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**Begin • Believe • Become**

*Adult Education Programming  
Student Catalog  
2020-2021 Edition, Version 1, Volume 1*

7075 State Route 88  
Ravenna, Ohio 44266-9188

(330)296-2892  
[www.mwood.cc](http://www.mwood.cc)

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## Introduction & Overview

### History

Maplewood Career Center was constructed in 1975 measuring over 133,000 square feet. Additions to the building were completed in 1996 and 2008 bringing the overall square footage to its current size of 158,000 that includes 25 labs, 35 classrooms with state-of-the-art smart boards, up-to-date computers, audio/visual equipment, two large conference rooms, administrative and high school offices. The building also boast one of the largest computer labs in Northeast Ohio.

The Adult Education Programs at Maplewood Career Center are state-supported institutions offering post-secondary education in career development course programs. Adult Education programs allow students to upgrade their skills in the present position, to retrain for a position, or to prepare for a new career.

### Mission

Maplewood Career Center provides individuals with educational experiences that aid in personal growth and the development of career/technical skills leading to graduation, higher education, and/or employment. The Adult Education program shall assist individuals and companies in the efforts to develop leadership, build new skills, upgrade skills, keep abreast of technologies, and to develop competencies in areas of need and workforce development and personal interest.

### Vision

Maplewood Career Center shall prepare learners to be productive, responsible, and successful members of society. Through progressive curriculum and dynamic hands-on learning, Maplewood Career Center challenges each student to develop lifelong skills that relate to the leadership and teamwork necessary in their future careers and community roles. Maplewood Career Center will establish a relationship with staff, students, parents, and community business that allows all learners to reach their full potential.

### Purpose

The programs offered at the Maplewood Career Center were hand-selected due to the urgent need for skilled labor professionals in the workforce. Offering everything from Industrial Maintenance and Welding Technologies to Medical Billing & Coding and Dental Assisting, just to name a few. Maplewood can help you change or enhance your career or learn a new skill.

Students obtain both theoretical knowledge and practical experience through “hands-on” experience in well-equipped laboratories. Over 60% of a student’s scheduled time is lab-based. Programs assist individuals and companies in the efforts to develop leadership, build new skills, upgrade skills, and keep abreast of technologies and to develop competencies in areas of need and workforce development and personal interest.

### Consumer Information

This Handbook is published in order to inform students and others of academic programs, policies, calendar, tuition, fees, administration, and faculty. This Catalog is published for informational purposes only and is not intended as a contractual agreement between Maplewood Career Center, Adult Education Programming and any individuals. The information provided is current and accurate as of the date of publication.

Maplewood Career Center reserves the right to make changes within the terms of this Catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a Catalog Addendum, which is intended as, and is to be regarded as, an integral part of this Catalog.

Maplewood Career Center expects its students to read and understand the information published in this Catalog and in any Addendum included. Failure to read and understand this Catalog will not excuse any student from the application of any requirement or policy published herein. Furthermore, it is the responsibility of each student to remain apprised of current program completion requirements of his or her program.

Maplewood Career Center, Adult Education Programming is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veterans Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the Adult Education Director, 7075 State Route 88, Ravenna, OH 44266.

### Accreditation, Licenses, and Approvals

Institutional and program assessments are conducted periodically by qualified examiners. The purpose of these assessments is to examine and evaluate compliance of the school's programs, staff, and faculty with standards set forth in state and federal regulations.

Maplewood Career Center, Adult Education has approvals from the following authorizing agencies:

- Candidate for accreditation by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350. (Phone) 770-396-3898 or 800-917-2081. [www.council.org](http://www.council.org).
- Authorized by the Ohio Department of Higher Education, Office of Career-Technical and Adult Education, 25 South Front Street, Columbus, OH 43215. (Phone) 614-466-6000. [www.ohiohighered.org](http://www.ohiohighered.org).
- Approved for the training of Veterans and eligible persons under the provision of Title 38, United States Code.
- Approved by the National Healthcare Association (NHA), 11161 Overbrook Rd, Leawood, KS 66211. (Phone) 913-661-5592 or 800-499.9092. [www.nhanow.com](http://www.nhanow.com).
- Approved by the National Restaurant Association, 233 S. Wacker Drive, Suite 3600, Chicago, IL 60606. (Phone) 312-583-9853 or 800-765.2122. [www.servsafe.com](http://www.servsafe.com).

### Non-Discrimination Statement

It is the policy of Maplewood Career Center to provide an equal education opportunity and does not discriminate in the recruitment, admission, and education of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legal protection characteristic. The Supervisor of Business Affairs is the Coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance.

All inquiries or complaints under the sex discrimination provision of Title IX should be directed to the Supervisor of Business Affairs. The Supervisor of Business Affairs must act equitably and promptly to resolve complaints and should provide a response within five (5) working days.

## Program and Policy Change

Maplewood Career Center reserves the right to make changes in organizational structure, policies and procedures, equipment and materials, and modify the curriculum as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training that contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this Catalog.

## Building Map

Maps of the buildings are available in the Adult Education Office, Student Catalog, and throughout the building in the hallways. (See Appendix A.)

## Academic Calendar

### Holiday/Break Calendar

No Adult Education Classes will be held on the following days:

July 3, 2020	<u>Holiday</u> - Independence Day
September 7, 2020	<u>Holiday</u> - Labor Day
October 7, 2020	Parent/Teacher Conferences (High School Event)*
October 9, 2020	NEOEA Day
November 12, 2020	Career Night & Spaghetti Dinner (High School Event)*
November 26 & 27, 2020	<u>Holiday</u> - Thanksgiving Break
November 30, 2020	Teacher Comp Day
December 23 – 31, 2020	Winter Break
January 1, 2021	Winter Break
January 18, 2021	<u>Holiday</u> - Martin Luther King Jr Day
February 3, 2021	Parent/Teacher Conferences (High School Event) *
February 15, 2021	<u>Holiday</u> - Presidents' Day
April 2, 2021	<u>Holiday</u> - Good Friday
April 7, 2021	Dinner with the Teachers (High School Event)*
May 31, 2021	<u>Holiday</u> - Memorial Day

*\*All classes will be cancelled except Industrial Maintenance.*

## Admissions Requirements

Admissions decisions are based on the applicant's fulfillments of these requirements. A review of the applicant's previous education record and review of the applicants career interests. It is the responsibility of the applicant to ensure that Maplewood Career Center receives all required documentation prior to starting the program of study. All records received become a part of the applicants file and property of Maplewood Career Center.

## Occupational Education Programs

The following are requirements for prospective students seeking to enroll in Occupational Educational Programs. All of the following requirements for admissions must be met to enroll in the Dental Assisting, Industrial Maintenance, Medical Coding & Billing, Modular Industrial Maintenance-Electrical, Modular Industrial Maintenance-Fluid Power, Modular Industrial Maintenance-Mechanical, Modular Welding, Precision Machining, and Welding Technologies programs.

1. At least 18 years of age or older at the time he/she starts the program.
2. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. Documentation must be provided in the form of a valid high school diploma, GED, or transcript.

3. Complete the WorkKeys\* assessment testing with a minimum of Level 3 score. (Will be provided during the orientation prior to the start date).
4. Copy of photo ID or driver's license.
5. Complete the registration form with down payment for the course.
6. Complete all admissions paperwork required for the program.

\*Candidates unable to meet the mathematic requirement on the WorkKeys assessment are then referred to the Aspire Department for remediation and tutoring in the area(s) of weakness. After tutoring sessions, the candidate may retake the WorkKeys assessment to attain the minimum level score required.

### Life Enrichment Courses

The following are requirements for prospective students seeking to enroll in Life Enrichment Courses. All of the following requirements for admissions must be met to enroll.

1. Must be at least 16 years of age or older.
  - a. If in high school, written approval from his/her school principal must be obtained to enroll.
2. Complete the registration form along with payment for the course.
3. Complete all registration paperwork required for the program.

### Registration

The registration deadline is seven (7) days prior to the program start date. Late registration is only available for some programs, contact the Adult Education Department for more information.

#### *Late Registration*

Late registration must be approved by the Adult Education Director. Upon approval of late registration, a 25% Late Registration Fee will be added to the course tuition (not exceed \$25). This fee does not apply to books or supplies. However, if a student registers for a course late, books or any other supplies may not be available for the student on the first night of class.

### Change of Contact Information

Students who have a name, address, and telephone number change during the time he/she is enrolled, the student must report the change to the Adult Education office immediately.

### Orientation

Maplewood Career Center provides an orientation program to help students adjust to the education environment. Orientation is held prior to the start of Occupational Education Programs. It covers policies, student responsibilities, and any questions the students may have.

### Transfer of Credits

Maplewood Career Center Adult Education Programming cannot accept credits from other educational institutions.

There is an exception for veterans receiving VA financing who have earned credits while in the military or other training or program work. These credits to be transferred will be evaluated by the Adult Education Director, or an appointee, based on the program in which the veteran is enrolled. The credits will be transferred, whole or in part, if they match the requirements of the program in which the veteran is enrolled with a pro-rated price. These credits to transfer must be presented to the Adult Education Director fourteen (14) days prior to the start of the program. A determination of approval or denial of the transfer will be submitted to the VA in a written report, including explanation for the determination.

### *Transfer Between Programs*

Maplewood Career Center does not allow students to transfer between programs.

### *Transfer of Students Between Institutions*

While Maplewood Career Center welcomes students from other institutions, incoming students should understand that our institution provides a unique programming not transferable from other educational institutions.

### *Readmission*

A former student who withdrew in good standing may make application for readmission to his/her program. The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the student from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability that he or she can complete the program of study.

Approval of an applicant for readmission is subject to space availability and the applicant meeting all current admissions requirements for the program of study. A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for re-admission if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA) to the minimum requirements with the attendance requirements. If approved for readmission, the student will re-enter the program in a status of Academic Probation. If a student fails to meet SAP after the first quarter will be dismissed.

## **Financial Responsibilities**

Some courses may require some expenses outside of the course tuition. Personal items such as uniforms, required tools, safety items, and materials must be provided by the individual student. In many cases, without these supplies, students will be unable to participate in class.

### *Tuition and Fees*

#### *Life Enrichment Courses*

Program	Total Program Cost	Program	Total Program Cost
<b><i>Certifications</i></b>		<b><i>Cooking</i></b>	
Microsoft Office Certification	\$95.00	ServSafe	\$225.00
QuickBooks Certification	\$165.00	<b><i>Exercise</i></b>	
<b><i>Childcare</i></b>		Female Self Defense	\$50.00
Child Abuse	\$55.00	Chair Yoga	\$55.00
Child Abuse Review	\$30.00	Yoga	\$55.00
Communicable Disease	\$55.00	<b><i>Language</i></b>	
Communicable Disease Review	\$30.00	American Sign Language I	\$125.00
CPR	\$55.00	American Sign Language II	\$125.00
First Aid	\$55.00	<b><i>Lifestyle &amp; Entertainment</i></b>	
First Aid Review	\$30.00	Sewing 101	\$75.00
<b><i>Computer</i></b>		<b><i>Trades &amp; Industry</i></b>	
Excel I	\$150.00	CAD	\$275.00
Excel II	\$150.00	Do It Yourself (DIY)	\$200.00
Introduction to Computers	\$175.00	Masonry	\$175.00
Microsoft Word	\$150.00	48-Hour Welding	\$500.00
Microsoft Word II	\$150.00		

PowerPoint	\$150.00
QuickBooks	\$150.00

### *Occupational Education Programs*

Program	Tuition	Textbooks	Testing Fees	Supplies	Total Program Cost
Dental Assisting	\$1,320.00	0.00	165.00	100.00	\$1,585.00
Industrial Maintenance	\$8,326.00	574.00	0.00	300.00	\$9,200.00
Medical Billing and Coding	\$668.00	165.00	117.00	0.00	\$950.00
Module Industrial Maintenance – Electrical	\$2,936.00	264.00	0.00	300.00	\$3,500.00
Module Industrial Maintenance – Fluid Power	\$2,431.00	269.00	0.00	300.00	\$3,000.00
Module Industrial Maintenance – Mechanical	\$2,159.00	241.00	0.00	300.00	\$2,700.00
Module Welding	\$1,000.00	125.00	125.00	150.00	\$1,400.00
Precision Machining	\$650.00	100.00	0.00	150.00	\$900.00
Welding Technologies	\$3,375.00	200.00	125.00	300.00	\$4,000.00

### Payments of Fees/Tuition

Students must pay in full when signing up for a course or make at least a 25% down payment on courses costing \$200 or more to reserve a spot in the class. Registration and down payment must be received seven (7) days prior to the course start date. Maplewood accepts cash, check, money order, Visa, MasterCard, and Discover. Students may pay online, in person, over the phone, or by mail. Companies/agencies must make a payment ten (10) days prior to the course start date if paying for a student as a Third Party Payer.

Payment plans for Occupational Education programs are available for those who qualify. Adult Education does not hold spots for students who have not paid for their down payment for the program or course. All program tuition costs must be paid before students will be permitted to sit for certification exams.

### Returned Checks

When the district receives a check from a student that, when deposited, is returned marked “insufficient funds,” the Treasurer shall provide an opportunity for the payer to make proper payment or to arrange a satisfactory payment schedule. If payment is not received within 30 days, the payment schedule is not adhered to, or the monies do not appear to be collectible, the Board of Education authorizes the Treasurer to remove the fee or charge from the District’s Accounts Receivable to take appropriate action against the student. (Board Policy 6151: Bad Checks)

### Senior Citizens

Seniors (60 and older) qualify for a 10% reduction (maximum \$200) for courses upon confirmation of age. The discount must be taken at time of registration! The senior discount can only be applied to Life Enrichment courses. A copy of the photo identification must be provided to verify qualification.

### Cancellation Policy

Maplewood Adult Education reserves the right to cancel or delay the opening of any program or course. Reasons for cancellation or delay may include but are not limited to: insufficient enrollment, concerns regarding illness, safety, equipment or construction, among other extenuating circumstances. Upon

cancellation or postponement of a program or course, the school will make every effort to notify the registered students immediately by all means available, including phone and email. If a course is cancelled, the school will refund the tuition in full to the person or company that paid for the class.

### Refund Policy

If an applicant/student cancels, withdraws, or is dismissed by the school for any reason, refunds will be made according to the schools refund policy. A \$25.00 withdrawal fee will be charged for course withdrawals. Full tuition minus the \$25.00 withdrawal fee will be refunded only if written notice is received within three (3) business days of the program beginning.

The postmark on written notification will determine the date of the official withdrawal, or the date noted the information was delivered to the school administrator in person. Any monies due to a student who unofficially withdraws from the school shall be refunded within forty-five (45) days of a determination by the school. If a student has not been present in school for thirty (30) days, they will be officially withdrawn from the program. The refund calculation will be determined by the last date of attendance.

For student who enroll in and begin classes, the following schedule of tuition refund is authorized:

Percentage length completed to total length of program per enrollment	Amount of total tuition owed to the school
0.01% - 4.9%	10%
5.0 – 9.9%	20%
10.0% - 14.9%	30%
15.0% - 24.9%	45%
25.0% - 49.9%	65%
50% and over	100%

The registration fee and book costs are not refundable. Withdrawal policy and late registration fees also apply to companies registering employees as a third party payer. If you require a refund as soon as possible, contact the Adult Education Director. Refunds will only be issued to the person and/or company that paid for the program regardless if that person is the student taking the course.

### *Veteran's Refund Policy*

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 or Title 10 U. S. Code, fail to enter the Program or withdraw or are discontinued therefrom at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10.00 need not be refundable: any amount beyond that is subject to pro ration and refund (CFR 21.4254(c) (13)). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges. A copy of this policy will be provided to all students receiving educational benefits from the Veteran's Administration.

### Withdrawal Procedures

In order to remain in "Active" status at the school, students must be enrolled in and actively attending at least one course. If a student wants to withdraw, he/she must speak with the Adult Education Director and document the withdrawal in writing. Non-attendance does not constitute an official withdrawal. Students who miss more than thirty (30) days and/or 15% of the class time will be withdrawn from the course(s). Students who withdraw from a course will receive a grade of W.

## Financial Assistance Programs

Currently, Maplewood Career Center does not offer Federal Financial Aid to cover program costs. All programs are paid on a cash basis.

Students requiring assistance with the cost of the programming may contact the following agencies:

### *Job and Family Services Tuition Assistance*

Funds may be available through county Departments of Job & Family Services to eligible persons who may be receiving TANF benefits or fall below 200 percent of the poverty guidelines designated by the Federal government. The Department of Job & Family Services seeks to assist, train, and employ economically disadvantaged clients. Displaced homemakers and dislocated workers may be eligible for these funds. You must meet specified criteria. To see if you qualify, contact Workforce Investment Act consultant at (330) 296-2842.

### *Veterans Affairs Benefits (VA)*

Maplewood Career Center is approved for participation in various funding programs offered through the Veterans' Administration. Educational benefits available for eligible veterans and dependents of veterans who were injured or deceased in a war. If you are not sure you are eligible for Veterans Affairs (VA) Benefits assistance, you can call 1-888-442-4551.

### *Workforce Investment Act/Trade Adjustment Act*

The federal Workforce Investment Act (WIA) provides federal funds to states for job training and employment services. The Department of Job & Family Services seeks to assist, train, and employ economically disadvantaged clients. Displaced homemakers and dislocated workers may be eligible for these funds. You must meet specified criteria. To see if you qualify, contact Workforce Investment Act consultant (330) 296-2841.

## Academic Programming & Program Start Dates

### Course Programming

Maplewood Career Center reserves the right to determine when each course is offered and to make changes to programs or classes that better fit changing career requirements. Maplewood Career Center reserves the right to cancel or delay the offering of any program due to insufficient enrollment, concerns regarding illness, safety, equipment, construction, among other extenuating circumstances. Upon the decision of cancellation or postponement, the school will make every effort to notify registered students immediately by the fastest means available—including email and phone.

## Occupational Education Programs

### *Medical*

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#### *Dental Assisting (6008)*

Length: 150 Clock Hours/24 Instructional Weeks

Credential Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil, Paper, & Scrubs

Class Dates: 9/21/2020 (M/W)

#### Objective

The Dental Assistants role is critical to the delivery of quality dental health care. Advanced technologies and the increasing demand for dental services have resulted in dramatic growth in the industry. The objective of the program is to provide quality career education that prepares students

not only for seeking entry-level employment in the dental assisting field but also for life-long learning and personal and professional growth.

#### Description

Dental assistants perform a variety of patient care, office, and laboratory duties. They sterilize and disinfect instruments and equipment, prepare and lay out the instruments and materials required to treat each patient, and obtain and update patient's dental records. Assistants make patients comfortable in the dental chair and prepare them for treatment. During dental procedures, assistants work alongside the dentists to provide assistance. The Dental Assisting curriculum provides a foundation in the health science and hands-on training in using the technology necessary to perform tasks typically performed by a Dental Assistant.

#### Credentialing Examination

Radiation Health and Safety (RHS) is taken through Akron Dental Society. CPR.

#### *Medical Billing and Coding (6001)*

Length: 102 Clock Hours/17 Instructional Weeks

Credential Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil & Paper

Class Dates: 9/15/2020 (T/R); 2/23/2021 (T/R)

#### Objective

The ever evolving healthcare industry is always incorporating technological advancements to provide quality service to patients. These developments have significantly enhanced both quality and productivity. As a result, more trained professionals are needed especially in areas of coding and billing. Due to the increasing complexities in coding, changes in coding standards and the current trend within industry have all combined to contribute to the growing need for well-trained individuals. The objective of the program is to prepare students with a solid foundation of medical terminology, billing and coding knowledge, and technological skills so that they can seek entry-level employment in the healthcare industry.

#### Description

To provide individuals with the skills required to enter into entry-level billing and coding position within a medical office, clinic, or hospital setting. Students will learn the principles of billing and coding include use of the CMS 1500 form, ICD-10 codes, CPT codes, HIPAA confidentiality, and legal aspects.

#### Credentialing Examination

Graduates are eligible to take the National Healthcare Association's (NHA) Certified Billing and Coding Specialist (CBCS) exam.

#### *Trade and Industry*

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#### *Industrial Maintenance (5050)*

Length: 404 Clock Hours/50.5 Instructional Weeks

Credential Awarded: Certificate of Completion

Mode of Delivery: Hybrid

Supplies Needed: Writing Utensil, Paper, & Safety Glasses

Class Dates: 8/24/2020 (M/W); 8/25/2020 (T/R); 1/11/2021 (M/W); 1/12/2021 (T/R); 5/10/2021 (M/W); 5/11/2021 (T/R)

Industrial Maintenance is a specifically designed modulated program made up of electrical, fluid power, and mechanical. This program is designed to further educate personnel in industrial-based maintenance work as well as those individuals wanting to transition into that position. This high demand career field contains three areas of concentration which include industrial electricity, fluid power, and mechanical. Students will study content in all three areas of concentration through computer simulation, hands on training systems, course materials, and online testing. This program will prepare students to enter the workforce in an entry-level maintenance technical position.

#### *Module Industrial Maintenance – Electrical (5050-E)*

Length: 156 Clock Hours/19 Instructional Weeks

Credential Awarded: Certificate of Completion

Mode of Delivery: Hybrid

Supplies Needed: Writing Utensil, Paper, & Safety Glasses

Class Dates: 8/24/2020 (M/W); 8/25/2020 (T/R); 1/11/2021 (M/W); 1/12/2021 (T/R); 5/10/2021 (M/W); 5/11/2021 (T/R)

Electrical Systems is a specific component in the realm of industrial maintenance. This course is dedicated to the understanding and application processes of the various types of electrical systems found within the industry. Students will focus in electrical structures such as AC/DC, motor controls, sensors, wiring systems, relay controls, and rotating machines. Students will utilize computer, online, and lab-based simulation scenarios to develop knowledge, skills, and a deeper understanding of electricity, specific to maintenance.

#### *Module Industrial Maintenance – Fluid Power (5050-FP)*

Length: 132 Clock Hours/16 ½ Instructional Weeks

Credential Awarded: Certificate of Completion

Mode of Delivery: Hybrid

Supplies Needed: Writing Utensil, Paper, & Safety Glasses

Class Dates: 8/24/2020 (M/W); 8/25/2020 (T/R); 1/11/2021 (M/W); 1/12/2021 (T/R); 5/10/2021 (M/W); 5/11/2021 (T/R)

Fluid Power Systems is a specialized area in maintenance. This course is dedicated to the understanding an application processes of the various types of fluid power ran systems found within the industry. Students will focus in fluid systems such as pneumatics, hydraulics, and electro-fluid power systems. Students will utilize computer, online, and lab-based simulation scenarios to develop knowledge, skills, and a deeper understanding of electricity, specific to maintenance.

#### *Module Industrial Maintenance – Mechanical (5050-M)*

Length: 124 Clock Hours/15 Instructional Weeks

Credential Awarded: Certificate of Completion

Mode of Delivery: Hybrid

Supplies Needed: Writing Utensil, Paper, & Safety Glasses

Class Dates: 8/24/2020 (M/W); 8/25/2020 (T/R); 1/11/2021 (M/W); 1/12/2021 (T/R); 5/10/2021 (M/W); 5/11/2021 (T/R)

Mechanical Systems are a specific component in the realm of industrial maintenance. This course is dedicated to the understanding and application processes of the various types of mechanical components imperative to the continuation of the company. Students will focus in four levels of mechanical drives and centrifugal pumps. Students will utilize computer, inline, and lab-based simulation scenarios to develop knowledge, skills, and a deeper understanding of mechanics, specific to maintenance.

### *Precision Machining (5033)*

Length: 100 Clock Hours/18 Instructional Weeks

Credential Awarded: Certificate of Completion

Mode of Delivery: Hybrid

Supplies Needed: Writing Utensil, Paper, & Safety Glasses

Class Dates: 9/14/2020 (M/W); 2/22/2021 (M/W)

Machinist are in high demand and require technical training directly related to manipulating various materials using different equipment specific to the industry. As one of the top earning careers, Machining is a secure career that requires critical thinking and hands-on expertise. Students enrolled in Precision Machining will learn a wide variety of machining skills from manual machining on lathes, mills, and grinders to CNC (Computer Numerical Control).

This innovative, in-demand program was designed to prepare the successful graduate for an entry-level position as a machinist. The course will cover workplace and machine operation safety, tooling, set-up, manual operation of lathes, mill machine, saw, CNC programming and operation, blueprint reading, measurement reading, use of calipers, micrometers, grinding, and hand finishing of metals.

### *Module Welding (5099-01)*

Length: 153 Clock Hours/9 Instructional Weeks

Credential Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil, Paper, & See Welding Supply List (Appendix B)

Class Dates: 9/14/2020 (M/T/W/R); 11/16/2020 (M/T/W/R); 1/25/2021 (M/T/W/R); 3/22/2021 (M/T/W/R)

#### Objective

Welding Technology is widely used in a variety of modern industries but is not limited to infrastructure construction, high rise building construction, ship building, and energy and transportation. The objective of the Module Welding program is to allow students to focus on a specific process to learn. This course will prepare students to seek entry-level employment or advance in their career in welding and industrial repairs.

#### Description

Welding encompasses study in electrical, metallurgy, chemistry, physics, and design. Welders may work on various structures including but not limited to bridges, buildings, pressure vessels and heat exchangers. This would include welding items such as boilers, storage vessels, transmission and transportation vehicles for water, land, air travel, and production and processing machines of all types. The curriculum provides student with a foundation in welding technique, skills, welding mathematics, and career development. The successful graduate is trained to enter the welding profession as an entry-level welder.

#### Credential Examinations

Certification examinations through sending test plates and/or test pipes to a certified American Welding Society (AWS) testing center for review of the welding process.

### *Welding Technologies (5099)*

Length: 612 Clock Hours/36 Instructional Weeks

Credential Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil, Paper, & See Welding Supply List (Appendix B)  
Class Dates: 9/14/2020 (M/T/W/R)

#### Objective

Welding Technology is widely used in a variety of modern industries but is not limited to infrastructure construction, high rise building construction, ship building, and energy and transportation. The objective of the Welding Technologies program is to prepare students to seek entry-level employment or advance in their career in welding and industrial repairs.

#### Description

Welding encompasses study in electrical, metallurgy, chemistry, physics, and design. Welders may work on various structures including but not limited to bridges, buildings, pressure vessels and heat exchangers. This would include welding items such as boilers, storage vessels, transmission and transportation vehicles for water, land, air travel, and production and processing machines of all types. The curriculum provides student with a foundation in welding technique, skills, welding mathematics, and career development. The successful graduate is trained to enter the welding profession as an entry-level welder.

#### Credential Examinations

Certification examinations through sending test plates and/or test pipes to a certified American Welding Society (AWS) testing center for review of the welding process.

### Life Enrichment Courses

#### Certifications

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##### Microsoft Office Specialist (MOS) (9100)

Length: 3 Clock Hours/1 Instructional Week

Credential Awarded: MOS Certification in program choice

Mode of Delivery: Traditional

Microsoft Office Specialist (MOS) certification provides industry-leading assessments of skills and knowledge, giving students and professional's real-world exercises to appraise their understanding of Microsoft Office. Choose between Word, Excel, PowerPoint, Access, and Outlook to become certified. Take charge of your future by becoming a *Microsoft Office Specialist (MOS)* today!

##### QuickBooks Certification (9200)

Length: 3 Clock Hours/1 Instructional Week

Credential Awarded: QuickBooks Certification

Mode of Delivery: Traditional

Take your understanding of bookkeeping to the next level! Become certified in today's accounting environment by becoming an *Intuit QuickBooks Certified User (QBCU)*.

#### Child Care

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##### Child Abuse (4219)

Length: 6 Clock Hours/2 Instructional Weeks

Class Time: 6:00 – 9:00 pm

Credential Awarded: ODJFS Certificate

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil & Paper

Class Dates: 9/2/2020 (W); 10/5/2020 (M); 11/3/2020 (T); 12/10/2020 (R); 2/1/2021 (M); 3/9/2021 (T); 4/2/2021 (R); 5/15/2021 (W)

Child abuse training is for child care providers and is required by Rules 5101:2-12-27 (centers); 5101:2-13-37 (Type A homes); 5101:2-14-13 (Type B homes), and 5101:2-14-14 (Emergency Caregivers).

*Child Abuse Review (4229)*

Length: 3 Clock Hours/1 Instructional Week

Class Time: 6:00 – 9:00 pm

Credential Awarded: ODJFS Certificate

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil & Paper

Prerequisite: Child Abuse

Class Dates: 9/9/2020 (W); 10/12/2020 (M); 11/10/2020 (T); 12/17/2020 (R); 2/18/2021 (M); 3/16/2021 (T); 4/15/2021 (R); 5/12/2021 (W)

Renewal of child abuse training is for child care providers and is required by Rules 5101:2-12-27 (centers); 5101:2-13-37 (Type A homes); 5101:2-14-13 (Type B homes), and 5101:2-14-14 (Emergency Caregivers).

*Communicable Disease (4204)*

Length: 6 Clock Hours/2 Instructional Week

Class Time: 6:00 – 9:00 pm

Credential Awarded: ODJFS Certificate

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil & Paper

Class Dates: 9/15/2020 (T); 10/21/2020 (W); 11/16/2020 (M); 1/7/2021 (R); 2/17/2021 (W); 3/22/2021 (M); 4/20/2021 (T); 5/20/2021 (R)

Communicable disease training for child care program personnel working in licensed child care programs is required by Ohio Administrative Code rules 5101:2-12-10 and 5101:2-13-10.

*Communicable Disease Review (4228)*

Length: 3 Clock Hours/1 Instructional Week

Class Time: 6:00 – 9:00 pm

Credential Awarded: ODJFS Certificate

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil & Paper

Prerequisite: Communicable Disease

Class Dates: 9/22/2020 (T); 10/28/2020 (W); 11/23/2020 (M); 1/14/2021 (R); 2/24/2021 (W); 3/29/2021 (R); 4/27/2021 (T); 5/27/2021 (R)

Renewal of communicable disease training for child care program personnel working in licensed child care programs is required by Ohio Administrative Code rules 5101:2-12-10 and 5101:2-13-10.

*CPR (4202)*

Length: 3 Clock Hours/1 Instructional Week

Class Time: 6:00 – 9:00 pm

Credential Awarded: Heartsaver Certification

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil & Paper

Class Dates: 9/28/2020 (M); 10/15/2020 (R); 11/18/2020 (W); 12/15/2020 (T); 1/12/2021 (T); 2/11/2021 (R); 3/18/2021 (W); 4/12/2021 (M); 5/18/2021 (T)

Heartsaver CPR/AED is a video-based, instructor-led program that teaches infant, child, and adult CPR. AED administration on children and adults are taught in this course as well. Finally, the last aspect of the course is how to administer relief to a choking victim in infants, children, and adults. This program teaches skills with the AHA's research-proven practice-while-watching technique.

#### *First Aid (4205)*

Length: 6 Clock Hours/2 Instructional Weeks

Class Time: 6:00 – 9:00 pm

Credential Awarded: ODJFS Certification

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil & Paper

Class Dates: 9/10/2020 (R); 10/13/2020 (T); 11/9/2020 (M); 12/2/2020 (W); 1/19/2021 (W); 2/10/2021 (W); 3/15/2021 (M); 4/15/2021 (R); 5/17/2021 (M)

First aid training for child care providers working in licensed centers or Type A Homes is required by Ohio Administrative Code Rules 5101:2-12-27 and 5101:2-13-27.

#### *First Aid Review (4230)*

Length: 3 Clock Hours/1 Instructional Week

Class Time: 6:00 – 9:00 pm

Credential Awarded: ODJFS Certification

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil & Paper

Prerequisite: First Aid

Class Dates: 9/17/2020 (R); 10/20/2020 (T); 11/16/2020 (M); 12/9/2020 (W); 1/26/2021 (W); 2/17/2021 (W); 3/22/2021 (M); 4/22/2021 (R); 5/24/2021 (M)

Renewal of first aid training for child care providers working in licensed centers or Type A Homes is required by Ohio Administrative Code Rules 5101:2-12-27 and 5101:2-13-27.

#### *Computer*

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##### *Excel I (2054)*

Length: 15 Clock Hours/5 Instructional Weeks

Class Time: 6:00 – 9:00 pm

Credential Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil, Paper, & USB Storage Drive (any size)

Class Dates: 10/20/2020 (T); 4/6/2021 (T)

Introduction to basic spreadsheet features and concepts within Microsoft Excel. Design and create an accurate, professional looking worksheet. Learn to utilize functions such as ranges, formulas, functions, create charts, graphs, lists, use templates, apply formatting, sorting, and filtering.

##### *Excel II (2010)*

Length: 15 Clock Hours/5 Instructional Weeks

Class Time: 6:00 – 9:00 pm

Credential Awarded: Certificate of Completion

Mode of Delivery: Traditional

Prerequisite: Excel I

Supplies Needed: Writing Utensil, Paper, & USB Storage Drive (any size)

Class Dates: 1/7/2021 (R); 5/18/2021 (T)

Continue to build upon the basic spreadsheet features and concepts learned in Excel I to more advanced features such as what-if analysis, data tables, outlines, and pivot tables. Focus on accuracy by utilizing proofreading techniques and critical thinking skills.

#### *Introduction to Computers (2020)*

Length: 24 Clock Hours/4 Instructional Weeks

Class Time: 6:00 – 9:00 pm

Credential Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil, Paper, & USB Storage Drive (any size)

Class Dates: 9/8/2020 (T/R); 12/1/2020 (T/R)

The beginning computer course is an overall introduction to computer use for the novice adult user. This course covers a wide range of information including computer terminology and essential concepts. Topics include startup and shutdown procedures, keyboard and mouse operation, and an overview of popular computing functions of the computer. Additionally, students will learn the basic functions of navigating the Windows operating system. Learn how to work with files and folders, shortcuts, and properties. Resize windows, use the taskbar, start menu, recycle bin, explore popular software, launch programming, and explore the Internet.

#### *Microsoft Word (2021)*

Length: 15 Clock Hours/5 Instructional Weeks

Class Time: 6:00 – 9:00 pm

Credential Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil, Paper, & USB Storage Drive (any size)

Class Dates: 9/14/2020 (M); 2/18/2021 (R)

Create professional looking documents using Microsoft Word. Learn features that will enhance your document such as formatting, page layout, design, headers/footers, inserting clip art/pictures, borders, saving documents, and many more features. Learn how to create tables. Utilize proofreading techniques and critical thinking skills while creating beautiful professional looking documents.

#### *Microsoft Word II (2025)*

Length: 15 Clock Hours/5 Instructional Weeks

Class Time: 6:00 – 9:00 pm

Credential Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil, Paper, & USB Storage Drive (any size)

Prerequisite: Microsoft Word

Class Dates: 1/5/2021 (T); 4/8/2021 (R)

Create professional looking documents using Microsoft Word. Learn advanced features that will enhance your document such as mail merge, inserting tables, applying styles, tack changes, and many more features. Continue to develop proofreading techniques and critical thinking skills while creating beautiful professional looking documents.

#### *PowerPoint (2065)*

Length: 15 Clock Hours/5 Instructional Weeks

Class Time: 6:00 – 9:00 pm

Credential Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil, Paper, & USB Storage Drive (any size)

Class Dates: 10/15/2020 (R); 2/22/2021 (M)

Create presentations utilizing PowerPoint. Learn basic features that will enhance your document such as inserting new slides, apply basic formatting, work with various slide layouts, work with SmartArt graphics, shapes, as well as much more. Continue to develop proofreading techniques and critical thinking skills while creating beautiful professional looking documents.

#### *QuickBooks (2036)*

Length: 18 Clock Hours/6 Instructional Weeks

Class Time: 6:00 – 9:00 pm

Credential Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil, Paper, & USB Storage Drive (any size)

Class Dates: 9/9/2020 (W); 1/6/2021 (W); 5/13/2021 (R)

Learn computerized accounting for your small business and self-employed professionals. Topics include entering receipts, tracking expenses, billing, check writing, tax tracking, inventory control, and payroll. Prepare reports and statements for the finances of the business.

#### *Cooking*

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##### *ServSafe (4060)*

Length: 15 Clock Hours/2 Instructional Weeks

Class Time: 6:00 – 10:00 pm

Credential Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil & Paper

Class Dates: 9/21/2020 (M/W); 11/2/2020 (M/W); 1/5/2021 (T/R); 2/22/2021 (T/R); 4/26/2021 (M/W)

The Level Two certification in Food Protection, which has been the certification program since 1973, is a more extensive training for the food manager and meets the requirements for demonstration of knowledge in rule 3717-1-02.4 (B) of the Administrative Code (ODH).

##### Credentialing Examination

ODH ServSafe Level II.

#### *Exercise*

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##### *Female Self Defense (7002)*

Length: 9 Clock Hours/3 Instructional Weeks

Class Time: 6:00 – 9:00 pm

Credential Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Comfortable Clothes, Writing Utensil, & Paper

Class Dates: 10/21/2020 (W); 3/3/2021 (W); 5/5/2021 (W)

The Basic Personal Defense System is a national program of realistic self-defense tactics and techniques taught for females only. The course is taught by a nationally certified R.A.D. (Rape Aggression Defense) instructor. *Course is open to female applicants only.*

##### *Chair Yoga (7010)*

Length: 6 Clock Hours/6 Instructional Weeks

Credential Awarded: Certificate of Completion  
Class Time: 6:00 – 7:00 pm  
Mode of Delivery: Traditional  
Supplies Needed: Comfortable Clothes, Yoga Mat, & Blanket  
Class Dates: 4/5/2021 (M)

A practice using a chair for seated poses, and the chair as a balance point for standing poses. The basic, foundational yoga postures are practiced to align, strengthen and promote flexibility in the body. Breathing techniques and meditation are also integrated.

#### *Yoga (7005)*

Length: 6 Clock Hours/6 Instructional Weeks  
Credential Awarded: Certificate of Completion  
Class Time: 6:00 – 7:00 pm  
Mode of Delivery: Traditional  
Supplies Needed: Comfortable Clothes, Yoga Mat, & Blanket  
Class Dates: 9/14/2020 (M); 1/7/2021 (R)

The basic, foundational yoga postures are practiced to align, strengthen and promote flexibility in the body. Breathing techniques and meditation are also integrated.

#### *Language*

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##### *American Sign Language I (ASL) (3526)*

Length: 20 Clock Hours/10 Instructional Weeks  
Class Time: 5:30 – 7:30 pm  
Credential Awarded: Certificate of Completion  
Mode of Delivery: Traditional  
Supplies Needed: Writing Utensil & Paper  
Class Dates: 9/15/2020 (T); 4/13/2021 (T)

This course introduces the student to American Sign Language (ASL) and to the deaf culture in America. Focus is on building sign language vocabulary, fingerspelling, grammar and facial expressions, use of personal space, mime, and the development of sensitivity to and awareness of the deaf community.

##### *American Sign Language II (ASL II) (3530)*

Length: 20 Clock Hours/10 Instructional Weeks  
Class Time: 5:30 – 7:30 pm  
Credential Awarded: Certificate of Completion  
Mode of Delivery: Traditional  
Prerequisite: American Sign Language or equivalent knowledge  
Supplies Needed: Writing Utensil & Paper  
Class Dates: 1/12/2021 (T)

This course continues where ASL I finished. Students will continue to build skills in sign language vocabulary, fingerspelling, grammar and facial expressions, use of personal space, mime, and the development of sensitivity to and awareness of the deaf community.

#### *Lifestyle & Entertainment*

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##### *Sewing 101 (7030)*

Length: 15 Clock Hours/5 Instructional Weeks

Class Time: 6:00 – 9:00 pm  
Credential Awarded: Certificate of Completion  
Mode of Delivery: Traditional  
Supplies Needed: Writing Utensil, Paper, & Sewing Machine  
Class Dates: 10/12/2020 (M); 1/12/2021 (T); 4/8/2021 (R)

Learn the life skill of sewing through this interactive class for the beginner sewer. Sewing 101 is designed to introduce the basics of fabrics, supplies, the sewing machine, and reading a pattern. This is the foundation for future learning opportunities in the world of sewing.

### *Trades & Industry*

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#### *CAD (5007)*

Length: 30 Clock Hours/10 Instructional Weeks  
Class Time: 6:00 – 9:00 pm  
Credential Awarded: Certificate of Completion  
Mode of Delivery: Traditional  
Supplies Needed: Writing Utensil, Paper, & USB Storage Drive (any size)  
Class Dates: 9/16/2020 (W); 2/9/2021 (T)

An introductory course to AutoCAD, a computer software program, standard in the engineering, architecture, interior design, and construction industries. This course is designed to allow the student to create prints in 2-D and 3-D views while utilizing program specific features to enhance the print. This is a course to become familiar with basic skills in the program either for use in the workforce or personal use. Class size is limited.

#### *Do It Yourself (DIY) (5055)*

Length: 24 Clock Hours/4 Instructional Weeks  
Class Time: 6:00 – 9:00 pm  
Credential Awarded: Certificate of Completion  
Mode of Delivery: Traditional  
Supplies Needed: Writing Utensil, Paper, & Safety Glasses  
Class Dates: 10/6/2020 (T/R); 1/12/2021 (T/R); 4/16/2021 (T/R); 5/25/2021 (T/R)

Want to be a do it yourself person but don't have all of the skills? Get those basic skills through this course. Learn residential electricity, plumbing, carpentry, and basic home repair. Tackle a wide range of common DIY repairs and improvements around the house with confidence. Take preventative action to head off major expenses due to wear and tear on your home. DIY is designed to provide a basic introduction to various building trades and how to apply these skills in the most common household tasks. Skills learned will allow homeowners the opportunity to apply sweat equity into their home through basic handyman skills.

#### *Masonry (5041)*

Length: 15 Clock Hours/5 Instructional Weeks  
Class Time: 6:00 – 9:00 pm  
Credential Awarded: Certificate of Completion  
Mode of Delivery: Traditional  
Supplies Needed: Writing Utensil, Paper, & Safety Glasses  
Class Dates: 10/12/2020 (M); 1/13/2021 (W); 4/13/2021 (T)

Designed for the beginner. Classroom instruction will be accompanied by material preparation, tool function and use, and hands-on brick and block laying.

#### *48-Hour Welding (5020)*

Length: 48 Clock Hours/9 Instructional Weeks

Class Time: 6:00 – 9:00 pm

Credential Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil, Paper, & See Welding Supply List (Appendix B)

Class Dates: 9/22/2020 (T/R); 12/1/2020 (T/R); 2/23/2021 (T/R); 4/27/2021 (T/R)

This course is designed for existing welders looking for additional certifications in unfamiliar processes or to obtain certification in their existing field.

#### *Credentialing Examination*

*Any Successful AWS Certifications Completed*

## Academic Policies and Procedures

### *Accommodations for Students with Disabilities*

Maplewood Career Center is an Equal Opportunity Educational Institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic. Applicants, prospective, or current students with disabilities who require academic adjustments within their program of study, should contact the Adult Education Director. The Adult Education Director, in consultation with the Superintendent will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him/her to fully participate in the admission and educational process.

Applicants, prospective, or current students with disabilities who require academic accommodations and/or auxiliary aids in connection with the admissions process, the admissions tests, and/or their program of study, should contact the Adult Education Director to identify reasonable accommodations/adjustments necessary to enable him/her to fully participate in the admissions and educational process. Questions about this process may be directed to the Adult Education Director at or 330-296-2892 Ext. 551011.

### *Attendance*

Attendance at a training program is a reasonable predictor of attendance at work. Regular attendance is required of all students. Promptness and dependability are qualities that are very important in all occupations. Students should begin to develop these qualities the day they begin their training.

Attendance is taken daily in class by the instructor and turned over to administration at the end of class day. A period of less than 15 minutes will be counted as a quarter-hour of absence. Attendance records are maintained by the administration as part of the student's permanent academic record. Any amount of time absent in class is counted toward the 15% absenteeism.

A mandatory attendance rate of 85% is required for all programs at Maplewood Career Center. Attendance is reviewed daily and assessed accordingly. Students will be notified by phone, email, and/or correspondence if their attendance is in danger of violating attendance requirements. Students with chronic absenteeism in excess of 15% of the scheduled hours for a course will not receive a certificate of completion for the class/program.

At the time a student has excessive absenteeism they will be notified in writing and placed on Attendance Probation. Two (2) weeks will be provided for the student to show positive progression in his/her attendance for the course. A record of the Probation status will be documented in the student's file. The

student must show positive progress to bringing the attendance back to 85% for the course or he/she may be dismissed.

Students may appeal the schools actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances (i.e. illness, military duty, death of a family member, court appearance, or jury duty). Appeals should follow the standard grievance procedure.

#### *Make Up Time for Clock Hour Programs*

Make up hours must be approved and completed within the course in which the absence occurs. Make up hours may be completed during practical class times. Make up hours may be completed during alternative schedules, alternate evenings or Saturdays. All holiday's and/or school cancellation days must be made up during alternative schedule periods.

Maplewood Career Center will not transfer a student to the next time the course is held or for a single day of the class they missed free of charge. If a start date is needed to be changed and the student is unable to attend, then the student would be eligible for a full refund of the course cost.

#### *Make Up Work*

Arrangements to make up assignments, projects, tests, and homework missed must be made with the approval of the instructor.

#### *Tardiness*

As is common in business, students who are late for class will be docked time in 15-minute intervals. For example:

- A student who is up to 14 minutes late will be docked 15 minutes.
- A student who is 15-29 minutes late will be docked 30 minutes.
- A student who is 30-45 minutes late will be docked 45 minutes.

#### *Leave of Absence*

Maplewood Career Center does not grant an official leave of absence from programs. A student who is unable to attend class for an extended period of time must withdraw from the training program and reapply when circumstances allow for re-entry.

#### *Academic Grading*

The progress and quality of students' work is measured by a system of letter and grade percentages. Grades are based on the quality of work as shown by written tests, laboratory work, projects, and other assignments as indicated on the course syllabus. As defined in the attendance policy, poor attendance may result in an "F" grade.

The grading scale with equivalent percentages, is as follows:

Grade	Percentage	Quality Points
A	90 – 100%	4.0
B	80 – 89%	3.0
C	70 – 79%	2.0
F	69% or Below	0.0

Other letter grades used by include:

- W      Withdraw
- P      Proficient in the Course

The minimum grade of C (70%) is required to pass all courses unless noted differently on the course syllabus.

Records of a student's progress are maintained by the school. Grades are issued to students at the end of each course. A final grade transcript will be provided to the student once all graduation requirements have been completed.

The cumulative grade point average (CGPA) is computed by multiplying the number of credits in each course by the grade points achieved in each and then divided by the number of credit hours for all courses attempted. If a student repeats a failed course, the grade used in the CGPA calculation will be the highest grade earned in that course.

Some courses may have skills tests or performance evaluations where specific standards of performance is defined in the syllabus.

For the purposes of satisfactory academic progress and CGPA calculation:

- A course in which a student receives an "F" grade will be counted in credits attempted and it will be counted in the CGPA calculation
- A course in which a student receives an "W" grade will be counted in credits attempted; it will not be counted in the CGPA calculation

### *Satisfactory Academic Progress (SAP)*

The Satisfactory Academic Progress (SAP) policy is an incentive for all students to achieve attendance and Grade Point Average (GPA) goals through the course, ensuring that they are learning marketable skills and work habits in correlation with the skills necessary to execute the job.

#### *SAP Guidelines*

These attendance and GPA guidelines apply to all full-time students enrolled in Maplewood Career Center programs that last at least 600 hours or 15 weeks of instruction. These programs include Dental Assisting (24 instructional weeks); Medical Billing & Coding (17 instructional weeks); Industrial Maintenance (50.5 instructional weeks); Modular Industrial Maintenance-Electrical (19 instructional weeks); Module Industrial Maintenance-Fluid Power (16.5 instructional weeks); Module Industrial Maintenance-Mechanical (15 instructional weeks); Precision Machining (18 instructional weeks); and Welding Technologies (612 clock hours).

For students to remain within eligibility and SAP standards, each student must:

1. Maintain at least a C average (2.0 GPA).
2. Maintain at least 85% attendance rate.

#### *Maximum Time Frame*

The maximum time frame in which a student may complete his or her program of study is the period of time in which it takes the student to attempt 150% of the academic credits contained in his or her educational program.

#### *Academic Warning*

Students who do not meet the minimum standards for credits completed or cumulative grade point average in accordance with the requirements at the appropriate evaluation level will receive written notification from the AED stating that he or she is being placed on an Academic Warning. A student in Academic Warning status will have one additional term (if available) to correct the deficiency and meet the minimum requirements at the end of his or her next term (quarter or term).

In addition, a student must have a C average in order to maintain satisfactory academic progress.

### *SAP Measurement*

Standards of Academic Progress (SAP) is measured at the end of the clock hour period for each program. SAP determines if a student has progressed in a satisfactory manner towards completion of the program. In order to be SAP successful, students must attain a minimum of a “C” average or higher.

If a student attains an average below “C”, the student will be placed on a warning period of one term. During that term, the student will be given the opportunity to increase the overall average to a minimum of “C” or higher.

### *VA Academic Requirements*

A student who does not achieve a C, or a 2.0 Grade Point Average will be placed on academic probation for a two (2) week grading period. To regain SAP status, students on Academic Warning must raise their year-to-date GPA to 2.0 by the end of the two (2) week probationary grading period, or will be withdrawn from the program without refund unless documentable extenuating circumstances.

For example, if a student has a 1.0 GPA when grades are checked the student will be placed on probation for two (2) weeks. To be removed from probationary status, the student must raise the GPA to 2.0 by the date two (2) weeks from the date probation commences, and placed on written notice. If 2.0 GPA is not achieved, the student will be withdrawn.

### *Program Completion Requirements/Graduation*

The requirements for Occupational Education programs are as follows:

- Achieved a minimum 2.0 Cumulative Grade Point Average (CGPA).
- Achieve a minimum 85% attendance rate throughout the whole time in attendance for the program of study.
- Must currently be in good financial standings with the school.
- Returns all school property used by the students while in the program.
- Complete an Exit Survey.

Program completion requirements for Life Enrichment courses include:

- Achieve a minimum 90% attendance rate throughout the whole time in attendance for the program of study.
- Must currently be in good financial standings with the school.
- Returns all school property used by the students while in the program.
- Complete an End of Course Survey.

### *Certificate of Completion*

Once the student successfully completes their course of study, he/she will receive a Certificate of Completion along with any program specific certifications they have earned while taking the program once the program completion requirements have been met.

### *Tutoring*

Tutoring is available for all students. Students should understand that tutoring is not a substitute for regular attendance for the full length of the class day throughout the program. Students who experience difficulty understanding and learning the material contained within the training programs should contact the instructor or Adult Education Director to schedule tutoring with an instructor. Additional laboratory time may be provided for those students needing to complete assigned lab projects or requiring extra help with laboratory activities. These sessions may be scheduled outside of normal classroom instruction hours. Students should make arrangements with the instructor or Adult Education Director.

Students with unacceptable academic performance may be required to accept special help or attend scheduled assistance sessions as a condition of their continuation in the program. These sessions may be scheduled outside of normal classroom hours.

### Academic Appeals

The Academic Appeals policy and process provides a vehicle by which students can appeal academic decisions or actions, such as final grades or consequences of attendance violations. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the SAP Appeals section of the Satisfactory Academic Progress policy.

Students thinking about appealing a decision related to classroom policies such as decisions regarding course-specific testing, classroom assignments, or grades should first discuss their concerns with their instructor. Dismissal can only be appealed if there are significant extenuating circumstances. An academic appeal must be received within seven (7) calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Adult Education Director. The appeal must include a description of the academic decision the student is requesting be reviewed and as much documentation as possible substantiating the reason for review of the decision.

The Adult Education Director will convene a meeting of the Academic Review Board, consisting of the Superintendent, Adult Education Director, and one (1) faculty members (who was not the instructor for the course if the issue is grade related). This meeting will be held within seven (7) calendar days of the Director receiving the student's written appeal. The student will be notified in writing via mail and email of the Academic Review Board's decision. The notification will be sent no later than the end of the next business day after the Academic Review Board meeting. Throughout the appeal process, the student will remain withdrawn from the school until the appeal is successful.

### Clock Hours of Instruction

Clock hours of instruction consist of 50 minutes of instruction in a 60 minute period. Currently, Maplewood Career Center is a clock hour institution.

### Evaluations

Course and faculty evaluations are conducted at the end of every course and sent electronically. Students are asked to critique various aspects of their training. Students comments on course content and instructor effectiveness assists the school in making changes and modification to improve the quality of programs, instruction, and student services.

### Student Records

Student records are maintained for the time a student attends courses. All grades, attendance, and other pertinent information will be added as needed to student records. Student records will only be accessible to students at Maplewood Career Center for two years after completion of the course and by that specific student only.

## Credentialing or Licensures

### *Dental Assisting*

To legally operate dental x-ray equipment and perform dental radiographic procedures in Ohio, dental assistants must meet these minimum requirements:

1. Complete an Ohio Board approved training course in dental radiography, including a clinical portion.
2. Successfully pass a Radiographic Certification exam.
3. Submit the proper application with documentation.

## Student Policies

Students have the right to a safe and pleasant atmosphere in the classroom. There is no food or drink allowed in the laboratory areas. Cell phones are not permitted to be used in the classroom. Only for purposes of receiving an emergency call may cell phones be kept on vibrate during class time.

### Children

Maplewood Career Center does not have the facilities available to care for children while the student attends class. Students are to make arrangements for the care of child/children. Children brought to class will have to be taken home, and the student will be counted absent.

### Behavior

Students are expected to conduct themselves in an appropriate manner in the classroom. A student's behavior is inappropriate if it disrupts the learning environment, the instructor, or other students or staff members. The school treats such behavior the same as it does students who have failed to meet SAP attendance and GPA guidelines.

Please note that severely inappropriate behavior is grounds for involuntary withdrawal from a program. Maplewood Career Center's Adult Education Director will determine when student behavior warrants involuntary withdrawal.

### Professional Conduct

The following are student responsibilities:

- Attend classes regularly.
- Make the most out of his or her educational experience.
- Maintain satisfactory grades.
- Know and observe the School's rules and regulations governing conduct.
- Become informed and express his or her opinion.
- Not to discriminate against any other person because of race, age, sex, sexual orientation national origin, or handicap.
- Discuss grievances informally with the persons involved before invoking formal grievance action. Formal grievance action is outlined in the Catalog.
- Respect persons and the property of others.
- As students interact with their fellow students, staff and faculty, and the business community, they are expected to act in a professional, respectful manner that is complimentary to the learning process and the academic environment associated with their education and training.

A list of forms of misconduct can only be used as a reference- it is not all-inclusive. Examples of conduct that may lead to disciplinary action up to and including dismissal, include:

- Knowingly furnishing false information to the School.
- Theft of the School's property; theft, damage, forgery, alteration, misuse or mutilation of the School's documents, records, identification, educational materials, or property.
- Interfering with the right of others to an education; violation of safety and security rules, bringing animals or children into class.

At all times, all personal property is the sole responsibility of the student, and the School does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

## Cheating or Scholastic Dishonesty

Scholastic dishonesty includes, but is not limited to cheating on an assignment/test/quiz, plagiarism, collusion, copying another student's work, collaborating with another student on school work or a test without permission. In addition, knowingly using, buying, selling, stealing, transporting, soliciting a whole or part of the contents of an administered test, substitution of another student's work for one's own, securing copies of a test or answers in advance of a test. Students displaying scholastic dishonesty will be given a "zero" on the test, quiz, project, assignment, and will be issued additional consequences.

Students who cheat on homework, assignments, or tests that contribute to their grades are subject to disciplinary action up to and including involuntary withdrawal from the class.

## Dress Code

Students are to dress as if they were employed in the area in which they are studying. Uniforms are required in some cases. Shorts, hats, ball caps, tank tops, or other clothes that are inappropriate for the workplace are not permitted in the classroom.

### *Required Program Dress*

Many programs have specific dress requirements. Students are expected to follow the dress guidelines of their program.

### *Protective Clothing/Shoes*

Some programs will require some form of protective clothing. You will be required to purchase, rent, or furnish your own protective clothes, depending upon the course. Instructors will provide more specific information on this matter and information regarding protective clothing, tools and supplies will be posted on the website. Work shoes, boots, or sport shoes with black soles that mark the floor in related classrooms, academic classrooms, cafeterias, multi-purpose rooms, or other areas are not to be worn outside of shop, lab, or project areas.

### *Personal Hygiene*

Although individual program dress code standards may vary, the personal hygiene standards apply for all programs. Students must take daily preventive measures to maintain cleanliness.

## Copyright Protection Policy

Students will be held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials and are expected to report violations if they become aware of them.

## Video- or Audio-Recording Policy

In the interests of an appropriate academic atmosphere in the classroom and encouragement of class participation, video- or audio- recording is not permitted without prior approval of the Adult Education Director.

## Internet Usage

Internet access to global electronic information resources on the World Wide Web is used by the school to assist students in obtaining education-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via the school computer communications systems is considered to be part of the official records of the school and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the information contained in the Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful. The equipment, services, and technology provided via the Internet are the property of

the School. As such, the School reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through its online connections and stored in its computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create the material, does not own the rights to it, or has not secured authorization for its use, it should not be put on the Internet. Likewise, copyrighted and/or trademarked information should not be downloaded from the Internet to the school's networks or devices without obtaining prior permission in writing or having possession of a legal bill of sale or license from the owner to use such material.

Abuse of the Internet access provided by the School in violation of law or school policies will result in disciplinary action, up to and including dismissal. Students may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending, printing or posting discriminatory, harassing, or threatening messages or images.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Copying, pirating, or downloading software and electronic files without permission.
- Violating copyright law.
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmission.
- Sending or posting messages or material that could damage the organization's image or reputation; including the use of the School name, titles and positions in any publication that may be perceived as offensive.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Posting on behalf of the School, without explicit permission from the administration of the School.
- Posting work-related pictures of School employees, students, or anyone associated with the School, without that person's permission.
- Attempting to break into the computer system of another organization or person.
- Performing operations against another organization's computers or networks intended to identify security vulnerabilities or disrupt service.
- Refusing to cooperate with security investigation.
- Sending or posting chain letters, solicitations, or advertisements not related to education purposes or activities.
- Using the Internet for political causes or activities, religious activities, or any sort of gambling.
- Jeopardizing the security of the organization's electronic communications systems.
- Sending or posting messages that disparage another organization's products or services or the passing of personal views as representing those of the organization.
- Sending anonymous e-mail messages.
- Engaging in any other inappropriate or illegal activities.

## Social Media

Social media are media designed to be disseminated through social interaction on the Internet, created using highly accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. The School values the use of social media, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups (among many other forms), to promote positive social interaction. However, the School also recognizes the potential danger for misuse, inappropriate behavior, and abuse. Therefore, students presently enrolled at the school must know that they are liable and responsible for anything they post to social media sites.

Students are prohibited from posting confidential or proprietary information about the school, its students, faculty or staff members on a social media site. Students are prohibited from sharing, disseminating or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the school or externship sites. Applicable federal and state requirements, such as FERPA and HIPAA, are to be followed at all time.

When participating in any form of social media, students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the community. The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of the School and/or affiliate is strictly prohibited and will not be tolerated. (See Policy on Cyberbullying.)

When posting on social media sites, students must be mindful of all copyright and intellectual property rights, especially those reserved by the school. The use of the school logo, image, or iconography on personal social media sites to endorse a particular political party or candidate or to promote a product, cause, or event is strictly prohibited. Students are expected to obey the Terms of Service of any social media site. Students who violate this policy may face disciplinary actions, up to and including dismissal from school.

## Cyberbullying

The School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The School encourages the promotion of positive interpersonal relations among members of the school community. The use of any electronic communication device or venue to harass, intimidate or bully a student, faculty or staff member, whether by other students, faculty, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes any act that substantially interferes or presents a perception of interference with a student's educational experience, opportunities or performance. Any threats, verbal and/or psychological abuse, electronically transmitted or posted, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. Students who violate the policy against cyberbullying may face disciplinary actions, up to and including dismissal from school. Students, faculty, staff, and other parties, who feel like they have been a victim of cyberbullying, should contact the Adult Education Director or his/her designee immediately.

## Drug & Alcohol Policy

A student shall not possess, use, distribute, transmit, sell, or conceal paraphernalia used to administer narcotics, inhalants, toxins, or drugs; nor shall a student possess, use, transmit, sell, conceal, smell of, or be under the influence of narcotics, inhalants, toxins, drugs, or alcohol, or any look-a-like or counterfeit drugs, tobacco, or alcohol while under the jurisdiction of the school. The student will be withdrawn from the program and law enforcement will be contacted.

Maplewood Career Center provides a tobacco and smoke-free work/learning environment. Smoking, vaping, and use of any tobacco products are not permitted on school property.

## Safety & Liability

Maplewood will adhere to the industrial safety standards set up by the Federal Occupational Safety and Health Act and all appropriate laws established by the State of Ohio and local regulations. A student will be removed from lab if he/she does not adhere to the safety standards. Students will be required to wear the appropriate clothing and protective devices (safety glasses, gloves, hard hats, ear plugs, etc.) and will conduct themselves in a safe and appropriate manner in accordance with lab and equipment specifications. Instructors will give specific information as it relates to the individual Career and Technical programs. **NOTE:** Prescription safety glasses must meet industrial standards for polycarbonate unbreakable lenses or students must wear protective goggles over prescriptive glasses.

## Lab & Classroom Cleanliness

All students are responsible for cleanliness in the lab and classroom. Instructors will designate the clean-up procedures, and all students are required to participate in clean-up activities. Please remember Maplewood Career Center is shared by the high school staff and students, the Adult Education staff and students, as well as surrounding community. It is appreciated by all if everyone is respectful of the building and its grounds.

## Pandemic Procedures Notification

To continue with keeping safety a priority, it is imperative that all of the regulations be adhered to in order to continue to keep all individuals safe during this time of pandemic. Regulations have been established and put into effect to assist in keeping everyone as safe as possible during this time. The following regulations align with the orders set forth by the State of Ohio. Until further notice the following will be in place and can be enforced at any time throughout the year.

1. Each person will have his/her temperature taken prior to entering the building. Any temperature at or above 100.4° F will not be permitted to enter the building and will be sent home until all three of the following criteria have been met:
  - a. No fever for at least three (3) days without taking medication to reduce fever during that time.
  - b. There is improvement in their respiratory symptoms (cough and shortness of breath) for three (3) days.
  - c. At least seven (7) days have passed since their symptoms began.
2. All individuals will be strongly encouraged to wear a mask when walking in the hallway to the assigned area and when leaving the building.
3. Upon entering the building, proceed directly to the assigned lab/classroom only. Each assigned area has a restroom facility within the room – this is the assigned restroom facility for the class. There is to be no loitering in the hallway at all. All persons are to go directly to the assigned area and leave when dismissed. All other assigned times in the building are to be in the assigned area only.
  - a. The only entrance that will be used will be the Main Entrance (Door J). No other door will be utilized to enter or exit the building.
4. The cafeteria is closed – no food is to be consumed in the building during the time on campus. There will be no use of communal coffee machines, food consumption, etc. until further notice.
5. Adhere to the 6' minimum social distancing requirements. Assigned seating and/or lab assignments have been pre-established and must be followed. These assignments are selected to assure the minimum social distancing requirements necessary in each area.
6. While daily cleaning will be done, you may be asked to wipe down any equipment that you use during lab to assist in the sanitization process.

7. Only the student is permitted in the building, no visitors will be admitted.

## Warnings

Labels on materials with the words corrosive, explosive, flammable, reactive, and toxic need special care in handling. Follow these three simple rules when working with hazardous materials:

- Read labels and carefully follow label directions.
- Get additional information when in doubt.
- Ask your Director when questions arise about working with or handling hazardous materials.

## Leaks & Spills

If a hazardous material should leak or spill, contact the Adult Education Director immediately so that personnel qualified to handle the emergency are contacted.

If exposed to hazardous materials, some preliminary first aid tips to consider are:

- Chemicals in the eyes: Don't rub the eyes. Open the eye and flush for 15-20 minutes. Be careful not to contaminate the other eye.
- Chemicals on the skin: Flush the area with lukewarm water for five minutes. Remove clothing and jewelry from the burn area and seek further medical attention.
- Inhalation: If poisonous fumes are inhaled, get to fresh air and seek additional professional help.
- Ingestion: If poisonous materials are ingested, induce vomiting if instructed to do so by the instructions available in Public School Works.
- Clothing on fire: stop, drop, and roll. Cool burns with clean water. Never cover them with butter or grease.
- Chemical burns should receive prompt medical attention.

## School Closure

The Adult Education programming reserves the right to close due to inclement weather or other emergencies. Notice of closures may be broadcast on the radio or TV station. TAKE NOTE: Even if Maplewood Career Center High School closes, the Adult Education programming may not be cancelled. Please do not call the school to check if classes are being held. The school closing notification will read as: Maplewood Career Center No Evening Classes or Maplewood Career Center PM classes cancelled.

Information regarding the closing of Maplewood will be done through:

WJMP 1520 AM	WAKR 1590 AM	WONE 97.5 FM
WQXK 100.1 FM	WMMS 100.7 FM	WQMX 94.9 FM
WNIR 100.1 FM	WKYC – TV Channel 3 (NBC)	
TV News Channel 5	WJX – TV Fox 8	

Make-up days due to inclement weather or emergency days may result in an additional class day(s) or extended class hours to make-up days/hours missed. Notification of the make-up schedule will be provided to students as soon as possible.

## Motor Vehicles & Parking

- Students shall observe all state and local traffic laws when entering or leaving school property and all school traffic rules and regulations while on school property.
- Students will park their vehicles in the North Parking Lot (outside of E and F entrances) and South Parking Lot (outside of A entrance).
- Visitor parking is reserved in the front of the building and specified areas in the north or south parking lot.
- No-one except visitors, board members, and administrators should park in the Administrator's lot, which is directly in front of the I, J, & K entrance doors.

## Unauthorized Area

A student shall not be in any hallway, classroom, laboratory, restroom, or other area that he/she is not duly assigned without authorization.

## Breaks

The cafeteria is the only area where food may be consumed. No food is to be removed from the cafeteria by students. During the break period, students are to remain in the cafeteria or other designated areas. Be considerate of others and dispose of any trash and leftovers properly.

## Drug-Free School

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting, which meets the requirements, set forth in the Drug-Free Workplace Act of 1988 and is not tainted by the use or evidence of use of any controlled substance.

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all staff members. Any part-time or full-time employee who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including termination. When appropriate or required by law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students should contact the Adult Education Director or counseling office whenever such help is needed.

## State Smoking Ban

Smoking by adults, including all employees and AWD students, is not permitted on school property. Smoking on the sidewalk, etc. is not permitted. Smoking in District-owned vehicles is also prohibited. It is recommended that employees and students leave the grounds to smoke during their break time. No Smoking signs that meet State regulations are posted at each entrance.

## Disciplinary Action

Students may be subject to disciplinary dismissal for conduct disruptive to the educational process or destruction of school property. Classes must operate in accordance with rules and regulations as set forth by the school administration and Board of Education. A student may be dismissed for poor attendance, lack of progress or interest, misconduct, not following directions from instructors, or excessive absences. Insubordination is grounds for dismissal.

Students whose progress is unsatisfactory will be notified in writing and placed on disciplinary probation for a time period determined by the instructor and the Adult Education Director not to exceed 30 days. Student who do not show improvement during the probation period will be dismissed.

## Due Process

All students are subject to the same rules and procedures. Due process may include notification of charges, conference with administration to discuss incident with opportunity for student explanation, decision of the facts, and an appeals process described below:

Students, who believe that their rights have been violated on the basis of sex, physical handicap, or for any other reason through the action taken by school authorities, shall have the right to appeal. The student shall make the appeal. Maplewood Career Center's district policy is for the appeal process to begin with the level of authority directly over the area/person that the alleged violation occurred. In most cases, the appeal steps are as follows: (1) meeting with the director; (2) meeting with the superintendent; and (3) court hearing.

## Complaints

Students who have complaints or concerns about their program, instructor(s), and/or administration should take the following steps:

1. Discuss the concern with the instructor.
2. Fill out a Grievance Form completely, stating your case in full, and return it to the Main Office.
3. Grievance Forms will then be reviewed by the Adult Education Director.
4. Necessary follow up action will be taken at the Director's discretion.

## Sexual Harassment

### *Verbal*

The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow staff member, student, or other person associated with the District.

### *Non-Verbal*

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow staff member, student, or other person associated with the District.

### *Physical Contact*

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity to or by a fellow staff member, student, or other persons associated with the District.

## Race, Color, National Origin, and Disability Harassment

### *Verbal*

Written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, race, color, national origin, sex/gender, disability, religious beliefs, etc., to or by a fellow staff member, student, or other persons associated with the District.

### *Non-Verbal*

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures to or by a fellow staff member, student, or other person associated with the District.

### *Physical*

Any intimidating or disparaging action such as hitting, hissing, cussing, spitting, hazing, bullying on or by a fellow staff member, student, or other person associated with the District.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another supervisor, co-worker, student, or other persons associated with the District such as a vendor, contractor, volunteer, or school official should promptly take the following steps:

1. If the alleged harasser is a student, staff member, third party, or another person associated with the district, other than the Adult Education Director, the affected students should, as soon as possible after the incident, contact the Adult Education Director.
2. If the alleged harasser is the Adult Education Director, the affected student should, as soon as possible after the incident, contact the district's Compliance Officer, the Supervisor of Business Affairs.
3. The student may make contact either by a written report, by telephone, or personal visit. During the contact, the reporting student should provide the name of the person(s) who he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

The student may file a complaint with the U.S. Department of Education. Complaints may be sent to: U.S. Department of Education, Team Leader, and Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Center, Cleveland, Ohio 44104-2611.

Each report received by the district's Compliance Officer shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as required by law or is in the contact of a legal administrative proceeding. No one involved is to discuss the subject outside of the investigation. The purpose of this provision is to:

- A. protect the confidentiality of the student who files a complaint;
- B. encourage the reporting of any incident of sexual, racial, or other forms of harassment;
- C. protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved (if under 18 years of age, may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation. Parents and/or guardians of the student (if under 18 years of age) who is the victim of harassment will be notified upon the filing of a report.

Maplewood recognizes that determining whether a particular action or incident is harassment, or conversely is a reflection of an action without a discriminatory or intimidating intent or effect, must be based on all of the facts in the matter. Given the nature of harassing behavior, the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against school employees, other students, or third parties.

Performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm will not be tolerated. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

All incidents of hazing must be reported immediately to any of the following individuals: the building director or other administrator, teacher or superintendent. Students who engage in hazing may also be liable for civil and criminal penalties. Discipline for harassment may include a student conference, a parent and student conference or dismissal from the program.

## Title IX and Section 504 Grievance Procedure

### *Alleged Discrimination and Harassment Grievance Procedure*

Any student who believes that Maplewood Career Center or any school official has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964, (race, color, natural origin,) Title IX of the Education Amendment Act of 1972 (gender), Section 504 of the Rehabilitation Act of 1973

(disability) or the Age Discrimination Act of 1975, as amended, 20, U.S.C. etc. Seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, may file a complaint, which shall be referred to as a formal discrimination/harassment complaint. This is in accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) guidelines.

It is recommended that the grievant attempt to resolve the alleged discrimination or harassment complaint informally at the Director/Instructor level within five (5) days of the date the incident occurred. However, if the alleged discrimination/harassment complaint cannot be resolved informally, the following procedure shall be followed:

Students can also file complaints directly with the Certification Board for their individual programs if a Certification Board is assigned for that individual program. (Example: The Ohio State Board of Cosmetology for the Cosmetology Program.)

#### Step 1

An alleged formal discrimination/harassment complaint shall be made to the Director or Instructor within ten (10) working days of the date the incident occurred. A formal conference will be arranged to discuss the alleged discrimination/harassment and determine a reasonable solution. Nevertheless, a copy of the discrimination/harassment complaint must be forwarded to the District's Title IX/504 Coordinator.

1. The written complaint will include the date, time, a description of the incident, and the name of the person or persons involved.
2. Within three (3) working days of the written complaint, the Director will request a meeting with the person or persons allegedly involved in the discrimination/harassment of the complainant to inform them about the filing of the complaint. The person against whom the discrimination/harassment complaint has been filed will have seven (7) working days to submit a written response to the complaint.
3. Upon receipt of the response, the Director will review the reports, conduct any further inquiry as necessary, and issue a written decision to all parties involved within ten (10) working days.

#### Step 2

If the issue is not resolved at Step 1, the decision may be appealed to the Title IX or 504 Coordinator, within five (5) working days. A conference/investigation will be held with involved personnel in the alleged act of discrimination/harassment. (Both of these titles include Title VI.)

504 Coordinator for Adult Students  
Adult Education Director  
7075 State Route 88  
Ravenna, OH 44266  
(330) 296-2892

Title IX Coordinator  
Supervisor of Business Affairs  
7075 State Route 88  
Ravenna, OH 44266  
(330) 296-2892

#### Step 3

If the issue is not resolved at Step 2, the decision may be appealed in writing to the District's Superintendent within five (5) working days.

1. The request will contain a concise statement of the incident that resulted in the complaint.
2. The Superintendent will schedule a hearing within five (5) working days after receiving the written request.
3. After the hearing has taken place, the Superintendent will schedule a hearing within five (5) working days. A copy of the decision will be sent to all parties involved including the District's Title IX/504 Coordinator.

#### Step 4

If the issue is not resolved in Step 3, the decision may be appealed in writing to the District's Board of Education within ten (10) working days.

1. The appeal will be placed on the agenda for the next regular meeting of the Board. The appeal may be heard in either open or closed session at the request of the employee.
2. The employee submitting the appeal shall be entitled to representation if desired. Such action shall be based upon information presented orally and in writing by the appellant and any other information provided by the Director, the District's Title IX/504 Coordinator, and/or Superintendent.
3. Copies of the final disposition shall be sent to the employee who submitted the appeal, the Superintendent, Director, and the District's Title IX/504 Coordinator.

#### Step 5

If the alleged issue is not resolved at Step 4, the decision, at any time during the process may be forwarded to the Office for Civil Rights. Parent(s) or guardian(s) do not have to be present at the informal complaint meeting with the Director/Supervisor. However, the parent(s) or guardian(s) must be present at all levels of the formal alleged discrimination process for youth under the age of 18 years.

Office for Civil Rights  
Bank One Center  
600 Superior Avenue, East Suite 750  
Cleveland OH 44114-2611  
614-522-4970

Notice to Students: Contact information for the individual Certification Boards will be on file with the Adult Education Office and in the individual Program Student Handbooks.

Notice to Students: Maplewood Career Center is currently in candidate status for national accreditation through the Council on Occupational Education. Once a student has followed the grievance procedures, students may also contact the Council at the following:

Council on Occupational Education  
7840 Roswell Road  
Bldg. 300, Suite 325  
Atlanta, GA 30350  
Phone: 800-917-2081  
Fax: 770-396-3790

#### Family Education Rights and Privacy Act (FERPA)

An Education record is defined as files, materials or documents that contain information directly related to a student. The Institution maintains education records. Education records are supervised by the Institution Director and access is afforded to Institution officials for purposes of recording grades, attendance and advising as well as determining financial aid eligibility.

All students attending this post-secondary Institution shall have the right to inspect, review and challenge their academic records; including grades, attendance, advising and any additional information contained in their education record. Students may request a review of their records by writing the Institution director at the address in this catalog. Requests for review will be granted within 45 days. The review will be allowed during regular Institution hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge.

Students may challenge the record for purposes of correcting or deleting any of the contents. The challenge must be made in writing with the reason for the requested change stated fully. Attendance, grades and course evaluations can be challenged only on the grounds that they are improperly recorded.

If, after the hearing, the Institution decides not to amend the record, the student has the right to place on file a statement setting forth his or her view of the contested information.

Generally the Institution must have on file written permission in order to release any information from the student's educational record, other than directory information as defined in the next paragraph. As a post-secondary educational institution, parental access to students' records will not be allowed without prior consent. The Institution may disclose educational records without consent to any of the following:

- Parents of a student who is a dependent for tax purposes
- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for the purposes of audit or evaluation
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in the case of health and safety emergencies
- State and local authorities within the juvenile justice system, pursuant to State specific law.

Directory information includes the student's name, address, telephone number, birth date, program undertaken, honors and awards, and dates of attendance. This directory information may be disclosed without the consent of the student unless the student specifically requests that the information not be released. The Institution requires students to present such request in writing at the time of enrollment. Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law. See Exhibit I.

### [Violence Against Women Act](#)

Maplewood Career Center, Adult Education is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Title IX offenses are a violation of trust and respect, are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX offenses include: rape and sexual assault, domestic violence, dating violence and stalking. The school will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. The school will investigate student complaints, and a student who has committed a Title IX offense will be subject to the school's Disciplinary Action Policy which could result in dismissal from school. The school will provide students with educational materials on sexual violence so that students can be informed of risks and take steps to ensure they do not become a victim or a perpetrator of a Title IX offense.

If a student is a victim of sexual violence, the student is urged to seek immediate medical assistance and to report the incident to the police. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. A student who is a victim of sexual violence involving a student at school or an employee is urged to make a complaint to the Adult Education Director. Victim support and community resources are available even if the victim does not report to the police or make a complaint to the Adult Education Director. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to the local police. Retaliation against an individual who reports a crime; brings a complaint; pursues legal action; participates in an investigation; or, is a witness in any proceeding is prohibited and will not be tolerated by school. Should a victim of sexual violence request confidentiality, the school will honor the request to the extent possible and allowed by law. The school will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim.

## Campus Security Information

### Crime Statistics and Security Report

Copies of this report are available in the Business Director's office.

### Video Surveillance

Maplewood has installed cameras and video equipment to monitor some sections of the building and grounds. The purpose of this equipment is to assist in meeting the curricular needs of Criminal Justice and in providing a safe and secure environment for its students, staff, and general public. Students, parents, and members of the general public will not be permitted to view video surveillance tapes unless Maplewood Career Center is required by law (court order, subpoena) to provide surveillance tape. In order to be both proactive and preventive, the following guidelines are for the implementation and use of the equipment.

#### *General Guidelines*

1. The monitoring devices are the property and the responsibility of the school.
2. Cameras and recording devices will be used on a 24-hour basis throughout the year.

#### *Use of Tapes/Files*

1. The school reserves the right to use tapes/files in disciplinary occurrences. Tapes/files may be used as part of the disciplinary investigation to show rule violations to hearing officers, police and court authorities. When properly identified, these tapes/files may be stored in the school safe for future reference.
2. Administrators who use tapes as part of the due process hearing procedure will complete a form indicating the use of a specific tape. The information on this form will include date, time, and reason for the use of the tapes.
3. While Criminal Justice students monitor the camera transmission, authorized staff and selected students will observe tapes.
4. When school authorities observe any behavior that may be in violation of the law by any person, the school may contact local authorities to determine if the incident is sufficient to warrant criminal charges.
5. Outside agencies may request viewing of a tape/file to assist them in their investigative responsibilities.

### Search and Seizure

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. The individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students.

Although school authorities will respect the rights of students in their locker and property, it should be made clear to all that lockers are the property of the school. Students shall not use the locker or property for illegal purposes or for storing illegal materials or contraband; to interfere with school discipline or the normal operation of the school; to endanger the health and safety of other persons. Trained dogs may be used to alert authorities of illegal contraband. If reasonable suspicion exists, a general search of school lockers and student property may be conducted to repossess school property and personal property of others. Items that may be used to disrupt or interfere with the educational process may be removed from the student's possession. Whenever possible, the administration will advise students in advance of the search; however, search of lockers may be conducted without prior student notification.

The school maintains the legal control of the student parking lot and grounds. Trained dogs may be used to alert authorities of illegal contraband. The administration reserves the right to, upon reasonable

suspicion, inspect and search any motor vehicle. Prohibited material may be confiscated. Students are responsible for the contents in their vehicles.

Search and seizure by law enforcement officers may be made on presentation of a search warrant describing the item(s) to be seized. The school is not responsible for damage to personal property including vehicles.

School officials can and will access student personal drive on school computers (read only) to monitor inappropriate use of school provided technology and/or student assignments.

Periodically, throughout the year, general safety programs and fire drills are conducted to keep students and staff on the alert in the event of an emergency.

If the need should arise, a counselor is available to speak with victims on an individual basis.

### Vandalism

Vandalism is any unauthorized attempt to harm, modify, or destroy data of another user, the electronic network, or any district computer system. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism is strictly prohibited.

### Safety Violations/Hazardous Behavior

A student shall not violate safety regulations and procedures on the school grounds, or school property, nor at any school event, activity, or function off school grounds. A student shall not behave in a way that such behavior presents a hazard to students, staff, and visitors to the career center.

This includes shop/laboratory rules, classroom rules, board of education policy, and administrative regulations and procedures. It also includes driving regulations on or about school property and grounds. Laser pointers are strictly prohibited. Being in possessions of ammunition/shells or other items that pose a potential danger to students or staff is prohibited.

### Use of an Object as a Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, and jewelry.

### Endangering/Inciting Panic

A student shall not intentionally endanger, or threaten to endanger persons or property at school or at school-related activities, including, but not limited to, the following behaviors: setting fires, initiating false alarms, making bomb threats, making or placing explosive devices of any kind, or initiating any action which is likely to cause psychological or physical harm to persons or damage to property. Students found to have made a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat, will be dismissed, and charges will be filed with law enforcement. Likewise, a student shall not be an accomplice to behaviors that endanger persons or property.

### Assault – Verbal or Physical Abuse

A student shall not cause, attempt to cause, threaten to cause, or behave in such a way that could cause physical and/or mental injury to an employee of Maplewood Career Center, Board of Education member, authorized visitor, or other students. This includes acts performed on or off school grounds at any school activity, function, or event. Should such assault occur:

1. The employee has the right to defend himself/herself and/or obtain assistance.
2. The director or designee shall be immediately notified.
3. The student shall be immediately suspended (following proper board policy procedures) and a request for dismissal made to the Superintendent.

4. Law Enforcement will be contacted.

### Crime Control Act of 1990

The Crime Control Act of 1990 has created Gun-Free and Drug-Free School Zones. It is now a Federal offense to possess guns or drugs on the grounds or within 1,000 feet of any public, private, or parochial school. Penalties are imprisonment of up to five years, fine of up to \$250,000, or both.

### Harassment and/or Bullying (including Cyberbullying)

No student will harass, intimidate, and/or bully another. School personnel are required to report any harassment or bullying to the Adult Education Director.

Conduct constituting harassment may take different forms, including but not limited to the following inappropriate behaviors continued on the next page.

### Conceal/Carry Policy

The Ohio Revised Code states that no person shall carry a dangerous weapon concealed on or about his person. With respect to the conceal/carry bill, unless otherwise authorized by law, pursuant to Ohio Revised Code section 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

## Placement Assistance

Maplewood's Adult Education Department provides assist to students and program completers with placement services. For services, please contact the Adult Education Director at (330) 296-2892 ext. 551011 for more information.

## Aspire Program

The Maplewood Career Center ASPIRE offers basic skills in math, reading, English/language, life skills, computer literacy, and transitioning skills to enter post-secondary education, training, and job skills.

To begin classes sign up for an orientation by calling (330) 296-2892 ext 551017. The orientation introduces you to the ASPIRE Program. Letting you know what is expected by giving you a brief assessment so that our advisors can determine what skills are needed to help you achieve your goals.

To accommodate your schedules (ASPIRE) has day and evening sessions available throughout Portage County.

- Maplewood Career Center - Tuesday/Thursday evening from 6:00 p.m. to 8:30 p.m.
- Goodwill in Ravenna – Tuesday/Thursday evening 6:00 p.m. to 8:30 p.m. (on the bus route)
- Opportunity Resource Center on Cleveland Road, Ravenna - Monday/Wednesday morning from 9:00 a.m. to 11:30 a.m. (on the bus route)
- Streetsboro Community Center – Monday/Thursday 9:00 a.m. to 11:30 a.m.
- Renaissance Place, Ravenna – Thursday from 9:00 a.m. to 11:30 a.m.
- English for Speakers of Other Languages (ESOL) – Monday/Wednesday morning from 9:00 a.m. to 11:30 a.m.
- Distant Learning – for the student with higher scores that works from home on their computer and e-mails a qualified teacher with questions when needed. The student can even come into class on occasion with question.
- Windham High School – Monday/Wednesday 9:00 a.m. to 11:30 a.m.

Advanced English and Math classes for those students that plan on transitioning into the college setting.

### GED Preparation

- The Official Practice Test is given at an Aspire Learning Center. Anyone wishing to take the Official Practice Test must first attend orientation and complete the registration requirements.
- See if you are ready... it's FREE!
- Free classes throughout Portage County are available.

### GED Application

- Apply online or obtain a paper application at Maplewood Career Center or class.
- Fill out application completely including signing, notarization, and payment amount.
- YOU mail these to the Ohio Department of Education in Columbus.
- Keep attending Aspire classes! Let us help you study while you wait for the next GED Test!

### GED Authorization

- YOU must call Maplewood GED Testing Office 10 business days after sending your GED application to the state (Monday – Friday 3:00-9:00 pm, 330-296-2892 ext. 551017).
- We can verify that your GED application had been processed by the Ohio Department of Education.
- Fill out Maplewood's green *Registration Form* and return to MCC along with the \$25 non-refundable fee payable to Maplewood Career Center.
- Once you are approved through by the Ohio Department of Education and have paid the \$25 non-refundable fee, then we can register you for a GED Test. We do NOT accept walk-ins on the day of the GED Test.

### GED Test

- On the day of your GED Test, please bring your valid driver license from any state or your passport.
- The GED Test is made up of 5 sections (Writing, Reading, Social Studies, Math, and Science) and are answered by both multiple choice and written essay.
- Each section has a time limit and the whole GED Test total time limit is 7 hours and 25 minutes.
- Testing is from 4:00-8:00 and you MUST be on time. Please arrive at MCC's Main Office by 3:45pm.

### Take note...

- Maplewood Career Center is the only GED Testing site in Portage County and administers a test once a month.
- You must take the GED Test within 120 days after approval from the state or your application expires and must be resubmitted and paid for again.
- Applicants must be at least 19 years old. Applicants 18 years and younger must meet certain requirements/complete special age waiver form and be officially withdrawn from school.

Contact the Aspire office at (330) 296-2892 ext. 551017 if you have any additional questions.

## Governing Body

### Board of Education

Roger Boltz, President  
Chelli Yoho, Vice President  
Bonnie Lovejoy  
Donna Karg  
Patricia Brett  
Joan Seman  
Jay Kelsey  
Brian Violi

*Representative of Ravenna School District*  
*Representative of Mogadore School District*  
*Representative of Crestwood School District*  
*Representative of Field School District*  
*Representative of Garfield School District*  
*Representative of Ravenna School District*  
*Representative of Rootstown School District*  
*Representative of Streetsboro School District*

Mary Kaley  
Victoria Brock  
Mandy Berardinelli

*Representative of Southeast School District*  
*Representative of Waterloo School District*  
*Representative of Windham School District*

## Administration

Randy Griffith, Superintendent  
Michelle Seckman, Treasurer  
Michael Lenzo, Supervisor of Business Affairs  
Belinda Sasala, Adult Education Director

## Staff and Faculty

### Administration

Sasala, Belinda (Full Time)

*Adult Education Director*

*ODE Resident Educator Adolescence to  
Young Adult (7-12) License, Integrated  
Social Studies (150004)*  
*MBA-Management*  
*Tiffin University*  
*BS-Secondary Education, Integrated Social  
Studies*  
*Kent State University*  
*AAB-Accounting Technology*  
*Bohecker's Business College*  
*Certification-MOS, Word 2010*  
*Certification-MOS, Excel 2020*  
*Certification-MOS, PowerPoint 2010*

Dunaway, Felicia (Part Time)

*Adult Education Secretary*

*Diploma-Airline Travel Specialist*  
*International Air & Hospitality Academy*

### ASPIRE-Administration

Gauntner, Laure (Full Time)

*ASPIRE Coordinator*

*ODE Adult Education Permit-Mathematics  
(110000); Speech/Communications  
(050504)*  
*BA-Mass Media, Communication-News*  
*The University of Akron*  
*AAB-Business Management Technology*  
*The University of Akron*  
*AAB-Marketing & Sales Technology,*  
*Advertising*  
*The University of Akron*

Bowers, Donna (Part Time)

*ASPIRE Secretary*

*Diploma-Medical Coding and Billing  
Specialist*

*Bohecker College*

Shae, David (Part Time)

*ASPIRE Transition Coordinator*

*ODE Adult Education Permit-Mathematics  
(110000); Speech/Communications  
(050504); Comprehensive Social Studies  
(150002); General Science (130100)*  
*BA-Political Science,*  
*International/Comparative Politics*  
*The University of Akron*

Steely, Miriam (Part Time)

*ASPIRE Secretary*

### ASPIRE-Instructors

Andrews, Traci (Part Time)

*ODE Professional Pupil Service License,  
School Counselor (270200)*  
*ODE Professional Adolescence to Young  
Adult (7-12) License, Integrated Social  
Studies (150004)*  
*MA-Education, School Counseling*  
*The University of Akron*  
*BA-Integrated Social Studies Education*  
*Hiram College*

Bowman, Kara (Part Time)

*ODE Adult Education Permit-Mathematics  
(110000); Speech/Communications  
(050504)*  
*BS-Teaching Major in Mathematics*  
*Ball State University*

Cantor, Lori (Part Time)  
ODE Adult Education Permit-Mathematics  
(110000); Comprehensive Social Studies  
(150002); General Science (130100)  
BA-News, Telecommunications & Journalism  
Kent State University

Case, Jennifer (Part Time)  
ODE Adult Education Permit-  
Speech/Communication (050504)  
MA-Education, Educational Foundations,  
Social/Philosophical Foundations of  
Education  
The University of Akron  
BA-International Ministries  
Moody Bible Institute

Hastings-Lawhorn, Melissa (Part Time)  
ODE Adult Education Teaching Permit-  
Comprehensive Social Studies (150002);  
General Science (130100); Mathematics  
(110000); Speech/Communications  
(050504)  
PhD-Adult Education  
Capella University  
MEd-Instructional Design and Technology  
American InterContinental University  
BA-Sociology and Communication, English  
Composition  
Baldwin Wallace College

Lenthe, Scott (Part Time)  
ODE Vocational Education Certificate  
Agriscience (010100); Environmental  
Management (010699); Natural  
Resources (010600); Production  
Agriculture (010104)  
PhD-Higher Education  
Ohio University  
MEd-Higher Education  
Ohio University  
BS-Environmental & Natural Resources,  
Fisheries Management  
The Ohio State University

Pramik, Kelly (Part Time)  
ODE Adult Education Teaching Permit-  
Comprehensive Social Studies (150002);  
General Science (130100); Mathematics

(110000); Speech/Communications  
(050504)  
MEd-School Counseling  
Kent State University  
MA-Teaching English as Second Language  
Kent State University  
BS-Educational Studies  
Kent State University

Reigelman Sr, Glen (Part Time)  
ODE Adult Education Permit-General  
Science (130100); Mathematics  
(110000); Comprehensive Social Studies  
(150002); Speech/Communication  
(050504)  
MA-Human Resource Management  
Golden State University  
BA-Meteorology  
Pennsylvania State University  
BS-Mathematics  
Grove City College

Shae, David (Part Time)  
ODE Adult Education Permit-Mathematics  
(110000); Speech/Communications  
(050504); Comprehensive Social Studies  
(150002); General Science (130100)  
BA-Political Science,  
International/Comparative Politics  
The University of Akron

Vinson, Kelly (Part Time)  
ODE Adult Education Permit-Comprehensive  
Social Studies (150002); General Science  
(130100); Mathematics (110000);  
Speech/Communications (050504)  
BS-Elementary Education, The Family  
The University of Akron

Westover, Allyson (Part Time)  
ODE Adult Education Permit-Special  
Interest/Personal Living (091064)  
MEd-School Counseling  
Kent State University  
BS-Political Science, Criminal Justice  
The University of Akron  
AAS-Criminal Justice Technology  
The University of Akron

## Childcare

Peyatt, Danielle (Part Time)  
ODE Adult Education Teaching Permit-AWE  
Health Occupations (070000)  
BA-Justice Studies  
Kent State University

## Cooking

Lewis-Beaverly, Catherine (Part Time)  
ODE Adult Education Permit-AWE Family &  
Consumer Services (090000)  
BA-Management  
Walsh University  
Certified ServSafe Instructor  
Registered ServSafe Examination Proctor

## Computer

Moore, Jason (Part Time)  
ODE Adult Education Permit-AWE  
Marketing Education (040000); AWE  
Office Operation (140000)  
Master of Christian Ministry  
Harvestnet Institute  
AAB-Business Management  
Bohecker's Business College

Way, Laura (Part Time)  
ODE Adult Education Permit-AWE Office  
Operations (140000)  
BS-Accounting  
Western Governor's University  
BA-Anthropology  
Kent State University  
AAB-Accounting Technology  
Bohecker College

## Exercise

Soltis, Tamara (Part Time)  
ODE Adult Education Permit-AWE Family &  
Consumer Services (090000)  
MPA-Public Administration  
Capital College  
BS-Business Administration & Management  
Kaplan University

Wadsworth, Joann (Part Time)  
ODE Adult Education Permit-Special  
Interest/Personal Living (091064)  
Yoga Alliance Registered Trainer

BS-Applied Social Science  
University of Findley

## Language

Bass, Kim (Part Time)  
ODE Adult Education Permit-AWE Special  
Interest/Personal Living (091064)  
MS-Rehabilitation  
University of Arkansas  
BS-Legal Studies  
Lake Erie College  
AAS-Handicapped Services  
The University of Akron

## Lifestyle & Entertainment

Plough, Merideth (Part Time)  
ODE Adult Education Permit-AWE Special  
Interest/Personal Living (091064)

## Medical

Frank, Kathryn (Part Time)  
ODE Adult Education Permit-AWE Health  
Occupations (070000)  
AAS-Management  
Champlain College  
AAPC Member

Hake, Kimberly (Part Time)  
ODE Adult Education Permit-AWE Health  
Occupations (070000)  
ATS-Extended Function Dental Auxiliary  
Stark State College  
CPR Certified  
Ohio Dental Board: Expanded Function  
Dental Auxiliary License  
Ohio Dental Board: Radiographer License

Pellin, Patrick (Part Time)  
ODE Adult Education Permit-Emergency  
Medical Technician (070907); Firefighter  
Trainer Training (172801)  
BA-Political Science  
Hiram College  
Diploma-Mortuary Science, Embalming  
Pittsburgh Institute of Mortuary Science  
Certificate-EMS  
Youngstown State University  
Certificate-Firefighter  
Maplewood Career Center

*ASHI/Medic First Aid: Instructor, OH Dept.  
Public Safety  
EMS Instructor*

## **Trade and Industry**

**Amore, Jessica (Part Time)**

*ODE Adult Education Permit-AWE  
Marketing Education (040000)  
Certificate-CAD Development & Design  
Buckeye Career Center  
BIS-Integrative Studies, General  
Kent State University*

**Broecker, Chris (Part Time)**

*ODE Adult Education Permit-AWE Industrial  
& Engineering Technologies (170000)  
Diploma-Welding Technology  
Fortis College*

**Francis, Keith (Part Time)**

*ODE Adult Education Permit-AWE Industrial  
& Engineering Technologies (170000)  
Journeyman, Mold Maker  
National Tooling & Machining Institute  
AAB-Computer Technology, Application  
Development Technology  
Kent State University  
Diploma-Machine Trades  
Maplewood Area JVS*

**Nelson, Scott (Part Time)**

*ODE Adult Education Permit-AWE Industrial  
& Engineering Technologies (170000)  
BS-Multidisciplinary Studies  
Liberty University*

**Pavkov II, Robert (Part Time)**

*ODE Adult Education Permit-AWE Industrial  
& Engineering Technologies (170000)  
ODE Professional Career Technical (7-12)  
License-Masonry (171004)  
CTE-37 Teaching Certificate  
Kent State University  
Journeyman-Bricklayer  
BAC Local #7*

**Rollyson, Richard (Part Time)**

*ODE Adult Education Permit-AWE Industrial  
& Engineering Technologies (170000)  
Certification-Akron Testing Laboratory &  
Welding School*

*AWS D1.1 Structural Welding Code  
Steel, FCAW-G, 3G Vertical Up, 1" V-  
Groove, .045" E7IT-1, 80/20%  
Argon/CO2*

*AWS D1.1 Structural Welding Cost Steel,  
GMAW, 3G ¼" V-Groove, ER70S-6,  
.035" 80/20% argon/CO2 Shield  
Section IX ASME Boiler & Pressure  
Vessel (pipe), SA106 B .343" wall,  
2.375" OD 6G position,  
E6010//E7018.*

*Section IX ASME Boiler, Pressure Vessel  
Code, GTAW ¼" V-Groove 2G position,  
ER70S-6, Argon Shield.*

*AWS D1.1 Structural Welding Code  
Steel, SMAW 1" V E7018, 3G & 4G for  
all positions, Unlimited Thickness.*

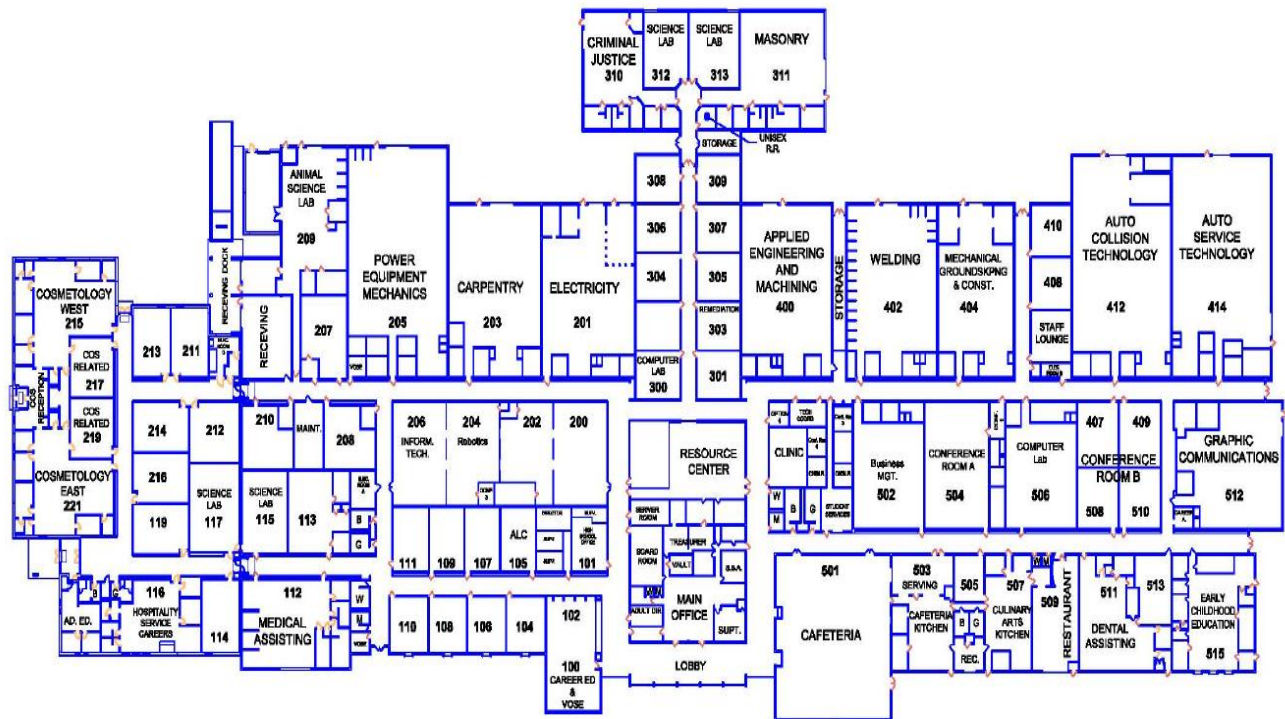
**Setinsek, Rudolph (Part Time)**

*ODE Adult Education Permit-AWE Industrial  
& Engineering Technologies (170000)  
Certificate-Motor & Controls  
Trumbull County Joint Vocational School  
Certificate-Overhead Crane & Hoist  
Operator  
Crane America Services  
Certificate-Tech Masters Program, Tech  
Level One  
Kone Cranes Lifting Business  
Certificate-Crane Inspection I  
Terex Services  
Certificate-Kone Cranes Crane Inspector  
Kone Cranes Lifting Business*

**Warner, Daniel (Part Time)**

*ODE Adult Education Permit-AWE Industrial  
& Engineering Technologies (170000)  
MS-Management, Strategic Management  
Indiana Wesleyan University  
BS-Management  
Indiana Wesleyan University*

## Appendix A



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## **WELDING SUPPLY LIST**

### **Required Material/Equipment:**

- Welding Helmet with #10 or #11 Shade Lens
- Welding Jacket or Sleeves
- Leather Welding Gloves
- Leather Boots
- Safety Glasses
- Wire Brush
- Chipping Hammer
- Standard Vice Grip Pliers
- Welpers

### **Optional Equipment:**

- Welding Skull Cap
- 4 ½" Grinder
- Torch Tip Cleaner
- Torch Igniter

