



Begin • Believe • Become

*Adult Education
Student Handbook
2024-2025 Edition*



<https://council.org>



<https://techcred.ohio.gov>



<http://ohiotechnicalcenters.com>

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Contents

Introduction & Overview	7
Welcome	7
History	7
Mission	7
Vision	7
Purpose	7
Consumer Information	7
Accreditation, Licenses, and Approvals	8
Ohio Technical Centers	9
Non-Discrimination Statement	9
Program and Policy Change	9
Building Map	9
Academic Calendar	9
Admissions Requirements	10
Occupational Education Programs	10
Adult Diploma Students – Admission by Exception	10
Registration	11
Life Enrichment Courses	11
Change of Contact Information	11
Orientation	11
Transfer of Credits	11
<i>Transfer Between Programs</i>	11
<i>Transfer of Students Between Institutions</i>	11
Readmission	11
Financial Responsibilities	12
Tuition and Fees	12
Payment, Fees & Tuition	13
Adult Diploma Program	14
Scholarships FAFSA/Lozick Foundation / Short-Term Certificate/Talent Ready	14
Returned Checks/Refund Policy/Withdrawal/Financial Assistance	15
Returned Checks	15
Senior Citizens	15
Refund Policy	16

<i>Veteran's Refund Policy</i>	16
Withdrawal Procedures	17
Financial Assistance Programs	17
<i>Job and Family Services Tuition Assistance</i>	17
<i>Veterans Affairs Benefits (VA)</i>	17
<i>Workforce Investment Act/Trade Adjustment Act</i>	17
<i>American Welding Society (AWS)</i>	17
<i>FAFSA, Talent Ready, Short-Term Certificate, Lozick Foundation</i>	17
Academic Programming & Program Start Dates	18
Course Programming & Cancellation Policy	18
Occupational Education Programs	19
Medical	19
Trade and Industry	20
Trainings	22
Computers	23
Animal Care	24
Exercise	25
More Trade & Industry	26
Academic Policies and Procedures	27
Accommodations for Students with Disabilities	27
Academic Advisement Services	27
Placement Services	27
Attendance	27
<i>Make Up Time for Clock Hour Programs</i>	28
<i>Make Up Work</i>	28
Tardiness	28
Leave of Absence	28
Academic Grading	28
Satisfactory Academic Progress (SAP)	29
<i>SAP Guidelines</i>	29
<i>Maximum Time Frame</i>	29
<i>Academic Warning</i>	29
<i>SAP Measurement</i>	30
<i>VA Academic Requirements</i>	30

Program Completion Requirements/Graduation	30
Certificate of Completion.....	31
Tutoring.....	31
Academic Appeals.....	31
Clock Hours of Instruction.....	31
Evaluations.....	31
Student Records.....	32
Credentialing or Licensures.....	32
<i>Dental Assisting</i>	32
Student Policies.....	32
Children.....	32
Behavior.....	32
Professional Conduct	32
Cheating or Scholastic Dishonesty	33
Dress Code	33
<i>Required Program Dress</i>	33
<i>Protective Clothing/Shoes</i>	33
<i>Personal Hygiene</i>	33
Copyright Protection Policy	34
Video- or Audio-Recording Policy	34
Internet Usage	34
Social Media.....	35
Cyberbullying	36
Drug & Alcohol Policy.....	36
Safety & Liability	36
Lab & Classroom Cleanliness	36
Covid-19 Procedures.....	36
Warnings	37
Leaks & Spills.....	37
School Closure.....	37
Motor Vehicles & Parking	37
Unauthorized Area.....	38
Breaks.....	38
Drug-Free School.....	38
State Smoking Ban	38

Disciplinary Action	38
Due Process.....	38
Complaints	39
Sexual Harassment.....	39
<i>Verbal</i>	39
<i>Non-Verbal</i>	39
<i>Physical Contact</i>	39
Race, Color, National Origin, and Disability Harassment.....	39
<i>Verbal</i>	39
<i>Non-Verbal</i>	39
<i>Physical</i>	39
Title IX and Section 504 Grievance Procedure.....	40
<i>Alleged Discrimination and Harassment Grievance Procedure</i>	40
Family Education Rights and Privacy Act (FERPA).....	42
Violence Against Women Act.....	43
Campus Security Information	44
Crime Statistics and Security Report.....	44
Video Surveillance.....	44
<i>General Guidelines</i>	44
<i>Use of Tapes/Files</i>	44
Search and Seizure.....	44
Vandalism.....	45
Safety Violations/Hazardous Behavior	45
Use of an Object as a Weapon.....	45
Endangering/Inciting Panic	45
Assault – Verbal or Physical Abuse	45
Crime Control Act of 1990	46
Harassment and/or Bullying (including Cyberbullying)	46
Conceal/Carry Policy	46
Aspire Program	46
Adult Diploma Program – Ohio Options	47
Governing Body.....	48
Board of Education	48
Administration	48

Staff and Faculty	49
Administration	49
ASPIRE-Administration.....	49
Cooking	49
Computers.....	50
Exercise	50
Language	50
Lifestyle & Entertainment.....	50
Medical.....	50
Trade & Industry	50
Appendix A – Building Map.....	51
Appendix B – Welding Supply List.....	52

Introduction & Overview

Welcome

The 2023-2024 Student Handbook has been designed to guide and assist adult students in achieving their educational and professional goals. Students may also receive specific program information from their respective programs that supersedes the Adult Education Departments' general information. The administrators, instructors, and support staff of Maplewood Career Center for Adult Education are ready to assist you in any way possible to attain your goals. Our Best Wishes to you as you begin your training.

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 boasts one of the largest computer labs in Northeast Ohio.

The Adult Education Programs at Maplewood Career Center started in 1976 and 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 provides individuals with educational experiences that aid in personal growth and development and the development of career/technical skills leading to graduation, certification, 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 students 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, 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 in 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's Adult Education Program has approvals from the following authorizing agencies:

- Accredited 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.
- 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.
- 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.

Ohio Technical Centers



Maplewood Career Center is proud to be a part of Ohio's Technical Centers (OTCs). There are 51 Technical Centers throughout the State of Ohio that provide educational opportunities in post-secondary where adult learners are trained and earn credentials needed for today's most in-demand jobs. Check out this catalog, which includes Maplewood Career Center's Adult Education classes that can change your career path. For more information go to: <https://ohiotechnicalcenters.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

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

July 4, 2024	Independence Day
September 2, 2024	Labor Day
October 2, 2024	Parent/Teacher Conferences (PM)*
November 14, 2024	Career Night & Spaghetti Dinner*
November 28-29, 2024 & December 2, 2024	Thanksgiving Break
December 23, 2024 – January 3, 2025	Winter Break
January 20, 2025	Martin Luther King Jr
February 5, 2025	Parent/Teacher Conferences (PM)*
February 17, 2025	President's Day – No Adult Education
April 9, 2025	Cupcake with Teachers (PM)*
May 26, 2024	Memorial Day – No School, No Adult Education

****High School Event – No Adult Education Classes***

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 applicant's 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 math WorkKeys* assessment and 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.*

Adult Diploma Students – Admission by Exception

The following are requirements for prospective students seeking to enroll in Occupational Educational Programs or Occupational Development Classes that are Adult Diploma Program Students. All of the following requirements for admissions must be met to enroll as an ADP Student:

1. 18 years or older
2. Must be a resident of Ohio
3. The applicant must not have a high school diploma/GED
4. Student must complete the math WorkKeys* pre-test assessment in Applied Math, Graphic Literacy, and Workplace Documents
5. Present a Copy of photo ID or driver's license for file
6. Complete registration form with the Adult Education Department
7. Attend orientation with the Aspire Department (12+ hours minimum) and achieve:
 - A. Completed orientation and admissions paperwork
 - B. Completed TABE Assessment: Reading, math, language
 - C. Score of 570+ on all assessments
 - D. Completed Workkeys pre-test in all areas (taken at an Aspire site and proctored)
 - E. Achieve passing Workkeys score
8. Make appointment to take Workkeys exam and achieve combined score 14+
9. Enter Adult Diploma Program and achieve certification

Registration

The registration deadline for all classes 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.

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, registration paperwork, along with payment for the course.

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, Workkeys Assessment, 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

Tuition & Fees

Life Enrichment Courses

PROGRAM	PROGRAM COST	PROGRAM	PROGRAM COST
CERTIFICATIONS		COOKING	
Servsafe Training	\$225	Cooking or Baking	See Page #25
COMPUTER		EXERCISE	
Excel I or II	\$150	Female Self Defense	\$55.00
Word I or II	\$150		
Quickbooks Basics	\$150	INDUSTRY & TRADE	
		48-Hour Welding	\$700.00
BUSINESS			
Business Leadership	\$150	LANGUAGE	
		American Sign I or II	\$125.00

Tuition & Fees
Occupational Education Programs
Accredited by COE



Occupational Education Program tuition includes a non-refundable \$25- dollar registration fee

Programs	Tuition	Textbooks	Testing Fees	Supplies	Total Program Cost
Dental Assisting	\$1,350.00	\$ 50.00	\$175.00	\$250.00	\$1,825.00
Industrial Maintenance	\$8,090.00	\$575.00	\$ 50.00	\$510.00	\$9,225.00
*Medical Billing and Coding	\$ 680.00	\$583.00	\$742.00	\$ 80.00	\$2,085.00
Modular Industrial Maintenance – Electrical	\$2,841.00	\$264.00	\$ 50.00	\$370.00	\$3,525.00
Modular Industrial Maintenance – Fluid Power	\$2,336.00	\$269.00	\$ 50.00	\$370.00	\$3,025.00
Modular Industrial Maintenance – Mechanical	\$2,064.00	\$241.00	\$ 50.00	\$370.00	\$2,725.00
Modular Welding	\$1,183.00	\$130.00	\$212.00	\$200.00	\$1,725.00
Precision Machining	\$985.00	\$130.00	\$110.00	\$100.00	\$1,325.00
Welding Technologies	\$3,725.00	\$170.00	\$430.00	\$400.00	\$4,725.00

Occupational Development Courses tuition includes a non-refundable \$25-dollar registration fee

Payment, Fees & Tuition

Life Enrichment Courses

All classes that are under \$200 are to be paid in full prior to the first day of class. If you withdraw from your Life Enrichment course prior to start date or after class starts, there will be a non-refundable \$25 dollar withdrawal fee.

Occupational Education Programs and Occupational Development Classes

There is a non-refundable \$25 application fee that is included in Occupational Education Program and Occupational Development Class tuition in addition to your down payment.

Students make a 25% down payment on all classes over \$200:

- To avoid a late registration fee, you need to register for class seven (7) days prior to course start date (one week prior).
- If you sign up after that time until the start of class, there is a non-refundable \$50 late registration fee.
- If you sign up after the class start date, in addition to your down payment, a non-refundable late registration fee of \$250.00 will be due.

If you withdraw from any course over \$200; there will have a non-refundable \$50 withdraw fee in addition to the responsibility of how many hours spent in class up until time of withdrawal, payment of books, testing fees, and online software that applies to your course. These items are non-refundable and payment is due upon withdrawal of course.

Payment Plans

After the 25% down payment is made for your Occupational Program or Occupational Development class, a payment plan will be set up with the Adult Education Secretary. In your orientation folder, you will receive an invoice with the balance due and payment plan. Payments are due every two weeks, unless you arrange otherwise with the Adult Education Secretary. Once you set up a payment plan it's your responsibility to communicate to the office if you're going to be late on a payment. If the payment is not made on time, a non-refundable late fee of \$25 will be added in addition to your payment. This late fee applies every time your payment is not paid by due date. Your final balance has to be paid two weeks prior to the end of the course. If payment is not made, you will not be eligible to take any certifications or test until the balance is paid-in-full.

Payment plans for Occupational Education Programs and Occupational Development Classes are available for those who qualify. Adult Education does not hold spots for students who have not made a down payment for the program or course. *All tuition costs must be paid-in-full before student will be permitted to take a certification that pertains to their course.*

Maplewood accepts cash, check, Visa, MasterCard, and Discover. Students may pay online, in person, over the phone, or by mail.

Adult Diploma Program

Didn't finish high school? No problem. Earn your High School diploma through the State of Ohio while attending one of Maplewood Career Center Adult Diploma program – Let us help you build the skills you need to get a new career while getting your high school diploma. It the best of both worlds, our partnership with the Ohio Department of Education means you can enroll for **FREE!** (**See Page #50 for more details**)

Scholarships FAFSA/Lozick Foundation / Short-Term Certificate/Talent Ready

We have scholarships to help adults with tuition!
One form of scholarships is used per student.

FAFSA for Career Centers

Students can receive up to \$2,000 in tuition help through FAFSA. Students complete FAFSA at <https://studentaid.gov/h/apply-for-aid/fafsa> Please remember that Maplewood does not have a number that correlates with FAFSA and to put in any school (Example: Kent State). After you receive an email from FAFSA with details regarding your application, please forward to the Adult Education Director: gauntnerla@mwood.cc

Lozick Foundation

Scholarships are available for Precision Machining through the *Lozick Foundation*. Your tuition for Precision Machining will only be \$675.00

Short-Term Certificate Scholarships \$2,000

Through the State of Ohio and Maplewood Career Center short-term certificate Scholarships up to \$2,000 dollars are available for the following programs: Dental Assisting, Industrial Maintenance; Modular Industrial Maintenance: Electrical, Fluid Power, or Mechanical; Medical Coding & Billing; Welding Technologies; and Modular Welding;. Ask the Adult Education Office for details at (330) 296-2892, Ext. 551010.

Talent Ready

Through the State of Ohio and Maplewood Career Center short-term certificate Scholarships up to \$2,000 dollars are available for the following programs: Dental Assisting, Industrial Maintenance; Modular Industrial Maintenance: Electrical, Fluid Power, or Mechanical; Medical Coding & Billing; Welding Technologies; or Modular Welding. Ask the Adult Education Office for details at (330) 296-2892, Ext. 551011.

TECH CRED

Maplewood Career Center's Adult Education Programs qualify for Ohio's TECHCRED, which include: Industrial Maintenance, Modular Industrial Maintenance Electrical, Modular Industrial Maintenance Fluid Power, Modular Industrial Maintenance Mechanical, Welding Technologies, Modular Welding, Precision and Machining!

TECHCRED gives businesses the chance to upskill current and future employees! Businesses who submit successful applications will be reimbursed up to \$2,000 per credential. Before applying call the Adult Education office at (330) 296-2892, Ext 551011 for details.

 Ohio | TechCred

<https://techcred.ohio.gov>

Returned Checks/Refund Policy/Withdrawal/Financial Assistance

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

At the time of registering and paying for a Life Enrichment Course, Seniors must provide a Golden Buckeye card and their photo identification to receive a 10% discount (maximum \$200). A refund for the discount will not be made after the class is paid for. The senior discount can only be applied to Life Enrichment courses.

Refund Policy

Life Enrichment Courses

If for any reason student cancels, withdraws, or is dismissed by the school once the class has begun, the percentage will be calculated on the total program hours completed. There will be a \$25 dollars withdrawal fee in addition to refund chart below:

CLASS IN SESSION	TUITION REFUNDED
0 – 2 Hours	100 % Refunded
3 – 5 Hours	50% Refunded
5+ Hours	0% Refunded

Occupational Education Program

If for any reason student cancels, withdraws, or is dismissed by the school once the class has begun, the percentage will be calculated on the total program hours completed (refund chart below). In addition to the refund chart below there will be a \$25 dollar registration fee, \$50 withdrawal fee applied minus cost for textbooks, testing fees, and supplies incurred. All refund calculations will be prepared using the official withdraw date which is determined as the last date of recorded attendance. Student will automatically be refunded within 30 business days.

CLASS IN SESSION	TUITION REFUNDED
0 – 5 Hours	100% Refunded
6 – 25 Hours	75% Refunded
26 – 49 Hours	50% Refunded
50+ Hours	0% Refunded

Prior to a student withdrawing from one class and applying tuition to another program in the same calendar year, said student will be required to meet with the Adult Education Director.

If the student does not meet program requirements or the class is not offered, all but \$25.00 of the deposit will be refunded to cover the cost of the WorkKeys Assessment.

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.

American Welding Society (AWS)

For Welding Scholarships go to <https://www.aws.org/foundation/page/home> and click 'Foundation' for more information on how to apply.

FAFSA, Talent Ready, Short-Term Certificate, Lozick Foundation

Ask the Adult Education staff about by stopping in the office or call (330) 296-2892, Ext. 551010 for more information. (See page #14)

Academic Programming & Program Start Dates

Course Programming & Cancellation Policy

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

Dental Assisting (6008)



Length: 150 Clock Hours/24 Instructional Weeks

Certificate Awarded: Certificate of Completion

Credentialing Examination: Radiation Health and Safety (RHS) is taken through Akron Dental Society. Registered Dental Assistant (RDA) Certification preparation offered. Certification taken at other location.

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil, Paper, & navy-blue scrubs

Requirements: Hep B Series shots, TB one-step test, and CPR. Navy Blue Scrubs. NOTE:

Check with your physician, you may have these shots already.

Class Dates: 9/10/24 or 3/18/25 (T/TH)

Class Time: 6:00 – 9:00 pm

In this course you will learn the skills needed to become a dental assistant. In our lab you will learn how to sterilize and disinfect instruments and equipment, gain knowledge of dental assisting responsibilities, radiology, and taking patient records for your job. A career as a dental assistant offers many opportunities in a fast-growing field. Dental Assistants increase the efficiency of Dentistry in the delivery of quality oral health care. Our program prepares students for entry-level employment in the dental assisting field.

Medical Billing and Coding (6001)



Length: 102 Clock Hours/17 Instructional Weeks

Certificate Awarded: Certificate of Completion

Credentialing Examination: NHA Certified Billing and Coding Specialist (CBCS)

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil & Paper

Class Dates: 9/10/24 or 2/11/25 (T/TH)

Class Time: 6:00 – 9:00 pm

The objective of the program is to provide students with a basic foundation of medical terminology, anatomy & physiology, medical billing, coding knowledge, and skills to gain entry-level employment in a medical office, clinic, or hospital setting. Students will learn the principles of medical billing and coding, which includes: CMS 1500 form, ICD-10-CM codes, CPT codes, HCPCS, HIPAA confidentiality, and legal aspects.

Trade and Industry

Industrial Maintenance (5050)

Length: 404 Clock Hours/33.67 Instructional Weeks

Certificate Awarded: Certificate of Completion

Credentialing Examination: SACA Electrical, Fluid Power & Mechanical

Mode of Delivery: Hybrid

Supplies Needed: Writing Utensil, Paper, & Safety Glasses

Class Dates: 9/9/24 or 11/4/24 (M/W)

Class Time: 6:00 – 10:00 pm



Industrial Maintenance is a specifically designed modulated program made up of electrical, fluid power, and mechanical techniques. Students completing this program will have a foundation for the field of Industrial Technology. Through the study of electricity, motor controls and programmable motor drives, programmable logic controllers, and hydraulics/pneumatics. Students will study content in all areas of concentration through computer simulation, hands on training systems, course materials, and online testing.

Modular Industrial Maintenance – Electrical (5050-E)

Length: 156 Clock Hours/13 Instructional Weeks

Certificate Awarded: Certificate of Completion

Credentialing Examination: SACA Electrical

Mode of Delivery: Hybrid

Supplies Needed: Writing Utensil, Paper, & Safety Glasses

Class Dates: 9/9/24; 12/9/24 or 4/7/25 (M/W)

Class Time: 6:00 – 10:00 pm



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 receive hands on training and equipment simulations in electrical structures such as AC/DC, motor controls, sensors, wiring systems, relay controls, and rotating machines. Students use computers simulations, online software, and lab-based hands-on scenarios to develop knowledge, skills, and a deeper understanding of electricity, specific to maintenance.

Modular Industrial Maintenance – Fluid Power (5050-FP)

Length: 132 Clock Hours/11 Instructional Weeks

Certificate Awarded: Certificate of Completion

Credentialing Examination: SACA Fluid Power

Mode of Delivery: Hybrid

Supplies Needed: Writing Utensil, Paper, & Safety Glasses

Class Dates: 9/9/24; 12/3/24; 3/10/25 (M/W)

Class Time: 6:00 – 10:00 pm



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 get hands on training and equipment simulations in fluid systems such as pneumatics, hydraulics, and electro-fluid power systems. Students will utilize computer, online, and lab-based

simulation and deeper understanding of hydraulic systems, which use liquids such as water and oil; and pneumatic systems, which utilize neutral gases such as air.

Modular Industrial Maintenance – Mechanical (5050-M)



Length: 124 Clock Hours/10.34 Instructional Weeks

Certificate Awarded: Certificate of Completion

Credentialing Examination: SACA Mechanical

Mode of Delivery: Hybrid

Supplies Needed: Writing Utensil, Paper, & Safety Glasses

Class Dates: 9/9/24; 12/3/24; 3/10/25 (M/W)

Class Time: 6:00 – 10:00 pm

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, online, 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

Credentialing Examination: NIMS Measurement, Materials & Safety; NIMS CNC Mills Op
NIMS CNC Lathe Operations

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil, Paper, & Safety Glasses

Class Dates: 9/10/24 or 2/10/25 (M/W)

Class Time: 6:00 – 9:00 pm

This innovative, in-demand program was designed to prepare the student 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.

Modular Welding (5099-01) - Supply List Page # 55



Length: 153 Clock Hours/9 Instructional Weeks

Certificate Awarded: Certificate of Completion

Credential Examinations: One Certification in MIG, TIG, **or** Stick. 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.

Mode of Delivery: Traditional

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

Class Dates: 9/9/24; 11/11/24; 2/10/25; 4/14/25 (M/T/W/TH)

Class Time: 5:45 – 10:00 pm

Determine your destiny in welding by choosing one welding technique in MIG, TIG, or Stick. The instructor will answer questions and guide you to the certification you want to focus on. During the 9 instructional

weeks you will learn on software about welding and take what you learn and work with an instructor to gain skills in your chosen technique. This course will prepare students to seek entry-level employment or advance in their current career in welding and industrial repairs.

Welding Technologies (5099) - Supply List Page # 55



Length: 612 Clock Hours/36 Instructional Weeks

Certificate Awarded: Certificate of Completion

Credential Examinations: One Certification in MIG, TIG, and Stick. 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.

Mode of Delivery: Traditional

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

Class Dates 9/9/24 or 11/4/24 (M/T/W/TH)

Class Time: 5:45 – 10:00 pm

A career in welding has limitless possibilities! In this class you will have the opportunity to learn three welding techniques, which include MIG, TIG, and Stick. This class builds your skills from the bottom up as you learn various types of welds, a cutting operation, as well as fabrication, quality control, weld tests, and blueprint reading. This course will prepare a student to seek entry-level employment or advance in their current career in welding and industrial repairs.

Trainings

ServSafe Training (4060)

Length: 15 Clock Hours/2 Instructional Weeks

Class Time: 6:00 – 10:00 pm

Certificate Awarded: Certificate of Completion

Credentialing Examination: ODH ServSafe Level II

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil & Paper

Class Dates: 9/9/24; 10/7/24; 11/11/24; 1/27/25; 2/24/25; 3/10/25; 4/14/25; 5/12/25 or 6/16/25

Take this training to keep your current job! 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).

Computers

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, and Paper

Class Dates: 9/10/24 or 2/25/25 (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, and Paper

Class Dates: 10/15/25 or 3/25/25 (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, power query and pivot tables. Focus on accuracy by utilizing proofreading techniques and critical thinking skills.

Microsoft Word I (2021)

Length: 15 Clock Hours/5 Instructional Weeks

Class Time: 6:00 – 9:00 pm

Certificate Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil, and Paper

Class Dates: 11/19/24 or 4/29/25 (TH)

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

Certificate Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil, and Paper

Prerequisite: Microsoft Word

Class Dates: 1/14/25 or 6/3/25 (TH)

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

QuickBooks Basics (2036)

Perquisite: Book Keeping 101

Length: 18 Clock Hours/6 Instructional Weeks

Class Time: 6:00 – 9:00 pm

Certificate Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil, and Paper

Class Dates: To Be Announced (W)

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.

Animal Care

Dog Grooming 101 (Tailored to Dog Breed) (7100)

Length: 9 Clock Hours/3 Sessions

Class Time: 6:00 – 9:00 pm

Certificate Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil, Paper

Class Dates: 9/9/24; 10/21/24 or 2/3/25 (M/T/W)

Have you been thinking of learning to groom your dog? Our instructor is ready to teach you the basics on how to groom your specific breed of dog. We have a state-of-the-art animal lab, that you will be able to use as you learn how to take care of your dog. You will learn to care for their teeth cleaning ears, cutting nails, flea and tick awareness, washing and drying all the while learning how to keep your dog calm. Our instructor will be with you as you learn hands on teaching you to style your dog. Building skills, you need to do it yourself and save money.

Cooking/Baking

Cooking/Baking (4100)

Length: 3 Clock Hours/1 Instructional Weeks

Class Time: See Below

Certificate Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil & Paper

Class Dates: See below

Looking to get out of the house for a few hours? Come join our Chef as he teaches you different dishes and desserts. Bring a friend and let the stress of the day just slide away. Our chef has come up with a tasty menu based on the seasons. Try your hand at new international dishes, soups and sauces. Impress your family and friends as they try your new dishes and desserts!

Desserts and Pastry 12/10/24 \$60 (4 Hours)

Come learn the delicate side of baking. Make baklava, holiday themed cookies, and pull apart rolls from scratch and take some home!

Italian for Two 9/17/24 \$65 per couple (4 Hours)

Are you and your significant other bored, with nothing to do two nights a week? Me too! How about you come down and learn some intermediate baking skills and have a great time doing it! Make gourmet brownies and cookies from scratch -- take home a batch when you leave!

Meal Prep 101 3/11/25 \$75 (4 hours)

With today's rising prices of food this class will help cut costs! Learn how to do meal prep and save money and eat well. Bring your own meal prep containers and eat well for a week!

Break Bread & Make Soup 9/24/24 \$60 (3 hours)

Learn how to dress and prepare different Fish and Seafood in a delicious and healthy way! From deboning to cooking and even presentation. Come learn it all!

Mediterranean Cooking 5/14/24 (4 hours)

Enjoy a Mediterranean meal of Spanikopita, Mahi-Mahi, hummus, and skewered lamb. Don't miss out on this fun class coming in the spring!

Exercise

Female Self Defense (7002)

Length: 9 Clock Hours/3 Instructional Weeks

Class Time: 6:00 – 9:00 pm

Certificate Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Comfortable Clothes, Writing Utensil, & Paper

Class Dates: 4/17/24; 9/11/24; 10/23/24; 1/29/25; 2/26/25; 3/26/25; 4/30/25 or 5/28/25

What is Self-Defense for Women? Self-defense is a set of awareness, assertiveness, verbal confrontation skills, safety strategies, and physical techniques that enable someone to successfully escape, resist, and survive violent attacks. *Course is open to female applicants only.*

Language

American Sign Language I (ASL) (3526)

Length: 20 Clock Hours/10 Instructional Weeks

Class Time: 5:30 – 7:30 pm

Certificate Awarded: Certificate of Completion

Mode of Delivery: Traditional

Supplies Needed: Writing Utensil & Paper

Class Dates: 9/10/25; 1/28/25 or 4/8/25 (T) *(Call the office for additional dates)*

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

Certificate Awarded: Certificate of Completion

Mode of Delivery: Traditional

Prerequisite: American Sign Language or equivalent knowledge

Supplies Needed: Writing Utensil & Paper

Class Dates: 10/15/25; 3/4/25 or 5/13/25 *(Call the office for additional dates)*

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.

NOTE: After this session, ask your instructor about ASL III and if it's available!

More Trade & Industry

48-Hour Welding (5020)

Length: 48 Clock Hours/3 Instructional Weeks

Class Time: 6:00 – 9:00 pm

Credential Awarded: Certificate of Completion

Credentialing Examination: Earn one AWS Certifications in MIG, TIG, or Stick. *If a student does not pass the first time, it is the student's financial responsibility for a re-test.*

Mode of Delivery: Traditional

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

Class Dates: 9/9/24; 11/28/24 (M/T/W/TH)

If you have experience in welding and are looking to become certified in MIG, TIG, or STICK – this is the class for you! Brush up on existing skills and earn your certification. What do you need to get started? Prior to entering the class, you will meet with the instructor for a brief weld test. After you receive the 'okay,' you can sign up and start this class!

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 (330) 296-2892, Ext. 551011.

Academic Advisement Services

We offer many different students services at Maplewood Career Center. The Adult Education Department can help you with, career advising, program-related counselling services, financial/scholarship aid counselling, studying and test-taking skill support, planning for successful career development, job placement assistance, and resume workshop. We can offer services through Aspire for remedial help in math, language, and reading for your WorkKey scores.

Placement Services

Your pathway to success! Maplewood's Adult Education Department assists students and program completers with placement services. These services are introduced at orientation when a student fills out a form to request services. Placement Services include: Cover letter/resume writing, mock interview skills, and job research. Please contact the Adult Education Director at (330) 296-2892 ext. 551011 for more information.

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 90% 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 10% 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 90% 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); Modular Industrial Maintenance-Fluid Power (16.5 instructional weeks); Modular Industrial Maintenance-Mechanical (15 instructional weeks); Precision Machining (18 instructional weeks); and Welding Technologies (36 instructional weeks).

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 90% 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 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 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.

Externships

Dental Assisting – You will work with the instructor on an externship with a dental firm to complete what is needed for your radiographer’s certification. Documentation must be signed by the dentist you extern with.

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. Basic skills brush-up is a free service provided by Aspire at (330) 235-0020.

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 given to the student the last week attending. 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 a course by the Adult Education Secretary. All grades, attendance, and other pertinent information will be added as needed to student records. Student records will be accessible to students at Maplewood Career Center by that specific student only. Requests must be made through the Adult Education Secretary at (330) 296-2892, Ext. 551010.

The student will be requested to provide information regarding program that was taken. The Adult Education Secretary will request this information at the time of communication. Please allow 48 hours for records to be presented.

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 plan 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.

Covid-19 Procedures

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. The following regulations align with the orders set forth by the State of Ohio.

1. If you are diagnosed with COVID-19, you are to stay home for five (5) days from the first day you test positive and first five (5) days upon returning to work, you must wear a mask.

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.

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 has accreditation through the Council on Occupational Education (COE). 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.

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 employment.

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.

Aspire has day/ evening class sessions to accommodate schedules:

- Maplewood Career Center – Monday - Thursday 6 p.m. to 8:30 p.m.
- Kent Library – Call 330-235-0020 for hours
- Ohio Means Jobs – Monday - Thursday 1 p.m. to 4 p.m.
- Opportunity Resource Center on – Monday - Thursday 9 a.m. to Noon
- Streetsboro Comfort Inn – Call 330-235-0020 for hours
- Distance Education – Work from home on your own laptop or tablet. You can work onsite with an instructor as you need. *NOTE: You must put in a minimum of 12+ hours at a site before signing up for distance education.*

Adult Diploma Program – Ohio Options

ADULT DIPLOMA PROGRAM EARN YOUR GED & TAKE A CLASS EARNING A CERTIFICATION!

Didn't finish high school? No problem. Earn your High School diploma through the State of Ohio while attending one of Maplewood Career Center Adult Diploma program – Let us help you build the skills you need to get a new career while getting your high school diploma. It the best of both worlds, our partnership with the Ohio Department of Education means you can enroll for *FREE!*

Anyone can take an Adult Diploma Program! We offer the following Adult Diploma Programs:

- Dental Assisting
- Medical Billing and Coding
- Modular Welding
- ServSafe Training

To enroll in our Adult Diploma Program, you must:

- Be an Ohio resident
- Be at least 18 years old
- Have not earned a high school diploma or GED
- Register with the Aspire Program, attend orientation with Aspire, and go through the assessment process.

Register by phone for the Adult Diploma Program by calling Theresa Cooper, Adult Education Secretary, at (330) 296-2992, Ext. 551010.

Governing Body

Board of Education

Jay Kelsey, President	Representative of Rootstown School District
Mary Kaley, Vice President	Representative of Southeast School District
Bonnie Lovejoy	Representative of Crestwood School District
Lori Calcei	Representative of Field School District
Heather Hakin	Representative of Waterloo School District
Patricia Brett	Representative of Garfield School District
Chelli Yoho	Representative of Mogadore School District
Joan Seman	Representative of Ravenna School District
Brian Violi	Representative of Streetsboro School District
Mike Wisniewski	Representative of Ravenna School District
Mandy Minnick	Representative of Windham School District

Administration

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

<https://www.mwood.cc/board-of-education/>

Staff and Faculty

Administration

Gauntner, Laure (Full-time)

Adult Education Director

*ODE Adult Education Permit-Mathematics (110000); Speech/Communications (050504); Comprehensive Social Studies 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*

Cooper, Theresa (Part-time)

Adult Education Secretary

Culinary Arts Pittsburgh

ASPIRE-Administration

TBD (Full-time)

ASPIRE Coordinator

Miller, Elizabeth (Part-time)

ASPIRE Secretary

OHDELA Online High School

Bruce, Julia (Part Time)

*ODE Adult Education Permit-Mathematics (110000); Speech/Communications (050504)
BA – TESL/KSU*

Cantor, Lori (Part-time)

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

Harrah, Sherri (Part-time)

*ODE Adult Education Teaching Permit-Comprehensive Social Studies (150002); General Science (130100); Mathematics (110000); Speech/Communications (050504)
Kent State University Special Education*

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*

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

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

Cooking

Jalbert, Michael (Part-time)

ODE Adult Education Permit-AWE Family & Consumer Services (090000)

BA-Management

Walsh University

Certified ServSafe Instructor

Registered ServSafe Examination Proctor

Computers

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

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

Language

Fry, Holly (Part-time)
ODE Adult Education Permit-AWE Special
Interest/Personal Living (091064)
ASL/Psychology, KSU Stark State

Lifestyle & Entertainment

Cuprak Cheyenne (Part-time)
ODE Adult Education Permit-AWE
Special Interest/Personal Living
(091064)
2-Year Program Animal Science
Maplewood Career Center

Medical

Varn, Deanna (Part-time)
ODE Adult Education Permit-AWE Health
Occupations (070000)

Carnegie College of Integrative Medicine,
Associate; Akron Institute of Medical
Assisting

Looman, Kimberly (Part-time)
ODE Adult Education Permit-AWE Health
Occupations (070000)
Stark State Dental Assisting; Certifications
Radiographer, EFDA Certification, OSHA,
Orthodontist Certification; Nitrous Certification

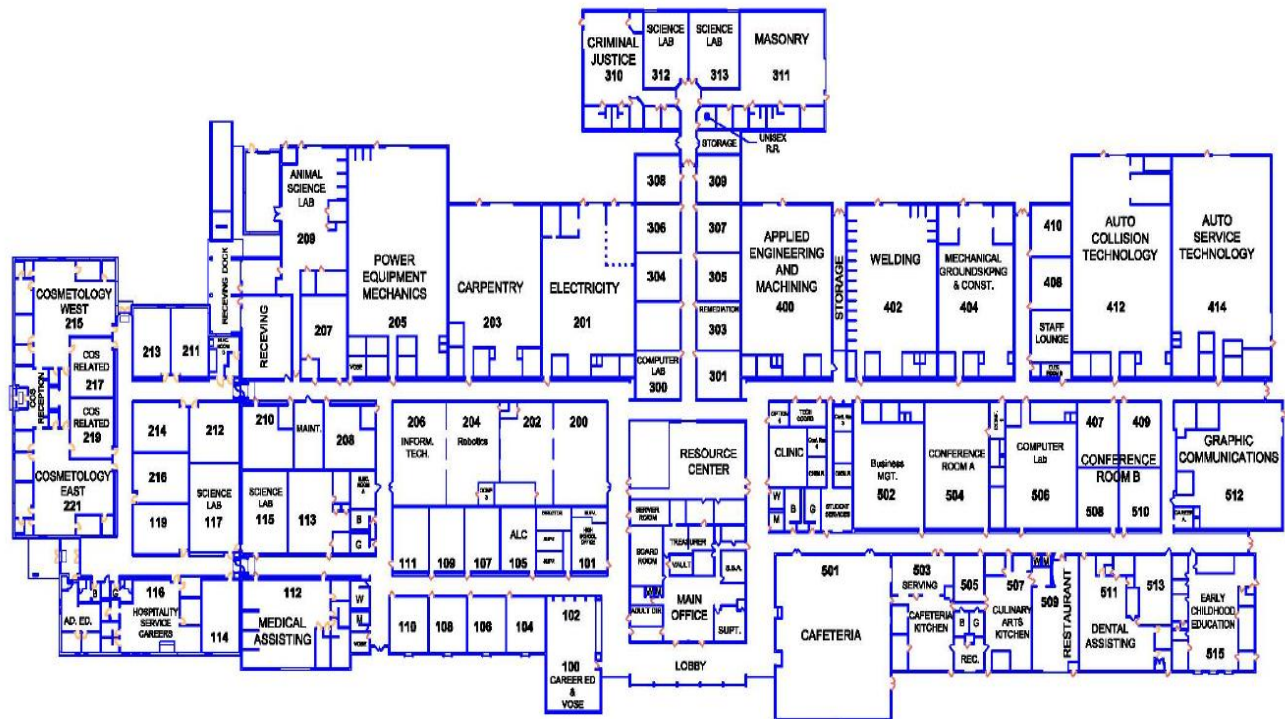
Trade & Industry

Hamilton, Mark (Part-time)
ODE Instructor Permit-AWE Industrial &
Engineering Technologies (170000)
Maplewood Career Center High School
Instructor

Eland, Steve (Part-time)
ODE Adult Education Permit-AWE Industrial
& Engineering Technologies (170000)
Various Technical Courses
Electronic Technical Course

Reider, Karsyn (Part-time)
ODE Adult Education Permit-AWE Industrial
& Engineering Technologies (170000)
Certification-OSHA Guidelines
SMAW: Carbon Steel
GMAW: Aluminum/Carbon Steel
FCAW: GS/SS
GTAW: Aluminum, Carbon Steel
Blueprint Reading/Layout
OFC, CAC, PAC
Maplewood Career Center

Appendix A – Building Map



Appendix B – Welding Supply List

Welding Supply List

Required Material/Equipment:

Welding Helmet Fix Shade
(#10/#11) or auto darkening
*Tig Welding Gloves
*Mig/Stick Welding Gloves
Welding Jacket & Sleeves
Steel toe work boots
(high ankle)
Safety Glasses
Welding Cap
Chipping Hammer & Wire Brush
Standard Vice Grip Pliers
Welpers
Tape Measure
Combination Square
2" Binder

**NOTE: Purchase gloves for type of welding you are learning.*