



Adult Education

**FY 24-25
Consumer Handbook**

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NOTE: POLICIES AND REQUIREMENTS IN PROGRAM SPECIFIC HANDBOOKS SUPERCEDE THE INFORMATION IN THE CONSUMER HANDBOOK

**SECTION I
GENERAL INFORMATION**

OUR MISSION

Transforming lives by making our students career ready and college prepared.

OUR VISION

Transforming Lives

OUR VALUES

Character (Integrity, Honesty, Respect)

Student Success, Community Focus, Innovation, Collaboration, Exceptional Performance

PHILOSOPHY AND OBJECTIVES

Butler Technology and Career Development Schools (Butler Tech), is dedicated to the delivery of a variety of career technical and academic programs which provide students with the specialized knowledge and skills needed to enter the job market, participate in further educational programs, recognize their rights and responsibilities as productive citizens of society, and meet the changing needs of business, labor, and industry.

EQUIPMENT AND FACILITIES

LeSourdsville Campus (LSC) and the Liberty Township Campus are the primary Adult Education facilities for Butler Tech:

LeSourdsville Campus
101 Jerry Couch Boulevard
Middletown, OH 45044
513-645-8200

Liberty Township Campus (Public Safety)
5140 Princeton Glendale Road
Liberty Township, Hamilton, OH 45011
513-645-8200

Classrooms and labs provide a comfortable, safe, spacious environment conducive to learning. Liberty Township Campus facilities include a firing range, fire tower, driving pads and vehicles pertinent to the programs. Industry and healthcare classrooms and labs at Lesourdsville Campus contain mannequins, simulators, and supplies commonly used in the field. Equipment for all programs is chosen to provide students opportunities for hands-on practical experiences with materials like what they will find on the job. Ample parking is available for students.

ACCREDITATION

Butler Tech is approved and operated in cooperation with the Ohio Department of Higher Education. Butler Tech is accredited by the Commission of the Council on Occupational Education (COE), located at 7840 Roswell Road; Building 300, Suite 325; Atlanta GA 30350; www.council.org. Telephone: 770-396-3898.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, national origin, social, or economic background.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, social or economic background, has the right to file a complaint. To file a formal written complaint, individuals should request Form 2260 F1 and return to the District's Compliance Officer:

Executive Director of Human Resources
Butler Technology and Career Development Schools
3603 Hamilton-Middletown Rd.
Hamilton, Ohio 45011
(513) 645-8240

The complaint will be investigated, and a written response will be given to the concerned person within five business days. The Compliance Officer can provide additional information concerning access to equal education opportunities. Under no circumstances will the District threaten or retaliate against anyone who files a complaint.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student but also to all individuals who have access to the District's programs and facilities.

Student Services is the designated campus office to determine appropriate accommodations for students who have requested them. The determination is based on the disability documentation provided by the student and the functional limitations presented by the disability.

It is the student's responsibility to disclose the scope and nature of their disability. Any student who has a disability and would like to request academic accommodations must register with the Director of Student Services and submit documentation supporting the disability. The

registration and request for accommodations must be on file before any accommodations are considered.

Butler Tech does not assume responsibility for providing accommodations for students who have not identified themselves as having a disability or have not provided current documentation from a qualified evaluator.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pests, such as lice or any pandemic related diseases.

Any removal will be only for the contagious period as specified in the school's administrative guidelines.

NOTIFICATION REGARDING BLOOD-BORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees and students of the District who are, or could be, exposed to blood or other contaminated bodily fluids. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was the source of the potentially contaminated fluids to consent to be tested for HBV and HIV and any other pandemic testing. Individuals have the right to refuse such consent. Students who choose to be tested will do so at their own expense. Although incidents of exposure will be few, the District has provided this advanced notification. This policy is in place to protect students, faculty, and staff. Every effort will be made to protect the privacy of all individuals.

VISITORS

No student may have visitors at school without first obtaining permission from the Program Supervisor or designee. Students may not bring their children to class.

OBSERVATION CAMERAS

Observation cameras are in place to monitor the property and facilities of the Butler Technology and Career Development Schools. However, Butler Tech is not responsible for monitoring personal property or personal conduct with observation technology.

USE OF ELECTRONIC COMMUNICATION DEVICES

The unethical use of electronic communication devices of any kind is strictly prohibited. Use of cell phone/electronic communication devices is not permitted during class time, except as directed by an instructor in an instructional exercise, including but not limited to text and voice communication, and is subject to disciplinary action.

Cell phones and other communications devices must be carried in a book bag, backpack, or handbag. Cell phones must be on vibrate or quiet. If a cell phone rings during class time, the student must leave the room for the remainder of the class period and will be counted absent for the remainder of that class period. If a cell phone rings during a test, the test will be collected and graded at the time of the offense.

If a student knows they have an extenuating circumstance (illness in the family, childcare issues), the student should notify the instructor at the beginning of the class period. If the student needs to return a call, they may be allowed to leave the classroom to return a call.

SECTION II

ADMISSION INFORMATION

ASSESSMENT

Students desiring to be in full-time training programs are required to complete and pass the ACT WorkKeys tests in 1) Graphic Literacy; 2) Workplace Documents, and 3) Applied Math prior to admission.

Students who do not meet benchmark scores prior to admission will be given referrals for additional help before retesting. The final test results for both WorkKeys and required industry credential testing are included in the graduate's Career Passport. If industry credential test scores are not available at graduation, the graduate will be instructed to add them when they become available.

A school-identified industry credential assessment will be required of all completing full-time students.

STUDENT STATUS

A full-time student must meet one of the following requirements:

1. Completed high school and received a valid US high school diploma, OR
2. Acquired an equivalency diploma (GED). Online GED sites must be accredited by either the United States Department of Education or the Council for Higher Education;
OR
3. Have a recognized equivalent diploma from an approved entity

The school does not admit "ability to benefit" (non-high school/GED graduates) students as regular students. Students wishing to enroll as non-certificate seeking students will be considered on a case-by-case basis and will not be eligible for Title IV financial assistance.

REGISTRATION

In order to fully register and secure a spot in a class, a prospective student must complete all items on the enrollment checklist for their program of interest. After passing the WorkKeys assessment and completing all necessary steps for admission to a particular program, the student is then able to pay a deposit to hold their place in the program. This deposit is then credited toward the first term balance.

ACADEMIC CREDIT

In some designated programs, a student enrolled in a job-training course may receive credit toward a Certificate of Program Completion by demonstrating competence gained from previous education or training that relates directly to the field of study they desire to pursue.

Upon the student's written request for academic credit, testing will be arranged with the student's instructor to examine the student's expertise in specific areas of the course's curriculum. The instructor will then make recommendations to the program Supervisor about the student's competency, and the student's record will be credited appropriately. The student will not be required to repeat areas where they can demonstrate proficiency from prior education or training.

Materials and instruction will be made available so the student may advance in their program even though other students may be studying introductory subjects. Students cannot be excused from class for that period; all students must meet the attendance requirement. Students must test out of an entire term to receive credit for that term. Butler Tech reserves the right to charge the student an appropriate testing fee.

The Designated Administrator reserves the right to consider individually each request for academic credit and base determinations upon individual merits and the rules and regulations of external approving agencies.

TRANSFER POLICY

Students may be permitted to transfer into some full-time programs from other schools. Prior education will be evaluated on a case-by-case basis.

Students who wish to transfer from one Butler Tech program to another must meet with the Registrar and with a financial aid officer to determine course options, space availability, and financial responsibility.

OHIO ARTICULATION AND TRANSFER POLICY

Students who successfully complete specified technical programs are eligible to have technical credit transfer to public colleges and universities. The Career Technical Credit Transfer (CT2) program allows adult career-technical completers the opportunity to transition to Ohio public institutions of higher education. For a complete list of eligible programs and certifications, as well as instructions on beginning the transfer process, please visit the Ohio Higher Ed/University System of Ohio website at <https://transfercredit.ohio.gov/educational-partners/educational-partner-initiatives/career-technical-credit-transfer-ct2/overview>

CLASS CANCELLATION

The school reserves the right to cancel a class due to insufficient enrollment. If a class is cancelled for any reason, students will be notified prior to the scheduled class by e-mail or telephone.

TUITION AND FEES

Costs for each term are due prior to the first class of each term. A student may opt to pay the full program cost for all terms at the beginning of the first term. Students who have not paid their outstanding charges by the first day of class or made agreements with the designated supervisor for payment will not be allowed to attend class.

Individuals who are eligible for financial aid will be allowed to continue in the program. The student is required to pay any amount not covered by financial assistance at the beginning of each term.

All tuition and fees must be paid before graduation from any program. Students completing a program with tuition and fees unpaid will not be eligible to receive a transcript, Certificate of Completion or Career Passport.

TEXTBOOKS

Cost of textbooks, workbooks, and/or manuals are not included in the cost of tuition but may be included in total program cost. Refer to specific program if books are included in total cost or must be purchased separately. Any books purchased through Butler Tech cannot be returned. Students who wish to purchase books or materials on their own have the option of doing so but must have all required materials on the first day of class.

TOOL/LAB KITS

Tool kits and/or lab supplies are required in most programs. If the student already has tools, they should bring them to be evaluated by the instructor. If a student chooses to leave personal items on the school premises they do so at their own risk. Only unopened lab kits may be returned for a refund.

PROTECTIVE EQUIPMENT AND SAFETY REGULATIONS

In certain instructional areas where potentially dangerous machines and/or materials are used, all students, instructors, and visitors must wear appropriate protective equipment. Appropriate shoes must be worn in all shop areas.

The District promotes and enforces safety rules and regulations according to standards set up by the Occupational Safety and Health Administration (OSHA). Safety rules will be reviewed by instructor(s) at the beginning of and throughout the program. It is the student's responsibility to

follow the safety regulations set forth for their career-technical program. Students are to report ALL accidents/injuries to their instructor immediately on the Student Accident Report (form 5340 F1).

Failure to abide by all safety regulations will result in disciplinary action.

The school does not carry any type of primary accident/medical insurance on students.

SECTION III

CONSUMER INFORMATION

CAMPUS SAFETY AND SECURITY (CLERY ACT DISCLOSURES)

The Campus Security Act requires all schools receiving certain federal funds to disclose campus crime statistics to employees, students, and potential students. Copies of this report are available in the AE Student Services office and on the website at www.butlertech.org. This information is for the Butler Tech Adult Education campuses: Liberty Township Campus (Public Safety), 5140 Princeton Glendale Road, Liberty Township and the Lesourdsville Campus, 101 Jerry Couch Blvd, Middletown, OH 45044.

Criminal Offense	FY23	FY22	FY21	FY20	FY19	FY18
Aggravated Assault	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Homicide	0	0	0	0	0	0
Murder/Non manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Sex offenses: Forcible/Non-Forcible	0	0	0	0	0	0
Disciplinary Actions	FY23	FY22	FY21	FY20	FY19	FY18
Drug abuse violation	0	0	0	0	0	0
Liquor law violation	0	0	0	0	0	0
Weapons possession	0	0	0	0	0	0
Arrests	FY23	FY22	FY21	FY20	FY19	FY18
Drug abuse violation	0	0	0	0	0	0
Liquor law violation	0	0	0	0	0	0
Weapons possession	0	0	0	0	0	0
Crimes of Prejudice	0	0	0	0	0	0
Violence Against Women	FY23	FY22	FY21	FY20	FY19	FY18
Dating Violence	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

VIOLENCE AGAINST WOMEN/SEXUAL MISCONDUCT AND DATING VIOLENCE

Butler Tech seeks to ensure that all students have the opportunity to pursue their education in surroundings that are free from bullying, harassment, intimidation, and hazing. The school enforces a zero-tolerance policy against these behaviors as well as any specific behaviors which lead to sexual intimidation, dating violence, stalking, domestic violence, or sexual assault.

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its education programs and activities. The Board is committed to maintaining an education and work environment that is free from all forms of unlawful harassment, including sexual harassment.

Sexual harassment, including sexual violence, interferes with students' rights to receive an education free from discrimination, and, in the case of sexual violence, is a crime. Pursuant to its Title IX obligations, the Board is committed to eliminating sexual violence in all forms and will take appropriate action against any individual found responsible for violating this policy. To further its commitment against sexual violence, the Board provides reporting options, an investigative and disciplinary process, and other related services as appropriate.

This policy applies to all student complaints, whether filed by a student, their parent/guardian, an employee, or third party on the student's behalf. It applies to all District operations, programs, and activities, as well as to unlawful conduct occurring on school property or during a Board-sponsored activity. All students, administrators, instructors, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

DEFINITIONS OF SEXUAL MISCONDUCT

Consent: Voluntary agreement between participants to engage in specific sexual activity.

Sexual Assault/Rape: Penetration of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

Sexual Harassment: Unwanted and unwelcome sexual attention such as staring, leering, ogling, sexual teasing, jokes, gestures, inappropriate touching, forced sexual relations or suggestions that sex can be exchanged for grades or promotions. **Sexual harassment** may occur when a person in a position of control or influence uses their authority to seek sexual favors and threatens or punishes for refusal.

Domestic Violence: A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound another individual.

Dating Violence: Violence committed by a person who is or has been in a social relationship or a romantic or intimate nature with the victim. Dating violence is a pattern of abusive behaviors - usually a series of abusive behaviors over a course of time -- used to exert power and control over a dating partner. Dating violence may be physical or verbal/emotional.

Stalking: A pattern of repeated and unwanted attention, harassment, contact, or any other conduct directed at a specific individual that causes that individual to suffer substantial emotional distress and or to feel fear for their safety or for the safety of those around them.

DEFINITIONS OF HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skins, eyes, and/or hair facial features, etc. genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, black/African Americans, white/Caucasians.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual or transgender person but may be perceived as such.

Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional culture facts.

National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent association with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

RESPONSE PROCEDURES

If you are a victim of sexual assault, your first priority is to find a place of safety and call 911 as soon as possible. Notifying emergency responders and law enforcement allows the victim to connect with appropriate support and medical resources as well as preserving physical evidence that can be helpful in filing charges and/or prosecution. Sexual assault should also be reported to the Executive Director of Adult Education.

Any employee or student that observes or is made aware of dating violence, domestic violence, sexual assault, or stalking occurring on campus is strongly encouraged to report the matter immediately to the Executive Director of Adult Education.

The following resources are available to survivors of sexual assault seeking counseling and support:

- Women Helping Women (Butler County) 513-381-5610
- National Sexual Assault Hotline 800-656-4673
- National Domestic Abuse Hotline 800-799-7233

DRUG AND ALCOHOL PREVENTION PROGRAM

The Board 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.

In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law, by any member of the District's staff or students at any time while on District property or while involved in any District-related activity or event. Any staff member or student who violates this policy shall be subject to disciplinary action in accordance with District guidelines and the terms of collective bargaining Agreements.

The Superintendent/CEO or designee shall establish Administrative Guidelines that ensure compliance with this policy and that each staff member or student is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff or students and informed that compliance with this requirement is mandatory. Such Administrative Guidelines shall provide for appropriate disciplinary actions, if and when needed, which comply with applicable laws and the terms of any negotiated Agreement.

The Board recognizes alcoholism and drug abuse as treatable illnesses. Such illnesses may impair the performance of staff members or students. When appropriate, the Board may assist such employees or students in a manner recommended by appropriate specialist in the treatment of those illnesses.

A staff member or student having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to staff members or students having any other illness.

The responsibility to correct unsatisfactory job or educational performance or behavior resulting from a suspected health problem rests with the staff member or student. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board.

No staff member or student will have their job security or promotion opportunities or learning opportunities jeopardized by their request for counseling or referral assistance.

Staff members or students who suspect they may have alcoholism or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21.U.S.C.844 (a)

First Conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.

After One Prior Drug Conviction: At least 15 days in prison, not to exceed two years and fined at least \$2,500.00 but not more than \$250,000.00 or both.

After Two or More Prior Drug Convictions: At least 90 days in prison, not to exceed three years and fined at least \$5,000.00 but not more than \$250,000.00 or both.

Special Sentencing Provisions for Possession of Crack Cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000.00 or both if:

- A. First crack conviction and the amount possessed exceeds five grams.
- B. Second crack conviction and amount possessed exceeds three grams.
- C. Third or subsequent crack conviction and the amount possessed exceeds one gram.

22. U.S.C.853 (a) (2) and 88a (a) (7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack)

21.U.S.C. 881 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21.U.S.C. 844 (a)

Civil fine of up to \$10,000.00 (Pending adoption of final regulations)

21.U.S.C. 853 (a)

Denial of Federal benefits such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18.U.S.C. 922 (g)

Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of Federal agencies.

State Laws, Penalties, and Sanctions for Drug Offenses

2925.02 Corrupting another with drugs.

2925.03 Trafficking, aggravated trafficking in drugs.

2925.04 Illegal manufacture of drugs - illegal cultivation of marihuana - methamphetamine offenses.

2925.041 Illegal assembly or possession of chemicals for manufacture of drugs.

2925.05 Funding, aggravated funding of drug or marihuana trafficking.

2925.06 Illegal administration or distribution of anabolic steroids.

2925.09 Unapproved drugs - dangerous drug offenses involving livestock.

2925.11 Possession of controlled substances.

- 2925.12 Possessing drug abuse instruments.
- 2925.13 Permitting drug abuse.
- 2925.14 Illegal use or possession of drug paraphernalia.
- 2925.141 Illegal use or possession of marihuana drug paraphernalia.
- 2925.22 Deception to obtain a dangerous drug.
- 2925.23 Illegal processing of drug documents.
- 2925.24 Tampering with drugs.
- 2925.31 Abusing harmful intoxicants.
- 2925.32 Trafficking in harmful intoxicants - improperly dispensing or distributing nitrous oxide.
- 2925.33 Possessing nitrous oxide in motor vehicle.
- 2925.36 Illegal dispensing of drug samples.
- 2925.37 Counterfeit controlled substance offenses.
- 2925.38 Notice of conviction of professionally licensed person sent to regulatory or licensing board or agency.
- 2925.42 Criminal forfeiture of property relating to felony drug abuse offense.
- 2925.50 Conviction or acquittal under federal drug abuse control laws bar to state prosecution.
- 2925.51 Evidence in drug offense cases.
- 2925.511 Reimbursement for costs of positive drug tests.
- 2925.52 Motion for destruction of chemicals for methamphetamine production.
- 2925.55 Unlawful purchase of pseudoephedrine or ephedrine product.
- 2925.56 Unlawful sale of pseudoephedrine or ephedrine product.
- 2925.57 Illegal pseudoephedrine or ephedrine product transaction scan.
- 2925.58 Unlawful sale of pseudoephedrine product to minor - affirmative defense.

COMPLETION, CREDENTIAL, AND PLACEMENT PERCENTAGES

	22-23	21-22	20-21	19-20
COMPLETION	91%	93%	85%	84%
CREDENTIAL	96%	92%	92%	92%
PLACEMENT	89%	87%	85%	82%

SECTION IV

FINANCIAL AID INFORMATION

The primary goal of the Federal financial aid programs is to provide financial assistance to students who, without such aid, would be unable to enroll in Butler Technology and Career Development Schools programs. No student interested in attending full-time programs should fail to apply because of an inability to meet the expenses. The financial aid office attempts to provide assistance to students whose personal and family resources are not sufficient for educational costs. Financial assistance should be considered as supplemental to the individual and family effort.

GENERAL ELIGIBILITY REQUIREMENTS

For all Title IV programs (Pell Grant, Direct Loan, Parent PLUS Loan), students must:

- Demonstrate financial need except for some loan programs.
- Be enrolled in a program of at least 600 clock hours and 15 weeks in length.
- Meet Satisfactory Academic Progress standards as defined by Butler Tech.
- Be a United States citizen or eligible non-citizen.
- Have a high school diploma, GED, or recognized and verified home school credential.
- Have a valid Social Security number.
- Certify by signature on the Free Application for Federal Student Aid (FAFSA) that federal student aid funds will be used for educational purposes only.
- Certify by signature on the FAFSA that the student is not in default on a federal student loan and that they do not have an overpayment on a federal student grant.
- Not have obtained loan amounts that exceed annual or aggregate loan limits.

DEPENDENCY STATUS

The United States Department of Education classifies students as “dependent” or “independent” based on the answers to specific questions on the FAFSA. Students who are classified as dependent must include parental information, including financial/tax information, as well as the student’s financial/tax information. For dependent students, both the student and the parent must sign the FAFSA. Please note the following:

- Having a child and/or paying child support does not automatically mean the student is independent. The student must document to the financial aid office that they provide more than 50% of the support of the child.
- Not living at home with parents or being claimed by parents on taxes does not automatically mean the student is independent.

Married students must provide financial/tax information for their spouses even if they were not married when the taxes were filed. Information on the FAFSA must reflect data which is current as of the date the FAFSA is filed.

TYPES OF FINANCIAL ASSISTANCE

Federal Pell Grant: The Pell Grant is money available through the Federal government and does not have to be repaid. This grant is based upon the student's financial need. To apply for a Pell grant, the student must complete a Free Application for Federal Student Aid (FAFSA) form or apply on-line at www.studentaid.gov.

After the application has been processed by the United States Department of Education (USDE), the student will receive a Student Aid Report. If Butler Tech has been listed as one of the student's school choices, the financial aid office will also receive a copy of the student's results. This document is the basis for Pell grant and Direct loan awards.

William D. Ford Direct Loan Program (Stafford Loans): Low-interest Stafford loans are available through the Direct Loan (DL) program. The student must complete a FAFSA form before estimated eligibility for loan assistance can be determined. A student loan is a debt which must be repaid. The Direct loans fall into two categories:

Subsidized Loan: A subsidized loan is awarded based on need. A Butler Tech student may be eligible for up to \$3,500 maximum amount of subsidized loan. USDE will pay the interest that accrues on the subsidized loan during the time the student is in school. Repayment generally begins six months after the last date of attendance.

Unsubsidized loan: An unsubsidized loan is not based on financial need. The unsubsidized loan is the difference between the cost of attendance and other aid but cannot exceed a maximum of \$5,500 (dependent student) or \$9,500 (independent student). The student is responsible for any interest that accrues on an unsubsidized loan while the student is enrolled or during deferment, forbearance, or grace periods. Repayment generally begins six months after the last date of attendance.

Parent PLUS Loans: Parent PLUS loans are low-interest loans which enable parents with good credit histories to borrow to pay the educational expenses of a dependent child who is enrolled at least half-time in an undergraduate program.

NOTE: STUDENTS ENROLLED IN ELIGIBLE PROGRAMS LESS THAN 900 CLOCK HOURS WILL RECEIVE A PRORATED AWARD BASED ON THE NUMBER OF CLOCK HOURS AND/OR WEEKS IN THE PROGRAM

ENTRANCE and EXIT interviews are mandatory for all students receiving loans and may be accessed at www.studentaid.gov. An FSA ID (personal identification number) is required.

Ohio Department of Developmental Disabilities (formerly Bureau of Vocational Rehabilitation): Butler Tech also works with this agency to assist qualified individuals with funding for training.

Department of Veterans Affairs: Once the student receives a VA Certificate of Eligibility (COE), they must bring that document to the financial aid office to be certified as enrolled to VA.

Effective 8/1/2019 per the Veterans Benefits and Transition Act (VBTA) of 2018: Butler Tech does not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a **Chapter 31 (VR&E)** or **Chapter 33 (Post 9/11)** recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Workforce Innovation Opportunity Act (WIOA): Eligible residents of Butler County and several neighboring counties may receive funding through the WIOA grant to help pay for training at Butler Technology and Career Development Schools. For more information contact the OhioMeansJobs office in your area.

Trade Adjustment Assistance (TAA): Funding for re-training may be available to individuals who have become unemployed or underemployed due to foreign trade. Contact your employer or the Ohio Bureau of Unemployment Services for qualification information.

CHANGE OF CIRCUMSTANCES

Students are responsible to report any significant changes of circumstances to the financial aid office, including enrollment status, satisfactory progress, and permanent address and phone numbers.

FRAUD

There are severe penalties for falsification of financial aid documents or enrollment documents. Misrepresentation will be reported to the proper authorities and may result in immediate dismissal.

VERIFICATION

Students may be required to provide documents that verify statements made on the Free Application for Federal Student Aid (FAFSA). If the student is chosen for verification, no disbursements of aid will be made until verification documents have been received. If the student fails to provide requested documentation, the student will forfeit aid and will be responsible for costs that could have been covered by the disbursements.

SPECIAL CONDITIONS

Financial aid eligibility is usually based on income figures for the prior, prior calendar year. If a student's income for the current year is significantly lower than the base year's income for reasons such as unemployment, illness, etc., they may request that eligibility be calculated using the "current" year's income rather than the "base" year. For more information on meeting "special conditions," see the financial aid office.

DISBURSEMENT OF TITLE IV FUNDS

Disbursement dates for each program will vary based on the start date of the program. Students will receive a Financial Aid offer. This offer will state when funds will be drawn. An email will be sent notifying the student when the stipend is available to be mailed. Students must reply with their current address for the check to be mailed.

RETURN TO TITLE IV POLICY

Step 1: Return to Title IV Policy applied first.

Step 2: Student account updated.

Step 3: Refund calculation.

Step 4: Returns will be completed within 45 days

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student does not begin training, the R2T4 formula does not apply.

For official withdrawals a student's withdrawal date is the date the school received notice from the student that they are withdrawing.

For unofficial withdrawals a student's withdrawal date is their last day of physical attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined no later than 30 days after the end of the payment period, the academic year, or end of the program, whichever is earlier.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus Loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the number of clock hours the student was scheduled to complete in the payment period as of the withdrawal date divided by the total number of clock hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements may be offered if eligible from Pell Grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post withdrawal disbursement will be credited to the student's account. Any resulting credit balance due to the student must be paid within 14 days.

Any Pell Grant funds in excess of current educational costs may be offered if eligible to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student within 30 days of the date of determination if the student is eligible, allowing the student at least 14 days to respond, and the school must receive the student's permission before crediting their account. The federal Pell Grant will be disbursed within 45 days of the date of determination if the student is eligible.

The following Title IV refund distribution is used for all Financial Aid students due a refund:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. FSEOG
6. Other Title IV assistance

Refunds will be made to the federal programs within 45 days of the date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

INSTITUTIONAL REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment or are terminated by the school, the following refund policy will apply. All monies due to the applicant or student will be refunded within forty-five (45) days of a determination that a student has withdrawn, whether officially or unofficially.

Cancellation/Official Withdrawal notices must be in writing. The cancellation/official withdrawal date will be determined by the postmark on the written notification, or the date the notice is delivered to the school administration in person.

The school will consider the student withdrawn if the student does not attend class for 14 consecutive days or notify the school of his/her intention to withdraw. The official withdrawal date is determined by the last day attended, as evidenced by attendance records. Attendance is monitored on a weekly basis. All miscellaneous costs that have not yet become due will be void.

REFUND POLICY (TITLE IV PROGRAMS)

Students are charged tuition and fees on a term-by-term basis. If a student withdraws during a payment period, tuition and fees owed are based on the following percentages:

Withdrawal Date (last date of attendance) Refund

After the first 50% of the enrollment period	No refund
On or before 50% of the enrollment period	25%
On or before 25% of the enrollment period	50%
On or before 10% of the enrollment period	90%
On or before the first day of class	100%

REFUND POLICY (PROGRAMS LESS THAN 600 HOURS)

Category 1:

If a course meets for only five or fewer class sessions, a full refund is available if the student cancels 72 hours prior to the beginning of class. Partial refunds are not available for these classes.

Category 2:

For classes that meet for more than five sessions, a full refund is available if the student cancels 72 hours prior to the beginning of class. Once the student enters the class, tuition refunds are available as follows. No refunds are available for books or materials.

Withdrawal	Tuition Refund
Before second class session	100%
On or after second class session	No refund

SECTION V

PROGRAM INFORMATION

FULL TIME PROGRAMS BASIC POLICE ACADEMY: 770 CLOCK HOURS

SCHEDULE: VARIES BY START DATES

Full time Academies: Monday – Friday 8:00 AM – 5:00 PM
Part-time Day Academy: Monday - Friday 9:00 AM – 1:00 PM
Part-time Evening Academy: Monday - Thursday 5:00 PM – 10:00 PM

CERTIFICATIONS:

Ohio Peace Officer Training Commission Certification Exam

SALARY AVERAGE:

\$66,020 (dependent upon department)

DESCRIPTION:

This program covers all topics required by the Ohio Peace Officer Training Commission for Basic Police Officer Training. Additional time is allotted for Butler Tech Specialty Topics.

PREREQUISITES:

High School Diploma, GED, or equivalency
21 Years of Age at Academy Graduation
FBI/BCI Background check
Valid Driver's License
Pass OPOTA mandated Physical Fitness Test
Medical Exam
WorkKeys Testing
Interview with Academy Commander

****COST:** \$9,505 (Includes tuition, books, fees, materials, and first attempt per certification)**

****NOTE:** BOOKS AND CERTIFICATION FEES FOR VA STUDENTS WILL FOLLOW VA RULES AND REGULATIONS.

****Subject to change**

FIRE RESCUE ACADEMY: 626 CLOCK HOURS

SCHEDULE: VARIES BY START DATES

Day Academy

Monday – Friday 8:00 AM – 5:00 PM

Evening Academy

Monday - Thursday 5:00 PM – 10:00 PM

Occasional Saturday – 8:00 AM – 5:00 PM

CERTIFICATIONS:

Ohio Department of Public Safety Firefighter II certification

EMT-Basic Certification

SALARY AVERAGE:

\$50,700 for full-time employment

\$30,435 for part-time employment

DESCRIPTION:

The Fire Rescue Academy is an intensive course of study which prepares the student for a career in the fire service. Students will acquire training in Fire, EMS, Technical Rescue, Emergency Vehicle Operation and Hazardous Materials incidents from our experienced faculty. Graduates of the Academy are eligible to take the state certification exam to become Firefighters and Emergency Medical Technicians in Ohio. Students will experience up to 40 hours of live burns in our state-of-the-art, propane-fueled fire tower.

PREREQUISITES:

High School Diploma, GED, or equivalency

Pass Physical Fitness Test

WorkKeys Testing

FBI/BCI Background check

Medical exam and vaccinations

Obtain required textbooks

****COST:** \$9,000 (Includes tuition, fees, materials, first attempt per certification) **

****NOTE:** BOOKS AND CERTIFICATION FEES FOR VA STUDENTS WILL FOLLOW VA RULES AND REGULATIONS.

****Subject to change**

HEATING, VENTILATION, AIR CONDITIONING, REFRIGERATION: 648 CLOCK HOURS

SCHEDULE: Monday – Thursday; 5:30 PM – 9:30 PM (Evening Class) (Occasional Fridays)
Monday – Thursday; 8:00:AM – 2:30PM (Day Class) (Occasional Fridays)

CERTIFICATIONS:

OSHA 30

EPA608

A2L

NATE Industry Competency Exam - Optional

SALARY AVERAGE:

\$48,630 annual salary

DESCRIPTION:

Butler Tech students are taught the up-to-date skills and knowledge necessary to troubleshoot, repair, and install both commercial and residential Heating, Ventilation, Air Conditioning and Refrigeration systems.

Classes are a combination of lecture and hands-on training that allow the student to gain practical experience in:

- Complete Systems Repair
- Installation
- Schematic Reading
- Troubleshooting
- Electrical Theory
- Refrigerant Recovery and Handling
- Systems Diagnostics
- Wiring & Controls

PREREQUISITES:

High School Diploma, GED, or equivalency

WorkKeys Testing

****COST:** \$12,945 (Includes tuition, books, fees, materials, first attempt per certification)

****NOTE:** BOOKS AND CERTIFICATION FEES FOR VA STUDENTS WILL FOLLOW VA RULES AND REGULATIONS.

****Subject to change**

INDUSTRIAL MAINTENANCE TECHNOLOGY: 800 CLOCK HOURS

SCHEDULE: Monday – Thursday: 8:00 AM – 1:00 PM (occasional Fridays)
Monday – Thursday 5:00 PM – 10:00 PM (occasional Fridays)

CERTIFICATIONS:

- National Center for Construction Education & Research (NCCER)
 - » Core Certification
 - » Industrial Maintenance Electrical & Instrumentation Certifications Level 1-4

SALARY AVERAGE:

\$59,380 annual salary

DESCRIPTION:

Industrial Maintenance Technology continues to experience a high demand for trained individuals. For those interested in working with their mind, as well as their hands this field offers challenge and reward.

Students successfully completing the program will gain working knowledge in the following areas:

- AC/DC Solid State Drives
- Industrial Electricity
- Motor Control Wiring & Troubleshooting
- Programmable Logic Controllers
- Fluid Power and Mechanical Systems
- Introduction to Robotics
- Process Control System
- Single & Three-phase Motors Systems

In our labs, students practice troubleshooting and gain important knowledge to become Industrial Maintenance Technicians, Electrical Maintenance Technicians or Mechanical Maintenance Technicians.

PREREQUISITES:

High School Diploma, GED, or equivalency
WorkKeys Testing

****COST:** \$15,300 (Includes tuition, books, fees, materials, first attempt per certification)

****NOTE:** BOOKS AND CERTIFICATION FEES FOR VA STUDENTS WILL FOLLOW VA RULES AND REGULATIONS.

****Subject to change**

INDUSTRIAL WELDING: 624 CLOCK HOURS

SCHEDULE: Monday – Thursday, 8:00 AM – 2:30 PM (occasional Fridays)
Monday – Thursday; 5:30 PM – 9:30 PM (Evening Class) – (occasional Fridays)

CERTIFICATIONS:

- AWS D1.1 3G/4G SMAW (Shielded Metal Arc Welding)
- National Center for Construction Education & Research (NCCER)
 - » Core Certification
 - » Welding Level 1, 2
- OSHA 10

SALARY AVERAGE:

\$47,010 annual salary

DESCRIPTION:

Because of its strength, welding is used to construct and repair bridges, skyscrapers, ships, automobiles, spacecraft, medical equipment, and thousands of other manufactured products that make modern society viable.

This full-time program provides a solid foundation in theory and practice for a career where welding is a vital component. Specific areas covered in the program are:

- Air Carbon Arc Cutting (ACAC)
- Flux Core Arc Welding (FCAW)
- Gas Metal Arc Welding (MIG)
- Gas Tungsten Arc Welding (TIG)
- Oxyfuel Cutting (OFC)
- Plasma Arc Cutting (PAC)
- Shielded Metal Arc Welding (SMAW)
- Shop Safety

PREREQUISITES:

High School Diploma, GED, or equivalency
WorkKeys Testing

****COST:** \$13,951 (Includes tuition, books, fees, materials, first attempt per certification)

****NOTE:** BOOKS AND CERTIFICATION FEES FOR VA STUDENTS WILL FOLLOW VA RULES AND REGULATIONS.

****Subject to change**

UTILITY PIPELINE TECHNICIAN (UPT): 612 CLOCK HOURS

SCHEDULE: Classroom portion Monday – Thursday: 8:00 AM – 2:30 PM (occasional Fridays)
CDL A portion Monday-Friday: 8:00 AM – 5:00 PM

CERTIFICATIONS:

- National Center for Construction Education & Research (NCCER)
 - » Core Certification
 - » Heavy Equipment Operator, Level 1, Level 2
 - » Introduction to Pipeline Industry
 - » Pipeline Mechanical and Maintenance, Level 1
- OSHA 30 Construction Safety
- CDL Class A

SALARY AVERAGE:

\$63,425 annual salary

DESCRIPTION:

There is a high industry demand for skilled Technicians and Operators with a Commercial Driver's License (CDL), Equipment Operators, and individuals skilled in welding, electrical, mechanical, and other utility pipeline maintenance needs in both public and private sectors. This includes Storm and Sanitary Sewer, Natural Gas, Telephone, Water Services-and Underground Communication Utilities.

This full-time program provides a solid foundation in theory and practice for a career where skills related to the utility pipeline trade are important for success. Specific areas covered in the program are:

- OSHA Safety
- Commercial Driver's License (CDL)
- Pipeline Installation and Repair
- Electrical and Mechanical Systems
- Heavy Equipment Excavation
- Industrial Maintenance Welding
- Underground Utilities
- Gas, Electric, Water Regulations

PREREQUISITES:

High School Diploma or GED
WorkKeys Testing

****COST:** \$17,170 (Includes tuition, books, fees, materials, certification exam costs)**

****NOTE:** BOOKS AND CERTIFICATION FEES FOR VA STUDENTS WILL FOLLOW VA RULES AND REGULATIONS.

****Subject to change**

MEDICAL BILLING AND CODING: 606 CLOCK HOURS

HYBRID SCHEDULE: Monday – Thursday 8:00 AM – 3:30 PM

- 2 days on campus
- 2 days synchronous online learning

CERTIFICATIONS:

Certified Medical Reimbursement Specialist (CMRS) along with Certified Billing & Coding Specialist (CBCS)

SALARY AVERAGE:

\$40,004 annual salary

DESCRIPTION:

Students graduating from this program will find jobs in physicians' offices, hospitals, clinics, and insurance companies. A Medical Coder extracts information from a patient's chart and assigns medical codes to identify procedures, diagnoses and any medical equipment as documented in the medical record. A billing professional will use those codes to accurately submit claim forms to insurance companies, appeal denials, and post charges, payments and adjustments to patient accounts.

PREREQUISITES:

High School Diploma, GED, or equivalency
WorkKeys Testing

****COST:** \$9,980 (Includes tuition, books, fees, materials, and first attempt per certification)

****NOTE:** BOOKS AND CERTIFICATION FEES FOR VA STUDENTS WILL FOLLOW VA RULES AND REGULATIONS.

****Subject to change**

PARAMEDIC: 1000 CLOCK HOURS

SCHEDULE: Class time is 8:00 AM – 5:00 PM; class days vary each week based on Unit Schedule.

CERTIFICATIONS:

National Registry of EMTs; Ohio Paramedic Certification

SALARY AVERAGE:

\$58,810 annual salary

DESCRIPTION:

The Paramedic Program is an intensive course of study that prepares students in all aspects of basic and advanced life support procedures that are relevant to pre-hospital emergency care. Topics covered during this 1000 clock hour course include patient assessment, cardiac rhythm interpretation, defibrillation, drug therapy, and airway management. The course is divided into 500 hours of classroom theory and 500 hours of clinical experience. The lecture lab portion of the class will be held every third day during the work week (Unit 2), excepting holidays. Our experienced faculty uses a variety of teaching methodologies to engage the students in scenario-based learning. Clinical requirements are scheduled separately from class time. This program meets NHTSA 2009 standards (most recently published) as well as the 2012 State of Ohio curriculum requirements for Paramedic programs. This class meets occasionally on Saturdays as scheduled. Certified Paramedics can find jobs with private ambulance services, hospitals, clinics, fire departments and urgent care centers.

PREREQUISITES:

High School Diploma, GED, or equivalency
WorkKeys Testing
FBI/BCI Background Check
NIMS 100 and 700
Ohio Certified Emergency Medical Technician
Anatomy & Physiology I & II
Medical Exam and Vaccinations
Interview with the Paramedic Program Coordinator
Obtain required textbooks

****COST:** \$11,000 (Includes tuition, fees, materials, first attempt per certification)

****NOTE:** BOOKS AND CERTIFICATION FEES FOR VA STUDENTS WILL FOLLOW VA RULES AND REGULATIONS.

****Subject to change**

PRACTICAL NURSING: 1400 CLOCK HOURS

SCHEDULE: Monday – Friday; 8:00 AM – 3:30 PM. Clinical Hours 7:30 AM to 3:00 PM
112 Preceptorship hours vary based on the preceptor schedule

LICENSING:

PN-NCLEX test for licensure as a Licensed Practical Nurse

SALARY AVERAGE:

\$48,070 annual salary

DESCRIPTION:

Nurses are in high demand in long-term care facilities, hospitals, home health agencies, physician's offices, schools, outpatient clinics, and more. Butler Tech's full-time practical nursing program combines classroom and clinical experience to prepare students for the challenging and rewarding opportunities in nursing. Travel required to clinical sites.

PREREQUISITES:

High School Diploma, GED, or equivalency

WorkKeys Testing

FBI/BCI Background Check

Medical Exam and Vaccinations

Pass drug screen at orientation

****COST:** \$19,295 (Includes tuition, books, fees, materials, uniforms, lab kits, first attempt at certification.

****NOTE:** BOOKS AND CERTIFICATION FEES FOR VA STUDENTS WILL FOLLOW VA RULES AND REGULATIONS.

****Subject to change**

PART TIME PROGRAMS

(NOT ELIGIBLE FOR TITLE IV FUNDING)

COMMERCIAL DRIVER'S LICENSE (CDL) CLASS A: 200 CLOCK HOURS

COMMERCIAL DRIVER'S LICENSE (CDL) CLASS B: 120 CLOCK HOURS

SCHEDULE: Monday – Friday; 8:00 AM – 5:00 PM Day
Monday – Thursday; 5:00 PM – 9:00 PM Evening

LICENSING: CDL CLASS A and CDL CLASS B

COST: \$6,200 for Class A and \$4,200 for Class B

SALARY AVERAGE:

\$53,980 annual salary

DESCRIPTION:

Butler Tech offers both the Class A and Class B Commercial Driver's Training program at the Regional Public Safety Complex. The Class A training consists of 200 hours, and the Class B training consists of 120 hours (embedded in Class A training). All training is a combination of both classroom and behind-the-wheel experiences. Classes begin each month during the day and six times a year in the evening.

PREREQUISITES:

Be at least 18 years of age (18 years of age for an intrastate Ohio license)

Pass a Department of Transportation physical exam and drug screen.

Obtain a CDL permit - required for testing.

Valid Ohio driver's license with a good driving record

Copy of social security card

Payment for the program prior to the start date

****NOTE:** Students are responsible for paying for their DOT Physical with medical certificate, DOT 5-panel drug screen results, CDL Permit, and CDL License.

****NOTE:** BOOKS AND CERTIFICATION FEES FOR VA STUDENTS WILL FOLLOW VA RULES AND REGULATIONS. ****Subject to Change**

MEDICAL ASSISTING 260 CLOCK HOURS

SCHEDULE: Monday, Tuesday, Thursday – 6:00 PM – 9:30 PM
140 hours class and 160 hours externship

CERTIFICATIONS:

Medical Assistant Certification (CCMA) Exam through National Healthcareer Association (NHA)

SALARY AVERAGE:

\$37,190 annual salary

DESCRIPTION:

In this course, you will be prepared to take on the variety of important tasks performed by a medical assistant including:

- Correctly perform both administrative and clinical tasks in the medical office
- Take medical histories, record vital signs, and explain treatment procedures to patients.
- Assist healthcare provider during medical exams.
- Perform basic lab tests, draw blood, and give electrocardiograms (EKGs)
- Students will be prepared to take their Medical Assistant Certification (CCMA) exam through the National Healthcareer Association (NHA).

Our curriculum includes:

- Anatomy & Physiology
- CPR & First Aid.
- Law & Ethics
- Medical Math
- Medical Terminology
- Computer Basics including Keyboarding & MS Word.
- Employability skills, resume writing & interviewing.
- Medical Insurance
- Medical Office Procedures
- Pharmacology

PREREQUISITES:

High school diploma, GED or equivalency

Medical exam and vaccinations

FBI/BCI Background Check

Pass 10-panel drug screen

****COST:** \$3,162 (Includes tuition, books, fees, materials, and first attempt on certification)

****NOTE:** BOOKS AND CERTIFICATION FEES FOR VA STUDENTS WILL FOLLOW VA RULES AND REGULATIONS. ****Subject to change**

EMERGENCY MEDICAL TECHNICIAN: 190 CLOCK HOURS

SCHEDULE: Evening Class, Tues/Thurs, 6:00 PM – 10:00 PM
Summer Class, Tues/Thurs, 8:00 AM – 5:00 PM
EMT Class that is combined with Fire Rescue Academy students
*Day Academy – Tues/Thurs, 8:00 AM – 5:00 PM
*Evening Academy – Mon/Tues/Thurs, 6:00 PM – 10 PM

LICENSING: Ohio Certified Emergency Medical Technician

SALARY AVERAGE:
\$37,660 annual salary

DESCRIPTION:

The EMT course covers all techniques of emergency medical care presently considered within the responsibilities of the EMT, as well as operational aspects of the job which they will be expected to perform.

This course is designed for all individuals desiring to provide emergency medical care with an ambulance service or other pre-hospital rescue service routinely providing emergency rescue service routinely providing emergency medical care.

PREREQUISITES:

WorkKeys Testing
FBI/BCI Background Check
Medical Exam with vaccinations
Obtain required textbooks

****COST:** \$2,212 ** (Includes tuition, class fees, and first attempt on certification)

NOTE: BOOKS AND CERTIFICATION FEES FOR VA STUDENTS WILL FOLLOW VA RULES AND REGULATIONS **Subject to Change

FIREFIGHTER I AND II: 348 CLOCK HOURS

SCHEDULE: Day Academy Monday – Friday 8:00 AM – 5:00 PM
Evening Academy Monday - Thursday 5:00 PM and 10:00 PM
Occasional Saturdays – 8:00 AM – 5:00 PM

LICENSING: Ohio Department of Public Safety Firefighter II certification

SALARY AVERAGE:

\$50,700 annual salary

NOTE: Additional certifications (Emergency Medical Technician, etc.) may be required for employment.

DESCRIPTION:

This course complies with State Division of EMS Firefighter curriculum for Firefighter I and II Certification. Course covers specific NFPA 1001 topics. Protective gear and SCBA required. Includes the mandatory 16 hours of Emergency Vehicle Training.

PREREQUISITES:

High school diploma, GED or equivalency
Pass Physical Fitness Test
WorkKeys testing
Medical exam
FBI/BCI Background Check
Obtain required textbooks

****COST:** \$5,597** (Includes tuition, fees, certification exam)

****NOTE:** BOOKS AND CERTIFICATION FEES FOR VA STUDENTS WILL FOLLOW VA RULES AND REGULATIONS **Subject to Change

PHLEBOTOMY: 140 CLOCK HOURS

SCHEDULE: Monday and Wednesday evening; 6:00 PM – 9:00 PM

- 18 Clinical hours vary per week.
- 40 Externship hours aligned with site hours.

CERTIFICATION

Certified Phlebotomy Technician through National Healthcareer Association (NHA)

SALARY AVERAGE

\$37,380 annual salary

DESCRIPTION

The Phlebotomy Certificate program emphasizes a combination of phlebotomy theory and practical application necessary for successful employment. Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings. After completing requirements, graduates are eligible to sit for a national certification exam.

The Phlebotomy Certificate curriculum prepares students for collecting blood samples from patients, performing related technical procedures, and processing the associated clerical tasks. Curriculum includes medical terminology, law and ethics, safety procedures and employability skills in addition to phlebotomy theory and practicum. As vital members of the health care team, phlebotomists work closely with patients and require good communication and organizational skills.

PREREQUISITES:

High School Diploma, GED or equivalency
Medical Exam with vaccinations
FBI/BCI Background check

****COST:** \$2,868** (Includes tuition, books, fees, uniforms, certification exam)

****NOTE:** BOOKS AND CERTIFICATION FEES FOR VA STUDENTS WILL FOLLOW VA RULES AND REGULATIONS

****Subject to Change**

STATE TESTED NURSE AIDE: 79 CLOCK HOURS

SCHEDULE: Monday – Thursday: 8:00 AM – 3:30 pm
Clinical Time: 7:30 AM – 4:00 PM

CERTIFICATION:

State Tested Nurse Aide Exam

NOTE: Original Social Security card and a non-expired picture government ID must be provided on testing day. Photocopies not accepted.

SALARY AVERAGE

\$30,290 annual salary

DESCRIPTION:

Nurse Aides are critical members of the healthcare team. They provide direct patient care in hospitals, long-term care and residential care centers and other healthcare settings. Butler Tech's State Tested Nurse Aide (STNA) program is approved by the State of Ohio. Students learn basic patient care with 16 hours completed at a clinical location. Mandatory attendance requirement: 100%

PREREQUISITES:

FBI/BCI Background check

Social Security Card

Negative two-step TB test or Quantiferon Gold TB test (must be completed with results before first day of class)

****COST:** \$1,041** (Includes tuition, fees, certification exam cost)

****NOTE:** BOOKS AND CERTIFICATION FEES FOR VA STUDENTS WILL FOLLOW VA RULES AND REGULATIONS

NOTE: Students must supply their own navy blue scrubs and dark leather-like shoes. Travel is required to clinical sites.

****Subject to Change**

SECTION VI

SCHOOL POLICIES AND REGULATIONS

NOTE: POLICIES IN PROGRAM SPECIFIC HANDBOOKS SUPERCEDE THE INFORMATION IN THE GENERAL HANDBOOK.

SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy complies with the guidelines established by the Council on Occupational Education (COE) and the federal regulations established by the United States Department of Education. This Policy is provided to applicants prior to enrollment and is consistently applied to all students enrolled at the Institute. NOTE: Students receiving funds under any federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. This Policy is intended to comply with all applicable rules and regulations applicable to students eligible to receive Title IV federal student financial aid. In the event that any provision of this Policy conflicts with any rules or regulations in effect with respect to Title IV federal student financial aid, the rules and regulations of Title IV shall apply.

OFFICIAL REVIEW OF SATISFACTORY PROGRESS

SAP evaluation periods are based on actual contracted hours and weeks completed at the institution. Students are evaluated for Satisfactory Academic Progress at the end of each payment period. Each payment period includes 50% of the clock hours and weeks in the program's academic year.

Program specific academic progress evaluations may be provided by your instructor on term basis. Periodic student/instructor conferences and/or timely grade reports keep the student informed of their progress. Terms and specific grade requirements can be found in your program handbook. To maintain satisfactory progress, a student must achieve a passing grade each term. Failure to achieve a minimum standard may result in a financial aid warning, academic probation, or dismissal from the program.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 90% of the hours possible based on the applicable attendance schedule in order to maintain satisfactory attendance progress. Some programs require a higher minimum. See specific program handbook for details. Evaluations are conducted at the end of each payment period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained the required cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Each student has primary responsibility for tracking individual absences and tardiness. Every student is expected to establish an excellent attendance record that will be an asset when applying for a job. Students are expected to arrive on time and stay until the end of the class.

All arrivals after the designated starting time will be classified as a partial absence. Leaving class early will also be considered a partial absence. Partial absences will be computed in real time and are factored into the attendance requirement. Doctors' visits and other appointments should be scheduled outside of class time. If a student must miss school because of illness or other emergency, follow program specific requirements for procedures regarding notification and documentation.

Students who are absent from school for a two-week period without notifying the school will be dismissed. Students who miss all or a portion of the first day of class without notice to the program supervisor will forfeit their seat in the class.

EXCUSED ABSENCE POLICY

Butler Tech has a 10% excused absence policy for most programs. This means that the student may graduate with 90% of the required clock hours in the program as long as they have completed the competencies. The coordinator of each program will determine if an absence is considered excused or not. Some programs have specific attendance requirements due to program certification. Refer to your program handbook for your program specific attendance requirements.

MAXIMUM TIMEFRAME

Students must complete within 150% of the published length of the program to remain on financial aid unless the student is granted an appeal for additional time.

FINANCIAL AID WARNING

Students who fail to meet Satisfactory Academic Progress are placed on a Financial Aid Warning. Notification will be emailed and include the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the warning period, the student has not met both the attendance and academic requirements, the student will be ineligible to receive Title IV Funds unless the program coordinator determines it is still possible for the student to reach the requirements for successful completion. If successful completion can be met, the student will be placed on probation. If it is determined that successful completion cannot be met, the student will be dismissed. The dismissal can be appealed. If an appeal is granted, the student will be notified in writing and the student will be on probation.

PROBATION

For Satisfactory Academic Progress, only students who have the ability to meet the Policy standards by the end of the evaluation period may be placed on probation, unless the student has been granted an appeal from dismissal.

Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing (via electronic delivery or hand delivered) of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements for satisfactory academic progress or by the academic plan, the student will be determined as NOT making satisfactory academic progress and will be dismissed and not be deemed eligible to receive Title IV funds.

A student may be placed on probation for reasons other than failure to meet satisfactory progress requirements. A student will be notified in writing that they are being placed on probation and that notice will include the reason for probation, the length of the probationary period, and the conditions for removal from probation. If the student does not meet the conditions of the probation period, they will be subject to dismissal.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS AND WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress or is dismissed from the program for any reason, the student may appeal the determination within ten calendar days. Reasons for which students may appeal include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance.

(Note: lack of transportation and/or child care are not acceptable as extenuating circumstances.) The student must submit a written appeal to the school describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point and complete the program. Appeal documents will be reviewed and a decision will be made and reported to the student in writing delivered in person at the Institute or by email within 5 business days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

EXTENUATING CIRCUMSTANCES

When documented extenuating circumstances exist, the school reserves the right to deviate from the stated attendance policy.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

MAKE-UP TIME

Make-up time, if permitted, is at the discretion of the instructor or program supervisor, and the student may make-up time only to increase his or her attendance percentage to the minimum amount required by the individual program. Students may arrange with their instructor or program supervisor to make up time if they have fallen below the minimum required attendance percentage, or, with the program supervisor's special permission, if they have some scheduled requirement that they know will take them below the minimum.

Make up time must be conducted at the school, and students must be given meaningful assignments that relate directly to the content they missed. These assignments must be checked, graded, and monitored by the instructor. If the instructor cannot be present while the student is making up hours, the instructor or program supervisor must arrange for appropriate supervision of the attending student.

Students may not make up or "bank" time to increase their attendance above the minimum required for the program. Specifically, students are not permitted to make up time in order to achieve 100% attendance.

The student may be charged to receive clock hours for make-up time.

WITHDRAWAL PROCEDURE

When withdrawing from a training program prior to the official graduation date, it is important for the student to complete appropriate paperwork with the Adult Education office and any sponsoring agency. Students must also have an exit interview with the program supervisor. This procedure is to ensure credit for billing adjustments if they are required. Any refund due to the student will be processed within 30 days of a request.

CERTIFICATE OF COMPLETION/TRANSCRIPT REQUESTS

A Certificate of Completion will be awarded to each student who has met all academic, attendance, and financial requirements or who has successfully maintained an advanced placement assignment through the scheduled completion date. **Duplicate certificates will not be issued.** In lieu of a duplicate certificate an official letter/transcript verifying dates attended and program completion will be issued to the student or the student's designee upon written request. A fee of \$5.00 will be assessed.

CAREER PASSPORTS

The Career Passport is a portfolio containing training-related documents that describe the marketable skills of the program completer. It is designed to assist students in job seeking and career planning by presenting skills and knowledge acquired while enrolled at Butler Tech.

To receive a Career Passport a student must:

1. Successfully complete a training program.
2. Fulfill all financial obligations (payment in full for tuition, fees, books, etc.)

EMERGENCY CLOSINGS AND DELAYS

All announcements will be aired under the name of Butler Tech Adult Education Campuses (LeSourdsville and Liberty Township Campus (Public Safety)). Closing and delays will be posted on the Butler Tech website. It is the student's responsibility to check the website www.butlertech.org

ADDRESS AND PHONE NUMBER CHANGES

It is imperative that all students notify the Adult Education office staff of any changes in address, e-mail address, or phone number.

FIRE AND TORNADO PROCEDURES

The District has established fire and tornado procedures which will be explained by individual instructors. Emergency evacuation routes are posted in all classrooms. It is imperative that students remain with the class; no one is to leave until released by school personnel.

SECTION VII

STUDENT SERVICES

EMPLOYABILITY SKILLS

All full-time programs offer instruction in employability skills appropriate to the specific program of study. All students will be encouraged and have the opportunity to prepare a resume.

PLACEMENT AND FOLLOW-UP

When a student obtains employment, either by Early Placement or following program completion, the student is requested to provide workplace information. State and Federal regulations require that placement information be recorded and made available.

FOOD AND BREAKS

No food or drink will be permitted outside the commons/break area and cafeteria. Special permission for an exception may be granted only by the supervisor and only if the instructor assumes responsibility for making sure that all trash is cleaned up and properly discarded.

PERSONAL TRANSPORTATION TO SCHOOL-DRIVING PRIVILEGES

Students shall park in designated areas. Students driving to school should enter the building immediately upon their arrival. Loitering in the parking lot and in personal vehicles on school property is prohibited.

NOTE: Per Ohio Revised Code Section 4509.101 Operation of motor vehicle without maintaining proof of financial responsibility is prohibited. "No person shall operate, or permit the operation of, a motor vehicle in this state, unless proof of financial responsibility is maintained with respect to that vehicle, or, in the case of a driver who is not the owner, with respect to is operation of that vehicle."

LOST AND FOUND

The lost and found area is in the customer service offices. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be donated to an appropriate charity.

STUDENT FUND-RAISING

With the permission of the Supervisor, students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

- Students involved in the fund-raiser will not interfere with class activities or students participating in other activities to solicit funds.
- A student will not be allowed to participate in a fund-raising activity for a group in which they are not a member.
- No student may use the name Butler Tech for fund-raising activities without proper authorization and supervision by approved staff.
- No house-to-house canvassing is allowed by any student for any school approved fund-raising activity.
- A staff member will monitor any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity to prevent a student from over-extending themselves to the point of potential harm.
- No student may participate in a fund-raising activity conducted by a booster club or community organization on school property without the permission of the appropriate administrator.

STUDENT WELFARE

The Supervisor and the faculty serve as the student's advisor in each program of study. Faculty members are available by appointment to discuss student performance or other classroom concerns and make appropriate referrals. Students may seek counseling services through the office of Student Services. Students are encouraged to make the Student Services office aware of any special circumstances that affect their educational progress. The Student Services office is available to provide referrals for students with problems such as substance abuse, divorce, domestic violence, or other counseling needs.

MEDICATION

If a student is taking medication, that information should be made known to their instructor for health and safety reasons.

PRIVACY OF STUDENT RECORDS

Student records shall be defined as any material concerning individual students maintained in any form by the Board of Education or its employees, except personal notes maintained by instructors and other school personnel solely for their individual use and not communicated to any other person. All permanent student records are maintained by the Adult Education office or official storage space.

A student has the right to:

- Inspect and review their education records.
- Request an amendment to their record.
- Request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or in violation of their rights.

The consent of the student shall be required when any item in the student's record is divulged to any person except authorized personnel employed by the Board of Education and having direct educational contact with the student, or representatives of the Ohio Board of Regents, Ohio Department of Education, or United States Department of Education.

Butler Tech Adult Education will release student records only to the student.

FERPA regulations allow school to disclose records without consent to the following parties:

- School employees who have a need to know.
- Other schools to which a student is transferring.
- Certain government officials.
- Appropriate parties in connection with the student's financial aid.
- Organizations conducting certain studies for the school.
- Accrediting organizations.
- Individuals who have obtained court orders or subpoenas.
- Persons who need to know in cases of health or safety emergencies.

FERPA regulations permit Butler Tech to disclose specific "directory information" without obtaining prior consent of the student. Butler Tech defines "directory information" as the student's name, enrollment status, program, credential(s) awarded, dates of attendance, attendance record, and completion date. A student may choose not to have this information shared by notifying the Student Services office in writing within 30 days of the first date of attendance.

FALSIFICATION OF DOCUMENTS

Students who falsify any Butler Tech documents will be subject to immediate dismissal from their program.

SECTION VIII

ADULT STUDENT RESPONSIBILITIES

STUDENT CODE OF CONDUCT

Students learn best in an atmosphere of mutual acceptance and trust. Rules and regulations are necessary and, when applied, shall be reasonable and appropriate to the nature of the behavior and in accordance with the holdings of Ohio courts of law. In maintaining the student's right to equal educational opportunity, it is reasonable and necessary to maintain order in the career/technical center. The Student Code of Conduct sets forth a student discipline code which outlines the conduct for which a student may be removed from an activity, be suspended, or dismissed from school. In the event that an adult student's conduct is disruptive to the educational process, destructive to property in either the classroom or clinical setting, and/or deprives others of their basic rights, the school will take appropriate action for immediate removal and possible dismissal.

Students are expected to demonstrate the following:

1. A desire to learn and develop their professional skills.
2. Preparation for each class.
3. Attendance and punctuality for each class.
4. Positive classroom participation.
5. A courteous, respectful, and non-judgmental attitude towards staff and other students.
6. A willingness to receive constructive feedback.
7. The desire to take responsibility for their own values, attitudes, interpersonal relationships, and academic performance.

Students are expected to refrain from the following:

1. Insubordination: A student shall not disregard or refuse to obey directions or instructions given by school personnel during any period of time when the student is properly under the authority of school personnel.
2. Disruption: A student shall not by use of violence, force, coercion, threat, harassment, unnecessary noise or talking or other behavior deemed undesirable, cause disruption or obstruction to the educational process.
3. Use of tobacco: Butler Tech is a smoke-free, tobacco-free campus.
4. Theft
5. Possession of weapons or any item which can be construed as a weapon or destructive device.
6. Possession or consumption of alcohol, illegal drugs, or counterfeit controlled substances
7. Inappropriate dress (see Dress Code)
8. Frightening, degrading, lewd, or disgraceful acts or language (profanity)
9. Hazing
10. Harassment of any type
11. Cheating on any classroom assignments, quizzes, tests, or other assessments

12. Plagiarism or misrepresentation of another student's work as their own.
13. Falsification of any documents used in the enrollment or financial aid processes.

Violation of the Student Code of Conduct will result in temporary removal, written reprimand, and/or dismissal from the program.

NO SMOKING POLICY

Butler Tech is a smoke-free, tobacco-free campus (including cigarette substitutes, i.e., e-cigarettes or water vapor). Adult students are not permitted to smoke on any Butler Tech campus or on properties adjoining Butler Tech. Smoking in any area will result in disciplinary action:

First offense:	Verbal warning
Second offense:	Written warning
Third offense:	One (1) day suspension

After the third offense, students who continue to violate the smoking will be subject to dismissal.

REPORTING HARASSMENT

Butler Tech enforces a zero-tolerance policy for any type of harassment, including but not limited to physical, mental, and/or sexual harassment, coercion, interference, or intimidation. Any student who is a victim of harassment, or who witnesses harassment of another individual (student or staff), should report the incident to an instructor and/or program supervisor. The informed employee will document the incident in writing and begin an appropriate investigation of the accusations of harassment. Investigation techniques may include interviews with the accuser and the accused, interviews with witnesses, and counsel from local law enforcement.

Retaliation against a student who reports harassment will not be tolerated and is also subject to disciplinary actions.

AIDING AND ABETTING

A student shall not in any way aid or abet another student in violating the Student Code of Conduct. A student behaving in this manner will be disciplined according to the consequences given for the rule being violated by the other student.

REPEATED VIOLATIONS OF SCHOOL RULES

Repeated violations of school rules may result in suspension and/or dismissal from the program.

BUTLER TECH HONOR PLEDGE

All Butler Tech adult students are members of a diverse academic and social community. The educational value of our programs is critically dependent upon academic integrity. Students are asked to commit themselves to the following Butler Tech Honor pledge:

Understanding that students of Butler Tech are members of an academic and social community, I recognize the importance of my education and the value of experiencing learning in such an integrated community. Because I understand that the value of my education and training is critically dependent upon academic integrity, I pledge to:

1. Complete all assignments and examinations by the guidelines given to me by my instructors.
2. Avoid plagiarism and any other form of misrepresenting someone else's work as my own.
3. Respect my instructors, administrators, peers, and others with whom I engage.
4. Adhere to the policies and procedures in the Student Handbook as well as specific policies for the program in which I am enrolled.

In doing this, I hold myself and my community to a higher standard of excellence and set an example for my peers to follow.

COMPUTER ACCESS

In order to have access to any district computer the student must sign an Acceptable Use Policy. Violation of any described policies, including but not limited to, accessing another student's account without permission, entering and/or reproducing any information that is not directly related to the instructional assignment, interference with the operation of school business, unauthorized access, entering unauthorized information, and/or reproducing unauthorized information/material, will result in loss of access rights and/or dismissal from the program. **Students are not permitted to bring, install, or use unauthorized software in any classroom or on any district computer.**

DRESS CODE

Appropriate personal hygiene is expected at all times. Lower body articles of clothing must be hemmed. Students will not wear short shorts, spandex type clothing, athletic shorts, or miniskirts. Lower garments are to be worn at waist level at all times.

Upper body articles of clothing should cover the body from shoulders to waist; shirts exposing the midriff at any time will not be acceptable. The shirt must be hemmed. The armholes should not expose more than the underarm area. (Tank tops and spaghetti straps are not allowed.)

Clothing that bears statements, slogans, images, or insignia that are indecent, obscene, profane, lewd, or vulgar is not permitted.

Clothing that bears statements, slogans, images, or insignia that harass, threaten, intimidate, demean, discriminate or suggests violence, and that creates a reasonable risk of substantial interference of the educational process, is not permitted. Clothing that bears statements, slogans, images or insignia advertising, promoting, or depicting alcoholic beverages, tobacco products, or illegal drugs, and that creates a reasonable risk of substantial interference of the educational process, is not permitted.

Tattoos, slogans, insignia, buttons, and other paraphernalia may not be worn or displayed if the message may reasonably be anticipated to create a disruption in the educational process. In the case of exposed areas, the staff may require the student to cover a tattoo with a bandage, or by some other means, while at school. Visible body, facial, or tongue piercing, extreme makeup, and extreme hair color may be restricted, based on what may be acceptable in a typical work environment.

Heavy chains, studded bracelets, dog collars, and other articles which may be judged to be potentially harmful to the students and/or could be used as a weapon will not be permitted.

Torn, shredded, or threadbare clothing shall not be worn.

Students must wear shoes to school that are safe and appropriate for their program of study.

ADMINISTRATION OF STUDENT DISCIPLINARY CODE

While the primary responsibility rests with the program supervisor, the Executive Director or designee shall also administer the student disciplinary code and shall use their professional judgment in determining the most appropriate disciplinary action to be taken in each individual case.

STUDENT SUSPENSION OR DISMISSAL FROM PROGRAM

A student may be suspended temporarily from a program for up to ten (10) days or dismissed from a program for violations of the Student Code of Conduct. At all levels of disciplinary hearings, the student may have one (1) representative present. The supervisor may elect, at their own discretion, to tape the proceedings or have a school employee present to take official notes of the proceedings.

If a supervisor intends to either suspend or dismiss a student from a program, they will provide written notification to the student of their intended action(s) and the reason(s) why the action is being considered within five business days of the occurrence of the violation. The student will be given the opportunity to meet with the supervisor and present their information. After this

meeting, if the supervisor elects to suspend or dismiss the student, the supervisor will notify the student in writing of their final decision and provide the reasoning for the basis of the decision.

If the student wishes to appeal the decision of the supervisor, the student must file a written notice of their intention to do so with the Executive Director not later than five (5) days after receipt of the written decision of the supervisor. If an appeal is filed within that time, the student will meet with the Executive Director and be given the opportunity to present any evidence the student wishes as to why the student should not be suspended or dismissed from the program. The Executive Director will consider the evidence and provide the student with their decision in writing. The decision of the Executive Director may be appealed to the Chief Executive Officer in writing within five (5) days of receipt of the Executive Director's decision.

If the suspension or recommended dismissal of a student is not upheld by the Executive Director or the Chief Executive Officer and the student missed class work because of the supervisor's decision, the student will be permitted to make up all work missed and receive credit for it. Students who are suspended or recommended for dismissal for breach of the Student Code of Conduct or for poor attendance may, at the discretion of the supervisor of the program, be allowed to continue to attend class pending appeal.

EMERGENCY REMOVAL OF STUDENTS

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, the Executive Director of Adult Education or appropriate administrator may remove the student from curricular activities or from the school premises. An instructor may remove the student from curricular activities under the instructor's supervision, but not from the premises. If an instructor makes an emergency removal, the instructor will notify an administrator of the circumstances surrounding the removal in writing as soon as practical. No prior notice or hearing is required for any removal under this policy. In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one (1) school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a due process hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reason for the removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. If the student is subject to out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the appropriate administrator, the Executive Director or designee, and has the right to challenge the reasons for the intended suspension or otherwise explain their actions. Within one (1) school day of the decision to suspend, written notification will be given to the student. This notice will include the reasons for the suspension, the right of the student to appeal to the Chief Executive Officer or designee and the student's right to be represented in all appeal proceedings. If it is probable that the student may be subject to dismissal, the hearing will take place within three (3) school

days. The person who ordered or requested the removal will be present at the hearing.

If the Executive Director or designee reinstates a student prior to the hearing for emergency removal, the instructor may request and will be given written reasons for the reinstatement. The instructor cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the misconduct is disposed of either by reinstatement, suspension, or expulsion.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA.), or Section 504 of the Rehabilitation Act of 1973.

SEARCH AND SEIZURE

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Anything that is found during a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. Butler Tech reserves the right not to return items which have been confiscated.

STUDENT RIGHTS OF EXPRESSION

Butler Tech recognizes the rights of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times: non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

1. is obscene, libelous, indecent, or vulgar
2. advertises any product or service not permitted to minors by law
3. intends to be insulting or harassing
4. intends to initiate fighting or presents a likelihood of disrupting school or a school event.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

Butler Tech is here for the benefit of the students. If a student has suggestions that could improve the school, they should feel free to offer them. Written suggestions may be presented to instructors or office personnel.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Suggestions, concerns, and grievances may be directed to the program supervisor.

A student has the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subject to an illegal rule or standard. A student may not petition to have a grade changed.

Any student having a grievance shall first discuss such grievance with their instructor within five (5) working days following the act or condition which is the basis of the grievance. If the discussion does not resolve the issue, the aggrieved may:

- a. Lodge a written grievance with the program supervisor within five (5) working days following the discussion with the instructor. A hearing shall be held by the program supervisor within five (5) business days of receipt of the grievance. The aggrieved shall have the right to be accompanied by one (1) representative.
- b. If the action taken by the program supervisor does not resolve the grievance, the aggrieved shall have a right to request a hearing before the Executive Director. The request must be made in writing within five (5) working days following the decision of the program supervisor. The aggrieved shall be advised in writing of the time, place, and date of the hearing. The hearing shall be held within five (5) business days of receipt of the written request for the hearing. The aggrieved shall have the right to be accompanied by one (1) representative.
- c. The Executive Director shall act on the written grievance within five (5) working days after the conclusion of the hearing. The action taken and the reasons for the action shall be written, and copies sent to the aggrieved and the program supervisor.
- d. If the action taken by the Executive Director does not resolve the grievance, the aggrieved may appeal in writing to the Chief Executive Officer within five (5) working days from the receipt of the written decision. The aggrieved shall be advised in writing of the time, place, and date of the hearing with the Chief Executive Officer. The aggrieved shall have the right to be accompanied by one (1) representative. The Chief Executive Officer shall act on the appeal within five (5) working days after the conclusion of the hearing. The action taken and the reasons for the action shall be written, and copies sent to the aggrieved and the Executive Director. The decision of the Chief Executive Officer is final.

If the student wishes to take further action after the final appeal has been made, they may contact Butler Tech's accrediting agency. The Council on Occupational Education will require all documentation that the student has followed the stated grievance policy of the institution.

Council on Occupational Education (www.council.org)
7840 Roswell Road
Building 300, Suite 325
Atlanta GA 30350
Telephone: 770-396-3898/ FAX:770-396-3790

SECTION IX

ADMINISTRATIVE STAFF

DISTRICT

Jon Graft	Superintendent/Chief Executive Officer
Lori Thesken	Executive Director, Human Resources
Paul Carpenter	Chief Financial Officer

ADULT EDUCATION

Nick Linberg	Executive Director, Strategic Programming
Dennis Beam	Associate Director, Industry and Business
Dr. Sarah DeLong	Dean of Healthcare Programs
Jerry Glowka	Fire Program Coordinator
Allyson Gudorf	Assistant Treasurer, Adult Education
Jeremy Lane	EMS/Paramedic Coordinator
Jim Miller	Transportation & Testing Coordinator
Tim Reynolds	CDL Training Manager
Joel Seibert	Associate Director of Criminal Justice
Joan Vance	EMS Clinical Coordinator
Courtney Wells	EMS Coordinator

SUPPORT STAFF

Heather Bohn	Secretary, Transportation
Lisa Carter	Secretary, Police, Private Security and LEI Programs
Laura Day	Secretary, Fire/EMS Programs
Dennis Ewen	Student Services Coordinator
Jodi Krusling	Financial Aid and Accreditation Liaison
Kelly Poole	Recruitment/Retention Coordinator
Chris Neubarth	Secretary, Industry and Business Programs
Diane Raack	Secretary, Health Programs
Mike Russo	Assessment Coordinator
Liz Walker	Senior Administrative Assistant

FULL TIME FACULTY

Last Name	First Name	Degree	Institution	Credentials (if applicable) 5 years' experience
FULL TIME				
Duff	Misty	AASA, NCCER IMT Career Tech	Sinclair Community College, Butler Technology & Career Development Schools	Associates in Robotics, Industrial Maintenance Tradesperson 5 years, NCCER Industrial Maintenance Technology Certification
Lane	Jeremy	AAS – EMS AAB-Bus Mgt	Southern State Community College	Paramedic Coordinator Paramedic Instructor
Lucas	Stacie	Bachelor BSN	University of Phoenix	RN
Reynolds	Timothy	Masters	New Hampshire Pacific University	MBA
Sacdalan	Nicole	MSN	Ohio University	RN
Seibert	Joel	Associate	Eastern Gateway	Police Academy Commander OPOTC Instructor
Trousdale	Mallory	BSN	Indiana Wesleyan University	RN
Vance	Joan	Bachelor	Franklin University	Clinical Coordinator Certified Paramedic
Wells	Courtney	In process – Associate in EMS Management		EMT Coordinator, EMT & Paramedic Instructor with certifications 5+ years 17 years of experience in Fire EMS

PART TIME FACULTY				
Last Name	First Name	Degree	Institution	Credentials (if applicable) 5 years' experience
Adams	Joseph	Industrial Welding Tradesman - CWI	American Welding Society	Industrial Welding Tradesman 22 years, Certified in AWS D1.1, AWS Certified Welding Inspector 6 years, NCCER Certified, Welding Instructor
Ballard	Lannette	Bachelor	Miami University	RN
Beal	Harry	Associate	John Calhoun State	NCCER Certified Instructor
Boggs	Crystal	Associate	Galen College of Nursing	RN
Booth	Carolanne	Master	Western Governors University	MSN, RN
Cohen	Angela	Bachelor	University of Phoenix	RN
Edwards	Leah	Bachelor	Ohio University	RN
Eitel	Jeff	Bachelor	Eastern Kentucky	Certified Firefighter/Paramedic Certified Firefighter Instructor
English	Natalie	Bachelor	Kettering College	RN
Garlick	Robert	Associate	US Army	US Arm Helicopter flight certification, HVACR EPA Certificated License
Garner	Kitty	Bachelor	Northern Kentucky University	RN
Gist	Terri	Masters	University of Phoenix and American Academy of Professional Coders	Health Administration and Education Certified Professional Coder
Graf	Crystal	Associate	Southwestern	Medical Assisting Instructor RMA, X-Ray Tech, American Medical Administrator
Kuzminski	Edmund	Bachelors	Columbia Southern University	National Fire Academy's Managing Office Program, Fire Officer, Chief Training Officer, Ohio Fire Office designation through the Ohio Fire

				Chiefs Association, State of Ohio Fire instructor
Meek	Megan	Associates Degree	Christ College of Nursing	CCMA certification through NHA Associates Degree of Science
Morrow	Joshua	Industrial Welding Tradesman	American Welding Society	Industrial Welding Tradesman 15 years, AWS Certified D1.1., NCCER Certified, Welding Instructor
Riseborough	James	Bachelor	University of Toledo	Certified EMT Certified Firefighter Level II Certified Fire Instructor
Shappelle	Adam	Associate	Cincinnati State	Certified Paramedic Certified Firefighter Level II Certified EMS Instructor Certified Fire Instructor
Stevens	Kelley	Bachelor	Eastern Kentucky University	RN
Stuart	Dan	Bachelor	University of Indiana	RN
Weiss	Katherine	Bachelor	Christ College of Nursing	RN
Wright	Andrea	MSN	University of Cincinnati	APRN
Wright	Linda	Diploma	Southern Ohio College	Certified Professional Coder CMRS
Wyburn	Walt	Diploma	Community Hospital	Medical Assistant (MA), Certified Phlebotomy Technician (CPT)
Zack	David	Master	Lasalle University	RN