

# NORTHERN CAREER INSTITUTE



## SCHOOL CATALOG 2017-2018 School Year

**Willoughby-Eastlake City School District  
34050 Glen Drive, Suite 2  
Eastlake, Ohio 44095**

[www.ncioh.edu](http://www.ncioh.edu)

**Office hours: 7:30 AM – 3:30 PM**

## **Faculty**

Lori Klonowski BSN, RN, M. Ed, Director of Adult Programming  
440-602-5093

[Lori.Klonowski@ncioh.edu](mailto:Lori.Klonowski@ncioh.edu)

Vicki Morley, M. Ed., Coordinator  
Northern Career Institute  
440-602-5096

[Vicki.Morley@ncioh.edu](mailto:Vicki.Morley@ncioh.edu)

Jeanette Grady, Building Secretary  
Northern Career Institute  
440-602-5094

[Jeanette.Grady@ncioh.edu](mailto:Jeanette.Grady@ncioh.edu)

Robin Lewis, Financial Aid Officer  
440-602-5095

[Robin.Lewis@ncioh.edu](mailto:Robin.Lewis@ncioh.edu)

Krista Angell, M Ed, BSN, RN  
[Krista.Angell@ncioh.edu](mailto:Krista.Angell@ncioh.edu)

Lisa Kovacic, M Ed., BSN, RN, DNP  
[Lisa.Kovacic@ncioh.edu](mailto:Lisa.Kovacic@ncioh.edu)

Crystal Astakhov, RN, MSN, GCNS-BC  
[Crystal.Astakhov@ncioh.edu](mailto:Crystal.Astakhov@ncioh.edu)

Mary Mills, MSN, RN  
[Mary.Mills@ncioh.edu](mailto:Mary.Mills@ncioh.edu)

Lisa Cowles, MSN, RN  
[Lisa.Cowles@ncioh.edu](mailto:Lisa.Cowles@ncioh.edu)

Kyle Nelson, BSN, RN  
[Kyle.Nelson@ncioh.edu](mailto:Kyle.Nelson@ncioh.edu)

Mary Elsing, BSN, RN  
[Mary.Elsing@ncioh.edu](mailto:Mary.Elsing@ncioh.edu)

Susie Seiber, BSN, RN  
[Susie.Seiber@ncioh.edu](mailto:Susie.Seiber@ncioh.edu)

Gloria Germano  
[Gloria.Germano@ncioh.edu](mailto:Gloria.Germano@ncioh.edu)

Sharon Stockwell, MSN, RN  
[Sharon.Stockwell@ncioh.edu](mailto:Sharon.Stockwell@ncioh.edu)

Lori Koncsol, DNP, MEd, RN  
[Lori.Koncsol@weschools.org](mailto:Lori.Koncsol@weschools.org)

Christine Voss  
[Christine.Voss@ncioh.edu](mailto:Christine.Voss@ncioh.edu)

## OUR MISSION

### ***Mission.....***

***The Northern Career Institute offers students the opportunity to acquire new skills, to apply new knowledge, to advance their future.***

## FORWARD

Dear Student:

We are very happy that you have decided to pursue training towards a career with us at the Northern Career Institute. We hope that the time spent with us will be an exciting and challenging learning experience.

Please take a few moments to read through this handbook, so that you are aware of procedures, policies, and responsibilities of students. We would appreciate your signing and returning the last page of this handbook to your instructor.

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## **Willoughby-Eastlake Board of Education**

**Connie Newyear, President**  
**Sharon Scott, Vice President**  
**Rena Perchinske, Member**  
**Margaret Warner, Member**  
**Amy Zuren, Member**

**Board of Education Web Site: <http://www.weschools.org/BoardofEducation.aspx>**

*The Willoughby-Eastlake City School Board of Education has established policies and procedures that pertain to students, staff, and school operations. These policies and procedures are available for review on the district web site.*

### **District Administration**

**Steven Thompson, Superintendent**  
**William Parkinson, Treasurer**  
**Charles Murphy, Assistant Superintendent**  
**Gina Kevern, Director of Curriculum Instruction and Assessment**  
**Eileen Bower, Director of Pupil Services**

District Web Site: <http://www.weschools.org>

**WILLOUGHBY-EASTLAKE CITY SCHOOL DISTRICT**  
**Northern Career Institute**  
**2017-2018 School Calendar**

<b>EVENT</b>	<b>DATE</b>
First Day for Students (LPN)	August 16 <sup>th</sup>
Labor Day – NO SCHOOL	September 4 <sup>th</sup>
First Day for Students (Billing & Coding and Medical Assisting)	September 5 <sup>th</sup>
NEOEA Day – NO SCHOOL	October 13 <sup>th</sup>
Thanksgiving Break-NO SCHOOL	November 23 – November 24
Classes Resume	November 27 <sup>th</sup>
Winter Break-NO SCHOOL	December 21 – January 2
Classes Resume	January 3 <sup>rd</sup>
President’s Day-NO SCHOOL	February 19 <sup>th</sup>
Spring Break-NO SCHOOL	March 26 <sup>th</sup> – April 2 <sup>nd</sup>
Classes Resume	April 3 <sup>rd</sup>

**Tuition & Expenses**  
**AUGUST 2017 – MAY 2018 Enrollment**  
**JANUARY 2018 – JANUARY 2019 Enrollment**

**LICENSED PRACTICAL NURSE (LPN):**

<b>First Semester \$6,550</b>		<b>Second Semester \$6,300</b>	
Tuition	\$5,900	Tuition	\$5,900
Books	\$440 *	Books	\$400 *
Blood Pressure Cuff, Stethoscope and Pen Light	\$75 *		
2 (two) Scrub Tops	\$50 *		
2 (two) Scrub Pants	\$40 *		
1 (one) Scrub Jacket	\$32 *		
1 (one) Long Sleeve T-Shirt	\$12 *		
Parking Permit	\$1		

\* Maximum Estimated Cost

**MEDICAL ASSISTING:**

<b>First Semester \$6,453</b>		<b>Second Semester \$5,900</b>	
Tuition	\$5,900	Tuition	\$5,900
Books	\$355 *		
Blood Pressure Cuff, Stethoscope and Pen Light	\$75 *		
2 (two) Scrub Tops	\$50 *		
2 (two) Scrub Pants	\$40 *		
1 (one) Scrub Jacket	\$32 *		
Parking Permit	\$1		

\* Maximum Estimated Cost

**MEDICAL BILLING & CODING:**

<b>First Semester \$6,510</b>		<b>Second Semester \$6,725</b>	
Tuition	\$5,900	Tuition	\$5,900
Books	\$475 *	Books	\$825 *
2 (two) Scrub Tops	\$50 *		
2 (two) Scrub Pants	\$40 *		
1 (one) Scrub Jacket	\$32 *		
1 (one) Long Sleeve T-Shirt	\$12 *		
Parking Permit	\$1		

\* Maximum Estimated Cost

## ADMISSIONS REQUIREMENTS

1. All candidates for admission are considered on individual merits, without discrimination on the basis of age, creed, national or ethnic origin, race, color, sex, marital status, handicap, political affiliations or beliefs.
2. Education
  - a. Candidate must have a high school diploma or passing G.E.D. scores.
3. Pre-entrance Tests (LPN Only)
  - a. Students who tested beginning January 2016: Passage of the ACT Work Keys Test with a score of Level 5 or above on *Applied Mathematics – Healthcare* and a score of Level 5 or above on *Reading for Information – Healthcare*.
  - b. Students who tested prior to January 2016: Passage of the ACT Work Keys Test with a score of Level 5 or above on *Applied Mathematics – Healthcare* and a score of Level 4 or above on *Locating Information – Healthcare*.
4. Personal Qualifications
  - a. References from two persons, preferably from an employer.
  - b. Integrity, responsibility, honesty, emotional stability, and a commitment to the well-being of others are personal qualities that, to a great extent, determine the ability of a student to succeed in nursing.
  - c. Evidence of such characteristics is drawn from information provided in the application form, high school record, and from the personal interview or orientation.

### American Disability ACT (ADA)

The Northern Career Institute supports the concepts embraced in the American Disability Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. Enrollees must be able to successfully complete the academic and clinical objectives of the program in a timely manner, implementing the essential functions integral to the program. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the enrollee.

The following are the minimal physical and mental qualifications necessary to function as a practical nursing student within this vocational educational program.

- The ability to lift, move, or assist in moving clients of all age groups and weights up in the bed, into wheelchair, into bathroom and elsewhere within the healthcare organization.
- The ability to move around the client's room and in work areas efficiently, accurately, safely and in a timely manner.
- Visual acuity sufficient to observe and assess client's behavior, prepare and administer medications, and accurately read monitors.
- Auditory acuity sufficient to hear instructions, requests and monitoring alarms and to auscultate heart sounds, breathe sounds, and bowel sounds.
- Gross and fine motor abilities sufficient to provide safe and effective nursing care.
- Tactile ability sufficient for physical assessment, safe medication administration, and implementation of client care.
- The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public.



- The ability to speak, write and comprehend the English language proficiently.
- The ability to communicate via computer in the classroom and at clinical sites.
- Critical thinking ability sufficient in clinical environment for safe, prudent judgments.
- Interpersonal abilities sufficient to interact with individuals, families, groups, staff, faculty, and peers from a variety of social, emotional, cultural and intellectual backgrounds.
- Compassion, integrity, interest and motivation expected of a developing health care worker.
- The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.
- Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner

The following are the minimal physical and mental qualifications necessary to function as a medical assisting student within this vocational educational program.

- The ability to lift, move, or assist in moving clients of all age groups and weights up in the bed, into wheelchair, into bathroom and elsewhere within the healthcare organization.
- The ability to move around the client's room and in work areas efficiently, accurately, safely and in a timely manner.
- Visual acuity sufficient to observe a client's behavior, prepare and administer medications, and accurately read monitors.
- Auditory acuity sufficient to hear instructions, requests and monitoring alarms and to auscultate heart sounds, breathe sounds, and bowel sounds.
- Gross and fine motor abilities sufficient to provide safe and effective care.
- Tactile ability sufficient for physical assessment, safe medication administration, and implementation of client care.
- The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public.
- The ability to speak, write and comprehend the English language proficiently.
- The ability to communicate via computer in the classroom and at clinical sites.
- Critical thinking ability sufficient in clinical environment for safe, prudent judgments.
- Interpersonal abilities sufficient to interact with individuals, families, groups, staff, faculty, and peers from a variety of social, emotional, cultural and intellectual backgrounds.
- Compassion, integrity, interest and motivation expected of a developing health care worker.
- The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.
- Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner

The following are the minimal physical and mental qualifications necessary to function as a medical billing & coding student within this vocational educational program.

- Visual acuity sufficient to perform the duties of a medical billing and coding specialist.
- Auditory acuity sufficient to hear instructions, requests and monitoring alarms and to auscultate heart sounds, breathe sounds, and bowel sounds.
- Gross and fine motor abilities sufficient to meet billing and coding job requirements.
- The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public.
- The ability to speak, write and comprehend the English language proficiently.
- The ability to communicate via computer in the classroom and at externship sites.
- Critical thinking ability sufficient in externship environment for safe, prudent judgments.
- Interpersonal abilities sufficient to interact with individuals, families, groups, staff, faculty, and peers from a variety of social, emotional, cultural and intellectual backgrounds.

- Compassion, integrity, interest and motivation expected of a developing health care worker.
- The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.
- Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner

The enrollee must be able to perform these essential functions with efficiency, accuracy, safely, and in a timely manner to successfully complete the program outcomes.

*Physical and mental expectations are provided as a sampling and in no way is meant to be limited to or an inclusive listing of expectations.*

**PHYSICAL REQUIREMENTS (LPN & Medical Assisting)**

<b>Performance</b>	<b>Standard</b>	<b>Examples of Necessary Activities (Not all inclusive)</b>
Physical Strength	The ability to assist in lifting or moving clients of all age groups and weights	Lift up to 35% of recommended body weight, lifting up to 20# equipment and supplies, lift up to 50# position client, over 50# when transferring client
Mobility	The ability to move around the client's room and in work areas	Stand and/or walk 6-8 hours a day; walk rapidly for a period from one area to another; bend or squat frequently; provide care for a client in an elevated hospital bed or stretcher; provide nursing care for client in a variety of positions requiring standing, stooping, bending, reaching and handling; perform one-man
Visual Acuity	The visual acuity sufficient to observe and assess client behavior, prepare and administer medications and read monitors	Observe client responses at a distance and close at hand; visually perceive three dimensional relationships and spatial relationships or objects; able to differentiate to color spectrum for color coding of charts and monitoring equipment.
Auditory Acuity	Auditory acuity sufficient to hear instructions, requests and monitoring alarms, breath sounds and bowel sounds	Hear sufficiently to detect subtle changes in client's conditions; hear sufficiently to interpret various equipment signals

<b>Performance</b>	<b>Standard</b>	<b>Examples of Necessary Activities (Not all inclusive)</b>
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Perform physical assessment techniques including: inspection auscultation, palpation and percussion. Safely implement nursing procedures/skills in a timely and efficient manner. Calibrate and use equipment. Position and turn clients including pinch, grip, pushing and/or pulling carts/wheelchairs. Assisting in movement of clients, medical files and moving equipment. Preparation and administration of medications.
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, auscultation, percussion and functions of physical examination.
Touch	Ability to handle and manipulate; offer client care.	Those related to therapeutic interventions to and when offering standard nursing care measures.
Communication	The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public; the ability to speak, write and comprehend English proficiently.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses. Give oral and written reports to other members of the health care team charting client data. Operate communication methods at the clinical site. Includes finger presses when keyboarding.
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause and effect relationships in situations; develop nursing care plan for assigned client(s)
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, groups, faculty, staff and peers from a variety of social, emotional, cultural and intellectual backgrounds.	Establish effective rapport with clients, team members, peers and faculty.
Social Behavior	Compassion, integrity, interpersonal skills, interest and motivation.	Develop a mature, sensitive and effective relationships with clients, peers, faculty and staff
Ethical Behavior	The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.	Demonstrate behavior consistent with the practical nurse code of ethics

<b>Performance</b>	<b>Standard</b>	<b>Examples of Necessary Activities (Not all inclusive)</b>
Stress Management	Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner	Effectively practice personal and professional behaviors in a therapeutic and constructive manner.

### ACCEPTANCE OF STUDENTS

Students are accepted based on:

- 1) Completed application form
- 2) High School Transcripts or G.E.D. equivalency
- 3) Meeting Pre-Entrance Test Requirements (LPN Only)
- 4) Two letters of reference
- 5) Payment or securing of tuition prior to entry into the program
- 6) BCI & I background check that meets compliance regulations with the Criminal Records Check Law in Ohio
- 7) Negative Drug Screen (LPN & Medical Assisting Only)

### STUDENT HEALTH PROGRAM

The student health program is operated for the purpose of promoting and maintaining the health of the students. In order to better serve the health needs of the students, the following policies are in effect:

#### 1. Health Screening Requirements to Attend the Clinical Portion (LPN & Medical Assisting)

<b>Screening</b>	<b>Description</b>
MMR	A positive titers indicating immunity to Rubeola, Rubella, and Mumps
Varicella (Chicken Pox)	A positive titer for varicella ***Please note: having chicken pox does not provide evidence of immunity. A blood titer is required.
Hepatitis B	A positive titer for Hepatitis B
Tdap	Appropriate immunization records for (Tetanus, Diphtheria, acellular Pertussis) is required and <b>must be within the past 10 years</b>
Negative TB Skin Test	A negative TB skin test using the standard two-step Tuberculosis test OR IGRA Blood Assay in the previous 12 months. If there is a Positive TB Skin Test, a chest x-ray is required to show evidence that there is no active disease.
Annual Influenza Vaccine	Influenza season is October through March ( <b>Obtain in the fall during flu season</b> )
Physical Examination	A physical examination is required within the past 12 months.

\*All negative titers will require updated immunizations

\*Titers must have been drawn within the last 5 years or you will need to have them redrawn

2. **General Health Policies**

Students will assume the financial responsibility for their own medical and dental care during the nine-month period.

It is advisable that students are covered by individual hospital health insurance.

In the event you have an accident or injury at home, on duty, at school, or while traveling to or from school, and are sent to the Emergency Room, you are to report this to the school in writing, giving a detailed explanation of the incident. Injuries incurred on duty are to be reported to the instructor who will insure that a written report is sent to the school and the nursing supervisor. The student will be responsible for all liabilities. Both the school and affiliating agency are free of all liabilities.

Illnesses, injuries, and pregnancies are to be reported to the school immediately in writing. A physician's written statement is required to return/remain in school.

Emergency health care is available at the hospital, if necessary. However, this emergency cost and subsequent follow-up care through a private physician is at the student's expense.

When a student is treated by any physician, the student is to bring a statement from that physician as to the, limitation, and/or permission to return to duty.

Pregnant women must have written medical permission to remain in the program, including clearance to perform in the clinical setting with no limitations.

Any health situation which could influence the effectiveness of the student must be brought to the attention of the faculty, i.e., diabetes, resistant infections, use of medications that affect judgment, etc. for the continuing welfare of the student, patient, and the school.

3. **Liability Insurance**

Students are required to have liability insurance of no less than \$300,000/\$1,000,000. The liability insurance is covered in the cost of the tuition.

**ADVANCED PLACEMENT**

Individuals who have previously obtained education and/or experience may be eligible for advanced placement. The purpose of granting advanced placement is to prevent repetition of, and grant credit for, subjects in which the student is already proficient.

A. **REQUIREMENT**

The Northern Career Institutes reserves the right to evaluate past education and/or experience of the applicant(s) on an individual basis. The applicant(s) must meet the same requirements as all other students being admitted to the program.

The requirements include:

1. Completed application form
2. High School Transcripts or G.E.D. equivalency

3. Evidence of Meeting Health Screening Requirements
4. Two letters of reference
5. Payment or securing of tuition prior to entry into the program
6. BCI & I background check that meets compliance regulations with the Criminal Records Check Law in Ohio
7. Negative Drug Screen (LPN & Medical Assisting)

LPN - Prerequisites for *eligibility and consideration* for advanced placement include the following:

1. Previous nursing education in an approved school of nursing
2. A course grade of "B" or above will be accepted for transfer credit
3. Science credit must be 5 years or less to receive transfer credit
4. Official transcript required prior to start of class
5. The student who is interested in requesting advanced placement must be at a "Satisfactory" level clinically.
6. A transcript of nursing courses completed must be on file in the student's record prior to the semester starting to receive transfer credit.

Medical Assisting and Medical Billing & Coding - Prerequisites for *eligibility and consideration* for advanced placement may include any one of the following:

1. Previous education in an approved school
2. A course grade of "C" or above will be accepted for transfer credit
3. An official transcript of courses completed must be on file in the student's record prior to the semester starting to receive transfer credit.

## B. MILITARY EXPERIENCE

Any person with experience in the Armed Forces of the United States, or in the National Guard or in a reserve component that is seeking admission with advanced standing must notify the school as soon as possible with this intent. The applicant must:

1. Complete an application and submit 2 references
2. Provide the Administrator with documentation of military education and/or skill training.

This documentation will be used to determine whether any of the military education or skills training is substantially equivalent to the course offered.

## **5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

### **Definitions of Terms:**

"Harassment, Intimidation, or Bullying" means any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, Intimidating, or Bullying" also means cyberbullying through electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- A. causes mental or physical harm to the other student/school personnel; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

**"Harassment, Intimidating, or Bullying" also includes violence within a dating relationship.**

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

### **Types of Conduct**

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- A. physical violence and/or attacks;
- B. threats, taunts, and intimidation through words and/or gestures;
- C. extortion, damage, or stealing of money and/or possessions;
- D. exclusion from the peer group or spreading rumors;
- E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as "cyber-bullying"), such as the following:

1. posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries);
  2. sending abusive or threatening instant messages;
  3. using camera phones to take embarrassing photographs of students and posting them on-line/or otherwise distributing them;
  4. using web sites to circulate gossip and rumors to other students; and,
  5. excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.
- F. violence within a dating relationship.

The following procedures shall be used for reporting, investigating, and resolving complaints of aggressive behavior and/or bullying.

### **Complaint Procedures**

Building principals, assistant principals, and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 shall immediately report his/her concerns.

Teachers and other school staff, who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

All complaints will be promptly investigated in accordance with the following procedures:

- Step I Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints



against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the target of the suspected aggressive behavior and/or bullying, and the names of any potential witnesses). If the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Step II The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

Step III If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

### **Publication of the Prohibition Against Harassment, Intimidation, and Bullying**

At least once each year, a written statement describing the policy and the consequences for violations of the policy shall be sent to each student's custodial parent/guardian. The prohibition against harassment, intimidation, or bullying shall be publicized in student handbooks and in District publications that set forth comprehensive rules, procedures and standards of conduct for students. Information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

Harassment, intimidation, or bullying behavior by any student in the Willoughby-Eastlake City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other

students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

### **Retaliation/False Charges**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated and may result in disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

### **Remedial Actions**

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to provide that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board's prohibition against "harassment, intimidation, or bullying."

### **Non-Disciplinary Interventions**

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidating, or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from

past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

### **Disciplinary Interventions**

When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

### **Reporting Obligations**

If after investigation, acts of harassment, intimidation, or bullying by a specific student are verified, the principal shall notify, in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

If after investigation, acts of bullying against a specific student are verified, the Principal shall notify in writing the custodial parent/guardian of the victim of such finding. In providing such notification, care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, or bullying.

Semiannually, the Superintendent shall provide the Board President a written summary of all reported incidents of harassment, intimidation, or bullying and post the summary on the District website.

### **Intervention Strategies**

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when such prohibited acts are verified, other District actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time-to-time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents, or school personnel.
- B. Planned professional development programs addressing targeted individuals' problem, including what is safe and acceptable Internet use.
- C. Data collection to document victim problems to determine the nature and scope of the problem.
- D. Use of peers to help ameliorate the plight of victims and include them in group activities.
- E. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough).

- F. Awareness and involvement on the part of all school personnel and parents with regard to victim problems.
- G. An attitude that promotes communication, friendship, assertiveness skills and character education.
- H. Modeling by school personnel of positive, respectful, and supportive behavior toward students.
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines).
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
- K. Form harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

### **Intervention Strategies for Protecting Victims**

- A. Supervise and discipline offending students fairly and consistently.
- B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition.
- C. Maintain contact with parents and guardians of all involved parties.
- D. Assist the victims to obtain counseling if assessment indicates that it is needed.
- E. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.
- F. Check with the victim daily to verify that there has been no incidents of harassment, intimidation, bullying, or retaliation from the offender or other parties.

### **Training**

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, including dating violence prevention education in grades 7-12, written or verbal discussion of the consequences for violations of Policy 5517.01, and their rights and responsibilities under this and other District policies, procedures, and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other District and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer, and parent handbooks.

Information regarding the policy on harassment, intimidation, and bullying behaviors shall be incorporated into training materials used with employees and volunteers with direct contact with students. The in-service education provided to middle and high school employees shall include training in the prevention of dating violence. Time spent by school employees in the training, workshops, or courses shall apply toward any State or District-mandated continuing education requirements.

School personnel members are encouraged to address the issue of harassment, intimidation, and bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student

conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

### **Police and Child Protective Services**

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services (CPS), according to the prescribed timelines. The School District shall also investigate for the purpose of determining whether there has been a violation of District Policy, even if law enforcement or CPS officials are also investigating. All School District personnel shall cooperate with investigations by outside agencies.

In addition to, or instead of, filing a bullying, harassment, or intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under other provisions of the Revised Code or law that may apply.

### **ATTENDANCE**

Punctuality to class is a must. If you are tardy to class, it is your responsibility to sign in with the instructor, indicating the time you arrived. If you leave early from class, it is your responsibility to sign out with the instructor, indicating the time you left. Failure to sign in or out will result in a 5-hour absence. Daily attendance during both semesters is encouraged for maximum student achievement. Absences can lead to deficiencies in satisfying minimum requirements of the course. Failure to meet these requirements will prevent a student from continuing in the program.

During clinicals, report absence to the nursing instructor at least **ONE** hour before assigned starting time. Each nursing instructor will provide you contact information in the event you will miss a clinical experience. If you are unable to reach your clinical instructor, please leave a phone message in the practical nursing office at [\(440\) 602-5094](tel:4406025094). Absences that are not reported at least **ONE** hour before assigned starting time will be considered a **NO CALL/NO SHOW**.

**Each student in the practical nurse program should miss no more than a total of 20 hours per semester.** Regardless of grade point average, a student will be dismissed from the practical nursing program once they exceed 20 hours absence per semester. Regardless of grade point average, a student absent from a clinical day without proper notification (no call/no show) will be subject to disciplinary action, up to and including termination. Regardless of grade point average, a student absent more than one clinical day will be subject to disciplinary action, up to and including termination.

**Each student in the medical assisting or medical billing and coding program should miss no more than a total of 30 hours per semester.** Regardless of grade point average, a student will be dismissed from the program once they exceed 30 hours absence per semester. Regardless of grade point average, a student absent from a clinical/externship day without proper notification (no call/no show) will be subject to disciplinary action, up to and including termination. Regardless of grade point average, a student absent more than one clinical day will be subject to disciplinary action, up to and including termination.

### **CALAMITY DAYS**

In the event Willoughby-Eastlake City Schools should close due to an unexpected calamity, hours missed from the program will be made up within a reasonable time period. These make-up hours will be determined by the individual instructor or as clinical sites are available. The addition of hours may be added before or after class/clinical or Saturday hours if necessary. In the event the school building is closed, the student may be required to attend scheduled clinical time, at the instructors' discretion.

### **CARE OF THE BUILDING**

We are all responsible for keeping the building clean. Your cooperation toward maintaining the building and the equipment will make your experience here more pleasant and will assure availability for future classes. If you find an area that is in need of attention, please contact the main office.

This school meets the requirements of the Ohio Department of Education for facilities and equipment for all programs being taught.

### **CELL PHONE POLICY**

Cell phones should be silenced during classroom instruction. Students should refrain from personal use of their cell phone during classroom instruction. No cell phones are permitted in the clinical setting.

### **CHEMICAL ABUSE**

Chemical/alcohol use and/or abuse, and/or a drug conviction are grounds for dismissal.

A student shall not possess, use, transmit, sell, conceal or be under the influence of any alcoholic beverage or intoxicant, any of the drugs of abuse defined by Ohio Revised Code Section 3719.011 or any controlled substance defined by Ohio Revised Code Section 3719.41, or counterfeit controlled substance (as described in H.B. 535) on school grounds, at school sponsored or related functions or activities off school grounds or at any other time the student is subject to school authority. Examples of drugs of abuse and controlled substances include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, or other substances that could modify behavior.

Use of drugs authorized by medical prescription from a licensed physician shall not be considered a violation of this rule.

A student shall not possess, use, transmit, sell or conceal any drug of abuse on school grounds, at school sponsored or related functions or activities off school grounds or at any other time the student is subject to school authority.

In conjunction with Willoughby-Eastlake City Schools and Eastlake Police Department, drug dogs may be used to search any and all cars parked in the schools parking lots.

### **SMOKING**

Smoking is **not** permitted at the clinical sites or on or around the Northern Career Institute campus.

## CONDUCT

It is expected that all students interact with each other, faculty, clients, staff and community based preceptors in a professional manner. Students are expected to demonstrate professional values such as:

- Assuming personal responsibility and being a conscientious student
- Interacting with peers, faculty, clients, staff and community based preceptors with courtesy and respect
- Work with peers and faculty in providing safe effective care
- Exhibiting a high standard of moral and ethical behavior

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed periodically.

## DISMISSAL

Willoughby-Eastlake City Schools reserves the right to require, at any time, the dismissal of a student whose health, conduct, or level of achievement makes it inadvisable for the student to remain in the school. Willoughby-Eastlake City Schools reserves the right to summarily terminate any student's participation in any and all activities at any facility as a result of lack of competence or for any conduct or behavior which is considered by Willoughby-Eastlake Schools to be detrimental or hazardous to patients or staff or a violation of the facility's standards and policies. In the event of such termination, Willoughby-Eastlake City Schools will give notice to the student as soon as reasonably possible. Any further disciplinary action or appeal by the student will be limited to any applicable policies or procedures as set forth by the School.

Once a student is dismissed for any reason, re-admittance will be reviewed on a case by case basis, and may be denied.

LPN: Students must achieve 84% or above in all academic and clinical courses to progress through the program. Students *may not* repeat clinicals if below 84% or found to be unsafe in clinicals, and therefore, are dismissed from the nursing program without ability to return to the nursing program.

Medical Assisting and Medical Billing & Coding: Students must achieve 70% or above in all academic and externship courses to progress through the program. Students *may not* repeat externship if below 70% or found to be unsafe in externship, and therefore, are dismissed from the program without ability to return to the program.

An affiliating facility may request dismissal of any student whose conduct may have detrimental effects on its patients, personnel or visitors. No readmission to any program will be possible once dismissed for the above reason.

### **EQUAL EDUCATIONAL OPPORTUNITY**

Willoughby-Eastlake City School District's policy prohibits discrimination on the basis of race, color, sex, national origin, religion, veteran status, disability or age in its educational programs, activities, services or employment policies. If you are having a problem or have questions or concerns regarding compliance with the Title IX of the Education Amendments and Section 504 of the Rehabilitation Act of 1973, contact: Director of Pupil Services: Eileen Bowers at 440-975-3800.

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Educational Rights & Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's educational records. FERPA gives parents certain rights with respect to their children's education of 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 transferred are called eligible students. Eligible students have the right to inspect and review all of the student's educational records maintained by the school. 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 employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Accrediting organizations
- Individuals who have obtained court order or subpoena
- Persons who need to know in case of health and safety emergencies
- State and local authorities within a juvenile justice system, pursuant to state law



## **FIRE & TORNADO DRILLS**

Fire and Tornado Drills will be held at various times during the school year. Correct procedures are posted in each classroom. Students will proceed to areas designated during such drills.

## **GRADING AND EVALUATION POLICIES**

LPN:

1. A satisfactory level of achievement (84% minimum) is expected of all students in each course, including clinicals. Students that are 84% or above in each clinical rotation will have a Pass grade entered into their transcript. Students receiving less than satisfactory grades will be considered for dismissal.
2. Grading includes:
  - a. Compliance with the standards of the school and meeting the course objectives.
  - b. The attainment of skills in the performance of nursing care, and meeting the acceptable standards for safe patient care.
  - c. Meeting the acceptable standards of nursing ethics in regards to conduct, attitude, and professionalism.
  - d. Each course is graded independently and students must obtain a minimum of 84% in each course to progress through the program.
3. Grading System:  
  
90% - 100% = A  
84% - 89% = B  
70% - 83% = C  
60% - 69% = D  
Below 59% = F

Medical Assisting and Medical Billing & Coding:

1. A satisfactory level of achievement (70% minimum) is expected of all students in each course, including externship. Students receiving less than satisfactory grades will be considered for dismissal.
2. Grading includes:
  - a. Compliance with the standards of the school and meeting the course objectives.
  - b. The attainment of skills and meeting the acceptable standards for all externship experiences.
  - c. Meeting the acceptable standards of ethics in regards to conduct, attitude, and professionalism.
  - d. Each course is graded independently and students must obtain a minimum of 70% in each course to progress through the program.
3. Grading System:  
  
90% - 100% = A  
80% - 89% = B  
70% - 79% = C  
60% - 69% = D  
Below 59% = F

## GRADUATION/COMPLETION

LPN:

Students who have satisfactorily completed the requirements of the course and met the school's objectives are recommended for graduation from the Willoughby-Eastlake School of Practical Nursing. Diplomas will be presented at Commencement Exercises.

**Passage of a Capstone NCLEX Predictor Exam is required of all students prior to the school forwarding a letter of completion to the Board of Nursing.**

All tuition fees and school expenses must be paid in full before a graduate receives a diploma and authorization to take the NCLEX-PN.

### **Ohio Board of Nursing Licensure Application:**

It is mandatory by the Ohio Board of Nursing, as outlined by Rule 4723-7-07 of the Ohio Administrative Code. And accordance with section 4723.09 of the Revised Code, submit to a criminal records check completed by the bureau of criminal identification and investigation, in the form specified by the board.

The results of the criminal records check shall:

- a. Be received by the Ohio Board of Nursing before a permanent license may be issued; and
- b. Indicate that the individual has not been convicted of, pleaded guilty, or had a judicial finding of guilt for any violation set forth in section 4723.08 of the Revised Code.

Students must be fingerprinted electronically for *both the **Criminal BCI & I and the FBI background checks** before submitting their application to the Ohio Board of Nursing.* The student is responsible for payment of all fees.

*For questions regarding the types of offenses that may prevent clinical placement, consult section 4723.08 of the Ohio revised Code.*

Graduates are required to schedule themselves for the NCLEX-PN examination for licensure. The student follows protocols submitted by the State of Ohio Board of Nursing.

Medical Assisting and Medical Billing & Coding:

Students may repeat only one of the two semesters for a maximum of three semesters. Students who have satisfactorily completed the requirements of the course and met the school's objectives are recommended for graduation from the Northern Career Institute.

All tuition fees and school expenses must be paid in full before a graduate receives authorization to take any certification exams.

## GUIDANCE AND COUNSELING

Conferences are held between the instructor and student as soon as the student's grade average falls below **84%** in any subject (LPN) or **70%** in any subject (Medical Assisting and Medical Billing & Coding). These conferences are to help the student examine various study strategies to improve grades. At this time, the student may be placed on probation. The student may request a conference with administration or instructor as the need arises.

## **JOB SEARCH ASSISTANCE**

Job search techniques, cover letter development, resume writing, interviewing skills, and general work ethic instruction is offered to each student. Although many contacts are made directly to local employers by our programs regarding employment opportunities, employment is not guaranteed to any student.

## **LIABILITY**

Certain risks may be involved in our programs. Willoughby-Eastlake City Schools shall not be liable for any losses or injury whatsoever to persons or property arising from enrollment in any course. Willoughby-Eastlake City Schools assumes no responsibility for lost or stolen items. By registering for a course, the registrant acknowledges the assumption of those risks and releases Willoughby-Eastlake City Schools from any liability whatsoever.

## **LIABILITY INSURANCE**

Student Malpractice Blanket Liability provided by:      Mercer Health & Benefit Administration  
1166 Avenue of the Americas  
New York, NY 10036

## **PARKING PERMITS**

Due to the limited number of parking spaces it is necessary to regulate who is allowed to park on campus. Parking permits will be issued to all students who apply. The cost of the permit is \$1.00.

**YOU MUST HAVE A PERMIT TO PARK ON THE NORTHERN CAREER INSTITUTE CAMPUS.**

## **PARKING RULES AND REGULATIONS**

1. Parking permit applications are available at the main office.
2. Parking at the Northern Career Institute is a privilege, not a right. Students must follow all traffic ordinances and drive their cars in a safe, mature manner and parking passes may be revoked with no refund given.
3. Parking spaces are filled on a first-come, first-parked basis every day.

## **RE-ADMISSION**

Former students who wish to apply for re-admission to the school must complete the re-admission application. The school will consider each request on an individual basis. The school reserves the right to require repetition of courses regardless of the student's previous level of achievement.

Re-admission is dependent upon available space. Tuition will be adjusted according to rate of re-entry year. Tuition will be payable in full upon readmission.

## **SAFETY STANDARDS**

Industry safety standards and procedures should be maintained at all times. These standards apply to all students, instructors, staff, and visitors. For liability reasons, no student is to be working or in the skills lab or clinical area without the presence of an instructor.

## **STUDENTS WITH DISABILITIES**

The Northern Career Institute is accessible to disabled students with mobility impairment. Students should contact the main office prior to arrival for parking and entrance instructions.

This school abides by all federal, state, and local laws and regulations including Title IX and nondiscrimination against any student because of race, color, creed, sex, religion, citizenship, economic status, married status, pregnancy, handicap, physical characteristics, age, national origin, political affiliations or beliefs. This policy will prevail in all matters concerning staff, student, educational programs and services, the public and individuals with who this organization does business.

Auxiliary aids and services are available upon the request of individuals with disabilities. Equal Opportunity Employer.

## **TUITION POLICY**

Prior to Enrollment - If you feel that you might qualify for public funding for your education, you should visit your local employment office in your county of residence to obtain information regarding available programs for assistance.

A ***non-refundable*** deposit of one hundred dollars (\$100) is required for enrollment into the program and will be applied towards tuition. Tuition is charged on a semester basis. Students will not be permitted to repeat a semester unless all prior financial obligations have been met. If payment is not received in accordance with established deadline date, a student will be removed from the class enrollment.

Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code 3332-1-10: (1) A student who withdraws before the first class and after the five (5) day cancellation period shall be obligated for the registration fee. (2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee. (3) A student who starts class and withdraws after the academic term is 15% completed but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee. (4) A student who starts class and withdraws after the academic term is 25% completed but before the academic term is 40% completed, will be obligated to pay 75% of the tuition and refundable fees, plus the registration fee. (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of tuition. The school shall make the appropriate refund within thirty (30) days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of the student's attendance or participation in an academic school activity. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10-1.

For consumer information regarding federal loan programs, students can visit our website or financial aid office in order to obtain a copy of the Student Consumer Handbook.

## UNIFORM POLICY

Students should dress and maintain favorable personal appearance so that it will reflect in a positive manner upon themselves and the school. Students are to wear a scrub uniform, clean and in good repair, with closed shoes, and student ID badge to the program and clinical sites daily. All uniforms must adorn the Northern Career Institute logo. Replacement of ID badge is the responsibility of the student at a cost of \$15.00. Students are required to return the building entry badge when they exit the program. Entry badges that are lost or not returned will result in a \$50.00 replacement fee.

## UNIFORM REGULATIONS

### Hair

- Worn off the collar
- Long styles, ponytails, and braids must be secured up on head and remain up while in uniform
- No extreme hairdos. Hair should be of natural color with no extreme hair colors
- **Males** - Beards and mustaches must be neat and well-trimmed
- No hats, bandanas, or head wraps/coverings

### Cosmetics

- Deodorants are essential
- Perfumes, colognes and body powder are not permitted

### Jewelry - The following is permitted:

- Wedding ring
- Watch with sweep hand
- One pair of post earrings--gold, silver, pearl, white, or blue, ***are the only allowed visible body piercing. All other piercings must be removed, not covered, this includes tongue piercing.***
- Medalert bracelet or Medalert necklace
- *No neck chain may be worn*

### Tattoos – **Must** be covered

### Fingernails

- Nails are to be short, well groomed, and clean
- **No artificial nails or nail polish is permitted**

Students that are in non-compliance with uniform regulations will not be permitted to remain in the school setting or clinical sites, and that day will be considered as a full day absence.

## VISITORS

It is important to emphasize that even though the school is open to the public, we do not welcome unauthorized visitors or loiterers. Any visitor with a valid reason to be in class must have prior approval from the office. All persons who are not regular staff members, employees, or students of the School District should come to the main office and obtain authorization and permission to be in the building. Students are not expected to have people meet them at school or to conduct personal business at school.

### **WITHDRAWAL**

All requests for withdrawal from the program must be stated in writing.

Pursuant to the Family and Medical Leave Act (FMLA), students may request in writing the need to place their education on hold while they tend to family or medical needs. Students will be permitted to return to school to complete their requirements at the start of the following semester and must complete the semester in its entirety. If the student does not return the following semester, they will be withdrawn. Should the student want to return after they have been withdrawn, they must reapply for admittance.

### **WORK KEYS**

Students are assessed in two areas including; locating information, graphic literacy and applied mathematics. These assessments evaluate skills that are necessary and desirable in all areas of employment.