Toledo Public Schools
Adult & Continuing Education

2019-2020 Student Handbook

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### Barber Academy Handbook

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### Toledo School of Practical Nursing Handbook

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School Handbook Purpose

Policies in this handbook are compiled by the faculty and students. The purpose of a student handbook is to assist the student throughout his/her program of study. Every effort has been made to enable the student to have the same set of policies throughout his/her academic year. Policies will remain in place at least (1) year. The handbook is reviewed and revised annually. Recommendations for change may be submitted throughout the year. Policies contained in the student handbook may be changed at any time upon a majority vote of the faculty.

Military Statement

TPS Adult & Continuing education will review and evaluate all military acquired learning as to how this learning relates to the courses offered at TPS Adult & Continuing education program applied for.

Mission Statement

To deliver high quality education and training that provides students the skills, knowledge and experience that lead to career success.

In support of the mission, TPS Adult & Continuing Education Center is committed to:

- Provide a supportive learning community, as well as quality programs and instructors
- Support staff in their professional development activities
- Assist participants to achieve academic, vocational, and employability success as measured by competency gains
- Collaborate with area businesses, industries, and community agencies
- Provide comprehensive support services to participants such as vocational assessment/evaluation, financial aid, career and personal counseling, parenting skills, career transitions, individual career plans, career passports, and job placement.

Vision Statement

- To provide students with the highest quality educational experience and confidence to excel in their future endeavors.

- To create and maintain a warm and welcoming environment for students, employees, and visitors from diverse backgrounds.

- To successfully fulfill the needs of the students by utilizing and achieving the school's fundamental academic mission.

- To allow students with marketable skills to become productive citizens by enriching their lives through education.
Toledo Public School District's-Adult Education Philosophy

The TPS Adult & Continuing Education provides programs, which enable the individual to assume responsibilities, to perceive world-of-work concepts in a realistic and work oriented environment, to gain positive social attitudes, and to learn vocational skill competencies in manipulative and technical areas.

By relating to occupational goals, the school gives definite purpose and meaning to its educational programs. It provides the technical knowledge and skills necessary for employment. Also, of importance is the development of abilities, attitudes, work habits, and appreciations which contribute to a satisfactory and productive life.

While the vocational school makes its unique contribution in the preparation work, adults of today should know how to survive physical, social, and mentally in their communities. They acquire knowledge of socially acceptable ideas, governmental methods and standards, and effective methods of communication.

To implement this philosophy, Toledo Public Schools will:

1. Provide a career-focused education that will fulfill state requirements.
2. Provide a curriculum sequence between adult and post-secondary education through articulation for those students planning more formal education after the Adult Education Program.
3. Provide curricular opportunities for students to address entrepreneurship, economic education, and life-long learning concepts.
4. Provide supportive services to each adult to meet personal, social, educational, and occupational goals, both traditional and non-traditional in nature.
5. Provide a qualified, competent staff to motivate and instruct adults so that each student may achieve the highest level of performance for that student's capabilities.
6. Make prudent use of all resources available in meeting the vocational education training needs of students.
7. Provide a climate in which students develop pride in their achievements and successes which is then displayed within the school and community.
8. Involve business, industry, and higher education in curriculum development leading to the fulfillment of current and future employment needs and post-secondary education.

Through the implementation of these objectives, the Toledo Public Schools Adult Education Center will achieve the following outcomes:

1. Enable adults to learn new occupations or upgrade present skills.
2. Offer competency-based programs to meet the needs of the work force requirements for skilled, adaptable, and productive people.
3. Increase interaction between the vocational education system and business, industry, labor, education, community and governmental agencies.
4. Produce educated, socially responsible and productive citizens.
Refund Policy

100% Refund - Withdrawal on or before Day 1

90% Refund - Withdrawal on or before Day 5

50% Refund - Withdrawal on or before Day 14

25% Refund - Withdrawal on or before Day 28

NO REFUND - Withdrawal on or after Day 29

- Refunds are processed upon completion of withdrawal form or upon dismissal
- Student does not need to make a written request for funds to be returned
- All refunds are made within 30 days of last day of attendance or dismissal
Return of Title IV Funds (R2T4) Policy

If a student who is eligible for federal financial aid, stops attending classes before completion of the training program, federal law requires Toledo Public Schools Adult Education to calculate, within 14 days of the last day of attendance (LDA), the amount of financial aid the student has earned. The amount of aid earned is based on the portion of the scheduled hours in the payment period that the student completed as of the student’s last day of attendance.

For purposes of this policy, Toledo Public Schools Adult & Continuing Education defines a student’s LDA as the date which the student signs the Withdrawal form. If the student is physically unable to sign the form, the LDA shall be the last day the student attended. A student, who stops attending without completing the official Withdrawal form, will be unofficially withdrawn after 14 days of non-attendance. This is considered an unofficial withdrawal.

Students who receive federal financial aid must “earn” the aid they receive by staying enrolled in classes. The amount of federal financial aid assistance the student earns is on a pro-rated basis. Students who withdraw or do not complete all registered classes during the payment period may be required to return some of the financial aid they were awarded based on the Return of Title IV (R2T4) Calculation. Once 60% of the hours is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any federal funds.

The following formula is used to determine the percentage of unearned aid that has to be returned to the federal government:

- The percent earned is equal to the number of hours completed up to the withdrawal date, divided by the total hours in the payment period (less any scheduled breaks that are at least 5 days long)
- The percent unearned is equal to 100 percent minus the percent earned

Students who stop attending the program before completing 60% of the hours in the period could be responsible to repay a portion of the aid. The calculation for the return of Title IV funds can result in the student owing money to Toledo Public Schools Adult Education.

As mandated by the federal government, Toledo Public Schools Adult Education is required to return the unearned portion of Title IV funding to the U.S. Department of Education within 45 days of determining the LDA.

Toledo Public Schools Adult Education will use the LDA when calculating the need to return funds. If all Title IV funds have not been disbursed at the time of withdrawal, the student may be eligible for a post withdrawal disbursement. A post withdrawal disbursement of Federal Grants may be applied to a student’s account to cover eligible charges without the student’s consent. However, a student (or parent) eligible for a post withdrawal disbursement of Federal Direct Loan funds, they must be notified in writing within 30 days of the LDA of the eligibility for the disbursement. If the student (or parent) accepts the post withdrawal disbursement they must notify the school in writing within 14 days of the date the school determined the LDA. If no response is received within 14 days of the notification, the award will be cancelled.
The school returns unearned aid which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source:

1. Unsubsidized Loans
2. Subsidized Loans
3. Direct PLUS (Parent PLUS)
4. Pell Grant

**Requirements for PELL Grants are as follows:**

- Have a high school diploma, GED or approved homeschool education
- Be enrolled or accepted into an eligible degree/certificate program
- Be registered with Selective Service, if you are male and between 18-25 years old
- Have a valid Social Security Number (unless you're from the Marshall Islands, Federal States of Miconesia, or the Republic of Palau)
- Sign statements on the FAFSA stating that
  - You are not in default, and do not owe refund money on a federal student loan
  - You'll only use federal aid money to help pay for your education
- Maintain Satisfactory progress in school

**Crime Awareness Report:**

The following information is provided and updated annually as directed by the U.S. Department of Education through Public Law 101-542, the "Criminal Awareness and Campus Security Act of 1990".

**Campus Security Policies and Procedures are as follows:**

1. Reporting and Criminal Incidence: TPS Adult Education strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any knowledge of a criminal or suspicious nature to the main office. The institution will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified.

2. Security on Campus: The institution is in operation from 8:00 a.m. until 6:00 p.m.

3. Campus Security Programs: All students are informed of campus security procedures during orientation. This policy is published in the institution's handbook. All staff members are briefed on campus security procedures upon hiring. Both staff members and students are encouraged to be responsible for their own security and the security of those around them by carefully reading the campus security procedures and reporting any incidents when they occur.

4. Campus Policy Regarding Illegal Substance: The institution strictly forbids the possession, use or sale of any alcoholic beverages and/or illegal drugs on all campus grounds. Students and staff members should report any knowledge of such activities to the appropriate school personnel mentioned in Part I of this report. Any infraction is cause for immediate suspension and possible specific details of the institutions drug policy are outlined in the campus drug free policy statement distributed annually to all staff and students under separate cover.
Satisfactory Academic Progress Policy

Federal financial aid, also referred to as Title IV Funds, is awarded to a student contingent upon that student attending classes and successfully completing an entire payment period. Payment periods determine when funds are disbursed and the exact amount to be disbursed. There are four financial aid payment periods; each quarter is considered to be a payment period, all in accordance with this Satisfactory Academic Progress Policy and other school published policies and procedures.

The LPN Program academic year consists of 48 weeks of instruction for students with 32 ½ clock hours per week. The Barber Program consists of program consists of 60 weeks of instruction for students with 37 ½ clock hours per week.

Definition of Satisfactory Academic Progress

All enrolled students are required to maintain satisfactory academic progress towards meeting the established graduation requirements of the program. A student must meet each of the following qualitative and quantitative standards to demonstrate satisfactory academic progress:

   Qualitative - A student must have a minimum grade average of 79%
   Quantitative - A student must attend at least 80% of the scheduled class hours on a cumulative basis during each evaluation period

Increments for Evaluation

Satisfactory academic progress is to be evaluated at the following time periods to determine eligibility of disbursements for students receiving Financial Aid (Title IV Funds):

- At the point when the student has completed each 12 weeks of instruction
- Students who have not met the satisfactory academic progress requirements will be notified by mail within 5 business days of the end of the quarter. This includes notification that they are not eligible for Title IV financial aid disbursements until the clock hours for that portion of the payment period have been completed.

Quantitative measurement

The maximum time to complete of the certificate or degree must not exceed 150% of the published length of the program.

- LPN – 18 months (6 quarters)
- Barber – 21 months (7 quarters)
Eligibility Requirements Policy

Periods when a student does not receive Title IV funds must count toward maximum time frame. This means that when a student is paying cash, and then uses Title IV funds, the time and classes taken when paying cash are still used in determining SAP.

Incompletes

Incomplete grades must be made up within one week of the next rotation. Failure to do so will result in the grade being changed automatically to an “F”. The grade may not be appealed by the student. In determining satisfactory academic progress, it will not count until a passing grade is posted.

Repeated Courses Policy

Repeated courses are counted in the “hours attempted” calculation for financial aid purposes and the repeat grade is treated in the cumulative GPA. All repeat courses are counted in the total hours attempted.

Withdrawal Policy

A student may withdraw from the program at any time by:

- Speaking with the program director: prior to withdrawal as well as providing the reason for withdrawing
- Complete the withdrawal form obtained from the secretary.

Courses being taken at the time of the withdrawal will be considered in “hours attempted” toward the maximum time frame. The time frame for the programs is 150% of the of the published length of the program.

Non-credit remedial classes.

The Toledo Public Schools Adult and Continuing Education department does not offer non-credit courses.

Financial Aid Warning

Any student failing to achieve SAP at the end of a payment period will be notified by mail or e-mail that they have been placed on Financial Aid Warning for the following payment period. A student who is placed on Financial Aid Warning may continue to receive financial aid, but will be expected to meet the minimum standards by the end of the warning quarter. Failure to meet the minimum standards after a warning term will result in financial aid suspension.

Financial Aid Suspension

Financial aid is suspended when a student fails to meet the minimum Satisfactory Academic Progress requirements for one or more of the following reasons:

- A student has been assigned a warning status and fails to meet the requirements of the warning status.
- A student is readmitted whose prior coursework is below the minimum Satisfactory Academic Progress threshold, and because of this the student is considered suspended and ineligible unless completing the appeals process.
- You have exceeded the maximum time frame limits for your program.

Student will be notified by mail or email if their financial aid has been suspended.
Appeal Process

A student who does not meet the satisfactory academic progress standards at the end of the second payment period will have his/her Title IV Funds terminated. A student may submit a written appeal of his or her Title IV termination within five calendar days of the receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary conditions will be considered, such as an injury or illness of the student, the death of a relative or other special circumstances. Before an appeal may be granted, a written academic plan will be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The Adult Education Director and Financial Aid Administrator will assess all appeals and determine whether the student may be permitted to continue in the program on probationary status. The student will be sent the written decision within five calendar days of the school's receipt of the appeal. The decision of the Adult Education Director and Financial Aid Administrator is final.

You are still eligible to attend Toledo Public Schools, Adult and Continuing Education, without the assistance of federal or state financial aid. While attending at self-pay if classes are passed with a 79% and attendance is 80% you may reapply for financial aid. Program must be completed within 150% of scheduled completion.

Financial Aid Probation

A student reinstated upon appeal is on financial aid probationary status during which time he/she must meet the terms and conditions set out in the letter granting the appeal. A student on financial aid probation may continue to receive Title IV Funds.

Reinstatement

In order for reinstatement to occur the student must follow the appeal process as previously stated with the Adult Education Director and Financial Aid Advisor making the final decision.
Grievance/Appeal Procedure - Academic Appeals Procedure

Grievance/Appeal Procedure

The term "grievance" is defined as a dispute between a student and the school concerning the interpretation, application of, or compliance with any provision of school policies. All students without fear of retaliation or intimidation may use the grievance procedure. All conversations with the student or his/her representative concerning the student's grievance shall be held in strict confidence by those involved.

STEP I: A student with a perceived grievance will first discuss it with the appropriate instructor involved in the issue as an effort to arrive at a solution within three (3) working days after the occurrence. Faculty is to submit in writing to the program coordinator the outcome of the meeting.

STEP II: If the grievance is unresolved from Step I, it may be pursued further by submitting the grievance in writing to the program coordinator within six (6) working days of the original dispute. Documentation must include verification that Step I was adequately achieved without resolution. Within five (5) working days from the submission of the written grievance, the student (with or without a representative of choice) the coordinator, and the instructor will meet jointly to try and resolve the grievance.

The coordinator's written disposition of the grievance will be given to the student and the instructor within three (3) working days of the meeting. The grievance will end if an agreement is reached at this point.

STEP III: If an agreement is not reached in Step II, the grievance and written outcome of the joint meeting will be submitted to the Joint Grievance Committee who will review the grievance for recommendations/resolutions within five (5) working days after receiving the written grievance. The Joint Grievance Committee will provide a written recommendation for resolution with three (3) days of the meeting.

STEP IV: The Director of Adult Education shall accept or reject the recommendation of the committee and will provide reasons in writing to the student after five (5) working days of the grievance hearing. The decision at this point is binding and concludes due process.

The time limits set forth in the procedure may be extended by mutual agreement of the school and the student. Work days as used in this procedure shall not include Saturdays, Sundays, and holidays.

Note: Student's progress in the program will be on hold until the grievance is resolved. (Includes pinning and graduation).
**Academic Appeals Procedure**

1. Students have the privilege of the appeals process however; it does not apply to academic problems only.

2. If the dismissal resulted from academic failure, academic dishonesty, failure to provide client safety, or for using verbal or physical threats against faculty members, students, or clients the student's dismissal will not be considered for re-admission.

3. To protect the faculty member and the student, all test papers, written assignments, quiz grades, and other such materials which were considered in arriving at the final grade will be available for inspection by the student and the persons involved in the appeals procedure.

4. Students are responsible for keeping records of their grades. It is recommended that all reports and projects be saved. Students should keep a copy of reports submitted to the instructor.

5. The grade book is a permanent record. This record does not necessarily make it clear the process by which the final grade is determined. The faculty must be able to explain the process by which the grade was achieved.

**Unresolved Grievance / Appeals Issues**

After exhausting all measures of the Grievance and or Appeal procedures available and you feel that your issues were not resolved to your satisfaction you may then contact the Council on Occupational Education (COE) at:

7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
770-396-3898 / 800-917-2081  
FAX 770-396-3790  
www.council.org

**Transportation and Parking**

Each student is responsible for his/her transportation to and from school and clinical sites. Students are encouraged to carpool whenever possible.

Students are to park in the outer parking lots designated “Adult Ed Student Lot” as the lot closest to the building is for facility parking.

**Weather Policy**

The Toledo School of Practical Nursing will close due to bad weather when declared by Toledo Public Schools. Listen for the closing on the following radio or television stations or check websites:

- 1370-W5PD (AM)  
- 101.5-WLQR (FM)  
- 105.5-WWWM(FM)  
- Channel-WTOL (wtol.com)  
- Channel 13-WTVG (13abe.com)  
- Channel 24-WNWO (nbc24.com)
1. If you are en-route to your clinical experience and hear that Toledo Public Schools are closed, you may go home. It is the instructor’s responsibility to notify the clinical site that the school is closing for the day.

2. If you live in an area where the schools are closed, but Toledo Public Schools are open, you make the decision about attending school/clinical for that day.

3. If Toledo Public Schools announce a two hour delay due to weather, the student needs to report to the school by 10 A.M. If assigned to the clinical setting, report to the clinical site at the usual time.

**Change of Status and Address**

Once you are enrolled in the nursing program, please notify the school secretary as soon as possible if your status, address, or telephone number changes. It is important that our records are correct so that we can contact you in case of a schedule change, job recommendation, graduation activities and so forth.

**Food**

Food is only permitted in the lunch room (Room 2249). Food is not permitted in the classroom, lab, hallways, library or study areas. Students are expected to follow this policy as it avoids bugs and unnecessary spills on the carpet or in the classroom.

**Smoking**

(Effective 6-19-14) Per the Toledo Public Schools Board of Education "smoking Policy" pertaining to our students ... if and when you take a smoke break, smoking is prohibited on ANY Toledo Public School Property or Building. You may only do so inside your own personal cars. Failure to comply will result in the following:

- **First Offense**: A verbal warning will be given
- **Second Offense**: The student will be asked to leave the property for one day.
- **Third Offense**: Student will be dismissed from the program for failing to comply with school policy. There will be no opportunity to appeal this decision.

**Alcohol and Drugs**

Students will not be permitted in class if there is evidence of the use of alcohol or other drugs. Alcohol and/or drug use is a cause for dismissal from the nursing program.