

Adult & Community Education, Columbus City Schools

Consumer Information Disclosures

2022 - 2023

Adult & Community Education
2323 Lexington Avenue
Columbus, Ohio 43211
Phone: 614.365.6000
Fax: 614.365.6458
<https://www.ccsch.us/domain/197>



Table of Contents

School Information	3
Facilities and Programs	3
ACE, CCS Full-time Staff	5
Associations	6
Columbus School of Practical Nursing Cost of Attendance	7
Student Financial Aid	8
Veterans Information.....	12
Satisfactory Academic Progress Policy.....	14
Special Grading Circumstances	16
Private Loan Disclosure	20
Refund Policy	21
Disability Services.....	22
Availability of Employees	32
FERPA	33
Drug and Alcohol Abuse Prevention	35
Placement Information	37
Performance and Retention Rates.....	38
Campus Safety	39
Campus Security Contact Information.....	50
Emergency Drill Guide.....	51
Annual Fire Safety Report	52

School Information

Adult & Community Education, Columbus City Schools

Main Campus

Hudson Community Education Center
2323 Lexington Avenue
Columbus, OH 43211

Extension Campus

Fort Hayes Career Center
546 Jack Gibbs Blvd
Columbus, OH 43215

Facilities and Programs

Adult & Community Education (ACE), Columbus City Schools has a longstanding tradition of serving adult students in the greater Columbus area. Columbus' history of Adult Education began almost 200 years ago when classes were offered for adults seeking learning and self-improvement. One hundred years later in 1927, the Columbus Evening School was established to teach adults, including those of foreign ancestry.

Today, Columbus is the largest city in the state of Ohio, with 905,748 citizens (2020 U.S. Census Bureau). While the population growth in Ohio is slowing, Columbus is the only major city that continues to expand, making it the fourteenth largest city in the country. Columbus is growing increasingly diverse, as well. The city's population is 53.4% white, 28.8% black, 7.8% Hispanic, 5.8% Asian, .4% American Indian, 4.3% other, and 7.2% multi-racial (2020 U.S. Census Bureau).

Columbus has long welcomed immigrants, with nearly 50,000 Somalis and over 63,000 Hispanics re-settled in the city. More new Americans continue to call Columbus home. In the past 10 years, the six largest refugee groups have emigrated to Columbus from Somalia (3000), Bhutan (8410), the Democratic Republic of the Congo (3312), Iraq (2500) and Afghanistan (345) (*Columbus Dispatch*, Aug 2021).

While 22.9% of Columbus residents over the age of 25 have earned bachelor's degrees, 19.5% of residents live below the poverty level (U.S. Census Bureau).

Through decades of work, ACE has developed programs to serve the evolving educational and career training needs of Columbus' diverse adult population. It is our vision to be a world-class model of public education that prepares members of our communities to reach their full potential.

The Practical Nursing program, which has operated for nearly seven decades, provides graduates with the knowledge and documentation to pass the Ohio Board of Nursing National Council Licensure Examination-Practical Nursing to become a Licensed Practical Nurse in the state of Ohio.

Additionally, our Aspire Program specializes in English for Speakers of Other Languages, High School Equivalency exam preparation, and other initiatives that bridge literacy and career-technical education and employment, including the Bridge to Nursing program and the Adult Diploma Program.

The current staff consists of 22 full-time and 20 part-time members. ACE programs are self-funded, operating through grants and student tuition. With guidance from the director, the entire staff strives to fulfill our mission of improving lives of adult students through personalized, quality learning.

Adult & Community Education, Columbus City Schools Full-time Staff

Main Office

Mindy Croston, Secretary mcroston@columbus.k12.oh.us

Patricia F. Harris, Health Occupations Administrator pharris@columbus.k12.oh.us

Edward O'Reilly, Director eoireilly@columbus.k12.oh.us

James Ries, Operations Coordinator jries@columbus.k12.oh.us

Student Services

Valerie J. Griffith, Student Services Coordinator vgriffith@columbus.k12.oh.us

Matthew Kramer, Academic Support/Aspire Instructor mkramer6324@columbus.k12.oh.us

Julie A. Kudika, Communications Coordinator jkudika2700@columbus.k12.oh.us

Judith Monseur, Compliance Coordinator jmonseur@columbus.k12.oh.us

Lynn Sosh, Career Pathways Coordinator lsosh@columbus.k12.oh.us

Jennifer Wells, Financial Aid Coordinator jwells@columbus.k12.oh.us

Aspire Staff

Brittany Baker, Instructor, bbaker@columbus.k12.oh.us

Tracy Y. Cudgel, Instructional Assistant tcudgel5456@columbus.k12.oh.us

Jill D. Dudek, Instructor jdudek41@columbus.k12.oh.us

Tim D. Harry, Aspire Coordinator tharry2373@columbus.k12.oh.us

Sabine Kuehn, Instructor skuehn1112@columbus.k12.oh.us

Michele Nugen, Instructor mnugen5137@columbus.k12.oh.us

Nursing Faculty

Ronalee Bretz, Instructor rbretz2434@columbus.k12.oh.us

Naana K. Frempong, Instructor nfrempong7034@columbus.k12.oh.us

Debra L. Parham, Instructor dparham9092@columbus.k12.oh.us

Joy M. Rockhold, Instructor jrockhold8494@columbusk12.oh.us

Christina Workman, Instructor cworkman@columbus.k12.oh.us

Calendar System

A 12-month calendar system is used at the institution, with the Practical Nursing program consisting of three trimesters, each four months long, running throughout the entire year.

Delivery Systems

Delivery systems used in the Adult Workforce Education programs include traditional classes, which include lecture and lab; online courses, which are a component of traditional classes; and work-based activities, such as clinical experiences. ACE also partners with ed2go.com to provide additional online learning opportunities.

Associations

Accrediting Organization

Council on Occupational Education
840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
800.917.2081

Adult & Community Education, Columbus City Schools is accredited by the Council on Occupational Education.

Ohio Department of Higher Education

25 S. Front Street
Columbus, OH 43215
614.466.6000

ACE Career Technical Programs are approved by the Ohio Department of Higher Education.

Ohio Board of Nursing

17 South High Street
Columbus, OH 43215-7410
614.466.3947

The Columbus School of Practical Nursing is approved by the Ohio Board of Nursing.

Ohio Department of Health

246 North High Street
Columbus, OH 43215
614.466.3543

The Nurse Aide program is approved by the Ohio Department of Health.

Columbus School of Practical Nursing
Cost of Attendance 2022-2023
Estimates Used for Federal, Pell, Stafford, and Parent Plus Grants

Student at Home	Monthly Amount	Total Amount
	Pell (6 months)	Direct Loan (12 months)
Tuition & Fees	\$10,600	\$15,900
Books & Supplies	1082	1623
Personal Expenses	2180	3270
Home Maintenance	4293	6440
*Transportation	1000	1500
**Direct Loan Fees (average)	60	90
TOTAL	\$19,215	\$28,823

Student Not at Home (No Dependents)	Monthly Amount	Total Amount
Tuition & Fees	\$10,600	\$15,900
Books & Supplies	1082	1623
Personal Expenses	2180	3270
Room & Board	6960	10440
*Transportation	1000	1500
**Direct Loan Fees (average)	104	156
TOTAL	\$21,926	\$32,889

Student Not at Home (With Dependents)	Monthly Amount	Total Amount
Tuition & Fees	\$10,600	\$15,900
Books & Supplies	1082	1623
Personal Expenses	2180	3270
***Room & Board	6960	10440
*Transportation	1000	1500
**Direct Loan Fees (average)	104	156
TOTAL	\$21,926	\$32,889

*Average Estimate Cost

**Average of Origination Fee – Direct Loan

***Dependent Care Covered 2022-2023 is \$6895.

Student Financial Aid

If you are planning to attend a course eligible for federal financial aid, we recommend that you complete the Free Application for Federal Student Aid (FAFSA) in order to have your financial need eligibility determined. The FAFSA form is available online via the FAFSA website:

<https://studentaid.gov/h/apply-for-aid/fafsa>.

There are four types of federal financial aid:

1. **Pell Grant** – Based on financial need and does not need to be repaid. The maximum grant award for 2021-2025 is \$6895.
2. **Direct Subsidized Loan** – Based on financial need, repayment begins six months after you leave school. Maximum amount is \$3500 for most programs, with an additional \$2250 for Practical Nursing Trimester III.
3. **Direct Unsubsidized Loan** – Not based on financial need, payment begins six months after you leave school. Maximum amount is \$6000 for most programs, and for Practical Nursing Trimesters I and II. The maximum unsubsidized Stafford Loan for Practical Nursing Trimester III is \$3000.

Note: Subsidized and unsubsidized loans may be combined.

4. **Parent PLUS Loan** – For parents of dependent students only. Not based on financial need, repayment begins while the student is still in school. Maximum amount may not exceed the total cost of attendance less any other aid to be received.

Non-Federal Loans

Private Student Loan – These loans are non-federal loans, made by a lender, such as a bank, credit union, state agency, or school.

Terms and conditions of Title IV, HEA loans-Terms and conditions of federal student loans (Direct and Parent PLUS) are listed on the Master Promissory Note, which must be signed by the borrower.

Go to <https://studentaid.gov/mpn> to complete and sign a Master Promissory Note.

Go to <https://studentaid.gov/entrance-counseling> to complete entrance counseling.

Go to <https://studentaid.gov/exit-counseling> to complete exit counseling for a Direct Loan.

In order to avoid delays in receiving financial assistance, please apply for financial aid as soon as you have made the decision to enroll. Federal financial aid is not available for short-term career enhancement courses.

Criteria for Selecting Recipients and Determining Awards

Financial aid assistance is available for potential and currently enrolled full-time students in the Adult Workforce Education programs. Financial aid may cover part of all of the tuition and may be available through Pell Grants, Stafford Loans, federal PLUS Loans, Workforce Innovation and Opportunity Act, Bureau of Workers Compensation, Bureau of Vocational Rehabilitation Trade Adjustment Act, Veterans Administration, and employer-based tuition assistance.

Method and Frequency of Disbursement of Financial Aid

Adult & Community Education, Columbus City Schools disburses financial aid and processes available refunds each payment period (Trimester). Disbursement can be delayed if students do not meet certain eligibility requirements, such as the number of hours enrolled or financial aid suspension. It is the student's responsibility to meet the criteria necessary for release of financial aid. Any questions concerning eligibility for financial assistance can be answered by contacting the Financial Aid Office.

How and when will my financial aid be paid, applied, or disbursed to my account?

Your financial aid will be applied to tuition. You are responsible for paying any other miscellaneous charges on your account by check, money order, or credit card. If all of your paperwork has been submitted and processed, financial aid will be disbursed as follows:

Type of Grant	Disbursement	Refunds
Pell Grants	Start date of the program	Provided to students in the form of a check for books and supplies by 7 th day of payment period
Direct Loan	30 days after the start of the program	Provided to students within 14 days of Direct Loan disbursement date

To receive aid from any of the federal student aid programs, you must meet all of the following criteria:

- Have a high school diploma, GED, or home school certificate or demonstrate Ability to Benefit;
- Be enrolled as a regular student working toward a certificate in an eligible program;
- Be a U.S. citizen or eligible non-citizen;
- Have a valid Social Security number;
- Meet satisfactory academic progress standards set by the school;
- Certify that you will use the federal student aid only for educational purposes;
- Certify that you are not in default on a federal student loan and that you do not own money from a federal student grant;
- Comply with the Selective Service registration, if required;
- Not be incarcerated in a federal or state penal institution; and
- Not have been convicted under federal or state law for the sale or possession of drugs

Criteria for Selecting Recipients and Determining Award Amounts

Recipients of financial aid are those who have submitted a Free Application for Federal Student Aid (FAFSA) and have signed an award letter formally accepting federal financial aid. Award amounts are determined per federal regulations. Pell Grants are calculated using the “Payment Schedule for Determining Full-time Scheduled Awards” for the appropriate award year. Subsidized loans and unsubsidized loans are calculated per federal regulations and with consideration of maximum annual loan limits and the student’s school year.

Other Sources of Assistance

Other sources of assistance may be available for some full-time programs.

Workforce Innovation and Opportunity Act (WIOA)

Based on income and employment status, you may qualify for additional funding through the WIOA program. Information about the WIOA program is available through:

Ohio Means Jobs – Columbus and Franklin County
1111 East Broad Street
Columbus, OH 43205

Steps to Complete the Federal Financial Aid Online Application

Apply for Federal Financial Aid Identification (FSA ID) at <https://fsaid.ed.gov/npa/index.htm>. This allow you to “sign” the FAFSA electronically and submit the application online.

To fill out the FAFSA, go to <https://studentaid.gov/h/apply-for-aid/fafsa> and click the “Start Here” button. Please use code **015235** for the Title IV schools code for Adult & Community Education courses. (This will allow the school to electronically receive the results of your application.) Be sure to complete each page of the form, and review your answers carefully. If necessary, correct them before submitting the FAFSA.

Sign your application. You can either electronically sign your application using your FSA ID, print a paper signature page and mail it in, or wait for a signature page to arrive in the mail.

Submit your application by selecting the “Submit my FAFSA Now” button on the last page of the form. You will be taken to a Confirmation page that shows a confirmation number and estimated EFC. Print a copy of the Confirmation page for your records.

Verification

Approximately 1 out of 3 students who submits a FAFSA is selected for an official review in a process called Verification. Your FAFSA record may be chosen at random for Verification, or incomplete or conflicting information on your FAFSA may lead to Verification. If your FAFSA record is selected for Verification, the Financial Aid Office will request signed copies of federal tax return, a completed Verification form, and/or other financial documents from you (and your parents or spouse). Adult & Community Education, Columbus City Schools (ACE, CCS) will then

compare your financial documents to your FAFSA information, and, if needed, will adjust your FAFSA information. Until ACE, CCS completes Verification, your federal Direct Loans or federal Pell Grants cannot be processed.

Veterans Information

The Department of Veterans Affairs (VA) provides Federal training monies to veterans of the U.S. Armed Services. Adult & Community Education, Columbus City Schools serves veterans receiving educational benefits from the following Chapters:

- **Chapter 1606 – Montgomery GI Bill** – Selected Reserved Educational Assistance
Eligibility: Student must be currently enrolled in a Selective Reserve program, such as the National Guard or the Army Reserves.
- **Chapter 1607 – Reserve Education Assistance Program (REAP)**
Eligibility: Available to certain reservists who were activated for at least 90 days after September 11, 2001
- **Chapter 30 – Montgomery GI Bill** – Active Duty Educational Assistance
Eligibility: Two or three years of active duty; honorable discharge; eligible 10 years from date of separation; period of service July 1985 to present
- **Chapter 31 – Vocational Rehabilitation**
Eligibility: Student must have a service-related disability, which the Department of Veterans Affairs has rated at least 10% compensable. There must be an employment handicap, and generally the student must complete the program within 12 years from the notice of the disability rating.
- **Chapter 32 – Veterans Educational Assistance Program (VEAP)**
Eligibility: Active duty for at least 181 days, contribution to the program and other than dishonorable discharge; eligible 10 years from date of separation; period of service January 1977 to June 1985
- **Chapter 33 – Post 9/11 GI Bill**
Eligibility: honorable discharge; provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or to individuals discharged with a service-connected disability after 30 days.
- **Chapter 35 – Survivors' and Dependents' Educational Assistance**
Eligibility: A child under the age of 26 or a spouse of a veteran who is 100% disabled or who died because of service-related injuries.

The following attendance policy is required by the U.S. Department of Veterans Affairs and applies to students receiving veterans' education and training benefits:

- The school maintains daily attendance records and reviews attendance once per month during each payment period (term). Students must maintain a minimum attendance of 90% of the scheduled hours each term to remain in good standing.

- At the time the student's attendance falls below 90%, he/she will be given a written warning. Probation will occur when attendance drops to 80% or below. A record of this probation status will be documented in the student's file.
- Termination of VA benefits will occur when attendance falls below 70%. The effective date of benefit termination will be the date attendance falls below 70%.

Satisfactory Academic Progress Policy

Students who are awarded Title IV Financial Aid must maintain Satisfactory Academic Progress (SAP) for continued eligibility.

Definition of Satisfactory Academic Progress

Grade (Qualitative Measure)

- A student must maintain a grade of at least 75% in all Health Occupation classes and a grade of at least 70% in all full-time Adult Workforce classes.

Pace of Completion (Quantitative Measure)

- A student must maintain a cumulative 75% pace of completion to ensure completion within the maximum timeframe. The pace of completion is calculated as follows:

Clock hours successfully completed

Clock hours scheduled = Pace of Completion

Maximum Timeframe to Complete

- A student must complete his/her practical nursing program within 133% of the published length of the training program to remain on financial aid. The practical nursing program published length is 12 months for completion. The maximum timeframe is therefore 16 months.

Attendance

- A student must maintain a cumulative 75% attendance each period and for the entire program of study to attain successful completion.

Official Review of Satisfactory Academic Progress

Passing grades and Pace of Completion are checked at the end of each payment period. The payment period is defined as the point when the student's scheduled clock hours have elapsed. For example, in a 900-hour, two-payment period program, the official review date is at the end of each scheduled 450 hours. In a 1440-hour, three-payment period program, the official review date is at the end of each scheduled 480 hours.

Financial Aid Suspension

If a student fails to make SAP by not passing all courses in a payment period, financial aid suspension will occur. The student loses financial aid eligibility until the failed course is successfully completed.

Financial Aid Disbursements

The first disbursement of financial aid typically takes place 30 days from the first day of class. An early disbursement of Pell Grant funds within the first week of class is made to cover the cost of books and supplies.

Disbursement of Financial Aid

Financial aid is applied to a student's tuition. The student is responsible for paying any other miscellaneous charges on his/her account by check, money order, or credit card. If all of a student's paperwork has been submitted and processed, financial aid will be disbursed as follows:

Subsequent Disbursement

A student must be meeting the SAP policy and must have successfully completed the clock hours in the payment period. Successful completion is defined as having achieved a grade of 75% or higher in all Health Occupations classes, 70% or higher in all Adult Workforce classes, and achieving the required attendance standard. A student who violates the SAP policy will receive written notification of financial aid suspension from the Financial Aid office and will be responsible for paying all fees not covered by financial aid.

Special Grading Circumstances

Remedial Courses

Remedial courses will have no effect on a students' Satisfactory Academic Progress.

Credits for Previous Training (Advanced Standing)

Credits for previous training that are accepted toward a program are counted as attempted and completed hours.

Repeat Courses

Any student who must repeat a course is ineligible for financial aid. When a course is repeated, the hours in both courses are included in the Maximum Timeframe and Pace of Completion standards. When a course is repeated, the new grade replaces the old grade for the purposes of SAP.

Incomplete Grades

A grade of incomplete is not counted in a student's grade. If a student does not complete the work in the specified time, the incomplete will change to a grade of F.

Withdrawal

Financial aid may not be available upon a student's return to a program after he/she has withdrawn, depending on the student's academic progress at the time of withdrawal. Note: The term "withdrawal" defines any reason for a student leaving school, whether it is initiated by the student or by the school.

Practical Nursing Students that Withdraw and Return

If a student is approved to re-enroll and progress to the next trimester, the student is eligible for financial aid based on any:

- a) Return to Title IV funds* available when returning within 180 days or
- b) Financial aid remaining in the school year based on the FAFSA.

If a student is not allowed to progress and must begin the program again, the student will not be eligible for financial aid in any repeat trimester but will be eligible for aid in any non-repeat trimester. **

A student has eligibility for financial aid only as long as his/her program completion falls within 16 months (the maximum timeframe).***

If a student withdraws after failing a trimester and re-enrolls, the student is ineligible for financial aid until successfully completing the failed trimester.

*Refund to U.S. Department of Education of federal Pell Grant, federal Direct Loan, and federal Parent PLUS loan.

**If a student's estimated completion date remains within the Maximum Time Frame.

***Students may appeal loss of aid eligibility due to violation of the Maximum Time Frame.

Reinstatement of Financial Aid Eligibility

Once a student become ineligible for financial aid, he/she may re-establish eligibility by again meeting SAP. Students must still complete their training program within 133% of the clock hours required for normal completion in order to be making satisfactory academic progress. It is a student's responsibility to contact the Financial Aid office for any actions required for re-establishment of financial aid eligibility.

Appeals

Final Grade Appeal

A student may avoid Financial Aid Suspension resulting from a failing final grade in a course by appealing. In the appeal, the student should describe the unusual circumstances beyond his/her control that may have caused failure of a course(s). When applicable, doctors' excuses for the student or immediate family member should be provided, or in the case of required court appearances, the documents related to the matter should be presented to the appeals committee. In addition, the death of a relative or other circumstances resulting in undue hardship to the student can be presented. If the student's appeal is approved, financial aid eligibility is retained.

Maximum Time Frame Appeal

A student may appeal violation of the Maximum Time Frame by describing the unusual circumstances beyond his/her control that may have resulted in the violation. When applicable, the student should provide the same documentation described in the appeal process. If the student's appeal is approved, financial aid eligibility is retained.

Sample Loan Repayment

It is necessary for a student to repay his/her student loans in accordance with the terms of his/her Master Promissory Note.

A sample loan repayment is below. The monthly loan payment was calculated at 119 payments of \$154.16 plus a final payment of \$154.06. The loan balance was adjusted to yield \$14,750.00 after deducting the 1.07% loan fees.

SAMPLE LOAN REPAYMENT

Loan Balance	\$14,750.00
Adjusted Loan Balance	\$14,909.38
Loan Interest Rate	4.45%
Loan Fees	1.07%
Loan Term	10 years
Minimum Payment	\$50.00
Enrollment Status	Still in School
Monthly Loan Payment	\$154.16
Number of Payments	120
Cumulative Payments	\$18,400.10
Total Interest Paid	\$3749.10

It is estimated that a student would need an annual salary of at least \$18,499.20 to be able to afford to repay this loan. This estimate assumes that 10% of the student's gross monthly income would be devoted to repaying the student loans. This corresponds to a debt-to-income ratio of 0.8. If a student uses 15% of gross monthly income to repay the loan, he/she would need an annual salary of only \$12,332.80, but may experience some financial difficulty. This corresponds to a debt-to-income ratio of 1.2.

Student loans do not have prepayment penalties. If a student wishes, he/she can make an extra payment to principal each month to accelerate repayment of the debt. If the student pays an extra \$25.00 a month, 1.7 years would be cut off of the 10-year repayment term and save \$636.72 in interest over the life of the loan. If a student pays an extra \$50.00 a month, 2.8 years would be cut off of the 10-year repayment term and save \$1079.33 in interest over the life of the loan. If a student pays an extra \$100.00 a month, 4.4 years would be cut off of the 10-year repayment term and save \$1655.09 in interest over the life of the loan.

Exit Counseling for Stafford Direct Loan Recipients

The Financial Aid Coordinator conducts an Exit Counseling session with each class prior to program completion. For each exit counseling session, the following information is provided to students:

- Information for completing Exit Counseling at <https://studentloans.gov/exit-counseling>
- Replaying student loans
- Consequences of delinquency and default

- Contact information for the Student Loan Services
- Filing for deferment/forbearance
- Current interest rates
- Maintaining contact with the lender
- Making timely payments
- Maintaining a budget

The U.S. Department of Education Ombudsman Office was created to help borrowers with difficult problems. Borrowers can submit problems online, by telephone, or postal mail. Contact information is below.

U.S. Department of Education
FSA Ombudsman Group
P.O. Box 1854
Monticello, KY 42633
Toll-free phone number: 877-557-2575
<https://studentaid.gov/feedback-center>

Private Loan Disclosure

Private education loans are non-federal loans, made by a lender, such as a bank, credit union, state agency, or school. Adult & Community Education is required by federal law to disclose certain information to prospective Private Education Loan Borrowers including:

- Information required under Section 128€ of the Truth in Lending Act (15 U.S.C. 1638 (e))
- Prospective borrower may qualify for loans or other assistance under the Title IV, HEA programs.
- Terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loans.

Code of Conduct for Education Loans

The code of conduct prohibits:

- Revenue-sharing arrangements with any lender;
- Receiving gifts from a lender, a guarantor, or loan services;
- Contracting arrangement providing financial benefit from any lender or affiliate of a lender;
- Directing borrowers to particular lenders or refusing or delaying loan certifications;
- Offers of funds for private loans;
- Call center or financial aid office staff assisting; and
- Advisory board compensation.

Refund Policy

Refunds for Classes Canceled by the Institution

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded. The refund shall be made within 45 days of the planned start date.

Refunds for Students Who Withdraw On or Before the First Day of Class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction

Short-term program fees and instructional charges are not refundable after the course start date.

Refunds for Withdrawal after Class Commences

The refund guidelines shall be as follows:

- i. During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- ii. After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- iii. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and
- iv. After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

Disability Services

It is the standard of Adult & Community Education (ACE), Columbus City Schools that an applicant/student with a diagnosed disability be granted reasonable accommodations. In accordance with Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act, ACE will make every effort to provide supportive services to applicants/students with disabilities. It is the responsibility of the student to disclose the nature of the disability before the program begins or as soon as the student suspects a disability, and to submit the required documentation of the disability to the program administrator in order to receive such accommodations.

An assessment that documents a disability must have been done within the past three (3) years. An Individualized Education Program (IEP) is not automatically accepted as documentation. Documentation of the assessment performed must be submitted from an appropriately licensed professional (e.g., physician, psychologist). This documentation must include the names of any test(s) administered and the specific disability that requires modification, as well as the specific recommendation as to type of supportive services needed. A student may request a waiver of this requirement by providing a statement from a qualified professional that re-testing is not medically necessary to document the existence of a current disability.

Process for Requesting Disability Services

While a student with a disability is not required to disclose his/her disability to anyone, it is the responsibility of the student to disclose the nature of the disability and to submit the required documentation of the disability if the student wishes to receive services and/or accommodations. The student may ask that the request be kept confidential except for notification of the person(s) who is responsible for providing the services and/or accommodations. The process to request services is provided below.

Before the program begins, or as soon as the student suspects or becomes aware of a disability, several procedural steps must be taken:

Meeting

- 1) The student makes his/her instructor(s) aware of the disability.
- 2) The student submits the **Disability Services Request and Verification Form** proved by ACE to the program administrator. Alternatively, if the student has a disability that has been documented by a licensed provider (e.g., physician, psychologist, etc.) **within the past three years**, he/she may instead submit alternative documentation to the program administrator, which may be considered sufficient. Please note: an Individualized

Education Program (IEP) is not automatically accepted as documentation. If the assessment was conducted **more than three years prior** to the request for services, a student may request a waiver of this requirement by providing a statement from a licensed provider that re-testing is not medically necessary to document the existence of a current disability.

- 3) The program administrator reviews the **Disability Services Request and Verification Form** (or alternative documentation) submitted by the student.
- 4) The student meets with the program administrator for an intake appointment to discuss the **Disability Services Request and Verification Form** (or alternative documentation). The student may also request that the resource counselor attend this appointment.

Documentation

- 5) Following the intake meeting, the student submits the **Disability Services Request and Verification Form** to the licensed provider. If the student does not have access to a licensed provider, he/she shall notify the program administrator at the initial meeting.
- 6) Upon receiving the completed the **Disability Services Request and Verification Form** from the licensed provider or the alternative documentation, the program administrator documents the recommendations, registers and approves the student for services and/or accommodations made by the licensed provider and informs the instructor(s) of the services and/or accommodations. *It may take up to 30 days for the service/accommodations to be implemented.*

Implementation

- 7) The instructor(s) provides the services and/or accommodations to the student.
- 8) At the student's discretion, the resource counselor follows up with the student to conduct a progress check.

Please note:

Any accommodations the student is approved for shall be justified by the information presented in the disability documentation received from the licensed provider.

Students with a disability must be able to perform and meet the career-technical standards/skills of the program with reasonable supportive service.

Implications for Notifying Organizations and Boards

Other testing and assessment organizations/boards may have additional procedures for responding to the special needs of applicants with disabilities who are eligible for admission to take certification or licensure examinations. Disabilities which should be brought to their attention include but are not limited to the following: physical, mental, hearing or visual impairments, reading or learning disabilities. Examples of accommodations are the use of medication or snacks, extra time, and/or the use of any kind of special equipment or aids. To

allow sufficient time to secure the required documentation of a disability, it is recommended that the applicant notify the organization/board, in writing, six months prior to the date the applicant wishes to test, but no later than concurrently with the submission of the certification/licensure application.

Program Administrator Responsibilities

Listed below are the responsibilities of the program administrator to ensure that a student who requests disability services or accommodations receives them. To ensure the program administrator is aware of all requirements, he/she should review the entire process found on pages 22-24.

1. Review the **Disability Services Request and Verification Form** (or alternative documentation) upon the student's submission of the form.
2. Schedule an intake meeting appointment with the student (and the resource counselor if requested by the student) to discuss the **Disability Services Request and Verification Form** (or alternative documentation).
3. After reviewing the alternative documentation or upon receiving the completed **Disability Services Request and Verification Form**, document the recommendations, register, and approve the student for services and/or accommodations made by the licensed provider. Place information in the student's file.
4. Meet with the instructor(s) to determine how the services and/or accommodations will be implemented.

Student Responsibilities

Listed below are the responsibilities of a student who wishes to request disability services and/or accommodations. To ensure the student is aware of all requirements, he/she should review the entire process found on pages 22-24.

1. Notify the instructor(s) before the course begins or as soon as the student suspects or becomes aware of a disability.
2. Notify the resource counselor before the course begins or as soon as the student suspects or becomes aware of a disability (optional).
3. Submit the **Disability Services Request and Verification Form** (or alternative documentation) to the program administrator.
4. Attend an intake appointment meeting with the program administrator to discuss the **Disability Services Request and Verification Form** (or alternative documentation).
5. Submit the **Disability Services Request and Verification Form** to the licensed provider.
6. Meet with the resource counselor to report on the progress of the intervention (optional).

Instructor Responsibilities

Listed below are the responsibilities of an instructor to support the needs of students who wish to request disability services and/or accommodations. To ensure the instructor is aware of all requirements, he/she should review the entire process found on pages 22-24.

1. Ensure the current ADA policy statement is provided on the course syllabus and reviewed with all students on the first day of class.
2. Upon notification from a student of a disability, ensure the student understands the process to request services and/or accommodations.
3. Meet with the program administrator upon the student's submission of the alternative form or after the **Disability Services Request and Verification Form** is received from the licensed provider to determine how the services and/or accommodations will be implemented.
4. Implement the services and/or accommodations within 30 days of the meeting.
5. Document the services and/or accommodations provided to the student.

Resource Counselor

Listed below are the responsibilities of the resource counselor to support the needs of students who wish to request disability services and/or accommodations. To ensure the resource counselor is aware of all requirements, he/she should review the entire process found on pages 3-4.

1. If requested by the student, meet with the program administrator and student at the intake meeting to discuss the **Disability Services Request and Verification Form** (or alternative documentation) submitted by the student.
2. If requested by the student, meet with the student regularly during the trimester to conduct a progress check.

Adult & Community Education, Columbus City Schools Disability Services Request and Verification Form

Directions: *Part I* of this form is completed and submitted by the student requesting services to the program administrator before or after admission to the program, but at least 30 days prior to the implementation of the service. Please note: Submitting this request form does not automatically approve the request.

Part II of this form is submitted by the student to a licensed provider who returns it to Adult & Community Education, Columbus City Schools.

Part I: To be completed and signed by the student and submitted to the ACE program administrator.

Name _____ Date _____

Street Address _____ City _____

State _____ Zip Code _____

Phone _____ Email _____

How do you believe this disability will affect you in the program/course?

I give the individual named below permission to release medical/confidential information to Adult & Community Education, Columbus City Schools (ACE, CCS) as it relates to my request for support services and/or accommodations. I understand that it is my responsibility to make ACE, CCS aware of any changes to be made to this consent. My signature below certifies that the information provided is accurate and I am fully aware that I must provide documentation from an appropriately licensed professional in order for this request to be considered.

Name of Licensed Provider

Student Signature

Date

Part II: Purpose of Disability Verification – To be completed by the licensed provider and returned to ACE, CCS.

Adult & Community Education, Columbus City Schools provides support services and accommodations for students with documented diagnosed disabilities. This form should provide enough information to verify the student has a disability as defined in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

1. Please provide the current diagnosis of the student’s disability.

2. Please identify and briefly describe how the students’ disability substantially limits any of the student’s major life activities listed below.

Activity	Impact
Concentrating	
Reading	
Written expression	
Math	
Stress management	
Regular class attendance	
Time management	
Managing distractions	
Organization	
Social interactions	
Self-care	
Sleeping	
Manual Dexterity	
Vision	
Hearing	

3. Please describe the impact of the student’s disability in the educational environment.

4. Please list the student’s current medication(s) and side effect(s).

5. Please provide recommendations for supportive services and/or accommodations.

6. Provider Credentials

Name of Provider License # License Expiration Date

Medical Practice or Agency Name

Address

City, State, Zip Code

Phone Number

Signature

**The provider submits this completed form to:
Adult & Community Education, Columbus City Schools
2323 Lexington Avenue
Columbus, OH 43211**

Adult & Community Education, Columbus City Schools
Request for Disability Services Form

Directions: This form must be completed and submitted by the student requesting services to the program administrator before or after admission to the program, but at least 30 days prior to the implementation of the service. Please note that submitting this request form does not automatically approve the request.

Name _____ Date _____

Street Address _____ City _____

State _____ Zip Code _____

Phone _____ Email _____

How do you believe this disability will affect you in the program/course?

I give the individual named below permission to release medical/confidential information to Adult & Community Education, Columbus City Schools (ACE, CCS) as it relates to my request for support services. I understand that it is my responsibility to make ACE, CCS aware of any changes to be made to this consent. My signature below certifies that the information provided is accurate and I am fully aware that I must provide documentation from an appropriately licensed professional in order for this request to be considered.

Name of Appropriately Licensed Professional

The appropriately licensed must include the following information:

- Name, medical credentials, including specialization and expiration date
- Business address, phone, fax, and email address
- Assessments used to reach diagnosis (within the last three years)
- Current diagnosis; how/why it was determined
- How current diagnosis affects major life activities
- How current diagnosis may affect participation/performance in the program
- Current medications and major side effects
- Recommendations for supportive services and accommodations
- Rationale for the recommendations

The appropriately licensed medical professional must send the information to:

Adult & Community Education, Columbus City Schools
Request for Services
2323 Lexington Avenue
Columbus, OH 43211

Applicant/Student Signature

Program of Enrollment

Date

Availability of Employees
Persons Designated to Assist Enrolled or Prospective Students

Adult Career Technical Programs

Completion/Graduation Rates

Dr. Patricia Harris, Supervisor
Phone: 380.997.7641

Financial Aid Information

Jennifer Wells, Financial Aid Coordinator
Phone: 380.997.7620

Program Information

Valerie Griffith, Student Services Coordinator
Phone: 380.997.7618

Matthew Kramer, Aspire Instructor
Phone: 380.997.7615

School Information

Mindy Croston, Secretary
Phone: 614.365.6000 or 380.997.7639

School Security Policies and Crime Statistics

James Ries, Operations Coordinator
Phone: 380.997.7640

Student Counseling Services

Phone: 380.997.7638

Family Educational Rights and Privacy Act (FERPA)

Privacy of Student Records

Adult & Community Education (ACE) is committed to the protection of our students' safety and their confidential information. Employees are not allowed to take student confidential information out of our building, nor are they allowed to provide confidential information to others without the expressed written consent of the student. Students must sign a release of information form before confidential information is released to individuals or agencies.

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have been transferred are called eligible students.

Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student 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 student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School officials with legitimate educational interests
- U.S. Comptroller General, U.S. Attorney, U.S. Department of Education, state and local officials
- Authorized organizations conducting educational research
- Accrediting agencies
- Alleged victim of a crime
- Parent of a dependent student as defined by the Internal Revenue Service (IRS)
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

Schools may also disclose, without consent, "directory" type information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about directory information and allow

eligible students a reasonable amount of time to request that the school not disclose “directory” information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school. 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 for releasing information without consent.

Additional information on FERPA, as defined by the U.S. Department of Education may be obtained at [FERPA](#).

Drug and Alcohol Abuse Prevention

The Columbus Board of Education maintains a drug-free workplace in full compliance with all applicable federal, state, and local laws. Tobacco in any form may not be used in school buildings, school grounds, or in school-controlled vehicles.

Adult & Community Education, Columbus City Schools' students may participate in prevention program strategies to address drug use and abuse issues, including dissemination of informational materials, educational programs, counseling services, drug/alcohol agency services, and campus disciplinary actions.

Our standards of conduct prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities.

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 Acts below.

State of Ohio - Ohio Revised Code

Chapter 2925 Drug Offenses

Chapter 3719 Controlled Substances

Chapter 4301 Liquor Control Laws

U.S. Laws and Regulations

Drug-Free Schools and Communities Act

Federal Narcotic Drugs

Federal Food, Drug, and Cosmetic Act

Federal (Harrison) Narcotic Act

Import and Export Act

Federal Alcohol Administration Act

The possession, sale, and manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the City of Columbus Division of Police. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment.

State and National Resources

Resource information regarding health and safety concerns from substance abuse and information regarding the availability of, and/or referral to, community-based substance abuse counseling and rehabilitation services are available at <http://mha.ohio.gov>.

Alcoholism and Drug Abuse Hotline: 1.800.252.6465

Careline: 1.800.720.9616

Substance Abuse and Mental Health Services: 1.800.662.4357 (HELP)

Health Risks

Physical or psychological damage may occur when the following substances are abused. Below are some of the health risks related to major types of substances.

Alcohol – Alcohol consumption causes marked changes in behavior. Low doses impair judgment and coordination and increase the incidence of aggressive behavior. Very high doses can cause respiratory depression or death.

Anabolic-Androgenic Steroids – Steroids users can experience serious cardiovascular, liver, central nervous system, gastrointestinal, and reproductive disorders. Psychological impairment includes mood swings, depression, and very aggressive behavior.

Cannabis – Marijuana creates mood-altering effects as well as loss of memory, lack of motivation, and diminished attention span. Long-term use may result in psychological dependence and change in tolerance. Because it is fat soluble, marijuana can remain in the body up to three weeks after smoking one marijuana cigarette. Consequently, even occasional use can be detected through urinalysis.

Depressants – The use of depressants can result in a change in tolerance and physical, as well as psychological dependency. Combining several depressants will potentiate the effects of the depressant, multiplying the health hazards.

Hallucinogens – Large doses of Phencyclidine (PCP) may result in a convulsive seizure, coma, or death. Mood disorders occur, and the user may become violent, irrational, and potentially harmful to self and others. Lysergic acid (LSD), mescaline, and psilocybin cause sensations and feelings to change rapidly.

Narcotics – Tolerance and physical dependence develop rapidly with the use of narcotics. The addict can become preoccupied with acquiring the drug. High doses of stimulants result in intense personality disturbances including visual and auditory hallucinations, delusions, and paranoia. The use of cocaine can cause death by cardiac arrest or respiratory failure.

Sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) can include up to and including expulsion, termination of employment, and referral for prosecution. Should a student be expelled, the student will receive in writing, a letter that notifies the student of the loss of eligibility and an outline of steps the student may initiate to regain eligibility.

A biennial review of the program will be conducted to determine its effectiveness and implement changes to the program if they are needed and ensure that any disciplinary sanctions are consistently enforced.

Placement Information

The graphic below provides information on placement of practical nursing program completers for FY 21.

Ohio Department of Higher Education FY2021 OTC Perkins Performance Report

OTC

Columbus City SD

Run Date:

2/4/2022

Perkins V CTE Student Counts			
In each of the following categories, unduplicated means a student is counted only one time. A student may be counted in more than one sub-population category. A student may be counted only as a CTE Participant, or as a CTE Participant and a CTE Concentrator.			
Total CTE Participants (unduplicated)	2021	2022	2023
Completed 3% of a clock-hour program.	136		
Total CTE Concentrators (unduplicated)	2021	2022	2023
Completed 40% of their approved technical clock-hour program.	68		

Perkins Core Indicators of Performance and Levels of Performance (Performance Targets)				
The state of Ohio's targets for all postsecondary core indicators of performance were created based on three years of Perkins trend data from OTCs and Colleges and then submitted to the U.S. Department of Education's Office of Career-Technical and Adult Education (USDE/OCTAE). Local OTC and College performance targets were negotiated with the Ohio Department of Higher Education. Source of performance data is the Department of Higher Education's Higher Education Information (HEI) data system, and administrative record exchanges with other data systems.				
FY2021 Postsecondary Indicators of Performance	Local Performance Target	Local % Rate Needed to Meet 90% of Performance Target	Actual Local Performance Rate	Met 90% of Local Performance Target
1P1 -- Post-Program Placement	92.52%	83.27%	88.89%	YES
2P1 -- Earned Recognized Postsecondary Credential	72.00%	64.80%	75.00%	YES
3P1 -- Non-traditional Program Concentration	11.60%	10.44%	5.88%	NO

Performance and Retention Rates

The graphic below provides information on the performance and retention rates of practical nursing program students for FY 21.

Ohio Department of Higher Education State Report - FY2021

Columbus City SD

IRN

043802

Student Subgroup Performance			
CTE Performance Rates by Student Subgroup	Post Secondary Retention and Placement (1P)	Earned Recognized Postsecondary Credential (2P)	Nontraditional Program Concentration (3P)
Grand Total	88.89%	75.00%	5.88%
Gender			
Female	89.47%	76.00%	0.00%
Male	85.71%	66.67%	100.00%
Race/Ethnicity Standards			
American Indian or Alaskan Native			
Asian or Pacific Islander	0.00%	100.00%	0.00%
Black or African American	89.19%	76.19%	7.02%
Hispanic/Latino		100.00%	
Native Hawaiian or Other Pacific Islander			
White	100.00%	60.00%	0.00%
Two or More Races	100.00%		0.00%
Unknown			0.00%
Special Populations and Other Student Categories			
Individuals with Disabilities (ADA)			
Individuals from Economically Disadvantaged Families	88.57%	82.61%	5.56%
Individuals Preparing for Non-traditional Field	85.71%	66.67%	100.00%
Single Parents	87.50%	66.67%	0.00%
Out of Workforce Individuals			
English Learner	92.31%	100.00%	11.11%
Homeless Individuals			
Youth in Foster Care			
Youth with Parent in Active Military			
Migrant Student			

Campus Safety

Adult & Community Education (ACE), Columbus City Schools strives to provide a safe and secure campus for all students and staff members. All students and staff are encouraged to report any suspicious campus activity immediately upon witnessing the occurrence, especially when the victim of such crime elects or is unable to make such a report. All students and staff should report any knowledge of a criminal or suspicious nature to an administrator of ACE. The administration will then take appropriate action based upon the information given by the student or staff member. When appropriate, local law enforcement authorities will also be notified. As stipulated by the "Jeanne Clery Disclosure of Security Policy and Campus Crime Statistics Act," campus data from 2018-2020 from the U.S. Department of Education Campus Safety and Security report (<https://ope.ed.gov/campussafety/#/institution/list>) provide a comprehensive list of criminal offenses reported both on campus and on surrounding public property.

As part of orientation, ACE students and newly hired employees are provided with a statement on the availability and content of the Clery Act/Campus Security report. The school will also provide a paper copy of the report upon request. In order to keep the campus community informed about safety and security issues on an ongoing basis, ACE will alert the campus community of certain crimes, including all Clery Act crimes, in a manner that is timely and useful in the prevention of similar crimes. ACE will issue an emergency notification of a significant emergency, including a missing student or dangerous situation involving an immediate threat to the health or safety of students or employees on campus.

The campus is in operation from 7:30 AM until 4:30 PM, Monday through Friday. The campus is not open on weekends. ACE does not have law enforcement staff that has the authority to arrest individuals. ACE contacts local law enforcement to address issues that affect the authority to arrest individuals. ACE offers victims the right to report incidences to encourage accurate and prompt reporting of all crimes to the City of Columbus, Division of Police. Persons are also counseled on their right to report on a voluntary, confidential basis. Although ACE does not have a written memorandum of understanding, it maintains a close working relationship with the police department. All students are informed during orientation of campus security procedures, sexual assault programs to prevent sexual offenses, and procedure to follow if an offense occurs. Crime prevention and risk reduction behavioral education is provided via classroom education, the ACE website, and written materials distributed to students and staff.

Crime Log

The following crimes are reported in a public crime log, which is located in the ACE Main Office: murder, non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary,

motor vehicle theft, and arson. Arrests and disciplinary referrals for illegal weapons possession and drug and liquor law violations are also included. Dating violence, domestic violence, and stalking are also reported.

For these crimes, and for crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and any other crimes report to Campus Security Authority, or to local police agencies involving bodily injury to any person in which the victim was intentionally selected because of the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability will be reported according to category of prejudice, also known as "hate" crimes.

Entries to the Crime Log must be made within two business days of the report of the information provided to staff, unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. The log is open for public inspection.

Data collected in the Crime Log are incorporated into the Annual Security Crime Report in August of each year, with statistics for the most recent three calendar years.

Campus Security Authority are individuals on staff that support the collection of crime reporting information and assist students and employees to file a report to a law enforcement agency, should they wish to do so. All staff is responsible for helping students report alleged crimes. The following administrators are Campus Security Authority personnel:

Adult & Community Education Director – Edward O'Reilly
Health Occupations Administrator – Dr. Patricia Harris

Voluntary Reporting

If a student is a victim of a crime and does not want to pursue action within the program or the criminal justice system, h/she may still want to consider making a confidential report. With the student's permission, the Campus Security Authority can file a report on the details of the incident without revealing his/her identity. The purpose of a confidential report is to comply with the student's wish to maintain confidentiality, while taking steps to ensure the future safety of the student and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports of this nature are counted and disclosed in the annual crime statistics for the school.

ACE maintains a part-time resource counselor to assist in providing crisis counseling and guidance on options. The resource counselor is not considered Campus Security Authority and is not required to report crimes for inclusion in the annual disclosure of crime statistics. As a

matter of policy, the resource counselor is to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics and to assist local agency referrals for appropriate health and community services.

The student has a right to decline notification to police authorities. If the student requests the assistance of personnel, Campus Security Authority will assist in notifying law enforcement authorities. Students will receive guidance and support of filing protection orders, “no-contact” orders, restraining order, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution. Students are encouraged to preserve evidence for the proof of a criminal offense. A list of hospitals that complete rape investigations will be provided to the alleged victim. Students reporting a sexual assault crime have the right of confidentiality. Crimes will be reported on the public crime log without the inclusion of personally identifying information about the victim.

Disciplinary Proceedings

After an alleged sex offense, a student has the right to change his/her academic situation to ensure safety. This may include auditing the class or creating an independent study for successful completion. ACE will implement a conduct proceeding to ensure a prompt, fair, and impartial proceeding. Both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceedings. Upon written request, parties will be informed in writing of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph. A student found guilty of violating the sexual misconduct policy could be criminally prosecuted in the state courts as well as being placed on academic probation, suspended, or expelled from the academic program.

Sexual Misconduct

ACE is committed to creating and maintaining an academic community in which all persons can work and learn together in an atmosphere free of all forms of harassment. Therefore, sexual harassment within our community is expressly prohibited by ACE, and such behavior is prohibited by state and federal law. All campus members must refrain from any conduct that could give rise to a charge of sexual misconduct. Persons who engage in sexual misconduct shall be subject to disciplinary action, to include suspension or expulsion when warranted.

ACE affords certain rights and responsibilities to staff and students who have been sexually harassed and/or assaulted, including assistance in reporting, securing counseling, and accessing health services. Accused persons are subject to arrest, incarceration, and prosecution through the court system. Accused persons are subject to district judicial proceedings that may result in suspension or permanent expulsion from ACE programs.

Domestic Violence

ACE prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking (42 U.S.C. 13925). The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating Violence

The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on consideration of the following factors:

- i. The length of the relationship;
- ii. The type of relationship;
- iii. The frequency of interaction between the persons involved in the relationship (46 U.S.C. 51318Z).

Sexual Violence

Under Ohio Revised Code, the definition of sexual violence utilized in this document is an umbrella term covering a wide range of sexual actions taken against a person without the person’s consent, against the person’s will, or under force, threat of force, or coercion (ORC 2907.01-2907.09) Legally, consent cannot be given while intoxicated since intoxication inhibits an aware state of mind.

Sexual Abuse

Sexual abuse is defined as “any sexual act that a person submits to against his/her will due to force, threat of force, or coercion” (18 U.S.C. 2242). Sexual violence is perpetrated by individuals known and unknown to the victim and includes a wide range of unwanted sexual actions, including rape.

Stalking

Stalking is a term to mean engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress (18 U.S.C. 2261A). Stalking includes surveillance activities (e.g., monitoring an individual’s phone calls, reading his/her mail, following outside the home), and vandalism (e.g., breaking into a person’s home, stealing belongings, and harassment).

Sexual Harassment

Sexual harassment is created by unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature (29 CFR § 1604.11) when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity;
- Submission to or rejection of such conduct is used as a basis for a decision affecting an individual's employment or participation in a course, program, or activity;
- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment. Regardless of intent, it is the effect and characteristics of behavior which determine whether the behavior constitutes sexual harassment.

What is Consent?

The term "consent" means a freely given agreement to the conduct at issue by a competent person (10 U.S. Code § 920 - Art. 120). An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance does not constitute consent. Submission resulting from the use of force, threat of force, or placing another person in fear also does not constitute consent. A current or previous dating or social or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue does not constitute consent.

A sleeping, unconscious, or incompetent person cannot consent. A person cannot consent to force causing or likely to cause death or grievous bodily harm or to being rendered unconscious. A person cannot consent while under threat or in fear or under the circumstances described below:

- All the surrounding circumstances are to be considered in determining whether a person gave consent.
- Incapable of consenting - means the person is a) incapable of appraising the nature of the conduct at issue; b) physically incapable of declining participation in, or communicating unwillingness to engage in, the sexual act at issue.
- Sexual assault - any person subject to this chapter who makes a fraudulent representation that the sexual act serves a professional purpose; or
- Induces a belief by any artifice, pretense, or concealment that the person is another person.

Communicating consent:

- Consent to sexual activity can be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive verbal agreement.
- While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Communicating

verbally before engaging in sexual activity is imperative. However potentially awkward it may seem, talking about your own and your partner's sexual desires, needs, and limitation provides a basis for a positive experience.

- Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of "no" should not be understood to mean there is consent.
- A prior relationship does not indicate consent to future activity.

Procedures to Report Sexual Offense

If a student is a victim of a sexual assault, he/she should follow these procedures:

1. Try to remain calm and alert and call 911. Your call will be routed to the proper law enforcement agency.
2. Stay on the phone with the dispatcher as long as you are needed.
3. Do not change your clothing.
4. Do not clean your body or your clothes, as this helps to preserve important evidence.
5. Do not disturb or alter the crime scene.

Prevention and Awareness Programs

During program orientation, students are informed of their rights and responsibilities to ensure safety and security for all students and staff. Prevention education services are offered to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to seminars, information is made available and disseminated through crime prevention brochures, security alert posters, and displays. Presentations are given to educate students on dating violence, sexual assault, bystander intervention, alcohol and drugs, domestic violence, recognizing signs of unhealthy relationships, breaking the cycle of abuse, and diminishing the possibility of being a victim to robbery. Professional development activities are provided to staff and new employees. Columbus City Schools, in collaboration with Public School WORKS, is developing professional development online courses that educate staff on creating safe school environments and understanding the campus security authority responsibilities.

Conduct Proceedings

Administrators of ACE coordinate all judicial proceedings involving sexual misconduct of students. Victims of sexual offenses may report these incidents to the Columbus Division of Police, Special Victims Bureau at 614.645.4545.

The department will make every reasonable effort to ensure that the investigation and resolution of a report or complaint occurs in as timely and efficient a manner as possible. The investigation and resolution of a complaint generally will be completed within 60 calendar days of the receipt of the complaint. Throughout the investigation, the alleged victim and the respondent will receive periodic status updates and notice of any timing extensions. Any party

may request an extension of any deadline by providing the ACE Director with a written request for an extension that includes reference to the duration of the extension and the basis for the request.

Students charged with violations of the Student Code of Conduct will be given adequate notice of the charges and allegations against them and be provided an opportunity to address the charges during a hearing. Victims of sexual misconduct may be asked to provide testimony at these proceedings and are allowed to submit input into the sanctions imposed should the student be found responsible for the charges against them.

The written notice given to any charged student will include the following:

- Sufficient detail to prepare a defense;
- An invitation to attend an information session, during which the student may view all material related to the case, receive instruction regarding the student conduct process and the student's rights, and confirm the forum in which the case will be heard; and
- Notice of a formal hearing will occur at least five class days prior to the hearing of the case.

Notice given to the complainant:

- To attend the information session, during which the time the complainant can view all materials related to the case and receive instruction regarding the disciplinary process and the charged student's and complainant's rights; and
- Notice of the complainant's rights is at least five class days prior to the student conduct hearing.

In cases where the alleged offender's conduct poses a threat to the campus community, the school may choose to impose any of the following actions to ensure the safety of students and staff:

- Issuing no-contact orders to prevent any contact between the victim, the alleged perpetrator, witnesses, and/or third parties;
- Changing work arrangements or schedules;
- Changing academic schedules;
- Changing class to independent study;
- Arranging for the victim to withdraw from or take an incomplete grade in a class without penalty;
- Providing academic support services, such as tutoring;
- Providing emotional supportive services; and
- Implementing an immediate suspension until a hearing can be convened to determine the facts of the case.

Both the alleged victim and the alleged offender are allowed to be accompanied by an advisory of their choice during the proceedings and will be informed of the final outcome of any school disciplinary hearing. The standard of evidence used in conduct hearings is “preponderance of the evidence.” This means that the evidence, as a whole, shows that the fact sought to be provided is more probably than not. Students found responsible for violations of sexual misconduct will be sanctioned according to the options outlined. This can include suspension, dismissal, or expulsion from the academic program. School disciplinary proceedings may be held in instances involving sexual misconduct even when formal state charges are not brought.

Notification of Findings

All recommended decisions will be communicated in writing to the charged student and will include the findings of fact, determination of responsibility, sanctions, and notice of appellate rights. Complainants will be notified of the status and outcome of the student conduct code process.

Sanctions:

1. In light of the facts and circumstances of each case, the following sanctions, or combination of sanctions may be imposed upon any individual student found to have violate the Student Code of Conduct. If a student does not complete a sanction by a required deadline, a hold may be placed on the student’s record. Decisions regarding falsification of admission or re-admission information may be forwarded to the appropriate office for review of admission;
2. Verbal or written reprimand;
3. Completion of service hour tasks under the supervision of a director or supervising agency;
4. Attendance at educational activities;
5. Referral for assessment at a counseling agency, alcohol/drug dependency agency, general mental health, or other counseling agency;
6. Provision of restitution (only in cases involving school property);
7. Conduct probation;
8. Disciplinary probation for a period of time during which any further violation of conduct places the student’s status with the school in jeopardy;
9. Suspension from the program for a period of time;
10. Dismissal from the program for at least two years;
11. Expulsion from the department without the possibility of re-admission, which may include restricted access to the campus’ identified geographic area;
12. Withholding of diplomas, transcripts, or other records;
13. Transcript notation indicating that student conduct action was taken. This sanction may be applied only in cases in which the student has been permanently separated from the program.

Accidents

Students experiencing an accident while participating in training programs should immediately notify the nearest staff member so that appropriate action may be taken. The district does not pay for the cost of a student when he/she goes to the emergency room.

Explosives

A student shall not possess, handle, transmit, conceal, or use any explosive device or substance which could be used as an explosive.

General Classroom Safety

Industry safety standards and procedures must be maintained at all times. Each classroom must conform to established safety practices for that occupation.

Visitors

Only administrators may give permission for visitors in the classroom. All visitors must report each day to the main office before going to any classroom. Children are not permitted to attend classes.

Weather/Emergency Closings

If Columbus City Schools are closed for snow or other emergencies, ACE classes will not meet. This includes all evening classes. Students should check local broadcasts for school closings. Programs will adjust daily instructional plans if school closes.

Emergency Notification and Timely Warnings

In the event that a situation arises, either on or off campus, when the ACE director or immediate supervisor determine there is an ongoing or continuing threat, a campus-wide “timely warning” will be issued. These individuals will consult with Columbus City Schools’ Safety & Security Department to determine the immediate threat.

The objective of the notification and warning system is to provide timely notification and warning to all students, faculty, and staff of an immediate, imminent, or existing threat that poses as an immediate danger to the health, safety, and/or general wellbeing while on the geographic campus community. Collectively, the plan provides a mechanism for the school to, without delay, confirm an emergency or dangerous situation is taking place.

The policy, plan, and procedures include processes by which school officials confirm that there is a significant emergency, determine whom to notify, determine the content of the notification, and initiate the notification system. Columbus City Schools’ Communication Department is responsible for the dissemination of emergency information to the larger Columbus community.

The process to determine the need for a timely warning to be instituted will be as follows:

- Confirm that there is significant emergency or dangerous situation;
- Determine appropriate segments of the campus community to receive the notification;
- Determine the content of the notification; and
- Initiate the notification system.

Adult & Community Education will, without delay and also taking into account the safety of the community, determine the content of the notification system, unless issuing a notification will, in the professional judgment of local police authority or the Columbus City Schools' Safety & Security Department, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The following individuals and organizations are responsible for carrying out the action as described in 34 CFR 668.46(g)(2):

Name	Organization	Title
Edward O'Reilly	Columbus City Schools	Director, Adult & Community Education
Dr. Patricia Harris	Columbus City Schools	Supervisor, Adult & Community Education
James Ries	Columbus City Schools	Operations Coordinator, Adult & Community Education.
Scott Wortman	Columbus City Schools	Chief Communications and Engagement Officer
CPD Staff	Columbus Police Department	Zone 4 – Linden Community

Emergency Notification Methods

Text messages

Voice messages

E-mail

Facebook

Building Lockdown

School Building Speaker System

Emergency Procedures

Precautions are taken to ensure the safety of all students, staff, and members of the community. A crisis management plan has been developed and provided to school personnel for assisting and responding to the many types of crisis/emergency situations. Your cooperation is needed to ensure that a team approach is used should an incident occur. Students are encouraged to immediately alert any school official with information or suspicions that may pose a threat to the security of others or to the building. Unless an emergency necessitates, a student shall not willfully sound a fire alarm or cause to falsely communicate that a bomb is located in a building or on the premises of a building owned by the Columbus Board of

Education. These acts are prohibited irrespective of the whereabouts of students. A student shall not destroy, damage, or otherwise tamper with a fire alarm system in a school building. ACE students participating in training programs that are located in other buildings owned or operated by another agency must conform to all agency, district, and department expectations.

Campus Security Contact Information

- **Emergencies** – Call 911 to report an accident, fire, serious illness, injury, or crime-in-progress that requires immediate response.
- **Non-life threatening emergencies** – City of Columbus, Division of Police: 614.645.4545
- **Columbus City Schools Safety Resource** – 614.365.5638
- **Ohio Mental Health and Addiction Services** – 877.275.6364
- **Rape Aggression Defense (RAD) System** – 614.525.4507. Provided by the Franklin County Sheriff's Office, this system is a 12-hour comprehensive, female-only course with a focus on awareness, prevention, risk reduction, and risk avoidance. The RAD program meets the needs of women to acquire self-defense education in a relatively short period of time.
- **Campus Sex Crimes Prevention Act (CSCPS)** of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The local law enforcement agency that could provide information on sex offenders is the Franklin County Sheriff's Office. The sex offender registry can be found here: www.offenderwatch.com.

Emergency Drill Guide

Evacuation and Fire Drills

Evacuate students by primary routes unless instructed to use alternate routes. In the event of a fire, students must evacuate a minimum initial distance of 300 feet from the building. If the evacuation is for an event other than fire, students must evacuate a minimum distance of 900 feet from the building. All persons must leave the facility. Close, but do not lock doors behind you. Do not return to the building using a bell signal, as bells can malfunction. Return to the building when instructed by the incident commander or follow further instructions.

Fire drills will be conducted monthly. The signal for a fire drill is the intermittent sound of a buzzer or announcement. It is mandatory that students participate in all fire drills, observe fire safety procedures, and follow instructions of the staff. Students are not allowed to go to their cars, use cell phone, or leave school grounds. ***This response is used for fire, unsafe building (after explosion or severe weather damage) and bomb threats.***

Reverse Evacuation

Move indoors quickly. Close doors behind you. Close windows once you are inside. Follow instructions based on incident. ***This response is used for severe weather, hazardous material release, or outside threats. This may be rapidly followed by lockdown or shelter in place.***

Lockdown: Level 1 – Monitor: Possible Threat

Exterior doors and windows are locked and secured. Free movement within the school building is permitted. Students and staff may be released by a public address announcement. ***This response is usually used for an outside threat.***

Lockdown: Level 2 – Standby: Probable Threat

Students in halls and restrooms move to the nearest classroom. Classroom doors and all exterior doors/windows are immediately locked. Students may move about the locked classroom. ***Students and staff may be released from lockdown only by police, administrator, or designated staff.***

Lockdown: Level 3 – Emergencies: Full Crisis

Activate Command Post. Students in halls and restrooms move to the nearest classroom. Classroom doors and all exterior doors/windows are immediately locked. Cover windows and door window panels, if it can be accomplished safely. Sit on the floor out of sight of windows. Take attendance; include the names of people who have entered and are not usually in your class. Do not open doors or windows. Do not follow PA announcement directions. ***Students and staff may be released from lockdown only by police, administrator, or designated staff.***

Duck, Cover, and Hold (tornado event)

Move to pre-designated areas and assume protective position. If you are unable to report to pre-designated area. Take cover under tables or desks. Hold onto table/desk leg or position desk as shield. Keep as much of the body shielded as possible. Bury face in arms, close eyes, and cover ears. If outside, lie on stomach with face away from event, cover head, face, and as much skin surface as possible. Those standing should sit. It is mandatory that students participate in all tornado drills, observe the tornado safety procedures, and follow instructions of staff. Instructions are posed in each classroom.

Students are not allowed to go to their cars, use cell phones, or leave school ground. ***This response is usually used for earthquake, explosion, or severe weather. This response may be followed by evacuation when safe to move.***

Shelter in Place

Move everyone inside. If possible, move to interior rooms on upper level floors. Close and lock all windows and doors. Assign personnel to doors to control late entries. Custodian should immediately shut down all HVAC units. Call 614.365.5188 for immediate shut down. Seal off all openings with tape and plastic (windows, doors, heating vents, air units, and electrical outlets). Await instructions from public officials before exiting shelter. ***This response is used for hazardous materials in the environment.***

Hit the Deck

Anyone recognizing immediate danger shouts "Hit the deck." Everyone immediately drops to the ground and lies flat. Remain on the ground until given further direction. ***This response is usually used in the event of gunfire. Hit the Deck is usually followed by lockdown or evacuation when safe to do so.***

Annual Fire Safety Report

BUREAU OF FIRE PREVENTION

3639 PARSONS AVENUE

COLUMBUS, OHIO 43207

(614)-645-7641

THE CITY OF
COLUMBUS*

DIVISION OF FIRE

NO VIOLATIONS

02/10/2022

Facility ID: 000919

ATTN ED O'REILLY
HUDSON COMMUNITY EDUCATION
2323 LEXINGTON AVE
COLUMBUS OH 43211

Site Address: HUDSON COMMUNITY EDUCATION 2323 LEXINGTON AVE /COLUMBUS, OH 43211

A(n) annual bureau level inspection of your facility was completed by our office on or around Thursday February 10, 2022

At the time of the inspection, no violations were noted. Your facility is compliant with all applicable fire and life safety codes of Columbus, Ohio.

Signature on File

Signature on File

Mason, Terrance L
Fire Inspector

Ed O'Reilly
Responsible Party

A hard copy of this document is available for review in the Customer Services Office
at the main campus located at

Adult & Community Education, Columbus City Schools
2323 Lexington Avenue
Columbus, OH 43211

An electronic version of this document is available on our website:
www.ccsdh.us/ace