitering about the campus buildings and parking lots is not permitted outside of the scheduled class time. Adult students who arrive early or stay late must be in a designated area. Any adult student or staff who observes someone loitering on campus should report them to the office. Adult students who loiter in on-campus parking areas may be asked to leave the premises.

Section III - Campus Safety



3.0 Campus Security Policies

All adult students are informed of campus security procedures during orientation. Campus security policies and procedures can be found at https://go.boarddocs.com/oh/goitcd/Board.nsf/Public. Staff members are briefed on campus security policies and procedures when hired and regularly through Great Oaks communications. Staff members and adult students are encouraged to be responsible for their own safety and the security of those around them by carefully reading the campus security procedures and reporting any incidents when they occur. Campus emergency procedures can be found throughout the campus in classrooms and meeting spaces.

3.0.1 Reporting of Criminal Incidents

Great Oaks strives to provide safe and secure campuses for all adult students and staff members. All adult students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All adult students should report any knowledge of a criminal or suspicious nature to their instructor, Adult Workforce Supervisor or Director. Staff members report similar knowledge to the Adult Workforce Supervisor or Director. The Campus Administration shall then take appropriate action based upon the information given by the adult student or staff member and when deemed appropriate, local law enforcement will also be notified.

3.0.2 Safe School Hotline 844-SaferOH (844-723-3764)

Any adult student or parent can anonymously report anything that is suspicious or endangering them, their friends, or school. Calls or texts to 844-SaferOH (844-723-3764) are answered by analysts in the Ohio Homeland Security's Threat Assessment and Prevention (TAP) Unit. When action is needed, the TAP Unit immediately forwards information to local school officials, local law enforcement agencies and others, if necessary.

3.0.3 Weapons

Board Policy 5772 Weapons

The Board of Directors prohibits adult students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapons" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordnances under State law.

Policy exceptions include items pre-approved by the Adult Workforce Supervisor as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation).

Adult students shall report any information concerning weapons and/or threats of violence by adult students, staff members, or visitors to the Adult Workforce Director. Failure to report such information may subject the adult student to disciplinary action.

This policy shall be implemented through the Code of Conduct/Adult student Discipline Code, Policy 5610, and Policy 5610.01, and through administrative guidelines. The President/CEO is authorized to establish instructional programs on the weapons and the requirement that adult students immediately report knowledge of weapons and threats of violence by adult students and/or staff to the Adult Workforce Director or Adult Workforce Supervisor. Failure to report such knowledge may subject the adult student to discipline.

The President/CEO will refer any adult student who violates this policy to the criminal justice or juvenile delinquency system. The adult student may also be subject to disciplinary action, up to and including administrative withdrawal.

This policy will be published annually in all Great Oaks adult student and staff handbooks. Publication is not a precondition to enforcement of this policy.

3.0.4 School Lockdown/Secure Facility

Board Policy 8400

Great Oaks follows best practices for responding to reports of active threats on campus or within the area of all campus facilities. Staff members are trained in active threat response and school Emergency Response procedures. Great Oaks regularly interacts with local public safety officials to enhance campus security and to ensure policies and procedures meet the needs of the safety and security of adult students and staff members. Lockdown procedures shall be followed by all adult students and staff members until an all-clear is announced.

3.0.5 Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998 (Clery Act)

Board Policy 2452

As a post-secondary school participating in Title IV financial aid programs, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act), requires the Board of Directors to publish an annual security report. The Clery report contains policies and statistical information of crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. The most recent report can be found at https://www.greatoaks.com/about/campus-security-report-clery-report.

Voluntary Confidential Reporting

Ohio Revised Code 2921.22 mandates that (unless information is privileged by a professional relationship) all persons must report crimes to law enforcement. Therefore, any reports that allege someone may have committed a felony crime will be promptly reported to law enforcement and District Administrators. Confidential reports should be directed to the Adult Education Director, who will be responsible for issuing a timely warning to the campus community and for capturing statistical data when appropriate. Great Oaks Career Campuses accepts confidential reports and will employ every effort to maintain the confidentiality of people witnessing or reporting crimes. However, if a Great Oaks staff member believes there is an immediate threat to personal or public safety, Great Oaks may be compelled to relay confidential information as appropriate to ensure the safety of all individuals.

Incident Reports and Investigations of Clery Act Crimes

Once an incident of worthy or investigation has been reported, the District will follow procedures set forth in Board Policy 5517. If a violation is substantiated, appropriate measures will be taken, including issuance of appropriate discipline of the perpetrator(s) and accommodations or protective measures for the victim(s).

3.0.6 Building Security Measures

All perimeter access doors on Great Oaks campuses are closed and locked. Main access doors are outfitted with callboxes. During normal business hours the callboxes can be utilized to alert an attendant who may grant access to a building. Unauthorized visitors and guests are strictly prohibited. All visitors and guests must check in at the Adult Workforce Development office. Proximity Badges may be provided to select staff and adult students. For additional information regarding proximity badge policy see section 5.44.3

Great Oaks utilizes closed circuit recording devices to monitor interior and exterior areas of all campus buildings. All activities taking place on Great Oaks campuses are subject to digital monitoring and video recording. All adult students and visitors are solely and wholly responsible for their personal items while on campus.

3.0.7 Preparedness for Toxic and Asbestos Hazards

Board Policy 8431

The school is concerned with the safety of adult students and attempts to comply with all federal and state laws and regulations to protect adult students

from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the school district's preparedness for Toxic Hazard and Asbestos Hazard Policy and Asbestos management plan is available for inspection at Great Oaks District Office upon request.

3.1 Substance Abuse Prevention

Board Policy 4170

3.1.1 Drug and Alcohol Use

Great Oaks strictly forbids the possession, use, or sale of any alcoholic beverages and/or illegal or controlled drugs on all campus grounds, including Marijuana/Tetrahydrocannabinol (THC). See section 2.5.1 for Marijuana/Tetrahydrocannabinol (THC) possession and use. Adult students and staff members should report any knowledge of such activities to their instructors, Adult Workforce Supervisor or Director. Any infraction is a cause for immediate suspension and possible administrative withdrawal. When appropriate, such infractions will also be reported to local law enforcement. Specific details of Great Oaks' drug policy are outlined in the campus drug free policy statement distributed annually to all staff and adult students under separate cover.
Great Oaks is unequivocally opposed to the misuse of lawful drugs and the possession and use of unlawful drugs. Pursuant to the requirements of the Drug-Free School and Community Act Amendments of 1989 (PL 101-226), Great Oaks has adopted and implemented drug and alcohol policies and programs designed to prevent drug and alcohol problems within the campus setting. The policies and programs are designed to identify problems at the earliest stage, motivate the affected individuals to seek help, and to direct the individual toward the best assistance available.

For information about Great Oaks' policy regarding tobacco/nicotine, see Section 5.41: Tobacco/Smoking.

3.1.2 Substance Abuse Prevention

Chemical dependence, or substance abuse, is recognized as a disease. The school's role is one of intervention, not treatment. The role of Great Oaks is to provide the necessary support to the adult student to assist an individual in the successful completion of the educational program.

- There are many negative side effects of substance abuse including:
- A weakened immune system, increasing the risk of illness and infection
- Heart conditions ranging from abnormal heart rates to heart attacks and collapsed veins and blood vessel infections from injected drugs
- Nausea and abdominal pain, which can also lead to changes in appetite and weight loss
- Increased strain on the liver, which puts the person at risk of significant liver damage or liver failure
- Seizures, stroke, mental confusion and brain damage
- Lung disease
- Problems with memory, attention and decision-making, which make daily living more difficult
- Global effects of drugs on the body, such as breast development in men and increases in body temperature, which can lead to other health problems

The Board of Directors is committed to maintaining a safe and drug-free environment on all the Great Oaks' campuses. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District staff, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of adult students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence. A copy of the Emergency Procedures and campus crisis plan is available in every classroom and instructors review the plan with each new class.

3.1.3 Sanctions for Violations

All Great Oaks adult students and staff members are expected to abide by the terms of the school's policies. An adult student and/or staff member found to be in possession or illegally using drugs and/or alcohol may be subject to appropriate sanctions. Such sanctions may include:

- Completion of an appropriate rehabilitation program
- Reprimand
- Probation
- Suspension
- Administrative withdrawal for adult students or termination of employment for staff members
- Referral for prosecution

In cases of civil or criminal action against a Great Oaks adult student, Great Oaks does reserve the right, for educational purposes, to review any action taken by authorities. Great Oaks may, at its discretion, introduce further sanctions if the adult student's conduct has interfered with Great Oaks exercising its educational objectives or responsibilities to its members.

The Great Oaks Adult Student Code of Conduct expressly prohibits the manufacture, distribution, sale, offer for sale, or possession of drugs or narcotics. Violation of this standard constitutes a "Code A" offense, and the adult student will be subject to maximum sanction of disciplinary administrative withdrawal or any sanction not less than a reprimand. Being under the influence of drugs and/or alcohol does not diminish or excuse the violation of the adult student Code of Conduct.

Great Oaks Adult Education expressly prohibits the use of any substance be it legal or illegal that alters a person's behavior and/or actions in such a manner as to compromise their ability to operate tools, machines, vehicles, or equipment in a safe manner while participating in school sponsored events or activities. Please see section 2.3.5 for information related to prescription medications and their use while on campus or participating in Great Oaks sponsored events or activities. Violation of these standards constitutes a "Code B" offense, and the adult student will be subject to a maximum sanction of disciplinary probation or any sanction not less than a reprimand.

The Adult student Code of Conduct prohibits the legal or illegal possession, sale, offer for sale, use, consumption and/or being under the influence of marijuana including derivatives (THC). Great Oaks also prohibits consumption and or being intoxicated from the use of alcohol while on campus. Violation of these standards constitutes a "Code B" offense, and the adult student will be subject to a maximum sanction of disciplinary probation or any sanction not less than a reprimand. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the adult student Code of Conduct.

An adult student admitted to Great Oaks accepts the responsibility to conform to all Great Oaks rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary sanctions, including withdrawal, suspension, disciplinary probation or reprimand.

3.1.4 Local, State and Federal Laws and Sanctions for Violations

Applicable legal sanctions under local, state or federal law for the unlawful use, possession or distribution of illicit drugs or alcohol are set forth in the referenced laws and are available by visiting the following website:
https://codes.ohio.gov/ohio-revised-code/chapter-2929

Local or State:
Ohio Revised Code (O.R.C.) Chapters

- 2925 – Drug Offenses
- 3719 – Controlled Substances
- 4301 – Liquor Control Laws

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

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

3.1.5 Prescription Medications

Board Policy 5330

Great Oaks respects an adult student's right to privacy regarding personal health matters. However, if an adult student is required to take a medication that is known to cause dizziness, drowsiness, or may impair the adult student's ability to safely work with equipment, tools, vehicles, or perform dangerous tasks, the adult student must inform the instructor that medication is being taken before engaging in laboratory or clinical activities. The adult student is not required to disclose what medication is being used or the reason for the medication. The instructor may choose to prohibit the adult student from actively taking part in some or all laboratory or clinical activities. Classroom work may be used as a substitution for laboratory or clinical activities. An adult student's grade may be negatively impacted if a adult student cannot perform critical course related tasks as a result of taking inebriating medications.

These medications may be prescription and/or over-the-counter medications including but not limited to:

- Stimulants (ADHD medications)
- High blood pressure
- Cough suppressants
- Anti-inflammatories
- Antidepressants
- Antihistamines
- Tranquilizers
- Sedatives
- Narcotics

Apart from immediate lifesaving medications such as insulin, epinephrine pens, or similar, all other medications, regardless of type, shall be properly secured in the adult student's home or vehicle.

3.2 Sexual Misconduct and Dating Violence

Board Policy 2266

Sexual misconduct cannot and will not be tolerated at Great Oaks. Sexual misconduct is a form of discrimination in violation of Title VII of the Federal Civil Rights Act of 1964 (as amended), Title IX of the 1972 Educational Amendments and O.R.C. Section 4112. Adult students, staff and visitors at Great Oaks have a right to an environment free of sexual misconduct, not only by persons in positions of power, but by any Great Oaks staff, adult students or visitors. Sexual misconduct constitutes a serious threat to the free interaction and exchange necessary for educational and personal development. Sexual misconduct is not only a clear violation of Great Oaks' policy; it is a form of discrimination and is illegal.

- Sexual misconduct includes:
- Sexual harassment, intimidation, and exploitation
- Domestic or dating violence
- Sexual assault/rape
- Stalking

3.2.1 Consent

Consent is defined as voluntary, positive agreement between participants to engage in sexual activity. Without consent from both parties, sexual activity is not voluntary and is considered sexual misconduct.

3.2.2 Sexual Harassment

Sexual Harassment may occur when a person in a position of control or influence over a person's grades, academic career, or job uses authority and power to gain sexual advantages and threatens or punishes for refusal. Another form of sexual harassment is peer harassment (by other adult students) and includes any of the above unwanted actions (except suggestions that can be exchanged for grade or promotions). Sexual harassment committed by adult students is a serious offense that could lead to administrative withdrawal from Great Oaks courses.

If an individual is the victim of a sexual assault, formal charges alleging sexual assault occurring on campus may be lodged with the Great Oaks staff that will make immediate contact with the local law enforcement agency to ensure a prompt and thorough investigation of the occurrence. If the victim is uncertain

about reporting an instance of sexual misconduct, Great Oaks officials strongly encourage victims to talk to someone about it.

No adult student shall engage in any sexual harassment or otherwise violate Board Policy 5517 Anti-harassment. Prohibited sexual harassment includes by way of example, but is not limited to: unwelcome sexual advances and requests for sexual favors, solicitation of sexual activity, displaying sexually suggestive objects, making sexual remarks or gestures, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body or clothing, touching a person, blocking their exit or assaulting a person, or other verbal, nonverbal, or physical conduct of a sexual nature which the offender knows or should know is offensive to the listener or observer. No adult student shall engage in any sexual conduct or sexual contact.

3.2.3 Domestic Violence

Domestic Violence is defined as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behavior that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

3.2.4 Dating Violence

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the people involved.

3.2.5 Sexual Assault/Rape

Sexual assault/rape is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

In the case of a sexual assault, it is extremely important that physical evidence be preserved. Find a safe environment away from the attacker and call 911 immediately. If possible, a trusted friend should stay with the victim. It is important to remember, it is not the fault of the victim that the person was attacked. Write down everything that can be remembered about the incident and assailant (physical description, location of the attack, etc.) Preserve evidence of the attack. Though one may be compelled to, do not bathe or brush teeth. Do not wash or get rid of any of the clothing that was worn during the attack. If possible, take pictures of any visible bruises or injuries. If the incident occurred on any campus, immediately report the information to any Great Oaks official or dial 911. Great Oaks officials will assist the victim in notifying the local law enforcement and navigating the reporting process. Seek medical attention. Even if the victim does not think they're injured, it's important to test for STDs and/or pregnancy. Upon arrival at a medical facility, request that they conduct a rape kit exam. If a victim believes that they have been drugged, collect a urine sample for analysis by a laboratory. For survivors of sexual assault seeking counseling and support, Great Oaks officials have identified the following resources:

- Women Helping Women, 215 E. Ninth St. 7th Floor, Cincinnati, OH 45202 513.977.5541 or 513.381.5610
- National Domestic Violence Hotline 800.799.7233
- National Sexual Assault Hotline 800.656.4673

3.2.6 Stalking

Stalking is defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear for their safety or for the safety of those around them or suffer substantial emotional distress.

3.2.7 Bystander Intervention

Any staff member, adult student, or visitor who observes or is made aware of an incidence of dating violence, domestic violence, sexual assault, or stalking occurring on campus is strongly encouraged to report the matter immediately to the Adult Workforce Development office. If the situation requires an immediate police presence, please call 911.

If a bystander chooses to intervene in the situation, it is critical that the bystander keep themself safe at all times and avoid using violence. To safely intervene, the bystander may choose to try to diffuse the situation and/or recruit the assistance of others around.

3.2.8 Institutional Protective Measures

Great Oaks will assist survivors of sexual misconduct with any schedule adjustment(s) deemed necessary. In addition, Great Oaks will also enforce On-Campus No Contact Orders prohibiting communication (in person, via telephone, text message, social media, etc.) amongst all parties. For survivors requiring additional measures, Great Oaks will provide parking accommodation in a designated parking lot, and safety escorts to and from the parking lot.

3.2.9 Primary Prevention and Awareness

Each year Great Oaks will review processes of prevention and awareness, working in conjunction with the school Safety Officer when responding to, preventing, recovering from, reporting, and assisting survivors of sexual misconduct and dating violence.

3.3 Emergency or Disaster Clause

In the future there exists the possibility that emergencies or disaster situations within the country or community may arise. Such situations include but are not limited to:

- Severe weather or extreme climate
- Energy/fuel/water shortages
- Epidemics/Pandemics
- Train accident
- Solar storm
- Earthquake
- Civil unrest
- Terrorism
- Flooding
- Fire

- War

Such occurrences and others are beyond the control of Great Oaks. Staff members will make every attempt to honor the policies in this handbook. However, in emergency situations Great Oaks reserves the right to suspend or change existing policies and/or create new policies as necessary to appropriately cope with the emergency. Great Oaks receives funding from both state and federal sources; as a result, Great Oaks administrative staff is compelled to comply with and enforce all state and federal mandates.

Section IV – Adult Student Finance



4.0 Code of Conduct for Financial Aid Professionals

All Great Oaks staff are expected to maintain exemplary standards of professional conduct in all aspects of carrying out their responsibilities. The following code of conduct was adapted from the National Association of Student Financial Aid Administrators (NASFAA) Code of Conduct and applies to interactions with all entities involved in any manner of the financial aid process.

In the course of their duties, all Great Oaks staff involved in any manner of the financial aid process shall:

- Be objective in making decisions.
- Refrain from any action that is for personal benefit or could be perceived as a conflict of interest.
- Disclose to Great Oaks any involvement, interest in, or potential conflict of interest with any entity with which Great Oaks has a business relationship.
- Not award financial aid to themselves or their immediate family members. Another staff member will be designated to perform this task to avoid the appearance of a conflict of interest.
- Refrain from taking any action a person believes is contrary to law, regulation, or the best interests of the adult students that they serve.
- Ensure that the information the person provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Not accept any amount of cash as a gift, physical gifts, or benefit in excess of a de minimis amount from any financial aid applicant or their family, or from any entity doing business with or seeking to do business with Great Oaks (including service on advisory committees or boards beyond reimbursement for reasonable expenses directly associated with such service).
- Ensure that Financial Aid Offers from Great Oaks include:
  - Breakdown of estimated individual Cost of Attendance components
  - Clear identification and proper grouping of each type of aid offered indicating whether the aid is a grant, scholarship, loan, or other type of aid
  - An estimated net price
  - Standard terminology and definitions from the US Department of Education (ED)
  - Information regarding the next required steps and Financial Aid Office contact information

4.1 Financial Assistance

Great Oaks offers several financial assistance programs designed to help an adult student bridge the gap or supplement the amount that the adult student/family can provide and the total education cost. Financial assistance refers to any funds that are paid toward an adult student's account that are not from an adult student or adult student's family. This includes, but is not limited to, Title IV Federal Adult Student Aid, VA Education Benefits, grants, scholarships, or payments from an employer or other agency. Financial assistance is available for Full-Time and Short-Term Career Training Programs. No financial assistance is available for Personal Enrichment classes.

4.1.1 Title IV Federal Adult Student Aid

Title IV of the Higher Education Act (HEA) authorizes the US Department of Education (ED) to offer federal adult student aid programs to assist adult students pursuing a post-secondary education. This funding is frequently referred to as Title IV aid or simply financial aid. This handbook will use the term Title IV aid. Each institution that has been approved to offer Title IV aid is able to decide which Title IV programs to offer. Great Oaks offers the Federal Pell Grant, Direct Subsidized and Unsubsidized Loans, and Direct Parent PLUS Loan. All Full-Time programs are eligible for Title IV aid. Short-Term programs are not eligible for Title IV aid. Interested adult students should see Section 3.4: Title IV Federal Adult student Aid Information or go to https://studentaid.gov/ for more information on how to apply for Title IV aid.

4.1.2 VA Education Benefits

VA Education Benefits are funded by the US Department of Veterans Affairs and are available to help Veterans, active service members, and their qualified family members finance post-secondary education. Full-Time programs are eligible for Chapters 30, 31, 32, 33, and 35, and Chapters 1606 and 1607 funding. Short-Term programs are not eligible for VA Education Benefits. Interested adult students should contact the VA at 888-442-4551 or go to https://www.va.gov/education/.

4.1.3 Other Financial Assistance

State of Ohio Grants

Great Oaks administers multiple grants funded from the State of Ohio. Interested adult students should call the Adult Workforce Development office for more information.

Workforce Innovation & Opportunity Act (WIOA)

WIOA is designed to strengthen and improve our nation's public workforce system and help get Americans, including youth and those with significant barriers to employment, into high-quality jobs and careers and help employers hire and retain skilled workers. Most Full-Time and Short-Term programs are eligible. Interested adult students should contact their county's Ohio Means Jobs office or go to https://ohiomeansjobs.ohio.gov for more information.

- Adams County: 937.695.0316
- Brown County: 937.378.6041 x261
- Butler County: 513.785.6500

- Clermont County: 513.943.3000
- Clinton County: 937.382.7762
- Fayette County: 740.333.5115
- Hamilton County: 513.946.7200
- Highland County: 937.393.1933
- Warren County: 513.695.1130

Opportunities for Ohioans with Disabilities (OOD)
OOD provides aid to adult students who have physical, mental, or emotional disabilities that present a handicap to employment. All Full-Time and Short-Term programs are eligible. Interested adult students should contact their local Bureau of Vocational Rehabilitation office or go to https://ood.ohio.gov for more information.

Trade Adjustment Assistance (TAA)
TAA provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of foreign trade. Most Full-Time and Short-Term programs are eligible. For more information, interested adult students should contact their local American Jobs Center or visit https://www.dol.gov/agencies/eta/tradeact

Harbor Grant
The Harbor grant is funded by the Hamilton County Youth Employment Program and is designed to help youth ages 14-21 who live in Hamilton County find work, explore careers, and remove barriers to create a clear path to more education or career. Most Full-Time and Short-Term programs are eligible. Interested adult students should contact

4.2 Short-Term Program Payment and Refund Policies

Payment Policy

- An adult student's account must be financially secure before the first day of class. This means:
  - All applicable program charges have been paid in full,
    -and/or-
  - Great Oaks has received a valid, accepted contract from an employer or agency agreeing to pay for the adult student's education.
  - -and/or-
  - Great Oaks has received confirmation that the student has accepted any grants or scholarships offered
- Great Oaks does not offer payment plans for Short-Term programs.
-
- Payments can be made by Cash, Check/Money Order, or Debit/Credit Card (Visa, MasterCard, Discover) and can be made in person at the Adult Workforce office or online through the Student Portal.

Refund Policy

NOTE: WorkKeys® assessment and background investigation fees are not eligible for a refund for any reason.
All refund calculations are made excluding these fees.

- An adult student is eligible for a FULL REFUND if:
  - The adult student's application is not accepted for the desired program

-or-

- Great Oaks cancels the program for any reason.

- Full refunds include all program charges paid, except WorkKeys® assessment and background investigation fees.
- An adult student may be eligible for a PARTIAL REFUND based on when the adult student cancels or withdraws from the program. Partial refunds are calculated as follows:

CANCELLATION/WITHDRAWAL	**AMOUNT REFUNDED** (excluding WorkKeys® Assessment and background investigation fees)
CANCEL: Prior to the first day of class	100% of Program Charges paid Minus: Non-refundable costs incurred by Great Oaks
WITHDRAW: Day 1-2	100% of Program Charges paid Minus: Non-refundable costs incurred by Great Oaks Minus: Books
WITHDRAW: Day 3	No Refund

- Refunds will be issued according to the Great Oaks refund policy. See Section 3.6: Great Oaks Refund Policy for more information.

4.3 Full-Time Program Payment and Refund Policies

Payment Policy

- Full-Time programs are divided into sections called Payment Periods. When the student is accepted to the program, all Program Charges will be posted to the student's account and will reflect any financial assistance the student has accepted.
- Payments are due as follows:
  - Payment Period 1: Payment is due 30 calendar days before the first day of class. If the adult student is accepted into the program ss than 30 calendar days before the first day of class the payment is due immediately.
  - Payment Periods 2 and After: Payments are due 10 calendar days before the start of the Payment Period.
- An adult student's account must be financially secure before the first day of class. This means:

  All applicable program charges have been paid in full,

  -and/or-

  Great Oaks has received confirmation of accepted Title IV aid or VA funding

  -and/or-

  Great Oaks has received confirmation of accepted grants or scholarships

  -and/or-

  Great Oaks has received a valid, accepted contract from an employer or agency agreeing to pay for the adult student's education.
- Great Oaks reserves the right to <u>not</u> credit the student's account for any third-party funding (grants, scholarships, employer/agency payments) prior to receipt of the funds. This means the student may have to pay out-of-pocket to be financially secure while waiting for Great Oaks to receive the funds. If the student makes any out-of-pocket payments while waiting Great Oaks to receive the funds, the adult student will be eligible for a refund once the funds have been received. If you have questions about third-party funding, contact the Financial Aid Office.

- Payments can be made by Cash, Check/Money Order, or Debit/Credit Card (Visa, MasterCard, Discover) and can be made in person at the Adult Workforce office or online through the Student Portal.

Refund Policy

Note: WorkKeys® assessment and background investigation fees are not eligible for refund for any reason. All refund calculations are made excluding these fees.

An adult student is eligible for a FULL REFUND if:

- The adult student's application is not accepted for the desired program

-OR-

- Great Oaks cancels the program for any reason.
  - Full refunds include all program charges paid, except WorkKeys® assessment and background investigation fees
  - An adult student may be eligible for a PARTIAL REFUND based on when the adult student cancels or withdraws. Partial refunds are calculated as follows:

CANCELLATION/WITHDRAWAL	**AMOUNT REFUNDED** (excluding WorkKeys® Assessment and background investigation fees)
CANCEL: Prior to the first day of class	100% of Program Charges paid Minus: Non-refundable costs incurred by Great Oaks
WITHDRAW: Day 1-3	100% of Program Charges paid Minus: Non-refundable costs incurred by Great Oaks
WITHDRAW: Day 4-6*	75% of Payment Period 1 Tuition paid Plus: 100% of Tuition paid for future Payment Periods
WITHDRAW: Day 7-9*	50% of Payment Period 1 Tuition Paid Plus: 100% of Tuition paid for future Payment Periods
WITHDRAW: Day 10-12*	25% of Payment Period 1 Tuition Paid Plus: 100% of Tuition paid for future Payment Periods
WITHDRAW: After Day 12*	0% of Payment Period 1 Tuition Paid Plus: 100% of Tuition paid for future Payment Periods
*After Day 3 the student is responsible for 100% of the cost of Books/Tools/Supplies/Lab Fees for the whole program.	

- Refunds will be issued according to the Great Oaks refund policy. See Section 3.6: Great Oaks Refund Policy for more information.

4.4 Title IV Federal Adult Student Aid Information

Great Oaks is approved to offer Title IV aid to adult students who are enrolled in eligible programs. Great Oaks Full-Time programs offer adult students the opportunity to earn a certificate rather than a degree.

For adult students to be eligible for the maximum Title IV aid, a program must be a full academic year in length. Great Oaks defines an academic year as 900 clock-hours and 36 weeks of instruction. Title IV aid offered to adult students enrolled in programs that are less than a full academic year, but at least 600 clock hours and 15 weeks of instruction, will be prorated based on the program's clock-hours and weeks of instruction.

All Title IV aid is calculated based on the information an adult student submits on the Free Application for Federal Student Aid (FAFSA).

4.4.1 Adult student Rights and Responsibilities

The Higher Education Act (HEA) details specific rights and responsibilities for adult students who use Title IV funds for their education.

Adult students have the **right** to know:

- What financial aid programs are available.
- A description of the various programs listed on the Financial Aid Offer.
- The deadlines for submitting applications for each of the financial aid programs available.
- How financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
- How their financial need was determined. This includes how costs for tuition and fees, room and board, travel, books, and supplies, etc., are considered in their estimated cost of attendance.
- What resources (such as adult student and parental contribution, other financial aid, etc.) were considered in the calculation of their need.
- How much of their financial need, as determined by the institution, has been met.
- The Return of Title IV Funds and the school's refund policy.
- What portion of Title IV aid received must be repaid, and what portion is grant aid.
- If the aid they are receiving is a loan, an adult student has the right to know the interest rate on the loan, the total amount that must be repaid, the repayment procedures, the length of time for repayment of the loan, and when repayment begins.
- How the institution determines whether adult students are making satisfactory progress, and what happens if they are not.
- How to decline having Title IV aid credited to institutional or prior year charges.

Adult students have the **responsibility** to:

- Be courteous and considerate when communicating with Great Oaks staff.
- Complete all application forms accurately and submit them on time to the appropriate office.
- Provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense that could result in indictment under the U.S. Criminal Code.
- Submit all additional documentation, corrections, and/or new information requested by either the Financial Aid Office or the agency to which their application was submitted.
    - Read and understand all forms that they are asked to sign and maintain copies for their own records.
- Accept responsibility for all agreements that they sign.
- Be aware of and comply with the deadlines for application or reapplication for aid.

- Be aware of the Return of Title IV Funds policy.
- Be aware of the school's refund procedures.
- Complete Entrance Counseling if they are first-time borrowers.
- Complete Exit Counseling when graduating or withdrawing from their program.
- Maintain a current and correct home address with Great Oaks.

4.4.2 Types of Title IV Aid

- **Federal Pell Grant**

  Federal Pell Grants are awarded to undergraduate adult students who display exceptional financial need as determined by the information submitted on the FAFSA, and who have not earned a bachelor's, graduate, or professional degree. Federal Pell Grant funds do not have to be repaid except under certain circumstances, such as early withdrawal from a program. Adult students are not eligible to receive Pell Grant funds from more than one school at a time.

- **Direct Loans**

  Direct Loans from the William D. Ford Federal Direct Loan Program are low-interest loans for eligible adult students (and their parents) to help cover the cost of post-secondary higher education. Eligible adult students borrow directly from the US Department of Education.

  - **(indent under DL)Direct Subsidized Loan**

    Subsidized loans are awarded on the basis of financial need as determined by the information submitted on the FAFSA. Adult students who are eligible for a subsidized loan will not be charged interest while enrolled at Great Oaks, during a grace period of up to six months after no longer being enrolled, or during certain defined deferment periods. US Department of Education (ED) pays (subsidizes) the interest during these periods.

  - **Direct Unsubsidized Loan**

    Unsubsidized loans are not based on need but are still determined by the information submitted on the FAFSA. Adult students who are eligible for an unsubsidized loan will be charged interest from the time the loan is disbursed until it is paid in full. Interest payments can be deferred while enrolled in school and during any grace/deferment period but will be capitalized during the deferment. This means that interest will be added to the principal amount of your loan, and additional interest will be based on that higher amount.

  - **Direct Parent PLUS Loan**

    Parent PLUS loans are not based on need but are still determined by the information submitted on the FAFSA. Parents who accept a PLUS loan are charged interest from the time the loan is disbursed until it is paid off in full. The repayment period for a PLUS Loan begins immediately after the final loan disbursement, even if the adult student is still enrolled. However, payments may be able to be deferred while the adult student is still enrolled, during a grace period of up to six months after the adult

student is no longer being enrolled at least half-time, or during certain defined deferment periods. During periods of deferment, interest will continue to accrue and may be capitalized.

4.4.3 Interest Rate & Loan Fees

All Direct Loans have interest rates and loan origination fees assessed by the US Department of Education (ED). Great Oaks has no control over the interest rate, nor the origination fees, and does not keep any of these funds. The interest rates and loan origination fee are set by ED on October 1st each year. The most current information about interest rates and loan origination fees is available at https://studentaid.gov/.

4.4.4 Applying for Aid

To determine eligibility for Title IV aid, an adult student must submit a Free Application for Federal Student Aid (FAFSA) at https://studentaid.gov/. Adult students are not obligated in any way to the US Department of Education (ED), Great Oaks, or any other institution or agency once a FAFSA has been submitted. The FAFSA is free to complete and submit. Any website or company that requires payment to complete or submit a FAFSA should be avoided.

ED processes the FAFSA and creates a report called the Student Aid Report (SAR). The SAR is sent to the adult student and an Institution Student Information Report (ISIR) is sent to any school the adult student identifies in the FAFSA. Great Oaks cannot issue a Financial Aid Offer until the ISIR has been received. However, the adult student does not need to wait to be accepted at Great Oaks to complete a FAFSA.

- Before starting the FAFSA, gather financial items needed such as:
  - tax returns
  - bank statements
  - untaxed income
  - assets
  - child support
- The adult student will have the opportunity to select which school the ISIR is sent to by entering the appropriate federal school code. Great Oaks' federal school code is 014694.
- After Great Oaks receives the adult student's ISIR, the Financial Aid Office will contact the adult student to discuss financial assistance options and eligibility.

4.4.5 Eligibility

To be eligible for Title IV aid at Great Oaks, adult students must meet certain criteria that include:

- Be accepted into a Full-Time program
- Not be in default on a prior adult student loan, nor owe money on a federal student grant
- Confirm Title IV aid will be used for educational expenses
- Provide confirmation of being a US citizen or national, or an eligible noncitizen
- Provide confirmation of eligibility to enroll in post-secondary education by providing a valid high school diploma or Great Oaks approved equivalent.
- Maintain Satisfactory Academic Progress (SAP) while enrolled

4.4.6 Need Analysis

The US Department of Education (ED) has developed a simple formula that is used for need analysis. It is the total Cost of Attendance (COA) minus the Student Aid Index (SAI) as determined by information submitted on the FAFSA.

ED defines the COA as not just the program charges, but the total estimated amount it will cost an adult student to attend Great Oaks. The COA includes both the direct costs (program charges) and the indirect costs (housing, transportation, meals, etc.) of attending Great Oaks. The COA varies with each program and with whether ED considers the adult student a dependent or independent adult student. The Financial Aid Office reviews and updates the COA for each program every 2-3 years..

The SAI is calculated according to a formula established by law. Several items are considered when the SAI is calculated including: the adult student's income, the family size, and number of family members who will be in college. An adult student's SAI is not the amount the adult student/family will have to pay, nor is it the amount of Title IV aid the adult student will receive. It is a number that Great Oaks will use to determine the amount of Title IV aid an adult student is eligible to receive.

ED does acknowledge that an adult student may have a unique situation that is not addressed in the standard SAI calculation. In this case, an adult student can apply for Great Oaks financial aid department to review the case and determine if a Professional Judgement override is appropriate to change dependency status. For more information, see Section 3.4.9: Professional Judgement.

4.4.7 Citizenship

All adult students applying for Title IV aid must be either a US citizen or national, or an eligible noncitizen. Adult students will be asked to enter either their social security number or alien registration number when completing the FAFSA. When ED processes the FAFSA, the provided information will be verified. Great Oaks will be notified of any errors or clarifications needed on the adult student's ISIR. All issues with an adult student's citizenship must be resolved before any Title IV is able to be dispersed to the adult student.

If an adult student is a US Citizen or National, the adult student's social security number and citizenship status will be entered on the FAFSA and will be matched with records at the Social Security Administration (SSA). If the SSA is not able to confirm citizenship status, Great Oaks will notify the adult student and request additional verification information, which may include a birth certificate or a Certificate of Naturalization.

If an adult student is an eligible noncitizen, the adult student's alien registration number (ARN) will be entered in place of a social security number on the FAFSA. The ARN is sent to the Department of Health and Human Services for primary verification. If the adult student's status is not confirmed, an automatic secondary confirmation process will be performed by DHHS. Great Oaks must wait at least five, but not more than 15 days for the result of the secondary confirmation. If the secondary confirmation was not able to confirm the adult student's status, Great Oaks can submit Form G845 to DHHS with documentation from the adult student.

The following documentation will be provided in writing to any adult student required to undergo a secondary confirmation:

- Explanation of the required documentation to be submitted
- The 30-day submission deadline for required documentation
- Notice that the adult student may not receive Title IV aid for a payment period if the submission deadline is missed
- Statement that the adult student's eligibility is not decided until the adult student has had a chance to submit documentation by the submission deadline.

4.4.8 Dependency Status

When an adult student's FAFSA is processed, the calculation is in part based on whether US Department of Education (ED) considers the adult student dependent or independent. For Title IV purposes ED considers an adult student who meets any of the following criteria to be an independent adult student:

- Has reached the age of 24 prior to January 1st of the upcoming award year. For example, for the 2024-2025 award year, if the adult student has reached the age of 24 on or before December 31, 2024, the adult student will be considered an independent adult student. If not, the adult student will be considered a dependent adult student for the entire award year.
- Is married when the FAFSA was submitted.
- Has dependents other than a spouse who lives with the adult student when the FAFSA is submitted and who will live with the adult student through the end of the award year, and who will receive more than half of their support from the adult student during that time. Simply having a child does not make an adult student independent. For an adult student to be considered an independent adult student, the adult student must provide more than half of the child's support.
- Was an orphan, foster child, or ward/dependent of the court at any time since the age of 13.
- Is currently serving on active duty in the US Armed Forces, other than training.
- Is a veteran of the US Armed Forces.
- Is an emancipated minor.
- Is an unaccompanied youth who is homeless or in danger of being homeless.

An adult student who does not meet any of the above criteria is considered a dependent adult student, and a dependent adult student must include parent information on the FAFSA for the adult student to be eligible for the maximum Title IV aid. If the adult student's parent(s) refuse to provide their information, the adult student will not be eligible for any Title IV Need Based aid (Pell Grant and Direct Subsidized Loan).

ED does acknowledge that an adult student may have a unique situation that is not addressed in the above criteria. In this case, an adult student can apply for Great Oaks financial aid department to review the case and determine if a Professional Judgement override is appropriate to change dependency status. For more information, see Section 3.4.9: Professional Judgement.

4.4.9 Professional Judgement

The US Department of Education (ED) does acknowledge that an adult student may have a unique situation that is not addressed in the above criteria for the

SAIcalculation and Dependency Status. The Great Oaks Financial Aid staff have the authority to adjust certain elements of the SAI formula or to authorize a Dependency Override if appropriate. An adult student who would like to be considered for an adjustment or override must contact the Financial Aid Office to discuss the situation. After an initial review, Financial Aid staff may request documentation to support the student's situation. If the Financial Aid staff determines there is evidence to approve the request, the SAI elements will be changed and a new Financial Aid Offer generated. The decision of the Financial Aid staff member who managed the Professional Judgement Reivew is final and cannot be appealed to Great Oaks administration, Board of Directors, or to ED.

An adult student who is between the ages of 18 to 24, lives independently, and does not receive financial support from a parent is not eligible for a Dependency Override. ED considers this a life choice, but not a reason to adjust dependency status.

4.4.10 Verification

In some cases, the US Department of Education (ED) requires Great Oaks to verify data an adult student submitted on the FAFSA. In addition, Great Oaks can also select an adult student for verification if there is a question about the information on the FAFSA.
When an adult student has been selected for verification, Great Oaks will notify the adult student and provide the adult student with instructions and the appropriate worksheet that must be completed. The adult student (or parent/spouse, as applicable) must complete the worksheet and return it to the Financial Aid Office, along with any required documentation. In some instances, the adult student may also need to meet in person with Financial Aid staff. After the Financial Aid Office reviews the adult student's information, necessary corrections will be made and submitted to ED for final review.

An adult student is not eligible to receive any Title IV disbursements until the verification is satisfactorily completed. Until verification is complete, an adult student is not considered financially secure and may be required to make an out-of-pocket payment for Payment Period 1 program charges to start class. However, if the adult student fails to submit the required verification documentation by the end of Payment Period 1, the adult student will forfeit any Title IV aid that could have been disbursed in that Period. Occasionally an adult student's Title IV offer may change as a result of verification. In this instance, a revised Financial Aid Offer will be sent within two weeks. If an adult student is eligible for less Title IV aid, the adult student will receive an invoice for the balance.

4.4.11 Disbursement

All Title IV funds are disbursed by the Treasurer's Office in conjunction with the Financial Aid Office Prior to each disbursement, a review is done to confirm the adult student is eligible for the disbursement. Confirmation includes, but is not limited to:

- Direct Loans – the disbursement will not cause the adult student to exceed the annual loan limits, signed the Master Promissory Note (MPN) and for first-time borrowers, completed Entrance counseling.
- Pell Grant - the disbursement will not cause the adult student to exceed the annual or lifetime limits.

- Signed Student Account Notification Form if the adult student's Title IV aid creates a credit balance.
- Payment Period 1:
    - Resolved any verification issues.
    - Class has been in session for at least 30 calendar days.
- Payment Period 2 and beyond:
    - Completed all the clock hours of the previous Payment Period. Meet the Title IV Satisfactory Academic Progress (SAP) requirements.

If an adult student is not eligible for a disbursement, the adult student willreceive written notification that includes the specific criteria not met and what the adult student must do to regain Title IV eligibility. The adult student will be required to either regain Title IV eligibility or pay the outstanding program charges within 10 days of receiving the notification or the adult student may not be allowed to return to class.

If Great Oaks discovers that an adult student received overpayment of Title IV aid, Great Oaks will attempt to adjust subsequent financial aid disbursements. If this is not possible, the adult student will be required to repay the overpayment amount. Any adult student who fails to repay the overpayment will be referred to the US Department of Education (ED) and may be ineligible for future Title IV disbursements.

4.4.12 Title IV Satisfactory Academic Progress (SAP)

To be eligible for Title IV aid, the US Department of Education (ED) requires that adult students must continue to make Satisfactory Academic Progress (SAP) toward the completion of their program. SAP is reviewed for all adult students with Title IV aid at the end of each Payment Period.

When SAP is reviewed, the adult student's attendance and grades are evaluated as follows:

- Qualitative: Have a cumulative average grade of a 'C' as defined by the Great Oaks Grading Policy. See Section 5.25.
- Maximum Time Frame: All Full-Time programs at Great Oaks have a Maximum Time Frame of 100%, which means an adult student must be mathematically able to complete the program's required clock hours by the program's scheduled end date.

If an adult student does not meet Title IV SAP requirements at the review, the adult student will receive written notification that includes the specific criteria not met and what the adult student must do to regain Title IV eligibility. The adult student will automatically be placed on a Financial Aid Warning for one Payment Period. Adult students on Financial Aid Warning are eligible for the Title IV disbursement for one Payment Period, but must retain Title IV eligibility for any future disbursements.

4.4.13 Withdrawal and Return to Title IV (R2T4)

If an adult student withdraws from Great Oaks, the Financial Aid Office will complete a Withdrawal Calculation Form to determine the adult student's final Student Account Balance.. See Refund Policy Section 3.3. If the withdrawn adult student accepted Title IV aid, the Financial Aid Office will also complete a Return to Title IV (R2T4) calculation. This calculation will determine if Great Oaks is

required to return any funds received on behalf of the adult student or the adult student is eligible for a Post-Withdrawal Disbursement. The R2T4 calculation will be done regardless of the reason the adult student withdrew from Great Oaks.

- Return: A program must have been in session for at least 60% of the Payment Period's scheduled hours for an adult student to earn all eligible Title IV aid. If the program has not been in session at least 60% of the scheduled Payment Period hours, Great Oaks will be required to return a portion of the Title IV aid that was received on behalf of the adult student. The adult student will then be required to refund this same amount back to Great Oaks.
- Post-Withdrawal Disbursement: If an adult student was eligible for aid that had not been disbursed by the withdrawal date, the adult student may be eligible to receive these funds as a Post-Withdrawal Disbursement.

The results of the R2T4 calculation will be detailed on the withdrawal paperwork the adult student receives.

4.4.14 Direct Loan Counseling

All adult students who received Direct Loan Title IV aid are required to complete both Entrance and Exit Counseling. Neither Entrance nor Exit Counseling is required for Pell Grant funds. Both counseling sessions are able to be done on-line at https://studentaid.gov/. If an adult student is not able to complete the on-line counseling, the adult student must call the Financial Aid Office and a paper version will be provided.

Entrance Counseling must be completed before the adult student is eligible to receive any Title IV aid disbursements. Exit Counseling must be completed when an adult student either graduates or withdraws from Great Oaks.

4.4.15 Loan Repayment, Deferment, and Forbearance

There are several repayment plans available through the US Department of Education (ED) to provide the flexibility needed to repay loans. For more information about the repayment plans available and to estimate payments and interest go to https://studentaid.gov/.

Once any Title IV loan has been disbursed, it will be assigned to aloan servicer. . When the adult student is no longer enrolled at Great Oaks, the loan holder will receive contact information for the loan servicer who is assigned to the loan. In addition, the loan servicer will also contact the loan holder with repayment information. It is important to stay in contact with the loan servicer and notify them of any contact information changes (address, phone number, email, etc.). For more information about loan servicers go to https://studentaid.gov/.

Under certain circumstances adult students (and parents if a PLUS loan) can apply for a period of deferment or forbearance to postpone loan repayment. When a period of deferment or forbearance is granted, it does not alter, reduce, or cancel any part of the loan or interest. The loan holder will still owe the full amount of the loan when the period has ended. The period does not count toward the length of time available to repay the loan. If a loan is already in default, it is not eligible for deferment or forbearance. For more information on deferment and forbearance go to https://studentaid.gov/.

4.4.16 Default Management

The purpose of the Default Prevention and Management Plan is to promote both adult students and school success by increasing adult student retention and decreasing Title IV loan repayment delinquency and default. Great Oaks has contracted with Wright International Student Services (WISS) to assist with default prevention and management. WISS works on behalf of Great Oaks to contact delinquent adult students and assist in bringing their adult student loan account current and/or prevent default. WISS will also attempt to locate adult students who have moved without a forwarding address or phone number.

4.4.17 Fraud

If an applicant misreports information or alters documents for the purpose of increasing aid eligibility or for fraudulently obtaining Title IV funds, the applicant will be reported to the Office of Inspector General, US Department of Education. Any person who intentionally makes false statements or misrepresentations on a Title IV aid application violates the law and is subject to fines, imprisonment, or both. In addition, if an applicant received federal financial aid because information reported incorrectly, the applicant will have to repay any portion of aid that should not have been received.

4.4.18 National Student Loan Data System (NSLDS)

NSLDS serves as the central database for Title IV aid and stores information about loans, grants, adult students, borrowers, lenders, schools, and servicers. Adult student information is required to be submitted to NSLDS at least every 60 days. New enrollments, withdrawals, and graduates are reported as they occur. The information in NSLDS is accessible by schools and servicers who are authorized users of the data system. Adult students may access their own records at https://studentaid.gov.

4.4.19 Federal Student Aid Ombudsman Group

The Ombudsman Group is a neutral, informal, and confidential resource dedicated to helping resolve complaints related to Title IV aid programs. If a loan holder has a question or concern about their loan, the first step is to contact the US Department of Education. However, if the loan holder believes the response received from US Department of Education (ED) is incomplete or wrong, the loan holder can contact the Ombudsman Group for assistance.

US Department of Education
FSA Ombudsman Group
PO Box 1854
Monticello, KY 42633
Phone: 877.557.2575
Fax: 606.396.4821
Online: https://studentaid.gov/feedback-center/

4.5 Veterans Administration (VA) Benefits

VA Education Benefits are funded by the US Department of Veterans Affairs and are available to help Veterans, service members, and their qualified family members finance post-secondary education. Full-Time programs are eligible for Chapters 30, 31, 32, 33,

and 35, and Chapters 1606 and 1607 funding. Interested adult students should contact the Financial Aid Office, the VA at 888-442-4551, or go to https://www.va.gov/education/.

Great Oaks adheres to the Veterans Benefits and Transition Act of 2018, Section 103 that ensures no penalty, including the assessment of late fees; the denial of access to classes, libraries, or other institutional facilities; or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet their financial obligations to the institution due to the delayed disbursement of a payment by the VA. Great Oaks permits GI Bill and Vocational Rehabilitation and Employment Program beneficiaries to attend class for up to ninety (90) days after the start of the program pending payment from the Veterans Administration (VA) for the course.

To be eligible, the beneficiary must provide a Certificate of Eligibility of Education Benefits, a DD214 that shows the veteran was honorably discharged, and transcripts for all education received after high school, including military transcripts. Documentation must be submitted and verified for the adult student to be considered financially stable to begin the program.

Adult students who receive VA Education Benefits must continue to make Satisfactory Academic Progress (SAP) toward the completion of their program. VA adult students will be monitored for attendance and grades, at a minimum, once every 30 days. If an adult student falls below the minimum Great Oaks attendance and grade requirements and is administratively withdrawn, this may create a debt with the VA for the adult student.

4.6 Great Oaks Refund Policy

If an adult student is eligible for a refund, the refund will be issued as follows:

- Refunds are issued within 45 days of the program cancellation by Great Oaks, the adult student's enrollment cancellation or withdraw.
- Refunds will be issued as follows based on the original method of payment:
  - Cash: Refunds will be issued by check to the adult student.
  - Check: Refunds will be issued by check to the person who signed the original payment check.
  - Credit Card: Refunds will be returned to the original card used for payment. If the card is no longer valid, the refund will be issued by check to the original card holder if that person is known. If the card holder is not known, the refund will be issued by check to the adult student.

Section V - Adult student Services



5.0 Aspire Classes (ESOL and HSE)

Great Oaks provides Aspire programs free of charge for individuals who need assistance acquiring the skills to be successful in post-secondary education, training, and employment. The program offers classes at several Great Oaks locations. Great Oaks schedules classes on different days and times to meet the diverse needs of adult students.

Services available are:

- Basic math, reading and writing skills
- Adult Secondary Education/HSE preparation
- English for Speakers of Other Languages (ESOL)
- Transition services – including employment and post-secondary training
- Life skills, employability skills and computer literacy

Corrections Education – a partnership with a jail, detention center, community-based rehabilitation center or other similar institution

Before starting ESOL classes, all adult students must complete a registration session. Call: 513-612-5868 for more information or visit www.greatoaks.com/esol

Before starting HSE classes, all adult students must attend an information session. Call: 513-612-5806 for more information or visit www.greatoaks.com/hse

5.1 Advising

Great Oaks staff provides adult student services such as academic advising, information regarding testing and tutoring services, assistance during life challenges, such as transportation, housing assistance and childcare needs. Students who need this assistance should contact the instructor, Adult Workforce Supervisor, or Financial Aid Office.

5.2 Adult student Records

5.2.1 Family Educational Rights and Privacy Act (FERPA)

(As defined by the Federal Department of Education)
https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education (ED). FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student who has reached the age of 18 or is enrolled in a post-secondary institution at any age and the student is referred to as an Eligible Student. Regardless of age, all students enrolled in Adult Workforce Development programs are considered adults for FERPA consideration with all rights afforded to them as provided under FERPA's laws.

- Eligible Students have the right to inspect and review all their education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for eligible adult students to inspect the records. Schools may charge a fee for copies. See Section 5.2.2 Adult Student Records Access for more information.
- Eligible Students have the right to request that a school, correct records which are believed to be inaccurate or misleading. If the school decides not to amend the record, the Eligible Students then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the Eligible Students has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the Eligible Students before releasing any information from the student's record. However, the law allows schools to disclose records, without consent, to the following parties:
    1. School staff who have a need to know.
    2. Other schools to which the Eligible Students is transferring.
    3. Certain government officials to carry out lawful functions.
    4. Organizations conducting certain studies for the school.
    5. Accrediting organizations.
    6. Individuals who have obtained court order or subpoenas.
    7. Persons who need to know in cases of health and safety emergencies and state and local authorities pursuant to specific state law.

Schools may also disclose, without consent, information considered Directory Information, such as the Eligible Student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Schools must tell the Eligible Students about requests for Directory Information and allow Eligible Students a reasonable amount of time to opt-out or request that the school not disclose this information. Schools must notify Eligible Students annually of their rights under FERPA. The actual means of notification (special

letter, adult student handbook, or newspaper article) is left to the discretion of each school.

Great Oaks is required to report both Directory and Non-Directory information to the National Student Loan Data System (NSLDS) and the Department of Veterans Affairs. In addition, Great Oaks contracts with the National Student Clearinghouse to facilitate NSLDS reporting and program completion verification services. The minimum amount of required information is reported to these agencies; however, students who receive Title IV aid and VA Education Benefits to not have the option to opt-out of this disclosure. The information disclosed may include the following:

- Namee
- Address
- Date of Birth
- Social Security Number
- Gender (as reported by the student)
- Enrolled Program
- Enrollment Status
- Dates of attendance
- Program Completion Status
- Credentials Earned

The information may be used by different providers such as other schools, health insurers, housing agencies, credit grantors, etc. to verify enrollment. Agencies that receive student data from Great Oaks never sell the information for commercial purposes, nor do they confirm or release any Non-Directory Information such as Social Security Numbers.

Note: The USA Patriot Act of 2001 (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without student/parent consent.

5.2.2 Adult Student Records Access

All adult students have the right to review their records. All materials in the cumulative folder and intended for school use are available for review. AnAdult Workforce staff member must be present during any review of adult student records. Adult student records are kept in physical and/or electronic format as detailed in the Great Oaks District Records Retention Policy.

An adult student who would like to review their records or have their records released to a third party must complete a Release of Information Waiver, The Waiver will be processed within two weeks of when the completed Waiver was received in the Adult Workforce Office..

5.2.3 Transcripts

Adult students can request a copy of their transcripts in person, by calling the Adult Workforce office, or online through the Adult Workforce website.

Most transcript requests will be processed within two weeks of the date the request was made. If the request will take longer, the adult student will be notified.

Adult students will be charged $10 per transcript per program.

Transcripts are only available for records starting in the year 2000. Records for prior years are not available.

5.3 Graduation/Employment Assistance

5.3.1 Great Oaks Career Link

Great Oaks Career Link is a job posting database to assist instructors, adult students, and alumni with job opportunities. Employers post job opportunities directly to the database. Adult students and alumni can access the database at https://jobs.greatoaks.com/iframe. In addition to current job openings, there are over 1500 registered employers on the site.

5.3.2 Ohio Means Jobs

Ohio Means Jobs is Ohio's, no-cost, online career planning tool and employment site for adult students, job seekers and employers. This website offers many resources for career planning, resume writing, ACT/SAT and WorkKeys® Testing resources. For more information, go to https://ohiomeansjobs.ohio.gov/.

5.4 Great Oaks Education Foundation

The Great Oaks Education Foundation helps adult students overcome the obstacles to graduation, employment, and continuing education. The Foundation provides funds to assist adult students when faced with hardships that interfere with their educational aspirations. If faced with obstacles, adult students should contact the Adult Workforce Supervisor, Financial Aid Office, or Career Specialist

The Great Oaks Education Foundation also provides scholarship opportunities to graduates on a competitive basis. All scholarships are endowed scholarships that have been established by generous donors. Information and applications are available on the Great Oaks Education Foundation website. https://greatoakseducationfoundation.org/

5.5 Services for Adult Students with Disabilities

Great Oaks does not discriminate against adult students with disabilities. Adult students with disabilities may enroll in any of the Adult Workforce Development programs. If accommodations or special services are needed, documentation may be required and can be no more than 3 years old.
To request accommodations or special services, call the Adult Workforce office to be connected with the appropriate program supervisor or coordinator.
After all required documentation is received, requests may take up to 10 business days for review and determination.
Upon acceptance into the program, the Great Oaks staff will develop a program plan to target career technical competencies and training accommodations.

5.6 Voter Registration

Great Oaks participates in the Ohio Secretary of State's voter registration program "Grads Vote Ohio." Any adult student who meets Ohio's voter eligibility requirements may register to vote by obtaining registration forms from the Adult Workforce office. Forms must be

submitted as directed on the voter registration form. Forms cannot be turned in to the Adult Workforce office or staff.

5.7 Constitution Day

Education institutions that receive Federal funds are required to honor and celebrate Constitution Day each year. Constitution Day commemorates the signing of the United States Constitution on September 17, 1787 Great Oaks will have an education program on Constitution Day each year on September 17th or the closest day when classes are in session.

Section VI – Academic Policies

6.0 Admissions Policy

Great Oaks reserves the right to make exceptions to any admission or enrollment requirement or policy for students with special circumstances. All requests for exceptions will be reviewed and approved by the Adult Workforce Director.

Enrollment Requirements

To enroll in an Adult Workforce program, applicants must

- Provide proof high school diploma or High School Equivalency (HSE) issued in the United States or Great Oaks approved equivalent. . See Section 6.4 for home school students and Section 6.5 for foreign-issued diplomas.
- Have a valid, government-issued ID
- Meet program specific testing benchmarks or qualify for a testing exception

Please refer to the program of interest to determine additional enrollment requirements or exceptions

6.0.1 WorkKeys® Testing Exemptions:

- Associate, bachelor's, or graduate degree issued in the United States. See Section 6.5 for information regarding foreign-issued diplomas.
- Previous completion and documentation of a Workkeys® assessment with a score that meets or exceeds specific program requirements.
- ASVAB score of 38 or higher
- ACT composite score of at least 20
- SAT composite score of at least 1030
- TEAS score of 48% or higher – Health Professions Academy Programs ONLY

6.0.2 Enrollment for applicants with special circumstances:

If circumstances prevent an applicant from being able to follow the above procedures (i.e., applicant lives in another state, tested there and is moving here just prior to the start date), the Great Oaks staff will individually work with those applicants to help them through the enrollment process.

6.0.3 Admission Policy Exceptions

a) Adult Diploma Program
Adult students enrolled in the State of Ohio Adult Diploma Program (ADP) are allowed to enroll in select Short-Term programs before receiving a high school diploma, or High School Equivalency (HSE)

b) OTC+ Program for High School Students
High school students who are on track for graduation are allowed to enroll in select Adult Workforce programs while still in high school. Interested students should contact their high school counselor for more information



6.1 Credits for Previous Training

Great Oaks allows adult students to submit transcripts from previous education for evaluation for possible course credit.

- The previous education must align directly to the Adult Workforce program the adult student is enrolled in
- Complete transcript must be submitted for review at least 10 business days prior to the program start date.
- Only classes/training where the student earned a grade of 'C' or better will be evaluated for credit
- Prior education must have taken place at an accredited institution or when a member of the US military.
- Prior education must have been completed within three years of the Adult Workforce program start date.

If credit is granted, the program hours and tuition will be prorated accordingly. The Financial Aid Office will notify the adult student if this affects the student's eligibility for any accepted financial aid, including Title IV aid and VA Education Benefits. Each request is reviewed on a case-by-case basis and Great Oaks reserves the right not to extend credit for previous training.

6.2 Program Transfers

Transfer between programs is only allowed during the first three days of the program start date. The transfer will be considered only if there is space available and must be approved by the Adult Workforce Director. This policy applies only to programs which have identical start dates and assumes that all qualifications for enrollment into another program have been met.

6.3 Discounted Tuition-

Board Policy 6150.02

Great Oaks associates, Board members, and senior citizens (60+) may enroll in a short-term adult education class for one-half the cost of the tuition (Not all classes are eligible for the discount). This tuition reduction program includes the spouses of Great Oaks associates and Board members and dependents at least sixteen (16) years of age, living at home, and can be claimed as a dependent on their parents' Federal income taxes. This program does not include full-time adult education programs. Any textbook, manual and/or materials needed for the course(s) would be an additional cost for the enrollee and is not included in the cost of the tuition.

Affiliated school staff may enroll in a short-term adult education class which is directly related to the individual's job description for one-half (1/2) the cost of the tuition. Any textbook, manual and/or materials needed for the course(s) would be an additional cost for the enrollee and is not included in the cost of the tuition.

Adult students paying full tuition receive priority enrollment in the classes. The reduced rate plan becomes effective when the class offering has the minimum number of adult students enrolled at full tuition for state reimbursement. Total enrollment in the class will

not exceed the maximum number of adult students allowed in the program. Individuals enrolling under the reduced rate plan will be enrolled on a first-come, first-serve, space available basis.

6.4 Home School Students:

In place of a high school diploma, homeschooled students may submit:

- A transcript signed by the parent/guardian, that lists the secondary school courses completed by the student and documents the successful completion of a secondary school education
- A secondary school completion credential for a homeschool as required by state law.

Home schools must be recognized as such in the state where they are located. If there are any concerns about the validity of a diploma/certificate/transcript, Great Oaks will check with the Department of Education within the issuing state in an effort to confirm the existence of the school and its accrediting agencies. If such existence cannot be confirmed, the diploma/certificate/transcript will not be accepted. Great Oaks will not accept any diploma/certificate/transcript that has been altered.

6.5 Foreign Diploma Requirements

For both high school and post-secondary diplomas issued from a country other than the United States, the applicant must:

1. Have the diploma translated into English.
   AND
2. Have the diploma reviewed by a credentialed evaluator to determine if it is equivalent to a U.S. diploma.

the National Association of Credential Evaluation Services provides a directory of organizations that offer credential evaluation services on their website at www.naces.org. Great Oaks does not recommend one organization over another. It is the responsibility of the applicant to make the decision of which organization to use. Applicants should expect to be charged for evaluation services and should allow several weeks to receive results. It is highly recommended that applicants begin the foreign diploma evaluation process early to allow sufficient time to complete other requirements of enrollment.

6.6 Great Oaks Graduation Requirements

- Adult students shall obtain cumulative attendance and grade average as defined by the chart in Section 6.7 below.
- Adult students shall satisfactorily complete course competencies.
- Adult students must not have outstanding monies owed to Great Oaks.
- All equipment and/or materials owned by Great Oaks have been returned and are in working condition.
- Adult students shall satisfy all other program specific requirements.

- Adult students who have any financial assistance (Title IV aid, VA Education Benefits, OMJ funding.) must also meet any requirements of the respective program.

6.7 Minimum Attendance and Grade Requirements

Please see the individual program page for program specific requirements

6.8 Additional Attendance Policies for Police and Fire Academies

1. Attendance:
    a. All courses and class hours must be attended.
    b. Class hours exceed the published ODPS and OPOTA minimums.,
    c. Make-Up Hours
        - Under extraordinary circumstances, make-up classes may be permitted.
        - Approval of both the Adult Workforce Program Coordinator and Supervisor is required
        - Under no circumstances will make-up time be allowed for practical / skill sessions
        - Adult students are responsible for the cost of instruction for approved make-up sessions at the rate of $40 per hour. The Program Coordinator or Adult Workforce Supervisor may choose to waive the fee in extreme circumstances

    d. OAC (Ohio Administrative Code) 4765-11-03 (B)(20)(m) prohibits adult students from being assigned emergency response duties during scheduled classroom instruction or practical training during the following courses:
        - Firefighter
        - Fire safety inspector
        - Instructor
        - EMT
        - EMR

6.9 Excused Absence Policy

6.9.1 Career Technical Education Courses

Absences are excused up to 5% of the total course hours.. Regardless of the reasons for missing instruction time, all missed time will be deducted from the adult student's attendance record.

6.9.2 Health Professions Academy (HPA) Courses, and Public Safety Services (PSS) Fire & Emergency Medical Rescue Academy, and Police Academy

Such courses require 100% attendance, with the exception of Great Oaks OTC Adult Nursing Program that has a 95% attendance policy. The time missed from these courses will require an adult student to pay out-of-pocket for an instructor to provide make-up

hours; failure to make up missed time will result in the withdrawal of the adult student from the program.

6.10 Attendance Deductions

Adult students who arrive late to class, return late from breaks, or leave class early will have the missed time deducted from their attendance record in 15-minute intervals. For example:
If an adult student arrives to class 1 to 15 minutes late or leaves 1 to 15 minute(s) early, 15 minutes will be deducted from their attendance record.
If an adult student arrives 16 to 30 minutes late, or leaves 16 to 30 minutes early, 30 minutes will be deducted from their attendance record.
This method of time deducted from an adult student's attendance record will accumulate missed time progressively but cannot result in an adult student missing more hours than are available on a normal class day.

6.11 Make-Up Policy

The following courses provide the opportunity to attend scheduled make-up days.

- Automotive Service Technology
- Construction Technologies
- Great Oaks OTC Adult Practical Nursing Program
- Heavy Equipment Operations & Engineering
- Manufacturing Engineering Technology
- Welding Technician

Such make-up days permit an adult student to return time to their attendance record that was missed from a scheduled class day. Please see the course instructor for the occurrences of make-up days. NOTE: To make up a complete day of missed class it may require that an adult student attend more than one make-up day.

Make-up days as described above are offered at no additional expense to enrolled adult students.

At the beginning of the courses listed above in this section, a calendar indicating the days upon which make-up times are available will be provided to all adult students. In most cases, make-up time will require an adult student to attend on-campus in-person instruction. In rare cases make-up time will be conducted utilizing approved remote assignments.

Make-up time can be used to get extra instruction. An adult student does not need to have missed time to attend a make-up session.

Make-up time cannot be applied to a future absence or time that will be missed in the future. Thus, it is not possible for an adult student to have an attendance percentage greater than 100% at any point in a course.

Other full-time programs, such as Police and Fire Academies, require 100% attendance due to the required outside certifications. Make-up time for these courses must be scheduled on an individual basis and there will be an hourly cost associated with scheduled make-up time for Police and Fire Academies. See section 5.16 below for details.

Health Professions Academy programs also require 100% attendance. Make-up time for these courses must be scheduled on an individual basis. See section 5.17 below for more details.

Short-term and short-term courses do not have available make-up time in their schedules.

6.12 Police Academy Make-up Policy

The following policy is established to ensure that all adult students who attend the Great Oaks Police Academy will qualify to take the Ohio Peace Officer Basic Training certification examination.

6.12.1 Purpose

To prepare adult students of the police academy for a career in law enforcement by creating an environment that reflects the high degree of structure and esprit de corps in that career field.

6.12.2 Procedure

All Police Academy adult students will report to class on time unless excused by the Academy Commander.

All adult students are to report to class fifteen (15) minutes prior to the OPOTA class start time for uniform inspection.

All adult students must have 100% attendance for each hour on all mandatory topics.

If an adult student has an excused absence for any topic hours, it is their obligation to make arrangements with the Academy Commander to make up the required missed topic hours.

All make-up hours shall have prior approval from the Academy Commander in written form. Make-ups must be completed within fourteen (14) OPOTC topic days of the date that the adult student returns to class, unless excused by way of a medical extension or a military extension. If the make-ups do not occur within this time frame, the adult student cannot attend other academy courses until all make-ups have been completed.

If an adult student has an unexcused absence for any topic hours, it is the adult student's obligation to make arrangements with the Academy Commander to make up the required missed topic hours. The adult student will also be subject to the disciplinary process for the unexcused absence.

Hour-for-hour make-up may be taught only by the original instructor unless arrangements are made with the Academy Commander. If the adult student is unable to schedule a make-up session with the original instructor, the adult student will be required to make-up the entire topic hours with another approved instructor.

The adult student will make up the missed hours at their own expense beyond the established tuition for the Great Oaks Police Academy. This expense will be paid at the rate established for the current school year. The expense covers the cost of the instructor required for the make-up class. The cost is $40/hour paid in advance by the cadet for the make-up time.
The payment will be submitted to the Great Oaks Police Academy Commander.

If an adult student has documentation of hospitalization which causes the individual to miss topic hours the fee will be waived after the first day of hospitalization. This waiver does not release the adult student from the obligation to make up the missed hours.

If an adult student has documentation of military service requirements which causes the individual to miss topic hours the fee will be waived after the first day of required service. This waiver does not release the adult student from the obligation to make up the missed hours.

6.12.3 Discipline for Tardiness

Adult student tardiness will be documented on the OPOTA sign-in sheet as well as a reason and description for the tardiness on the Student Incident Form.

Any adult student receiving one (1) documented tardy incident will be verbally counseled by the Academy Commander. A second documented tardy incident will result in a meeting with the Academy Commander to discuss the infraction and determine solutions to prevent further infractions.

Any adult student missing three (3) documented tardy incidents will result in a recommendation for a one (1) day suspension from the Police Academy.

Any additional infractions after the third documented tardy incident will result in a recommendation for a two (2) day suspension from the Police Academy.

Failure of the adult student's behavior to improve after the two (2) day suspension will result in a recommendation for administrative withdrawal from the Police Academy.

6.13 Health Professions Academy Short Term Program Make-up Policy

Attendance

100% Attendance Is Required in All Classes, Laboratories, And Clinical Activities.

- In the event of unavoidable absence, tardiness, or early departure (due to hardship), the adult student must Contact the Program Coordinator no later than 30 minutes before their arrival or leaving the site. Leave a message if necessary.
- Adult students missing an entire class or more than three (3) cumulative hours may be administratively withdrawn.
- All time missed must be made up before clinical activities. The adult student must retake the course if not made up during this period and may be at the adult student's expense
- Adult students' opportunity to make up missed time is not guaranteed.

- Adult students must attend and satisfactorily complete all required work, including skills, to go to clinical activities.

6.14 Maximum Time Frame

All Full-Time programs at Great Oaks have a Maximum Time Frame to complete of 100%, which means an adult student must be able to complete the program within the published length as measured in weeks. If an adult student withdraws from a program, they may be permitted to return the following year to finish if it is possible to complete the program without exceeding the program length as measured in weeks. For example, if the adult student withdraws from a program that is 43 weeks after attending only 26 weeks, the adult student will be required to return and complete the remainder of the program in 17 weeks.

To be considered for return, the adult student must submit a letter of explanation and any supporting documentation to the Adult Workforce Director If permitted to return, the adult student will be required to follow all policies and procedures in the Student Handbook effective at the time of return with the following additional provisions:

a. The adult student will receive credit for hours successfully completed during their initial enrollment in the program within one year. These hours will count as attempted and earned hours toward their academic and attendance totals.
b. The adult student will only be charged tuition and fees for the remaining hours needed for their program completion.
c. Adult students may apply for re-admission once per program.

Financial assistance availability depends on the policies of each program at the time the adult student returns. The adult student must contact the Financial Aid Office for further information.

6.15 Off-Campus Assignments

Programs which are classified as hybrid may require adult students to complete off-campus assignments that occur outside of normal classroom hours. Off-Campus assignments are part of the course hours and have a course grade associated with them. Adult students enrolled in courses that require off-campus assignments will be provided with a Chromebook or similar device. Off-campus assignments will be submitted to the course instructor utilizing either the Chromebook, other electronic means, or a paper document. Failure to complete or submit off-campus assignments by the assigned deadline may negatively impact an adult student's grade and/or attendance records.

6.16 Leave of Absence Policy

Great Oaks does not grant leaves of absence for any program.

6.17 Attendance Evaluation Intervals:

Attendance for adult students is entered daily into an electronic adult student data management system. Adult student attendance hours and percentages are evaluated at a minimum of every two (2) weeks by the program's Adult Workforce Supervisor. The

attendance rate at each evaluation point will be based on scheduled program hours rather than actual attendance.

6.18 Attendance Probation and Administrative Withdrawal

Probation

During any review of an adult student's attendance record, upon the first occurrence during any term, if an adult student's attendance percentage falls below the course's established minimum, the adult student will be placed on probationary status. Notification of said probation status will be provided to the adult student via a printed document. The attendance status of adult students who are placed on probation will be re-evaluated at a minimum of every two weeks.

Administrative withdrawal for not maintaining Satisfactory Academic Progress (SAP)

If at any point, it becomes mathematically impossible for the adult student to achieve the minimum SAP requirements (see section 3.4.12), the adult student will be withdrawn from the program. Once withdrawn, the adult student will no longer be permitted to continue in the course.

Financial Assistance Considerations

Great Oaks will notify any organization providing financial assistance to an adult student if the adult student withdraws or is administratively withdrawn. The adult student may be required to return part or all of the financial assistance they have received or that Great Oaks has received on their behalf. Contact the Financial Aid Office for questions about withdraw policies for different financial assistance types.

6.19 Attendance Probation and Administrative Withdrawal Appeal

An adult student may appeal their attendance probation or administrative withdrawal by submitting a letter of explanation to the Adult Workforce Supervisor for the program, along with any supporting documentation needed. The adult student's appeal explanation and supporting documentation must be submitted within two business days of their probation or administrative withdrawal notification. This appeal will be reviewed by the Adult Workforce Supervisor and in extraordinary circumstances or attendance probation status may be removed. The decision will be made within one week and is final. An adult student may only appeal an attendance probation or administrative withdrawal twice per program.

6.20 Qualitative Grading-SAP

Grading for courses except public safety services and short-term Career courses.

Self-Paying Adult students must maintain a cumulative grade average of D or above. For adult students receiving financial assistance see policies here and see section III for Financial Policies.

Grades are recorded by the instructor as they occur after the completion of laboratory exercises, classroom assignments and assessments.

An enrolled adult student can view their course progress via electronic remote access or may request to review their progress in-person from the instructor the course or Adult Workforce Supervisor for the course.

Adult students utilizing financial aid must maintain Satisfactory Academic Progress (SAP) letter grade of C or better according to the standards. See section 5.25.1 for details.

6.20.1 Grading Scale - Letter Grade and Numerical Percent Equivalent

For: Automotive Service Technology, Construction Technologies, Manufacturing Engineering Technology, Heating/Ventilating, & Air Conditioning, Heavy Equipment Operations and Engineering, and Welding Technician.

Grading Numerical Equivalent	Score	Classification
A	100-90	Excellent
B	89-80	Above Average
C	79-70	Average
D	69-60	Below Average
F	59-0	Failure

Healthcare Programs Grading Numerical Equivalent	Score	Classification
A	100-94	Excellent
B	93-86	Above Average
C	85-78	Average
D	77-70	Below Average
F	69-0	Failure

*For all other courses, please contact the instructor for the course syllabus.

6.21 Official Review of Grades

Although grades are constantly monitored by the course instructor, they are officially reviewed at the 150-hour point by the Adult Workforce supervisor. If after the official review of grades, a adult student performs below Satisfactory Academic Performance (SAP), they will be placed on academic probation for the rest of the term. (For adult students receiving financial assistance see Section III, Financial Policies)

6.22 Academic Probation

Any time an adult student falls below the required grade or attendance, the course instructor will meet with the adult student to discuss the situation and help the adult student develop a plan of action (i.e., make-up days, re-testing). At that time, the adult student is put on probation through the end of the term (two terms per year based on number of hours). The instructor completes a change of status form and provides a copy to the adult student, the Financial Aid Office, and Adult Workforce Supervisor for the program. If the adult student is receiving financial aid, they will receive a letter from the Financial Aid Office reminding them that their financial aid could be in jeopardy if issues with grades or attendance are not remedied.

The Adult Workforce Supervisor for the program will:

- Meet with the adult student and emphasize the importance of maintaining satisfactory grades and attendance.
- Remind adult students that they must achieve the minimum attendance standard for the program or higher before and at the beginning and ending of the second term.
- Remind adult students that they must achieve at least the minimum required grade by the program's end date.

For adult students utilizing financial assistance, there are serious repercussions for not meeting the minimum attendance and grade policies. Please see section III Financial Policies for more details

The Adult Workforce Supervisor for the program will attempt to determine if there is any additional assistance that might be provided to the adult student. The adult student will be taken off probation at the end of the term if they are meeting Satisfactory Academic Progress (SAP). If the adult student is not meeting SAP at the end of term one but it is still possible for them to achieve SAP by the end of the program, they will have the option of paying out-of-pocket for and continuing into the next term. If at any time (after all resources to achieve SAP are exhausted) it becomes mathematically impossible for the adult student to achieve the grades or attendance by the end of the program, the adult student will be withdrawn from the program. Note: For adult students using Veteran Administration (VA) benefits, the effective administrative withdrawal date (as required by VA) will be retroactive to the date the adult student first failed to maintain the required attendance during the period. This situation may result in the adult student owing a debt to the VA.

6.23 Special Grading Circumstances Remedial Courses

Great Oaks does not grant credit for remedial courses.

6.24 Completion/Graduation Rate

The following information is being disclosed as required by the adult student Right-to-Know Act. The information reflects first-time, full-time adult students, who completed/graduated within the normal time allowed for their program. For the most current completion/graduation rate please visit: (IPED) site. College Navigator - Great Oaks Career Campuses (ed.gov)

6.25 Retention Rate

This rate is not reported for Great Oaks because programs at Great Oaks are 1 year or less.

6.26 Career Passports and Competencies

The Career Passport is a credentialing tool that documents the specific occupational skills, academic skills, and employability skills of adult students who participate in a secondary or post-secondary program in Ohio. It contains a cover letter from the President/CEO of Great Oaks, a personal data sheet highlighting the graduate's education, employment history, activities, and awards. The passport also contains a graduate's special recognitions, community service, and a Certificate of Completion. A competency profile of the skills mastered in the career pathway is included. The Career Passport provides employers with an accurate, reliable tool for evaluating job applicants. It enhances the individual career planning process for adult students and assists them in marketing themselves to prospective employers. It increases the accountability to the community by documenting each adult student's mastery of specific competencies that business and industry has said their staff must have to be successful.

6.27 Great Oaks Warranty Program

Within the Career Passport is a document that discusses the Great Oaks Warranty Program. Great Oaks is confident that its graduates have acquired the best possible career technical education. To demonstrate this confidence, Great Oaks will warrant all Great Oaks' graduates who have earned their Certificate of Completion and who are employed through the campus placement program. This warranty is issued to employers who hire Great Oaks graduates and guarantees free additional education if the graduate's certified competencies are found lacking during their first year after graduation.

6.28 Certificate of Completion

The certificate of completion is a signed credential that is provided to adult students who have successfully completed course requirements in their chosen career-technical program.

6.29 Health and Safety

Correct health and safety practices and procedures are observed on the campus. Proper use of safety equipment and shop safety practices are integral parts of the career-technical program. Adult students must notify the instructor when an injury or accident occurs. Upon notification, the instructor will work with the adult student to complete an incident/accident form. The Adult Workforce Supervisor or designee will assist in the completion of the form as needed.

Great Oaks follows the guidelines of the Occupational Safety and Health Administration (OSHA). Adult students will not be allowed to fully participate in their educational program if they violate safety guidelines. Adult students who refuse to comply with OSHA

safety regulations and are denied the opportunity to participate in lessons or assignments will be subjected to a negative impact on their grade and/or attendance records.

Emergency Medical forms are kept in each adult student's file. Each adult student is required to return the completed Emergency Medical form to the campus no later than the end of the third day of class. Adult students may be denied career-technical program participation until the form is completed and submitted.

Adult students who refuse to submit an emergency medical form and are denied the opportunity to participate in lessons or assignments will be subjected to a negative impact on their grades and/or attendance records.

6.30 Dress Code

Board Policy 5511 Student Dress Uniforms

Adult students' appearance shall be neat, clean and dress in a manner that is not distracting to others. Articles of clothing and adornments shall not interfere with or disrupt the educational process. Adult students are to dress in a manner that would satisfy and be acceptable to future employers. The purpose of this dress code is to "dress for success" and come to school prepared to participate in the educational process. The dress code includes, but is not limited to hair, clothing, buttons, badges, insignia, words, pictures, jewelry, or other items or symbols or expression (adult student dress).

Dress Guidelines for each course will have more specific guidelines regarding adult student dress and program uniforms.

The following are dress guidelines adult students are expected to follow:

Any article of clothing, including accessories such as bags and purses, which depict drugs, alcohol, tobacco, sexual innuendos, or gang/cult related symbols/gestures which, under the circumstances, disrupt normal school activities and are offensive in the school setting are prohibited. This includes confederate flag emblems, swastikas, and any other hate-related symbols. Adult students must wear appropriate attire in the classroom and laboratory.

Dress and grooming that disrupts the teaching/learning process will not be tolerated. Instructors have the authority to define dress for their program and have the authority to remove adult students who are not dressed appropriately. If an adult student is sent home, their attendance will be negatively affected. The Great Oaks Adult Workforce Director has the final say on appropriate attire and grooming.

Samples of inappropriate dress include but are not limited to:

- Clothing which exposes the midriff, abdomen, cleavage, undergarments, or private parts (intentionally or accidentally).
- Failing to wear required safety items/uniforms, PPE (Personal Protective Equipment - Safety glasses, helmets, face shields, masks, scrubs, etc.)
- Skirts shorter than four inches above the knee are considered inappropriate for school and are not permitted.
- Shorts, muscle shirts, strapless or thin strapped tops/dresses, tank tops and mesh dresses/blouses

- Clothing with inappropriate or offensive print/design, including promotions of drugs or alcohol
- Clothing or jewelry which represents a potential danger or safety hazard
- Clothing in poor taste, dirty, or in poor condition.
- Inappropriate jewelry (threatening/offensive/ distracting)
- Pants, shorts, and skirts worn below the waist.
- Non-prescription tinted or mirrored eyeglasses
- Torn, defaced, or mutilated clothing
- Revealing low-cut tops/ open backs
- Sheer or see-through clothing
- Shaded lenses in eye ware (including prescription eye wear)

6.31 Grievance Policy

Board Policy 9130 Public Complaint
Any person or group having a legitimate interest in the operation of Great Oaks shall have the right to present a request, suggestion, or complaint concerning Great Oaks district staff, the program, or the operations of Great Oaks. At the same time, the Board of Directors has a duty to protect its staff from unnecessary harassment. This policy aims to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate. It is the desire of the board to rectify any misunderstanding between the public and Great Oaks by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences shall more formal procedures be employed. Any requests, suggestions, or complaints, reaching the board, board members, and the administration shall be referred to the president/CEO for consideration according to the following procedure.

6.32 Levels of Grievance Filing

First Level	If it is a matter specifically aimed at a professional staff member, the matter must be addressed, initially, to the staff member concerned who shall discuss it promptly with the complainant and make every effort to provide a reasonable explanation or take appropriate action within their authority and Great Oaks' district administrative guidelines.
	This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation, which may require investigation or inquiry by school officials prior to approaching the professional staff member. As appropriate, the staff member shall report the matter and whatever action may have been taken to the immediate Supervisor.
Second Level	If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's immediate Adult Workforce Supervisor.
Third Level	If the matter cannot be satisfactorily resolved at the Second Level, it shall be discussed by the complainant with the Vice President of Human Resources.

Fourth Level	If a satisfactory solution is not achieved by discussion with the Vice President of Human Resources, a written request for a conference shall be submitted to the President/CEO. This request should include: 1. The specific nature of the complaint and a brief statement of the facts giving rise to it; 2. The respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely; 3. The action which the complainant wishes taken and the reasons why it is felt that such action be taken. Should the matter be resolved in conference with the President/CEO, the board may be advised of the resolution. Should the matter still not be resolved, or if it is one beyond the President/CEO's authority and requires a board decision or action, the complainant shall request, in writing, a meeting by the board.
Fifth Level	The board, after reviewing all material relating to the case, shall grant a meeting before the board. The complainant shall be advised, in writing, of the board's decision, no more than five (5) business days following the meeting. The board's decision will be final on the matter, and it will not provide a meeting to other complainants on the same issue. If the complainant contacts an individual board member to discuss the matter, the board member shall inform the complainant that they have no authority to act in their individual capacity and that the complainant must follow the procedure described in this policy

6.33 Final Appeal

If an adult student's grievance cannot be resolved through the school's grievance procedure above, adult students have the right to contact Great Oaks' accrediting agency, Council on Occupational Education (COE) https://council.org, 7840 Roswell Rd., Bldg. 300, Ste. 325, Atlanta, GA 30350. 770.396.3898 or 800.917.2081

If after contacting the school and accrediting agency, an adult student's grievance still cannot be resolved, adult students have the right to contact the Ohio Department of Higher Education at 614.387.1215.
Great Oaks maintains records of adult student complaints in the office of the Adult Workforce Director.

6.34 Parking

Parking is available for all adult students in designated areas. Parking on Great Oaks Property outside of designated areas may result in a vehicle being removed or fined at the vehicle owner's expense.

If a vehicle is left on campus grounds, adult students should be aware that their vehicle could be tagged and removed from the campus. Adult students should communicate with the Adult Workforce Supervisor if there is an issue with their vehicle and it must be left on campus for a period of time.

Adult students may not display symbols or signs on their vehicles that are abusive, profane, vulgar, obscene or are considered hate speech and which, under the circumstances, disrupt normal school activities and are offensive in the school setting. Abuse of the use of cars and parking privileges may result in loss of their use. Great Oaks will not be held liable for damages, theft, or contents of vehicles on the property.

6.35 Lawful Searches of Adult student Property

Board Policy 5771 Personal, Locker, and Vehicle Searches

Adult student lockers and laboratory lockers assigned to an adult student are the property of the Great Oaks Career Campuses. School officials may conduct random searches of adult student lockers and their content at any time.
Canines may be used for such random searches.

In addition to random searches of lockers and their content, school officials may conduct searches of lockers, and any school property assigned to adult students. Searches may be conducted when there is reasonable cause to believe that the school property or area being searched contains an item or items that constitutes or is evidence of:

- A violation of law or school rules
- May be a threat to the safety or security of the adult student, others, or property.

General housekeeping and inspection of school property assigned to adult students and their contents may also be conducted with advance notice to adult students. Searches of school property assigned to adult students and their contents may be conducted when there is:

- An emergency
- An imminent threat to the safety of persons or property

Canines may be used for such searches.

An adult student's person, personal property or automobile may be searched at any time. Such searches may be conducted when there is reasonable cause to believe that the adult student has on their person or the adult student's personal property or automobile contains an item or items that:

- Constitutes or is evidence of a violation of law or school rules
- May be a threat to the safety or security of the adult student, others, or property

Canines may be used for such searches.

In addition to canine searches, as indicated above, canines may be used, at any time and without notice, to "sniff" any school property areas or automobiles on school property.

6.36 Tobacco/Smoking

Use of Tobacco is not permitted anywhere on school property

Great Oaks does not permit any person (adult student/faculty/staff/visitor) to smoke or use tobacco products in any building, any vehicle (this includes personal vehicles while on school property) or on any property owned by Great Oaks (both home and visitor). There will be no designated areas for the public to smoke during school activities. This policy is in effect 24 hours a day, 7 days a week.

(Please see 'Section II Adult student Code of Conduct' for additional policies on the prohibition of nicotine use; including vaporization of nicotine containing products)

6.37 Copyright Protection

Unauthorized copying, redistribution or republication of copyrighted or licensed materials is prohibited. Violations of this policy may result in disciplinary action and may also be referred to the appropriate legal authorities and/or other legal action may be pursued.

6.37.1 Use of Copyrighted Materials

The Federal copyright law (U.S.C. Title 17) governs the duplication, distribution, use and display or performance of all copyrighted materials, which includes;

- Printed matter
- Audiovisual materials
- Television programs
- Computer software
- Content from the Internet (See section 5.42.2)

Violation of the law can subject the violator to legal action resulting in levying fines and/or compensatory damages and criminal penalties.

Great Oaks' status as a school district does not provide exemption from the law; public schools are subject to its provisions just as are other agencies, businesses and individuals. It is the intent of Great Oaks School District to promote respect for the rights of copyright owners, knowledge of the copyright laws, education of adult students in those legal issues, and strict compliance with the copyright laws in all activities on Great Oaks Campuses

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

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

6.38 Adult student Laptop or Chromebook Usage

Board Policy 7540.03 Adult student Laptop Program and Network Information User Agreement

The Adult student Laptop Program at Great Oaks is designed to help adult students succeed academically and prepare them to be career ready. During the school year, adult students will have full use of Great Oaks-owned laptops assigned to them for use in their career technical and academic courses. Adult students are offered access to Great Oaks' computer network and the Internet. All adult students must sign the Computer Network Information User Agreement. This form stipulates the appropriate use of computer access and the Internet. Violation of the User Agreement form may result in disciplinary and/or legal action. Failure to return the assigned laptop prior to graduation or upon withdrawal will result in the adult student being charged for the laptop's cost.

6.38.1 Internet Access

The Network shall be used primarily for educational purposes. Access to the Network is a privilege, not a right, and as such may be revoked at any time for any reason.

The Internet is an international association of computer networks. Government, schools, universities, and industry are some of the diverse contributors to the Internet. Access to computer equipment, programs, and systems (including hardware and software), the Internet, e-mail and other modern technologies (collectively, the "Network") permit adult students ("users") several educational and research opportunities they would not have otherwise. While it is Great Oaks' belief that such educational benefits outweigh potential disadvantages, the Network may contain content that is inappropriate to the educational setting and that some may consider offensive. Great Oaks will exercise reasonable guidance to limit adult student access to such inappropriate materials but cannot provide assurance that all materials on the Network are appropriate. The ultimate responsibility for monitoring Network usage is that of the adult student and the adult student's parent or guardian (if applicable).

In exchange for the use of Network resources, either on-site or by remote access, the user understands and agrees to the following.

6.38.2 Privilege

Access to the Network is a privilege, not a right, and as such it may be revoked by Great Oaks at any time and for any reason. Great Oaks' administrators and/or Network managers may at any time and for any reason perform any or all of the following actions: monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the Network and any and all materials, files, voice mails, information, software, communications including e-mails, and other content transmitted, received or stored in connection with this usage. The Network and all information, content, e-mails, and files are the property of the Great Oaks, and users should not have any expectation of privacy regarding those materials.

6.38.3 Acceptable Use

The Network shall be used primarily for educational purposes. Uses that violate Board policies or interfere with normal Network operations or educational activities, such as those activities described below in "Network Etiquette," are prohibited. Great Oaks may impose restrictions on use of the Network to assure equity of use. As required by law, Great Oaks will use filtering programs or other

technology protection measures to limit a user's access to inappropriate materials on the Internet, such as visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. A Network administrator may disable the filtering program or technology protection measure to enable adult users to gain access for bona fide research or other lawful purposes. As required by law, Great Oaks will also make reasonable efforts to monitor the user's online activities, through direct observation and/or technological means, to limit access to such visual depictions or any other materials that are inappropriate to the education setting. As it is impossible to limit access to all materials that may be considered inappropriate, the ultimate responsibility for monitoring Network usage is that of the adult student and the adult student's parent or guardian (if applicable), and users are required to avoid sites that are inappropriate for the educational setting. Great Oaks may also block or filter incoming e-mail.

6.38.4 Access

Selected Network resources are intended only for use by their registered users. Users shall not have access to the Network until they have signed the Network Acceptable Use Adult Student Agreement and completed the Parent/Guardian Permission Form (if applicable). Access is not transferable and may not be shared.

6.38.5 Network Etiquette

Users shall be held accountable for their use or misuse of the Network. All users are responsible for good behavior while using the Network, just as they are in a classroom, in a school hallway, or at any school sponsored activity. Each user must abide by the rules of Network etiquette, which include but are not limited to the following:

a. Users shall neither obtain copies of nor modify files, other data, or passwords belonging to other users without express authorization from the Adult Workforce Supervisor or designee.
b. Users shall not use the Network to access chat rooms or chat lines. Users shall not use the Network for noncurricular-related activities (e.g. surfing the Internet, playing games) except for incidental and brief personal communication that does not interfere with the operation of the Network or violate Great Oaks' policies.
c. Users shall not misrepresent themselves or post anonymous messages on the Network. Users shall not commit forgery or falsify e-mail in any way.
d. Users shall not use the Network in any way that would degrade or disrupt the operation of the Network, abuse the software and/or hardware; or excessively consume limited computer, paper, telephone, or other resources, such as through spamming, creating, or transmitting mass e-mails or chain letters, or other purposes exceeding this policy. Attachments of files to e-mails should not be used.
e. Users are to print only with permission and should be selective when printing. Users are to print one copy and have additional copies made on photocopiers.
f. Users shall not access, create, transmit, copy, or download harassing, threatening, abusive, defamatory, vulgar, discriminatory, or sexually explicit messages or materials.

g. Users shall not make rude or hostile reference to race, age, gender, sexual orientation, national origin, disability status, or religious or political beliefs. Abusive or profane language is prohibited.
h. Users shall not reveal any personal information about themselves or other adult students, including photographs, telephone numbers, addresses, passwords, or social security numbers.
i. The confidentiality of any information stored in or created, received, or sent over the Network cannot be guaranteed. Users should not have any expectation of privacy regarding such information.
j. Users shall not use the Network for any commercial activities, such as buying, advertising, or selling goods or services, unless it is for legitimate Great Oaks' District business.
k. Except for educational or Great Oaks' District business purposes, users shall not create, transmit or download any materials that support or oppose the nomination or election of a candidate for public office or the passage of a levy or bond issue. Additionally, users shall not solicit political contributions through the Network from any person or entity.
l. Users shall not create, transmit, download, or copy any materials (a) that are in violation of Great Oaks' District Policies or any federal, state or local laws, including but not limited to confidential information, copyrighted materials, material protected by trade secrets, and any materials that would violate Great Oaks' harassment or discrimination policies; or (b) that include the design or detailed information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials, or pornographic sexually explicit or obscene materials.
m. All use of e-mail must be through Great Oaks' e-mail service; the use of other providers of e-mail through the Network is prohibited.
n. Users routinely shall delete outdated or unnecessary e-mails from their mailboxes.
o. All software and hardware must be installed by, or with the prior consent of, the Network administrator. Users may not move, repair, reconfigure, modify, or attach any external devices to Network equipment, including individual computers or systems. Users shall not remove, alter or copy Network software for their own personal use or others' use.
p. In utilizing the Network, users shall abide by the standards of academic integrity, including plagiarism.
q. When using Great Oaks' Network, the user should remember that they are representing Great Oaks each time the account is used.

6.38.6 Copyright or License Violations

Great Oaks typically does not own its computer software; rather, it has a license to use the software. All Great Oaks District licensed software shall be reproduced only by authorized systems' administrators in accordance with the terms of the software licensing agreements. Unauthorized copying, redistribution, or republication of copyrighted or licensed materials is prohibited.

6.38.7 Web Sites

Web sites created through the Network and/or linked to Great Oaks' web site must relate specifically to educational activities or programs. Web sites created using Network or Great Oaks' educational activities or programs, web sites created using the Network or Great Oaks' equipment, or web sites created as part of the classroom or club assignments or activities are the sole and exclusive

property of Great Oaks. Great Oaks reserves the right to require that material and/or links to other sites found to be objectionable be altered or removed. All web pages under this Policy, other than the official Great Oaks web site, must prominently display the following disclaimer:

This is not an official web site of Great Oaks. Great Oaks does not control and cannot guarantee the timeliness or accuracy of the information on this web site. Any views or opinions expressed herein are solely those of the creators of this web site.

6.38.8 Vandalism

Vandalism is prohibited. Vandalism is any attempt to hack, alter, harm or destroy software, hardware, data of another user, other Network resources, or the use of the Network to harm or destroy anything on the Internet or outside networks. Vandalism includes but is not limited to the uploading, downloading, creating or transmitting of computer viruses, worms, Trojan horses, or other destructive programs or applications.

6.38.9 Security

If users identify a security problem on the Network, such as evidence of hacking, users shall notify a systems administrator immediately. All users agree to cooperate with Great Oaks during an investigation into any allegations of abuse or security breaches of the Network.

6.38.10 Service Disclaimer

Great Oaks makes no warranties of any kind, whether expressed or implied, for the Network services it provides.

Great Oaks will not be responsible for any damages a user may suffer arising out of the user's use of, or inability to use, the Network, including but not limited to the loss of data resulting from delays, non-deliveries, mis-deliveries, service interruptions, or user errors or omissions. Each user is responsible for backing up their own files.

Great Oaks is not responsible for the accuracy of information obtained through electronic information resources; hence, this information should be used at the user's own risk.

Great Oaks is not responsible or liable for the security of any personal e-mail, Internet or other transactions of users.

Great Oaks is not liable for any transactions, costs, damages or fees incurred by a user through purchases of goods or services or other transactions through the Network or for any illegal actions, including copyright violations, that a user performs through the Network.

6.38.11 Violations of This Policy

Violations of this Policy may result in disciplinary action, including but not limited to restrictions or termination of access to the Network.

Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued. Personal information may be released to appropriate entities as Great Oaks deems necessary, in its sole discretion, to avoid immediate danger of physical harm to persons or property, or to report possible crimes to the legal authorities.

6.38.12 Changes

Due to the rapid change in technology, a user's access and/or this Policy are subject to change at any time.

6.39 Use of Artificial Intelligence

Adult students are required to rely on their own knowledge, skills, and resources when completing schoolwork. To ensure the integrity of the educational process and to promote fair and equal opportunities for all adult students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of schoolwork. The use of AI/NLP tools, without the express permission/consent of an instructor, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each adult student. Adult students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their instructors when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any adult student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the adult student Code of Conduct.

Notwithstanding the preceding, adult students can use AI/NLP tools in the school setting if they receive prior permission/consent from their instructor, so long as they use the AI/NLP tools in an ethical and responsible manner. Instructors have the discretion to authorize adult students to use AI/NLP tools for the following uses:

A. Research assistance: AI/NLP tools can be used to help adult students quickly and efficiently search for and find relevant information for their school projects and assignments.

B. Data Analysis: AI/NLP tools can be used to help adult students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments - e.g., scientific experiments and marketing research.

C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for adult students who are learning a new language or for adult students who are studying texts written in a different language.

D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help adult students improve their writing skills.

E. Accessibility: AI/NLP tools can be used to help adult students with disabilities access and understand written materials. For example, text-to-speech software can help adult students with tools and help adult students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior instructor permission/consent, adult students can use such resources to help them better understand and analyze information and/or access course materials. If an adult student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their instructor.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines. **See section 2.63 for additional consequences for violating this policy.**

The Board designates the President/CEO and Deans as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to adult students' use of District Information & Technology Resources.

6.40 Adult student Picture-ID Badges

An Adult student picture-I.D. card is provided for each adult student at the beginning of the school year. Each adult student shall be responsible for their own I.D. card and the cost of securing a replacement if lost. An adult student's I.D. shall be clearly visible and always displayed when they are on school property. In Lieu of a picture ID, an adult student may receive a Proximity badge. Proximity badges must also be always displayed and users are subject to the policies below.

6.40.1 Proximity Badge Use

A proximity badge allows an enrolled full-time adult student to access the building using a pre-selected entrance which is close to the course's respective classroom and laboratory. The use and misuse of proximity badges have legal ramifications with regards to building security. The misuse of the badge or failure to follow any of the policies and guidelines below could make the user legally liable for damages caused by negligence. Failure to follow the policies and guidelines below may also subject badge users to disciplinary action up to and including administrative withdrawal. By accepting possession of a proximity badge, an adult student agrees to follow the proximity badge policies and guidelines. See sections 5.45.2 and 5.45.3.

6.40.2 Proximity Badge Policies

- A lost or stolen badge is a major security issue and must be reported within 24 hours to the instructor or Adult Workforce Supervisor.
- Proximity Badges are not transferable. Badges are not to be loaned or borrowed from another adult student.
- Replacement badges will cost $15 and may take up to three weeks to replace.
- If a proximity badge is found, no attempts shall be made to use it. Found badges shall be returned to an instructor or other Adult Workforce Development staff.
- The information and technology contained within the badge remains the property of Great Oaks.
- Replication, reproduction, or duplication of a proximity badge is considered a violation of policy.
- An instructor or Adult Workforce Supervisor shall be notified if a badge does not function.
- No attempts shall be made to defeat security measures or force doors to open.
- Once a badge has been used to access the building, no attempts shall be made to defeat existing building security such as propping doors open or modifying door latches.

6.40.3 Proximity Badge Guidelines

- The proximity badges are programmed to access the building's main entrance for your course. The badge may be programmed to access other door(s) as described by the instructor for the course.
- Do not use the badge to attempt accessing an unauthorized building, door, or area.
- Access for entry doors will be limited to scheduled class days and select times as described by the instructor for the course. Great Oaks may choose to modify these days and/or times at a future date.
- To prevent deactivation from damage, do not: Cut, bend, scratch, burn, scrape, write/paint on, create holes, put in clothes washing/drying machines, leave in direct sunlight, hot car, or other sources of intense heat.
- As an added measure of security, after using a proximity badge to access the building, please make sure that the door closes and locks.

*Proximity Badges will automatically deactivate upon graduation or withdrawal from a program. Badges do not need to be returned to Great Oaks. Great Oaks reserves the right to deactivate badges temporarily or permanently, at any time, for any reason.

6.41 Campus Closure -Inclement Weather, Power or Water Outages

Great Oaks will make every effort to remain open for classes. However, during the occurrence of a weather (or other) emergency, the Adult Workforce Director will make a decision for evening courses by 3:00 PM. Adult students will be notified via text and/or e-mail of the campus closure. Adult students enrolled in Police and Fire courses will be notified separately of a campus closure.

During inclement weather or other emergencies while classes are already in session, a decision will be made by the Adult Workforce Director or designee to close the campus. Adult students will be notified by their instructors of such a closure.

6.42 Instructor Absence Notification-Full Time Career Tech Programs

Adult students will be notified of instructor absence and informed about any assignments by 3:00pm the day of the instructor's absence. If an instructor will be absent for an extended period, a long-term substitute will be utilized to continue with hands-on instruction.

Section VII - Short-Term Career Training Program Course Descriptions



7.0 Emergency Medical Technician Basic

Certificate Program (State License)

Develop entry level skills to gain a career in the rapidly growing emergency medical response. The Emergency Medical Technician program (EMT) teaches adult students basic anatomy and physiology, general pharmacology, and how to provide basic emergency medical care – airway management, bleeding control, and treatment of fractures, soft tissue injuries, and illness – and transportation of the sick or injured person. Graduates are eligible to take the Ohio Department of Public Safety Division of Emergency Medical Services State EMT certification/licensing exam.

Campus: Scarlet Oaks Public Safety Services

Program Length/Days/Times/Dates:

150 Hours/18 weeks – Tuesday/ Wednesday/Thursday 6:00 pm to 10:00 pm
150 hours /10 weeks – Tuesday/Thursday 8:00 am to 5:00 pm
10 hours minimum of clinical experience split between a hospital emergency department and emergency medical response unit
Start dates vary

Tuition Information:

Tuition $2,500.00 – Includes books, fees, materials, state test (one attempt) **Program Information:**

Enrollment Requirements

- High school diploma or HSE (High School Equivalency)
- Achieve a WorkKeys® assessment level of (4) or higher in Applied Math and Graphic Literacy and a
- (5) in Workplace Documents.
- Background check BCI&I and FBI (May take up to 6 weeks for results)
- TB test not more than 1 year old.

Attendance – Adult students must achieve State mandated 100% attendance in order to complete the program

Grade Policy – Must achieve 70% minimum grade on all exams.

Code of Conduct

- Adult students are expected to show respect and positive regard for classmates, instructors and guest speakers at all times.
- Verbally abusive language and/or physically abusive actions, behavior, gestures or cheating WILL NOT be tolerated. The adult student will be dismissed immediately, and the instructor will report the incident to the program coordinator and the adult student's funding source.
- Adult students can be dismissed from the class if for any reason the staff deems it appropriate or necessary. Any behavior that would endanger a patient, another adult student, instructor or clinical experience preceptor is grounds for dismissal.
- No cursing, "put downs," snickering, or bickering before, during, or after class.
- All personal information shared by adult students during class is considered confidential and IS NOT to be shared outside of class.
- All patient personal identifying information learned during the clinical experience is not permitted to be shared with anyone in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA (Health Insurance Portability and Accountability).
- No side conversations when the instructor, guest speaker, or another classmate is talking. Only one person speaks at a time. DO NOT INTERRUPT THE SPEAKER.
- Adult students must work together to compromise and find acceptable solutions when differences of opinion occur.
- Adult students must complete all class assignments, exams, and clinical skills assigned by the instructor. If an adult student refuses to do a skill, s/he will be dismissed from the class and the incident will be reported to the program coordinator and the adult student's funding source.
- Sleeping during class is unacceptable.
- Use of tobacco or tobacco related products is prohibited anywhere on campus.

ADULT STUDENTS WHO DO NOT COMPLY WITH THESE POLICIES AND CLASSROOM VALUES WILL BE DISMISSED FROM CLASS AND THE INCIDENT REPORTED TO THE PROGRAM COORDINATOR AND THE ADULT STUDENT'S FUNDING SOURCE OR EMPLOYER.

Dress Code

- Plain white shirt (button up with collar or polo type with collar, no logo) and dark slacks. Clothing must be clean, ironed and wrinkle free. No hats, caps or scarves are to be worn in the classrooms or clinical sites.
- Business Casual
- Program specific polo will be issued.
- Shoes must be white or black, solid flat, non-skid, closed toe and closed heel. White or black socks must be worn.
- Beards and mustaches must be neatly trimmed. Adult students without beards are expected to be clean shaven.
- Hair must be clean and arranged neatly off the neck above the collar.
- No perfume, cologne or after-shave is to be worn in class or at the clinical site.
- Fingernails are to be clean and short. Clear nail polish is permitted

- Jewelry is limited to a plain wedding band, one pair of post earrings (one earring in each ear and no hoop earrings), and a watch with a second hand. No other visible piercings (including tongue studs or rings) are allowed.

Please call 513.771.1142 with additional questions.

7.1 Fire Fighter II (FFI & II)

Certificate Program (State License)

Develop entry level skills to gain a career in the public or private sector as a fire fighter.
Meets requirements for both Fire Fighter I and II in an intensive 7.5-week class. Meets Ohio certification requirements.
Meets objectives for NFPA (National Fire Protection Agency) 1001: Standard for Fire Fighter Professional Qualifications, 2019 Edition, Chapters 5 and 6, and is accredited by the National Board on Fire Service Professional Qualifications (Pro Board).

Campus: Scarlet Oaks Public Safety Services

Program Length/Days/Times/Dates:

300 Hours/7 ½ Weeks
Monday-Friday
8:00 am to 5:00 pm Start dates vary

Tuition Information:

Tuition: $5500.00 – Includes books, fees, materials, FF protective gear, state test (one attempt) Other Costs: Uniforms – Estimated cost $300

Program Information:

Enrollment Requirements

- High school diploma or HSE (High School Equivalency)
- Achieve a WorkKeys® assessment level of (4) or higher in Applied Math and Graphic Literacy and a
- (5) in Workplace Documents.
- Background check BCI&I and FBI (May take up to 6 weeks for results.
- Medical physical examination by Great Oaks provider only.

Attendance – Adult students must achieve state mandated 100% attendance in order to complete the program.

Grade Policy – Must achieve 70% minimum grade on all exams.

Code of Conduct

- Adult students are expected to show respect and positive regard for classmates, instructors and guest speakers at all times.
- Verbally abusive language and/or physically abusive actions, behavior, gestures or cheating WILL NOT be tolerated. The adult student will be dismissed immediately, and the instructor will report the incident to the program coordinator and the adult student's funding source.

- Adult students can be dismissed from the class if for any reason the staff deems it appropriate or necessary. Any behavior that would endanger a patient, another adult student, instructor or clinical experience preceptor is grounds for dismissal.
- No cursing, "put downs," snickering, or bickering before, during, or after class.
- All personal information shared by adult students during class is considered confidential and IS NOT to be shared outside of class.
- No side conversations when the instructor, guest speaker, or another classmate is talking. Only one person speaks at a time. DO NOT INTERRUPT THE SPEAKER.
- Adult students must work together to compromise and find acceptable solutions when differences of opinion occur.
- Adult students must complete all class assignments, exams, and clinical skills assigned by the instructor. If an adult student refuses to do a skill, s/he will be dismissed from the class and the incident will be reported to the program coordinator and the adult student's funding source.
- Sleeping during class is unacceptable.
- Use of tobacco or tobacco related products is prohibited anywhere on campus.

ADULT STUDENTS WHO DO NOT COMPLY WITH THESE POLICIES AND CLASSROOM VALUES WILL BE DISMISSED FROM CLASS AND THE INCIDENT REPORTED TO THE PROGRAM COORDINATOR AND THE ADULT STUDENT'S FUNDING SOURCE OR EMPLOYER.

Dress Code

- The prescribed uniform and footwear must be worn at all times unless directed otherwise by the Instructor, Program Coordinator or Adult Workforce Supervisor.
- Mustaches must be neatly trimmed. Beards are not permitted.
- Hair must be clean and arranged neatly off the neck above the collar.
- No perfume, cologne or after-shave is to be worn in class or at the clinical site.
- Fingernails are to be clean and short. Clear nail polish is permitted
- Jewelry is limited to a plain wedding band, one pair of post earrings (one earring in each ear and no hoop earrings), and a watch with a second hand. No other visible piercings (including tongue studs or rings) are allowed.

Please call 513.771.1142 with additional questions.

7.2 Patient Care Assistant Certificate Program

Prepare for employment in hospitals or long-term care facilities

The Patient Care Assistant (PCA) training provides adult students with the knowledge and skill in acute medical/surgical care of patient under the direction and supervision of a registered nurse.

Campus: Scarlet Oaks

Program Length/Days/Times/Dates:

40 Hours/6 days
Monday – Friday 8:00 am to 3:00 pm with one day CPR/First Aid Start dates vary

Tuition Information:

Tuition $500.00 – Includes books and materials

Program Information:

Enrollment Requirements

- STNA (State Tested Nursing Assistant) Registry Card or certificate from an STNA program
- Attend an online or in-person information session
- BCI & I and FBI Background Check
- WorkKeys®
- Physical
- Two-Step T.B. Test
- Copy of high school diploma or HSE
- Picture I.D.
- Social Security Card
- Uniforms for classes and clinical training
- Basic computer knowledge
- E-mail address
- Payment for the course

What do I learn

- Glucose testing
- Monitor vital signs
- Specimen collection
- Pre- and Post-op care
- Sterile techniques
- Oxygen monitoring
- Wound and skin care

What we expect from you:

- Maintain a grade of 70% or above
- 100% Attendance
- All hours must be made up within sixty days of the last day the adult student attended class. If not made up in this time span, the adult student must take the entire course over.
- Actively participate in class and laboratory
- Behave safely and courteously
- Exhibit strong work ethic
- Basic computer skills

Where you can work:

- Long-Term Care

Hospice

Hospitals or Home Health Care Dress Code:

- Adult students must dress and conduct themselves in an appropriate, professional manner for effective school and job performance. Appropriate behavior, appearance, health, and safety contribute to your success.
- A regulation uniform consists of solid color scrubs that must be worn to all classes and clinical training.
- Uniforms must be clean and wrinkle-free. No hats, caps, or scarves are to be worn in the classrooms or clinical sites.
- All Clothing will be clean, correctly sized, wrinkle-free, and in good repair. ¾ Clothing should not expose bare mid-riffs or display cleavage. ¾ Undergarments must not be visible.
- A plain white T-shirt or long sleeve shirt may be worn under the uniform top.

- A white lab coat or white sweater only may be worn over scrubs if needed at the STNA clinical site.
- Shoes should be clean and in good repair, flat, non-skid, closed-toe, and closed heel – No Croc shoes. Color preference is white or black.
- All staff expect excellent personal hygiene, including keeping hair and nails well-groomed. Facial hair, including beards, sideburns, and mustaches, shall be clean and neatly trimmed. Adult students without beards must be clean-shaven.
- Hair must be clean, combed, and neat. Hair that is shoulder length or longer must be secured so as not to make contact with patients or equipment. Extreme hairstyles or unnatural hair colors (i.e., blue, green, etc.) are inappropriate in a professional work setting. When caring for patients/residents, hair must be pulled away from the face and not hang into the patient care area.
- No perfume, cologne, or aftershave may be worn in classes or clinical sites.
- No artificial nails, nail art, acrylic nails, etc. Fingernails are to be clean and trimmed so that they are no longer than a ¼ inch past the tip of the finger. Clear polish, if worn, must be in good repair without cracks or chips.
- Jewelry is limited to a plain wedding band, post earrings (no more than three earrings per ear, and no hoop earrings). Rings, hoops, studs, or other jewelry worn in a non-traditional manner (other than ears) are not acceptable for a professional workplace.
- No adult student shall have any tattoo, scarification, or brand that is considered extremist. o Extremist tattoos, scarifications, or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, Federal, or State law. For purposes of this policy, extremists shall also refer to as indecent, sexist, and racist.

Please call 513.961.4220 with further questions.

7.3 Certified Nurse Assistant/State Tested Nursing Assistant

Certificate Program

Prepare for employment in hospitals or long-term care facilities

Prepares adult students to meet the demands of the ever-growing healthcare industry. Learn basic nursing skills and apply learning in a laboratory and clinical setting under the direction and supervision of a registered nurse. Graduates are eligible to take the Ohio Department of Health state exam.

Campus: Scarlet Oaks

Program Length/Days/Times/Dates:

81 Hours/13 days
Weekdays 8:00 am to 3:00pm with three clinical days 7:30am to 1:00 pm Start Dates Vary

Tuition Information:

Tuition $900.00 – Includes books, materials, and state testing fees

Program Information:

Enrollment Requirements

- Attend an information session
- BCI & I and FBI Background Check
- WorkKeys®
- Physical
- Two-Step T.B.
- Copy of high school diploma or HSE
- Picture I.D.
- Social Security Card
- Uniforms for classes and clinical training
- Basic computer knowledge
- E-mail address
- Payment for the course

Exception: For short-term programs that are part of the state of Ohio Adult Diploma Program, a high school diploma or GED is not required as an enrollment requirement until after an adult student successfully completes the program and passes the state test and receives the certification. The adult student will then be granted an Adult Diploma and fulfill enrollment requirements.

What do I learn

- Bathing, lifting, and transferring patients
- Monitor vital signs
- Fluid measurement
- Medical terminology
- Safety and hygiene
- HIPAA and Ohio Department of Health Regulations

What we expect from you:

- Maintain a grade of 70% or above in all tests and 100
- 100% Attendance o All hours must be made up within sixty days of the last day the adult student attended class. If not made up in this time span, the adult student must take the entire course over.

- CNA/STNA clinical is mandatory. Adult students arriving late will not be admitted to the clinical.
  - Clinical are pass/fail; a failing clinical grade will result in an F for the class regardless of other scores.
  - Actively participate in class and laboratory
  - Behave safely and courteously
  - Exhibit strong work ethic
  - Basic computer skills

Where you can work:

- Long-Term Care
- Hospice
- Hospitals
- Home Health Care

Dress Code

- Adult students must dress and conduct themselves appropriately and professionally for effective school and job performance. Appropriate behavior, appearance, health, and safety contribute to your success.A regulation uniform consists of solid color scrubs that must be worn to all classes and clinical training.

- A plain white shirt or one that matches your uniform may be worn under your scrub top.
- A white laboratory coat or sweater may only be worn over scrubs if needed.
- White or black shoes should be clean, in good repair, flat, non-skid, closed-toe, and closed-heel – No Croc shoes. All clothing should be clean, correctly sized, wrinkle-free, and in good repair. Clothing should not expose bare mid-riffs or display cleavage. Undergarments must not be visible.
- No hats, caps, or scarves will be worn in the classrooms or clinical sites.
- Excellent personal hygiene is expected, including keeping hair and nails well-groomed. Facial hair shall be clean and neatly trimmed, including beards, sideburns, and mustaches. Adult students without beards must be clean-shaven.
- Hair must be clean, combed, and neat. Hair that is shoulder-length or longer must be secured to avoid contact with patients or equipment. Extreme hairstyles or unnatural hair colors (i.e., blue, green, etc.) are inappropriate in a professional work setting. When caring for patients/residents, hair must be pulled away from the face and not hang into the patient care area.
    - No perfume, cologne, aftershave, or other strong odors may be worn in classes or clinical sites.
    - No artificial nails, nail art, acrylic nails, etc. Fingernails are to be cleaned and trimmed so they are no longer than a ¼ inch past the tip of the finger. Clear polish, if worn, must be in good repair without cracks or chips.
- Jewelry is limited to a plain wedding band and post-earrings (no more than three earrings per ear and no hoop earrings). Rings, hoops, studs, or other non-traditional jewelry (other than earrings) are unacceptable for a professional workplace.
- Any offensive tattoos must be covered.
    -

Please call 513.771.8881 with further questions.

Section VIII - Full-Term Career Training Programs Course Descriptions



8.0 Automotive Service Technology

Certificate Program

Prepare for a career as an auto repair technician. Gain skills to diagnose, troubleshoot, and repair automobiles

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

800 Hours
Monday through Thursday, 4:30 pm to 9:30 pm
Starts 08/06/2025, Ends 06/11/2026

Tuition Information:

Direct Cost (The cost of attending this program)
Tuition: $8,466.00
Books/Tools/Supplies: $4,078
Total $12,544 (Subject to change)

Indirect Costs: These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for Title IV aid purposes, and include childcare, housing, transportation, etc. Dependent Adult student $14,478.00
Independent Adult student $18,062.00

Program Information:

- What you will learn
- Diagnosis and repair
- Engine performance
- Transmissions drive trains/axles
- Suspension and steering
- Brakes
- Electrical/electronic systems
- Heating and air conditioning systems
- Muffler and brake technician Alignment/tire technician

- Parts/counter sales
- Lube technician
- Hand tools
- Specialty tools and equipment
- What we expect from you
- Must maintain the minimum grades and attendance for the course
- Know the instructor's requirements for each class
- Attend class and laboratory assignments
- Actively participate in class and laboratory
- Behave safely and courteously
- Respect the rights and opinions of others
- Complete assignments on time
- Mechanical aptitude
- Good eye-hand coordination
- Visual and spatial relationship skills
- A passion for precision and for accuracy
- Ability to work independently
- Valid driver's license
- Ability to pass employment drug testing

Types of jobs you can get

- Automotive technician/mechanic
- Engine repair and maintenance
- Tune-up specialist
- Brake technician
- Heating and air conditioning specialist
- Steering and suspension technician
- Tire and wheel service technician

What you need to enroll

- Attend an information session.
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment combined total of (12) or higher in all three sections: Applied Math, Workplace Documents and Graphic Literacy.
- At least age 18 by completion of program

How we support you

- Adult student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates

Program certification

- Earn a certificate of completion from Great Oaks; receive 90 CEUs
- Qualify to take the Automotive Service Excellence (ASE) Certification exams
- First Aid, CPR (Cardiopulmonary Resuscitation), and AED safety training
- OSHA 10

8.1 Construction Technologies

Certificate Program

Prepare for a career in the nation's largest and most in-demand industry. Gain hands-on skills in construction techniques, carpentry, plumbing and residential electrical wiring installation.

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

800 Hours
Monday through Thursday, 4:30 pm to 09:30 pm
Starts 08/06/2025, Ends 06/11/2026

Tuition Information:

Direct Cost (The cost of the program)
Tuition: $8,466.00
Books/Tools/Supplies: $3,256.00
Total*: $11,722.00 (Subject to change)

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for Title IV aid purposes, and include childcare, housing, transportation, etc. Dependent Adult student $14,478.00
Independent Adult student $18,062.00

Program Information:

What you will learn

- Framing, structural systems
- Electrical & plumbing systems
- Interior and exterior finishing work
- Rough-in and finishing wiring techniques
- Rough-in and finish plumbing skills
- Materials and material handling
- Basic safety
- Construction math
- Use of hand and power tools
- Blueprint reading
- Skills for residential and commercial settings

Types of jobs you can get

- Framing carpenter
- Finish carpenter
- Remodeling
- Electrician apprentice
- Plumbing apprentice
- Building materials distribution/sales
- Residential Roofing
- Drywall installer

What we expect from you

- Must maintain the minimum grades and attendance for the course
- Know the instructor's requirements for each class
- Attend class and complete laboratory assignments
- Actively participate in class and laboratory
- Behave safely, courteously, and professionally
- Respect other's rights and opinions
- Complete assignments on time
- Mechanical aptitude
- Good eye-hand coordination
- Visual and spatial relationship skills
- A passion for pride in workmanship
- Ability to work independently
- Valid driver's license
- Ability to pass employment drug testing

What you need to enroll

- Attend an information session
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment combined total of (12) or higher in all three sections: Applied Math, Workplace Documents and Graphic Literacy.
- Workplace Documents and Graphic Literacy
- At least age 18 by completion of program

How we support you

- Adult student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates

Program Certification

- Earn a certificate of completion from Great Oaks; receive 90 CEUs
- NCCER (National Center of Construction Education and Research)
- Bobcat Certification
- First Aid, CPR, and AED safety training
- OSHA 10 Construction

8.2 Fire & Emergency Medical Rescue Academy

Certificate Program

Gain skills in firefighting and emergency medical rescue. Learn from Great Oaks' nationally and internationally recognized faculty.

Campus: Scarlet Oaks Career Campus (Public Safety Services)

Program Length/Days/Times/Dates:

675 Hours/18 Weeks
Monday-Friday, 8:00 am to 5:00 pm
Starts August 2024 Ends December 2024

Tuition Information:

Direct Cost (The cost of the program)
Tuition: $6,834.00
Books/Tools/Supplies: $2,000
Total*: $8,834.00 (Subject to change) Includes uniforms

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for Title IV aid purposes, and include childcare, housing, transportation, etc. Dependent Adult student: $6,834.00
Independent Adult student: $8,452.00

Program Information:

What you will learn

- Fire ground safety
- Building construction
- Confined space rescue
- Search and rescue
- Vehicle machinery extrication
- Basic patient care and treatment; airway management, trauma and medical patient, general pharmacology, soft tissue injuries
- Horizontal/vertical ventilation
- Fire suppression class A-D fire
- Incident management (NIMS (National Institute for Metalworking Skills))
- Fire pumper operations
- Salvage and overhaul
- Rope rescue
- Forcible entry
- Interpersonal communications
- Ethics
- SCBA (self-contained breathing apparatus)
- Hazardous materials operations and technician
- Types of jobs you can get
- Firefighter (public and private sector)
- Emergency medical technician (public and private sector)
- Hazardous materials response team (private industry)
- 911 Communicator/Dispatcher

What we expect from you

- Valid driver's license and good driving record
- Good manual dexterity, eye/hand coordination
- Physically fit
- Team player with effective communication skills
- Responsible, dependable and punctual
- Drug free
- Pass background investigation
- Must maintain 70% grade and 100% attendance

What you will need to enroll

- Attend an information session
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment level of (4) or higher in Applied Math and Graphic Literacy and a (5) in Workplace Documents.
- Have a physical performed by a physician, certified nurse practitioner, or physician assistant that states you can perform strenuous physical activity at a Great Oaks approved vendor.
- Pass background investigation.
- At least age 18 by completion of program

How we support you

- Adult student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates

Program certification

- Earn a Certificate of Completion from Great Oaks
- State of Ohio Fire Fighter II
- State of Ohio Emergency Medical Technician
- National Board on Fire Service Professional
- Ohio Hazard Recognition Officer (HRO)

Qualifications (ProBoard) Fire Fighter I and II

- Inspector I
- Hazardous Materials – Operations
- Hazardous Materials – Technician
- Pumper Operator
- Rescue Technician-Vehicle
- National Registry of Emergency Medical Technicians
- Pro Board Inspector I
- Pro Board Rope and Confined Space Operations

8.3 Great Oaks OTC Adult Practical Nursing Program

Certificate Program

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

1300 Hours
8:00 am to 03:30 pm
Starts 03/24/2025, Ends 04/01/2026

Tuition Information:

Direct Cost (The cost of the program)
Tuition: $15,004
Books/Tools/Supplies: $3,496
Total*: $18,500 (Subject to change)

Indirect Costs These are not costs to attend Great Oaks but an estimate of living expenses you may have while attending school. They are shown for Title IV aid purposes, including childcare, housing, transportation, etc. Dependent Student $14,478.00
Independent Student $18,062.00

Program Information:

What you will learn

- Effective Communication: Develop strong communication skills to collaborate effectively with patients, families, and healthcare teams.
- Safe and Competent Care: Master essential nursing skills to provide safe and effective care in various healthcare environments, including extended care facilities, hospitals, clinics, and home care.
- NCLEX-PN Preparation: Gain the knowledge and skills to pass the NCLEX-PN licensing exam successfully.
- Lifelong Learning: Cultivate a commitment to continuous learning and professional development throughout your nursing career.

Types of jobs you can get

- Nursing Homes, Residential Care, and Rehabilitation Center
- Hospitals
- Home Healthcare
- Physicians' Offices
- Government
- Schools
- Ambulatory Clinics
- Hospice and Palliative Care

What we expect from you

- Know the instructor's requirements for each class
- Actively participate in class, laboratory, and clinical
- Behave safely, courteously, and professionally
- Respect other's rights and opinions
- Good eye-hand coordination
- Visual and spatial relationship skills
- Ability to work independently

- Critical thinking, clinical judgment, and discussion-making
- Meets all program objectives.
- Attain an 80% or better grade in all theory courses and clinical rotations.
- An acceptable 71.3% or better score on the ATI® NCLEX-PN Predictor Exam.
- A satisfactory final clinical evaluation.
- All clinical and classroom assignments were completed.
- All attendance requirements met.
- Meets all financial obligations of the program, fulfills all program requirements, and is eligible for the NCLEX-PN examination.

What you need to enroll

- Attend an information session
- Complete an online application
- Start your Financial Aid process
- Pre-entrance TEAS Test
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Nurse aide certificate or proof of work experience
- BCI & FBI background checks
- Physical
- 2-step TB or blood test
- Immunization record (MMR x2 or titer, Hepatitis x3 or titer, Varicella x2 or titer, and T-dap
- Influenza (September – March)
- 10-panel drug screen

How we support you

- Students are encouraged to seek academic guidance from the individual course or clinical instructor. The Nursing Staff is proactive regarding students who exhibit evidence of academic difficulty. The instructor's referral for counseling will be provided as needed.
- Resume writing and job interviewing skills.
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates

Program Certification

- Earn a certificate of completion from Great Oaks
- AHA CPR and AED safety training
- Intravenous (IV) certification
- Graduates who have met all program requirements will be eligible to sit for the NCLEX-PN.

8.4 Heating/Ventilating, & Air Conditioning

Certificate Program

Gain skills in installation, maintenance, troubleshooting, and repair of HVAC equipment. Prepare for required certification and a career in a growing industry.

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

800 Hours
4:30 pm to 09:30 pm
Starts 08/06/2025, Ends 06/11/2026

Tuition Information:

Direct Cost (The cost of the program)
Tuition: $8,466.00
Books/Tools/Supplies: $3,464.00
Total*: $11,930.00 (Subject to change)

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for Title IV aid purposes, and include childcare, housing, transportation, etc. Dependent Adult student $14,478.00
Independent Adult student $18,062.00

Program Information:

What you will learn

- Concepts of electricity
- Concepts of refrigeration
- Installing refrigeration and air-conditioning equipment
- Servicing and repairing heating systems
- Installing and troubleshooting heating systems
- Preventive maintenance
- Troubleshooting refrigeration and air conditioning equipment
- Servicing/repairing refrigeration and air conditioning equipment
- EPA (Environmental Protection Agency) Refrigerant Recovery Certification
- Pipe fabrication using press, sweating and brazing techniques
- Proper use, care and maintenance of tools
- Fabricate and install duct systems
- IAQ (Indoor Air Quality) – Indoor Air Quality
- Employability and entrepreneurial skills

Types of jobs you can get

- Service technician
- Installation technician
- Maintenance technician
- Sales and distribution
- Design and manufacturing
- Energy management
- HVAC controls

What we expect from you

- Must maintain the minimum grades and attendance for the course
- Know the instructor's requirements for each class
- Attend class, participate and complete assignments
- Behave safely and courteously
- Respect the rights and opinions of others
- Complete assignments on time
- Be trustworthy, organized, well-mannered
- Have effective communication skills
- Be well-groomed with good hygiene
- Work well independently and in small groups
- Have a valid driver's license with less than 4 points
- Be able to pass pre-employment background check and drug test

What you need to enroll

- Attend an information session
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment combined total of (12) or higher in all three sections: Applied Math, Workplace Documents and Graphic Literacy.
- At least age 18 by completion of program

How we support you

- Adult student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates

Program certification

- Earn a certification of completion from Great Oaks; receive 90 CEUs
- U.S. Section 608 EPA Refrigerant Recovery Certification exam
- NATE North American Technician Excellence-Core Exam
- Elevated Work Platform
- First Aid, CPR, and AED safety training
- OSHA 10 Construction

8.5 Heavy Equipment Operations & Engineering

Certificate Program

Gain skills in operating heavy construction equipment. Prepare for one of the highest paying jobs in the construction industry.

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

700 Hours
Days: Monday thru Thursday 4:30 pm to 10:00 pm
Starts 01/02/2025, Ends 09/18/2025

Tuition Information:

Direct Cost (The cost of the program)
Tuition: $7,138.00
Books/Tools/Supplies: $2,250.00
Total*: $9,388.00 (Subject to change)

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for Title IV aid purposes, and include childcare, housing, transportation, etc. Dependent Adult student $10,792.00
Independent Adult student $13,565.00

Program Information

What you will learn

- Clearing and excavating
- Moving and grading earth
- Digging
- Sloping
- Stripping
- Backfilling
- Minor maintenance and repair
- Blueprint reading
- Construction math
- Equipment safety
- Field layout and measurement

Types of jobs you can get

- Heavy equipment operator
- Loader operator
- Backhoe operator
- Highway maintenance worker
- Heavy equipment sales
- Underground utility operator
- Bulldozer and compactor operators
- Equipment yard or rental store

What we expect from you

- Must maintain the minimum grades and attendance for the course
- Know the instructor's requirements for each class
- Attend class and do laboratory assignments

- Actively participate in class and laboratory
- Behave safely and courteously
- Respect the rights and opinions of others
- Complete assignments on time
- Mechanical aptitude
- Good eye-hand coordination
- Visual and spatial relationship skills
- A passion for precision and for accuracy
- Ability to work independently
- Valid driver's license
- Ability to pass employment drug testing

What you need to enroll

- Attend an information session.
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment combined total of (12) or higher in all three sections: Applied Math, Workplace Documents and Graphic Literacy.
- At least age 18 by completion of program

How we support you

- Adult student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates

Program certification

- Earn a certificate of completion from Great Oaks; receive 70 CEUs
- NCCER (National Center of Construction Education and Research)
- Bobcat Certification
- First Aid, CPR, and AED safety training
- OSHA 10

8.6 Manufacturing Engineering Technology

Certificate Program

Gain skills in precision and CNC machining. Prepare for a manufacturing career in aerospace, automotive, and other related industries.

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

800 Hours
Monday thru Thursday, 4:30 pm to 09:30 pm
Starts 08/06/2025, Ends 06/11/2026

Tuition Information:

Direct Cost (The cost of the program)
Tuition: $8.466.00
Books/Tools/Supplies: $3,046.00
Total: $11,512.00 (Subject to change)

Indirect Costs These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for Title IV aid purposes, and include childcare, housing, transportation, etc. Dependent Adult student $14,478.00
Independent Adult student $18,062.00

Program Information:

What you will learn

- Shop safety
- Hand tools and power tools
- Quality control, continuous quality improvement
- Blueprint reading
- Precision measuring tools
- Bench work
- Layout work
- Power saws
- Manual mill and lathe (setup and operation)
- Grinding machine
- Mastercam (CAD/CAM design software)
- CNC programming mill and lathe (setup and operation)
- Employability skills

Types of jobs you can get

- Machinist
- Machine operator
- CNC programmer
- Inspector
- Tool & die maker
- Maintenance machinist
- Sales machine tools/supplies

What we expect from you

- Must maintain the minimum grades and attendance for the course
- Know the instructor's requirements
- Attend class and laboratory assignments
- Actively participate in class and laboratory
- Behave safely and courteously
- Respect the rights and opinions of others
- Complete assignments on time
- Mechanical aptitude
- Good eye-hand coordination
- Visual and spatial relationship skills
- A passion for precision and accuracy
- Ability to pass employment drug testing
- Ability to work independently

What you need to enroll

- Attend an information session.
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment combined total of (12) or higher in all three sections: Applied Math, Workplace Documents and Graphic Literacy.
- At least age 18 by completion of program

How we will support you

- Adult student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listing for graduates

Program certification

- Earn a certificate of completion from Great Oaks, receive 90 CEUs
- First Aid, CPR, and AED safety training
- OSHA 10
- FANUC CNC
- NIMS

8.7 Police Academy

Certificate Program

Gain skills in all aspects of law enforcement. Prepare for a career as a police officer.

Campus: Scarlet Oaks Career Campus (Public Safety Services)

Program Length/Days/Times/Dates:

22 weeks
Monday thru Friday 8:00am-5:00pm days and times are subject to change Starts 06/03/2024 - 11/14/2024

Tuition Information:

Direct Cost (The cost of the program)
Tuition: $8,182.00
Books/Tools/Supplies: $650.00 (includes uniforms) Total*: $8,832.00 (Subject to change)

Indirect Costs These is no cost to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for Title IV aid purposes, and include childcare, housing, transportation, etc.
Dependent Adult student: Day - $9,478.00
Independent Adult student: Day - $10,512.00

Program Information:

What you will learn

- 700+ hours of police training under the direction of a state-certified Police Academy Commander
- Administration
- First aid
- AED certification
- Human relations
- Civil disorders
- Patrol
- Physical conditioning
- Driving
- Emergency vehicle operation
- Subject control
- Firearms
- Traffic investigation
- Criminal investigations
- Impact Weapons
- Bombs and Explosives Ohio Revised Criminal Code
- Critical Incident Management

Types of jobs you can get

- More than 78% of the graduates of this outstanding program find
- employment in the field of law enforcement.

What we expect from you

- Valid driver's license
- Good moral character
- Be 21 years old by completion
- Be free of any felony or domestic violence conviction and pass a BCI/FBI background check.
- Be able to pass mandatory drug testing
- 100% attendance for all OPOTA topics

What you will need to enroll

- Attend an information session or meet with the commander.
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-
- 612-5806
- Achieve a WorkKeys® assessment level of (4) or higher in Applied Math
- and Graphic Literacy and a (5) in Workplace Documents.
- Have a physical performed by a physician, certified nurse practitioner, or
- physician assistant that states you can perform strenuous physical activity.
- Pass a physical conditioning assessment for sit-ups, push-ups, and 1.5-mile
- run. Click here for preliminary physical fitness standards.
- Be 21 years old by completion
- Pass background investigation
- Pass drug screen

How we support you

- Adult student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates

Program certification

- Earn a Certificate of Completion from Great Oaks
- Qualify to take the Ohio Peace Officers Training Commission Exam
- CPR/First Aid
- NHTSA Standard Field Sobriety
- NHTSA Speed Measuring
- FEMA Incident Command Systems
- FEMA National Incident Based Management Systems
- Ohio Fire Academy Hazardous Materials and Weapons of Mass Destruction Certification

8.8 Welding Technician

Certificate Program

Gain skills in structural and non-structural welding. Prepare for a career in steel fabrication, aerospace, power plants, manufacturing and hundreds of others.

Campus: Scarlet Oaks Career Campus

Program Length/Days/Times/Dates:

800 Hours
Monday thru Thursday, 4:30 pm to 09:30 pm
Starts 08/07/2024, Ends 06/18/2025

Tuition Information:

Direct Cost (The cost of the program)
Tuition: $8,466.00
Books/Tools/Supplies: $3,092.00
Total: $11,558.00 (Subject to change)

Indirect Costs: These are not costs to attend Great Oaks, but an estimate of living expenses you may have while attending school. They are shown for Title IV aid purposes, and include childcare, housing, transportation, etc. Dependent Adult student $14,478.00
Independent Adult student $18,062.00

Program Information:

What you will learn

- Shop safety
- Blueprint reading, interpretation of drawings and symbols
- Shop math
- Hand tools and power tools
- Mechanical drawing skills
- Extensive experience in carbon/mild steel welding
- FCAW: flux core arc welding
- GMAW: gas metal arc welding
- SMAW: shielded metal arc welding
- GTAW: gas tungsten arc welding
- Plate (2F/G, 3F/G, 4F/G)
- Accelerated adult students may get skills in aluminum, and stainless-steel welding
- Cutting operations: oxy-fuel, and plasma arc
- Quality control
- Visual inspection
- Employability skills

Types of jobs you can get

- Inspector
- Sales
- Weld technician
- Manufacturing representative
- Industrial Manufacturing technology
- Metal fabricator
- Industrial repair welder

- Production welder
- Pipe fitter
- Millwright
- Iron worker
- Sheet metal worker
- Robotics

What we expect from you

- Must maintain the minimum grades and attendance for the course
- Know the instructor's requirements and complete with adequate performance
- Attend every class and laboratory exercise
- Actively participate in every class and laboratory exercise
- Behave safely and courteously
- Respect the rights and opinions of others
- Complete assignments on time
- Mechanical aptitude
- Good eye-hand coordination
- Visual and spatial relationship skills
- A passion for precision and for accuracy
- Ability to pass employment drug testing
- Ability to work independently
- Valid driver's license and means of transportation to class

What you need to enroll

- Attend an information session.
- High school diploma or HSE (High School Equivalency) HSE Hotline 513-612-5806
- Achieve a WorkKeys® assessment combined total of (12) or higher in all three sections: Applied Math, Workplace Documents and Graphic Literacy.
- At least age 18 by completion of program

How we will support you

- Adult student services
- Resume writing and job interviewing skills
- Job search assistance
- Career Passport presented at graduation
- Job listings for graduates

Program certification

- Earn a certificate of completion from Great Oaks; receive 90 CEUs
- First Aid, CPR, and AED safety training
- OSHA 10
- Qualify for AWS (American Welding Society) Certification

Appendix A - Staff Education and Area of Focus

Full Time Associates						
Name	Area	High School Diploma	Post-Secondary Degree 1	Institution	Post-Secondary Degree 2	Institution
Ancona, Julia	Scarlet Oaks/HPA	Portsmouth High School	Associates	University of Cincinnati		
Beamon, Deborah	Scarlet Oaks	Bishop Fenwick High School	Associates	University of Cincinnati	Bachelors	University of Cincinnati
Benson, Stephanie	Scarlet Oaks	Dunbar	Masters	Indiana Wesleyan College		
Benning, Kerrie	Scarlet Oaks	Reading High School	Associates	University of Cincinnati		
Burck, Michael	Scarlet Oaks	Finnytown High School	Bachelors	Wright State University	Masters	Xavier University
Dooley, Katie	Scarlet Oaks	Mt. Healthy High School	Associates	Cincinnati State Technical and community College		
Fox, Kevin	Scarlet Oaks	Colerain High School	Bachelors	University of Cincinnati		
Gillenwater, Richard	Scarlet Oaks	Hopewell Highschool	Certificate	Butler Tech		
Gulat Brian						
Hakel, Susan	Scarlet Oaks	Northmont High School	Bachelors	University of Cincinnati	Masters	Wright State University
Hubbell, Jim	Public Safety	Brown County Eastern Local High School	Bachelors	Ohio State University		

Jackson, Cassandra	Public Safety	Amelia High School	Certificate	Grant Career Center		
Jensen, Chad	Scarlet Oaks					
Johnson, Vernocia	Scarlet Oaks	Hughes High School	Bachelors	University of Cincinnati	Masters	Kent State University
Maundrell, Molly	Scarlet Oaks	St. Ursula Academy	Associates	Culinary Institute of America	Certificate	La Vernne Paris France
Proctor, Milt	Public Safety	Anderson High School				
Runk, Mark	Scarlet Oaks	Fayetteville High School	Certificate	Operating Engineers Union		
Smith, Necoal	Scarlet Oaks	Western Hills High School				
Thompson, Vicky	Scarlet Oaks	Pekim High School	Bachelors	Bradley Univ.	Masters	Lindenwood Univ.
Thurston, Teresa	Scarlet Oaks	Haughton High School	Associates	Cincinnati State		
Warren, Blake	Scarlet Oaks					
Wendt, Jeffery	Scarlet Oaks	Mount Healthy High School	Associates	Wisconsin Indianhead Technical College		
Werning, Matthew	Scarlet Oaks	Elder High School	Certificate	Technichron Technical Institute		
Young, Kathryn	Scarlet Oaks		Bachelor's	Northern Kentucky University		

Appendix B - Part Time Associates

Part Time Associates						
Name	Area	High School Diploma	Postsecondary Degree 1	Institution	Postsecondary Degree 2	Institution
Basham, John R.	Public Safety		Associates	University of Cincinnati		
Brummett, Deborah	HPA Scarlet Oaks		Diploma	Christ Hospital School of Nursing		
Cabral, Robert	Public Safety	Clayton High School				
Broering, Ben	Public Safety Services		Associates	Hocking College		
Clements, James	Public Safety	Milford High School				
Connelly, Maggi	Scarlet Oaks	Great Oaks Career Campuses (ADP)				
Crosby, Marsha	HPA Scarlet Oaks		Diploma	Good Samaritan School of Nursing		
Doering, Brian	Public Safety		Associates	Cincinnati State		
Dunkman, William	Public Safety		Bachelors	Wilmington College		
Dye, Ed	Public Safety	New Richmond High School				

Hudson, Melinda			Bachelors	Rensselaer Polytechnic institute	Masters	Bernards M Baruch College
Lawson, Felicia	HPA Scarlet Oaks	Glen Este High School	Diploma	Jewish Hospital School of Nursing		

Grein, Kathryn	HPA Scarlet Oaks		Diploma	Deaconess School of Nursing		
Hess, Jeremy	Public Safety				Masters	Arizona State
Hicks, James	Public Safety	William Henry Harrison High School				
Robert Edmonds	Public Safety		Bachelors	Colorado State		
Lintz, Michael	Public Safety	Hamilton High School				
Lipp, Gregory	Public Safety		Associates	Cincinnati State		
David Moore	Public Safety Service		Masters	Northern Kentucky University		
Mills, Deborah	HPA Scarlet Oaks		Bachelors	Xavier University	Diploma	Jewish Hospital School of Nursing
Monroe, Duane	Public Safety	Beavercreek High School				
Moore, David	Public Safety				Masters	Northern Kentucky University
Murphy, Kevin	Public Safety		Associates	Cincinnati State		
Newlin, Johnathan E.	Public Safety				Masters	University of Louisville

Nutt, Michael J.	Public Safety	Hamilton High School				
Ober, Mark	Public Safety				Masters	Northern Kentucky University
Pope, Anthony	Public Safety		Associates	Eastern Gateway		
Register, Andrew	Public Safety		Bachelors	Columbia Southern		
Snow, Scott	Public Safety		Bachelors	University of Cincinnati		
Spurgeon, David A.	Public Safety		Bachelors	Hocking Technical		
Thomas, Andrew	Public Safety				Masters	University of Cincinnati
Thompson, Darian C.	Public Safety				Masters	Northern Kentucky University
Underwood, Jamison	Public Safety				Masters	Capital University
Webb, Barry K.	Public Safety		Bachelors	University of Cincinnati		
Weitzel, Mark	Public Safety	Amelia High School				
Wohlfrom, Robert	Public Safety		Bachelors	University of Cincinnati		

Wow, you read all that? You're a machine. Thank you.

The End.