



Delaware Area Career Center
Adult Education Catalog

2017-2018

www.DelawareAreaCC.org

Main Campus
South Campus
4565 Columbus Pike
Delaware, OH 43015
740-201-3222

Satellite Location
North Campus
1610 State Route 521
Delaware, OH 43015
740-363-1993

Board Approved 3/16/2017
Last Edited 9/11/2017

DACC Vision

The Delaware Area Career Center is the resource for multi-generational career enrichment and educational opportunities.

DACC Mission

The Delaware Area Career Center, in partnership with community, is an innovative model for developing lifelong learners, quality leaders, and critical thinkers for the dynamic and global environment.

DACC Core Values

We value:

- Assisting students and workers with transition into the workplace
- Relationship, collaboration, and teamwork
- Quality recruitment and hiring processes
- A highly qualified staff
- Opportunities to be responsive to our communities' expressed needs
- Relevant courses that prepare graduates to meet workforce needs
- Good work ethic, professional, and the opportunity to model both
- Open, honest and clear communication
- Our ability to be good stewards of taxpayers' money
- A safe and nurturing environment for students
- Diversity both in student population and in courses offered
- The acquisition, use, and maintenance of the most current technology

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Mission Statement

The Delaware Area Career Center, in partnership with community, is an innovative model for developing lifelong learners, quality leaders, and critical thinkers for the dynamic and global environment.

History

Initial discussions about a Delaware Joint Vocational School started in June 1966 by superintendents from Delaware City, Big Walnut, Buckeye Valley, and Liberty Union (now Olentangy) School Districts. In August of 1966, following state approval, the Delaware Joint Vocational School District was officially formed. In the fall of 1974, a new facility opened and the first day of school was September 3, 1974. Early programs included agricultural mechanics, auto body, auto mechanics, business, carpentry, cosmetology, distributive education, electricity, machine trades, and stenography.

By the early 1990s, curriculum and enrollment needs required the school district to expand. A second facility, located five miles south of Delaware City, was leased in 1995 from CountryMark. That facility was subsequently purchased in 1996 following the passage of a levy. In 2003, the district changed its name to the Delaware Area Career Center (DACC) to reflect the changes in philosophy, programs, and technology that have occurred since its inception.

Today DACC offers programs and courses to high school and adult students from Delaware County and surrounding areas. The strong relationships with schools and businesses help the career center continue the original mission of offering affordable career training through shared services. Today's courses prepare DACC students to be lifelong learners in a global environment.

The Near Future

DACC is undergoing a major renovation. The north and south buildings are being consolidated on the property of the South Campus. In the process, all laboratories, classrooms, equipment, and the entire facility are being updated and improved. This project is scheduled to be completed by August 2018.

This decision to consolidate campuses was based on a year-long study that included meetings with focus groups and program advisory committees, extensive facility studies, and input from associate districts. Benefits of this exciting change are discussed in detail below.

Facilities & Equipment

Facilities

The Delaware Area Career Center is located less than thirty miles north of Columbus. DACC has two campuses that are almost eight miles apart. Each campus is approximately fifty acres in size with adequate parking for adult students. Classrooms at both campuses have been designed for the effective teaching and learning of adult students.

South Campus, our main campus, is located approximately five miles south of the City of Delaware at 4565 Columbus Pike (State Route 23). Adult education computer classes, Law Enforcement and Nurse Aide Training classes are held at the South Campus. ABLE classes are held at both the South Campus and several other locations in the Delaware County area.

North Campus, our satellite location, is located on the east side of the City of Delaware at 1610 State Route 521. Adult education Firefighting I & II, EMT, and career enhancement classes, along with the ABLE administrative offices are located at North Campus. Motorcycle Ohio classes operate at both the north and the south locations.

Equipment

All classrooms and training laboratories are well-equipped to provide current and effective learning experiences. Equipment acquired for the purpose of providing occupational experience for students is recommended, carefully vetted, and approved by the respective occupationally-specific advisory committee. Funding for the purchase of instructional and occupational equipment has been quite adequate for many years. As a result, laboratories are well equipped in terms of quality, currency and quantity. The renovation plans include updating and replacing laboratory and instructional equipment.

The Current Master Plan

Benefits of moving and consolidating to South Campus include:

- The location is visible and easily accessible to the community, an attribute that external focus groups determined was essential.
- The land provides more options for expansion.
- South Campus is near the center of Delaware County.
- All students will have access to more services such as the media center and a wider range of courses and subjects.
- The move allows for major updating and expansion of labs and other instructional technology while minimizing disruption during the construction phase.

Registration Process

Registration Options

On-line: www.DelawareAreaCC.org/Adult-Education

By Phone: (740) 201-3222 or (740) 201-3218

In Person: Delaware Area Career Center – South Campus
4565 Columbus Pike
Delaware, OH 43015

Steps for Registering for a Career Development Program

- Apply online at www.DelawareAreaCC.org. You may be asked to schedule a meeting with the program coordinator to tour and learn more about the program and targeted occupation.
- Complete WorkKeys assessments on the assigned testing date. Students are required to take a set of three tests with their scheduled class. The testing takes approximately three and a half hours. If for some reason you can't make the testing session date you must contact the school at 740-201-3206 prior to the assigned testing date.
- If interested in exploring financial aid options, meet with the Financial Aid Administrator to explore funding options. Call 740-201-3287.
- Complete and sign an Enrollment Agreement that details program costs, funding sources, and the timing of a non-interest bearing payment (installment) plan if necessary.
- Begin acquiring the supplies and completing the required pre-enrollment tasks and purchases for your program. Your program may require any of the following:
 1. Inoculations or health tests such as a tuberculin skin test, hepatitis, etc.
 2. Background check (Services offered at Willis Education Center. Call 740-833-1130 for information.)
 3. Drug screening
 4. Purchasing uniforms, textbooks, tools or other items required for your program.

Check www.DelawareAreaCC.org/Adult-Education for a program-specific list of registration requirements and purchases.

Admission Requirements

There are two admission requirements that apply for all career development programs. Some programs have additional admission requirements due to statutory or safety requirements of the occupation. Check course descriptions on the website for program-specific requirements.

All students must:

1. have a high school or GED diploma with the exception of Nurse Aide Training students;
2. score at least three on all three WorkKeys tests – Applied Mathematics, Reading for Information, and Locating Information.

WorkKeys Assessments

Before starting an adult education career development program at DACC, students must complete the following ACT WorkKeys assessments: Applied Mathematics, Reading for Information, and Locating Information. WorkKeys scores are reliable predictors of academic and occupational success and help determine the appropriateness of the chosen training. The scores also provide important lesson planning information for instructors. Another benefit of WorkKeys is the opportunity to earn a National Career Readiness Certificate. Sample tests are available at www.act.org.

Students must score a three or above on each test in order to be admitted. You may retest or you can appeal to have an exception to this policy granted. To appeal this decision, contact the Director of Adult Operations at 740-201-3206. Program completion certificates will not be given to students unless the WorkKeys assessments have been completed.

Students scoring below a three on a WorkKeys test are strongly encouraged to participate in one of our free remediation programs offered by the **DACC ABLE Program**. In fact, most students would benefit from ABLE prior to and during training. Call 740-203-2267 for details.

Transfer of Credit from Other Schools

The Delaware Area Career Center will consider the transfer of credit from other accredited schools on a case by case basis. Transcripts and other documentation may be required. WorkKeys testing will be required unless results from prior testing taken within two years can be obtained.

Changing From One DACC Program to Another

Students in good academic standing may withdraw from one program and enroll in another program offered by DACC. All program specific admission requirements must be met. Grades and attendance recorded for the original program do not transfer to the new program; however, the student's performance (grades, attendance and conduct) may be considered by the new program coordinator as factors for accepting or denying admission.

Reasons for Denying Admission

DACC reserves the right to deny admittance to any person who has been:

- Suspended or dropped from another school for scholastic deficiency, drug or alcohol violations, attendance problems, or any other reason the person is deemed unlikely to conform to the standards and ideals of the school.
- Convicted of a felony that might jeopardize the safety of our high school or adult students, staff, or property.

Satisfactory Academic Progress (SAP) Policy

Satisfactory academic progress is measured by two factors—grades and attendance. Students must meet the minimum standard for both factors in order to receive a certificate for any occupational program.

Grades

A student must maintain a C average (70%)* or better to be in good academic standing. The grading scale is as follows:

Letter Grade	Percentage
A	90% - 100%
B	80% - 89%
C	70% - 79%
F	69% or below

*Some programs require a higher grade average. See program descriptions.

Academic Progress Monitoring and Reporting

- Grade Average: All students will be informed of their academic progress **at the end of reporting periods of no more than six weeks**. Instructors are encouraged to evaluate and report grades earlier and more frequently if possible. Please Note: Students who are receiving **Veterans Benefits** to attend school must be evaluated on a monthly basis. Those monthly evaluations for VA students are for VA eligibility purposes. The transcribed grades of all students will be based on the regular evaluation plan set for each program. Each component of the grading system is evaluated independent of all others and is averaged with all other components to form an overall final grade average.
- Attendance: The percentage of attendance showing dates of attendance or absence must be reported monthly or more frequently and no later than the end of the week following the last date of class within a calendar month.

Students failing to meet **Satisfactory Academic Progress (grades or attendance)** standards at the end of a reporting period will be placed in one of the following two categories:

1. **Termination:** This is usually applied to a student who is or is nearly mathematically unable to increase his/her grade point average or rate of attendance sufficiently by the end of the next grading period (6 weeks or less) or attendance month. A terminated student may **re-enroll no sooner than 180 days or the next academic year, whichever is longest**. The date of re-entry may also be delayed by curricular requirements or rules imposed by the regulatory body specific to the training program. Upon re-enrollment the student will be charged for all repeated hours, and any books or supplies that were not issued during the original period of enrollment. Students should check with their funding source such as the VA to determine their continued eligibility upon return. A student may appeal in writing to the Adult Operations Director. The result of a successful **Academic Appeal** is to be placed on **Academic Probation**.
2. **Academic Probation:** In this case the student is granted the right to meet with the instructor or program coordinator to agree on an **Academic Plan** to come into compliance with the satisfactory academic standards (grades or attendance) of the school and program by the end of the subsequent reporting period or attendance month. If the student fails to adhere to the plan or is unable to improve sufficiently by the end of the probationary period, the student will be terminated. If the student and school are unable to agree on an Academic Plan, the student will be terminated.

Academic Appeal Procedures

To appeal **termination**, the student must submit a written appeal for probation. The appeal should be a letter or email addressed to the Director or program coordinator. It should describe in detail, with documentation, any undue hardship or circumstance which may have caused the failure to meet the requirements of satisfactory academic progress and/or attendance standards, or the educational plan provided to the student. The student must also indicate changes that will now allow the student to meet the standards of progress by the end of the next evaluation period. A review board will be convened by the Director to consider the appeal. Appeals will be reviewed on an individual basis. Students who are mathematically beyond the ability to complete the program by the end of the next evaluation period (either due to inadequate attendance or grade average) will be denied their appeal unless an agreement can be reached on a plan to make up missed work or time. The missed work or time may not be performed during regular class time. VA students please note: The VA, as well as the school, will allow no more than two failed reporting periods.

A successful appeal results in one additional grade reporting period or attendance month. The agreement will include a specific academic plan for makeup assignments.

Terminated students will be notified of appeal decisions within two weeks and may continue to participate in the program for that time. The program coordinator will inform

the student in writing of his/her probationary status or termination from the school. Successful appeals will include the **Academic Plan** attached to the letter. **No appeal is available for students failing (grades or attendance) two consecutive evaluation periods.**

Attendance Requirements

Regular class attendance is expected and mandatory for all students at the Delaware Area Career Center. Student absences can cause poor class performance, lower grades, loss of credit, loss of financial aid, and possibly dismissal from the program.

Attendance records are kept for all students on a daily/hourly basis. Programs follow guidelines set forth by the governing body of each program. Where no governing body exists, the Delaware Area Career Center's attendance policy is used. Occupational training program students must maintain **attendance of at least 90%** unless a higher standard is published for a specific program. Higher standards may be based on requirements of a certifying or licensing agency. Attendance is kept in half-hour increments. **Arriving late or leaving early is counted as missed hours.** Late arrival to class by one to thirty minutes will be marked as a half-hour missed. **No distinction is made between excused and unexcused absences for this purpose.**

Students are responsible for tracking their own time and making sure they avoid falling below an attendance rate of 90% or the higher standard for a specific program if applicable. Students who have attended less than 90% of the program hours at the end of a monthly attendance reporting period are not meeting the attendance requirement for DACC. These students will be placed on attendance probation, unless it is mathematically impossible for the student to meet the 90% standard by the end of the next month. In this case the student is terminated.

Students on attendance probation will have one calendar month to correct the attendance deficiency. A failure to meet the 90% requirement (or higher program mandated rate) by the end of the probationary month will result in termination.

Students who are terminated for attendance may appeal to the Adult Operations Director. See the details for appeal above.

Make-Up Hours/Work

Students who are at risk of failing, or are on Academic Probation for attendance may petition the program coordinator or designee to authorize make-up hours. The program coordinator must approve the make-up assignments and hours. Make-up time must be completed within the grade reporting period and may not exceed 10% of total monthly required hours. If the program coordinator approves make-up work requiring additional teacher time, the student's account will be assessed \$35 per make-up hour. The student will be invoiced for all teacher led make-up hours once completed. Students should check with funding sources to determine eligibility for funding of make-up hours.

Impact of Repeated Coursework

If a student repeats a course or unit of instruction, the grade point average for the repeated portion of the course will replace the previously recorded course or unit grade. The attendance rate for the repeated portion will be averaged into the overall attendance rate. Students are required to pay tuition and fees for any courses that are repeated. To successfully complete a repeated portion of training, a student must maintain a grade point average of 70% and maintain a minimum of 90% classroom attendance.

Process for Withdrawing

Non-attendance does not constitute an official withdraw. Charges may continue to accrue until the student announces his/her intent. A revised Payment Plan may need to be developed and signed.

If the student is funded by an outside agency the student must notify that agency of the change in status. A failure to notify the funding agency could result in:

- overpayment and a required refund; and,
- charges of fraudulent receipt of state or federal funds.

Impact of Withdrawing

If a student withdraws or is dismissed from a program, that student's grade and attendance records are frozen as of the last day of attendance. Both will be calculated as of the last date of attendance. A student may withdraw from the program while in good standing. When a student withdraws from a program, he/she will be assigned a status of **Withdrawn-Passing** or **Withdrawn-Failing**. A student with the status of Withdrawn/Passing may re-enroll at a future date by simply re-registering. A student with a status of Withdrawn-Failing must meet with the instructor or program coordinator to be approved for re-enrollment in the same program offered in the future.

Leave of Absence Policy

On rare occasions, Delaware Area Career Center may grant a Leave of Absence (LOA) in some programs. A LOA may not be less than two weeks, and a student may use an LOA only once in a 12-month period. Extenuating circumstances with documentation may be allowed on a case-by-case basis and include the following:

- Military Leave – for those who must report for active duty.
- Medical Leave – for those with urgent/emergency medical conditions for themselves or their immediate families. Examples include auto accidents, child or spouse hospitalized.
- Employment Leave – for those who must interrupt their school attendance for at least two weeks, due to temporary employer-imposed changes in schedules.
- Significant financial hardship.
- Other significant family or circumstances.

The student must request the LOA by completing and signing a "Leave of Absence Request Form." This form must be approved and signed by the instructor and program coordinator.

Enrollment priority will be given to students returning from approved leave as long as the date of their return is the “date of planned reinstatement” on the LOA form. It may be necessary to delay the student’s projected date of return if the timing of the curriculum does not match the student’s earliest possible date of return. Re-entering in the middle of a module or unit of instruction is prohibited since it would put the student at a disadvantage. If it is not possible for the student to complete the program by its regularly scheduled end date, it is necessary for the student to withdraw and apply for re-enrollment in a future session of the same program rather than take a leave of absence.

Fees will not accrue during a LOA, and increases in tuition at the time of return will not apply. Students with financial aid should contact their funding agency to determine the effect a LOA would have on the amount and timing of an award.

Remedial Course Work

Remedial courses are generally completed before entrance into a program. Remedial hours do not count toward the total clock hours for the program.

Emergency School Closing

Closing of high school classes at the Delaware Area Career Center does not necessarily mean that adult education classes will be cancelled. Program coordinators will contact students when classes are cancelled. It is also advised that you check www.DelawareAreaCC.org or call 740-201-3206 if you are uncertain as to the status of the classes. Public safety classes are an exception. Fire, EMT, and Peace Officer training typically do not shut down unless a Level 3 emergency is declared in Delaware County. So it is even more important for students in these programs to check the website or call.

Adult Education Holiday Calendar 2017-2018

(No Classes)

DATE	EVENT	DATE	EVENT
July 4, 2017	Independence Day	January 15, 2018	Martin Luther King Day
September 4, 2017	Labor Day	February 19, 2018	President’s Day
November 23-24, 2017	Thanksgiving Break	March 30, 2018	Special Recess
December 25-26, 2017	Winter Break	April 13, 2018	Emergency Makeup Day
Jan 1, 2018	New Year Break	May 28, 2018	Memorial Day

Program Calendars

Ohio Basic Peace Officer Training Academy	Nurse Aide Training Program (STNA)
South Campus	South Campus
713 Hours	84 Hours
September 20, 2017 through May 17, 2018	July 25, 2016 through August 5, 2016
Monday – Thursday 6:00 p.m. – 10:00 p.m.	March through May 2017
Saturday 8:00 a.m. – 4:30 p.m.	Mon/Wed/Sat 7:30 a.m. – 3:30 p.m.
Some Sunday TBD	
Emergency Medical Technician	Firefighter I & II
North Campus	North Campus
176 Hours	297 Hours
August 14, 2017 through December 18, 2017	August 12, 2017 through December 12, 2017
January 3, 2018 through May 7, 2018	January 2018 through May, 2018
May 7, 2018 through August, 2018	Spring 2017
August, 2018 through December, 2018	Tuesday / Thursday 5:45 p.m. – 10:15 p.m.
Tuesday / Thursday 8:30 a.m. – 5:00 p.m.	Saturday 8:00 a.m. – 5:30 p.m.
Some Saturdays 8:30 a.m. – 12:30 p.m.	

Programs of Study

Program Title	Total Clock Hours	Length of Time to Complete	Academic Credential	Targeted Occupational Credential
Emergency Medical Technician	176 hours	18 weeks	Certificate	Emergency Medical Technician
Firefighting I & II	297 hours	19 weeks	Certificate	Firefighter I & II Certification
Nurse Aide Training	84 hours	2-6 weeks	Certificate	Ohio Department of Health State Tested Nurse Aide
Ohio Basic Peace Officer Training Academy	718 hours	34 weeks	Certificate	Ohio Peace Officer Certification

Tuition and Fees

Classes are scheduled based on anticipated enrollment. DACC reserves the right to cancel classes due to low enrollment or other unforeseen circumstances. In this case any charges collected by the school will be refunded.

All costs associated with the entire program must be paid on or before the first day of class unless the student has signed an **Enrollment Agreement** that documents the:

- amount and timing of installment payments,
- sources of third-party funders, and the
- student's intent to pay.

Program*	Tuition	Other	Total*
Emergency Medical Technician	\$1,500		\$1,500
Firefighting I & II	\$2,500		\$2,500
Nurse Aid Training	\$ 675		\$ 675
Ohio Basic Peace Officer Training Academy	\$5,200		\$5,200

***Important Notes Regarding Costs of Attendance**

Be aware that there may be a \$75 fee for WorkKeys testing (\$25 per test) and a \$25 application fee if the student withdraws before completion. See details below under Withdraws and Terminations. These are not paid by some agencies or the VA.

Some programs may require background checks, inoculations, medical exams, uniforms, supplies, tools or other items in order to participate in the program. DACC is not the vendor for these items so these are additional costs of attendance. Specific program cost information is available at www.DelawareAreaCC.org/Adult-Education

How to Pay Tuition and Fee Charges

Students may pay for fees online, in person during business hours, or via the US Mail.

Online payments: www.DelawareAreaCC.org

Remit checks via US Mail: Delaware Area Career Center

Attn: Adult Operations

4565 Columbus Pike

Delaware, OH 43015

Make checks payable to: **Delaware Area Career Center**

Contact the Adult Education office (740-201-3222) with questions.

Fee Accrual and Refund Policy

Class Cancellations and Student Non-Attendees

- **School Action:** Students owe nothing and are entitled to a full refund of tuition/fees paid if a student's application is not accepted or the course is cancelled. This includes the \$75 assessment fee.
- **Student Action:** Students who apply but decide to not start are only responsible for paying the \$75 assessment fee and a \$25 registration fee. Amounts received in excess of those charges will be refunded to the student upon cancellation. Cancellations may be made by phone, in person, or in writing - including email.

Withdraws and Terminations

- If the student starts but withdraws **before the fourth day of class**, there is no charge for tuition; however, if books, tools, or supplies have been received and cannot be returned in like-new condition, the student must pay for those items. The student is also responsible for paying the \$75 WorkKeys fee and the \$25 registration fee.
- When a student **withdraws after the third day of class and before he/she completes 50% of the total hours of the program**, the charges for tuition are prorated on an hourly basis. Any items or services received by the student that are not included in tuition and are itemized must also be paid. These may include:
 - Books
 - Tools
 - Specific Supply Items
 - Uniforms
 - WorkKeys Assessment (\$75)
 - Application Fee (\$25)
 - Credentialing Fees (varies by program)
- **After completing more than 50% of the program hours**, students owe for all the published tuition, as well as, the cost of all items or services received if those charges are not included in tuition and are itemized in the program description of the website or catalog.

Charges for tuition are calculated as a percentage of the total program hours, based on the number of hours attended as of the withdraw/termination date, using the chart below.

Time Attended	Tuition Charged*
Day 1 – 3 of payment period	\$75 WorkKeys + \$25 Application Fee
After Day 3 – up to 50% of total program hours	Hours attended ÷ total program hours X total cost of program tuition
>50% of total program hours	100% of total cost of program tuition

***As mentioned earlier, students will also owe for all books, supplies, and service fees received if itemized separately.**

If all charges are paid, students returning to the same program at a later date will be given a tuition credit for the hours already paid.

All refunds will be processed and mailed to the student as quickly as possible and within 45 days. Refunds are processed automatically upon separation without the need for a request from the student or other payer.

Important Note Regarding our Fee Accrual and Refund Policy: Some programs may vary slightly from these rules. See specific program information for exceptions.

Financial Aid

Financial aid is available through several sources for qualified individuals. Each source of aid has its own specific guidelines concerning eligibility. Sources of financial aid for qualified adults attending DACC Adult Education programs include:

- Department of Job and Family Services
- Workforce Investment Boards
- Trade Adjustment Act (TAA) and North American Free Trade Act (NAFTA)
- Veterans Administration
- Bureau of Vocational Rehabilitation
- Bureau of Workers Compensation
- State of Ohio Vocational Training Vouchers

Students should contact the financial aid office to learn more about the options available and how to pursue them. The financial aid office can be reached at (740) 201-3222.

Called for Military Service

If a student is called for military service while in school, call-up information should be submitted to the financial aid office in a timely fashion. If no written notice is available, a student may submit an attestation of military service at the time of re-admission. DACC must be notified of a student's intent to return to the school within three years after the completion of military service (or within two years of illness or injury during performance of duty). A student will be re-admitted with the same academic status and for the first year back into the same program at the same cost as when they left, unless the VA will pay the difference. The cumulative length of absence may not exceed five years.

Student Services

Adult Basic Literacy Education Classes (ABLE)

Classes are free and available at various locations during the school year. Students can improve reading, math, writing skills, and prepare for the GED test through the ABLE Program. Call 740-203-2267 or visit www.DelawareAreaCC.org for more information.

Student Advising

The Adult Education Office, currently located at our South Campus is open Monday – Friday 8:00 – 4:00. Call 740-201-3206 for assistance with the following areas:

- Childcare
- Higher Education
- Career Development
- Employment Needs
- Transportation
- Housing

Job Search Assistance

Program coordinators and faculty provide graduate employment assistance to students who seek that service. Employment assistance for graduates is available through the Delaware County Department of Job and Family Services (DCDJFS) regardless of county residence. Other county departments of job and family services also provide varying degrees of job search assistance.

Employment Disclosure

The Delaware Area Career Center cannot guarantee employment after a student successfully completes his or her respective program. However, assistance is available through several sources. Program coordinators and instructors can discuss with students what options exist with regard to employment opportunities in a student's respective field of study. DACC has enjoyed longstanding successful partnerships with local agencies. These agencies provide free assistance with a job search, resume development, interview skill practice, and many of the skills needed in today's workforce. For more information visit <http://www.opportunityjobnetwork.com/delaware/>

Student Code of Conduct

General Rules

Each student has the responsibility to act in such a way as to not interfere with the rights of others. A student may forfeit his/her rights when he/she acts in a way that disrupts the educational opportunities of others. **A violation of any rule outlined in this student code of conduct may result in disciplinary action including probation or dismissal.** Instructors or coordinators are empowered to temporarily deny access to any student in violation of any conduct rule. The Director of Adult Operations will review code violations and will dismiss/terminate the student if he/she deems appropriate. As with grade or attendance termination, students terminated for conduct violations may not re-enroll sooner than six months or the following academic year whichever is longest. The student code of conduct applies to activities that occur on school property as well as off school property if the student is engaged in school related activities at the time the misconduct occurs. In addition to the general school policies described below, each adult education program at The Delaware Area Career Center has its own code of conduct applicable to the respective program. Program specific rules of conduct will be distributed and explained by the program instructors or coordinators during registration or orientation.

Alcohol and Drugs

A student shall not possess, use, sell, offer to sell, conceal, transmit, attempt to transmit or show evidence of use of any alcoholic beverage, illegal drug, or illegally used substances including, but not limited to, steroids, counterfeit, or look-alike drugs, controlled substances as defined by the Ohio Revised Code, or that otherwise violate the school's drug and alcohol abuse policy. A student may not possess, use, transmit, sell or conceal drug paraphernalia. Violation of this rule may result in search, suspension, removal, or expulsion from school and possible prosecution by law. This policy applies to all school premises, school transportation, and personal vehicles on school property and at any school-related activity not held on school property.

Academic Dishonesty

Presenting someone else's work as his/her own in order to obtain a grade or credit is considered cheating. This includes, but is not limited to, copying others assignments quiz or test answers, and plagiarism. Students who violate this policy will receive zero credit for assignment or work involved.

Falsifying Records

A student shall not, orally or in writing, use or sign the name of another person or falsify times, dates, grades, addresses, or other data on school records, in correspondence, or in other written material directed to the school or school personnel. A student shall not give or assist in giving false information to any police or fire department or any school personnel or other person acting in an official and lawful capacity.

Damage to Property

A student shall not knowingly or with reckless disregard cause or attempt to cause damage or deface school property.

Harassment and Intimidation

No student may harass any other student or school employee on the basis of race, color, religion, sex, military status, national origin, disability, age, and ancestry of person. This applies to harassment in any form (i.e. physical, written, verbal, or cyber) as defined in Board Policy. Any form of discrimination including symbols that either promote one group or are designed to offend or discredit any group or individual and cause a repeated disruption between individuals or groups is prohibited from school property. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Procedures for the reporting and consideration of such events are located within Board Policy and under the "Student Rights" section.

Hazing

Bullying activities - such as intentional written communications (including those activities engaged in via computer and/or electronic communications), verbal, or physical acts toward another particular student that causes mental or physical harm to another student and that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student are prohibited at all times. No student, may plan, encourage or engage in any hazing and/or bullying.

Tobacco

Use or possession of tobacco, look-alike tobacco products, to include tobacco-free snuff, paraphernalia associated with tobacco products (e.g. lighter, matches) in any form by students is not permitted on any school premises, school transportation, personal vehicles, and any school-related activity not held on school property.

Dangerous Weapons and Instruments

Student shall not possess or attempt to possess, transport, transmit, or conceal a dangerous weapon, firearm, knife, explosive, or dangerous instrument or look-alike, or any item used as a weapon. Look-alike weapons or instruments may include but are not limited to any object that a reasonable person might consider under the circumstances to be a dangerous weapon, firearm, and knife, explosive or dangerous instrument. Career Technical Programs require students to use industry tools to complete essential career skills. Students may be required to use items such as knives to complete

required technical skills. Any sharp or potentially dangerous tool that a teacher deems necessary in lab will be permitted in lab only.

Any knife or other potentially dangerous tool which is removed from the designated Lab area and taken to other areas of the school and/or school grounds may be considered a weapon. (If working on a required assigned project outside of lab and in another area of the building, prior permission for use of such tools must be given by the teacher) If any tool is used for other than its specific purpose, it may also be considered a weapon and that student will be subject to disciplinary action.

Computer Networks, Internet, email, fax & Phone Acceptable Use

DACC students may be required to access the district computer network, electronic, and other online resources to conduct district business, communicate with others and to participate in valuable educational activities and projects. Computer technology devices (computers, laptops, computer networks, personal digital assistants (PDAs), and handheld electronic devices) provide great instructional and business potential; however, there may be times when technology may not be used in a positive and constructive way. It is possible to find on the internet material which would be highly offensive to most people. Almost all of these risks can be avoided by simply using common sense. To assist staff and students with appropriate use of the online components, DACC has adopted an Acceptable Use Agreement (AUA), including a Virtual Code of Conduct. All students will review this document with their instructor and sign it as part of their orientation.

While in classes, computer devices shall be used by students solely for academic purposes or other purposes which support the educational mission of the Delaware Area Career Center. Computer devices may **NOT** be used for illegal activities, transmitting or receiving sexually-oriented materials, commercial activity, political activity, personal use, entertainment, playing computer or on-line games, accessing unauthorized computers, promoting any illegal activity, downloading or copying copyrighted sound, video or image files, or promoting the use of drugs, alcohol, tobacco, or illegal violence.

Use of Security & Electronic Surveillance Policy

School buildings and grounds are equipped with video monitoring/surveillance devices placed in areas to monitor activities and promote the safety and security of students, staff members, visitors, and protection of property. It will deter and prevent criminal activities and enforce school rules. It is important for all students and staff to realize that this system exists and will be used to create the safest environment for our students and staff. No cameras will be placed in any changing rooms and washrooms. The recordings from these video cameras will be restricted to authorized personnel and may be used in student discipline and law enforcement investigations.

Student Complaint Procedures

Step 1: A student may submit an appeal in the form of a letter, along with any documentation, to the Adult Education Director describing any undue hardship or

circumstances which may have caused the failure to meet school standards of satisfactory progress or conduct. A review board will be convened by the Adult Education Director and a determination of the appeal will be made within two weeks. Cases will be reviewed on an individual basis and the student will be notified of his or her appeal outcome by certified mail.

Step 2: Grievances not resolved to the satisfaction of the student should be reported to the Commission on Occupational Education (COE) by:

- Mail: COE, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
- Telephone: 770-396-3898 or 800-917-2081
- www.council.org

Non-Discrimination Policies

The Delaware Area Career Center (DACC) affirms that equal opportunities are offered without regard to race, color, religion, sex, military status, national origin, disability, age, and ancestry of person. No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinators. This policy shall prevail in all Board policies concerning school employees and students. The designated coordinators are (covering Title VI, Title IX, Age Discrimination, and Section 504): for students – Pupil Services Supervisor, North Campus, 1610 State Route 521, Delaware, OH 43015, telephone 740-201-2211; for staff – Director of Secondary Operations, South Campus, 4565 Columbus Pike, Delaware, OH 43015, telephone 740-203-3209.

Non-discrimination extends to students, staff, job applicants, the general public, and individuals with whom it does business. The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Sexual harassment is a form of sex discrimination. It is any unwelcome verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working and/or learning conditions or creates a hostile work and/or learning environment.

All persons associated with the District, including but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from discrimination and harassment, including sexual harassment. Harassment, whether verbal or physical or occurring in or out of a District building, or at a school-sponsored social functions or activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy. The DACC will take steps to prevent recurrence of any harassment and to remedy the discriminatory effects on the complainant and others, as appropriate.

Student Rights

Alleged Discrimination Grievance Procedure. In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Right (OCR) Guidelines, any student/professional staff, (e.g., teachers, counselors, or supervisors), parents, guardians, or third party who believe that the Delaware Area Career Center School District, any school official, any third party, or any student has inadequately applied the principles and/or regulations of the Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (disability), or the Age Discrimination Act of 1975, as amended, 20, U.S.C. Et. seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, she/he may file a complaint which shall be referred to as a formal grievance process. Examples of different types of grievances may include but are not limited to grievances for discrimination based on sex, race, color, national origin, disability, or age.

It is recommended but not required that the student/staff grievant attempt to solve the alleged discrimination complaint informally at the Building Director/designee or Supervisor level, respectively, within five (5) calendar days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, or if the grievant wants to proceed directly to file a formal complaint, the following formal procedure shall be followed. In accordance with the aforementioned statutes, the DACC prohibits any form of retaliation toward any individual who files a complaint or who participates in a complaint filed under these statutes.

STEP 1 - Any student-alleged formal discrimination grievance complaint should first be made to the Building Director/designee. Staff complaints will first be made to his/her immediate supervisor. Contact information is listed below. All complaints will be made within thirty (30) calendar days of the date the incident occurred. This complaint is to state the date, time, place, and people involved. All complaints are to be submitted in writing. Any verbal complaint must be submitted in writing within the initial ten day reporting period. If you need assistance in putting your complaint in writing due to a disability or for other reasons, please contact the person conducting the investigation.

The investigation will be prompt and thorough and conducted by the Building Director/designee for students or immediate supervisor for staff. If the investigator is the person to have allegedly been the one to discriminate or harass, the complainant shall make the report to the Superintendent. An alternate person will be assigned by the Superintendent to investigate. See below for contact information. Step 1 provides both parties an opportunity to present evidence and to identify witnesses. Notification of the

outcome of Step 1 will be sent in writing, to the parties involved, within thirty (30) calendar days.

Any district level complaint can be made directly to the Superintendent using the contact information below:

Title VI/Title IX/Age Discrimination/Section 504 Coordinator:

Students:

David Gilliam, Pupil Services Supervisor
South Campus – Main Campus
1510 State Route 521
Delaware, OH 43015
740-201-2211

GilliamD@DelawareAreaCC.org

Employees:

Tammy Hall, Director of Secondary Operations
South Campus – Main Campus
4565 Columbus Pike
Delaware, OH 43015
740-203-3209

HallT@DelawareAreaCC.org

STEP 2 - The decision reached as a result of the investigation conducted pursuant to Step 1 above may be appealed, in writing, to the district's Title VI/Title IX/Age Discrimination/Section 504 Coordinator within ten (10) calendar days. The Coordinator will provide written notification of the decision to all parties involved. Notification of the outcome of Step 2 will be sent in writing, to the parties involved, within fourteen (14) calendar days.

STEP 3 - If not resolved at Step 2, the decision may be appealed, in writing, within ten (10) calendar days to the DACC Superintendent who functions as the final mediator at the local level. The Superintendent will provide written notification of the final decision. Notification of the outcome of Step 3 will be sent in writing, to the parties involved, within twenty-one (21) calendar days.

The Board of Education recognizes that, in the interest of effective compliance, a procedure is necessary whereby all students and employees can be assured of a prompt and impartial hearing on their grievances. No reprisals of any kind shall be taken against any student or employee initiating or participating in the grievance procedure.

At any time an individual has the right to contact the Office for Civil Rights, US Dept. of Education or DACC's accreditation body, Council on Occupational Education (COE):

COE

7840 Rosewell Rd
Building 300, Suite 325
Atlanta, GA 30350
Phone: 800-917-2081
Website: www.council.org

Office for Civil Rights

US Dept. of Education
600 Superior Avenue, East (Suite 750)
Cleveland, Ohio 44114-2611
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Student Records and Privacy

Permanent educational records are kept for all current and former students. Students can contact (740) 201-3218 to view their records. If picking up a copy in person a photo I.D. is required. Records will only be released to the student. Please allow two weeks for us to honor your request. Academic records are kept in perpetuity.

Release of Student Record Information

Students shall have the right to review their records. Access must be provided within forty-five (45) days after the student notifies the District. All materials in the cumulative folder and intended for school use shall be available. A designated DACC staff member shall be present during any review of student records.

All requests for student information submitted by a third party shall be referred to the Registrar's office. A *Student/Client Information Release Form* will need to be completed. A driver's license or other official identification is required.

Transcripts

A transcript will be issued for all students who complete their programs and partial transcripts will be issued upon request to those who withdraw or are terminated prior to completion. Transcripts will include hours attempted, percent of attendance and grade at the time of withdraw. Students receive a transcript via US Mail or in person after program completion. Additional official copies of the transcript are available for \$5.00 each using a signed request form. Request forms are available online at www.DelawareAreaCC.org or at the Main Campus, Adult Education Office.

Family Educational Rights & Privacy Act (FERPA)

As defined by the Federal Department of Education

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the

record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Note: The USA Patriot Act of 2001 (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without student/parent consent.

Change of Name or Contact Information

Students who have a change of name, address, telephone number(s) or email address should contact the Adult Education Office at (740) 201-3218.

Consumer Information

Campus Safety & Security Report

DACC files an annual report in compliance with the Clery Act and the Violence Against Women Act. The survey associated with these acts requires the school to report any and all crimes, arrests and disciplinary actions that occur on or near the DACC campuses or on official school outings. Those statistics may be found on the DACC website under Adult Education at www.DelawareAreaCC.org.

The school also maintains a Daily Crime Log detailing and resolving all reports of criminal or possible criminal behavior. The school has a plan for investigating these reports and for issuing appropriate actions against students or others involved in the situation. DACC prioritizes the safety of its students in its decision making.

Placement and Completion Data

Each program posts its prior-year placement and completion data on the DACC website and in this document in the Career Development Programs section.

Emergency Response & Evacuation Plans

Fire Drills

A fire drill plan is posted in each room. Students should study the plan and become familiar with it. When a fire alarm sounds, students will exit the building. The teacher will remain with the class. It is essential that drills be conducted in a quiet and orderly fashion. Running is not permitted. The first students to reach outside doors are to hold them open until all have left the building.

Students are to remain at least 100 feet away from the building until the signal is given to re-enter by the program coordinator or an authorized representative.

Lockdown Procedures

There are two levels of lockdown. To secure the building and ensure the safety of students and staff will take the cooperation of all. The lockdown procedures will be reviewed and practiced several times each year.

- **Level I** (Secure Building) will be used to identify that there is a danger or threat in the vicinity of the building. Movement of students and activities within the building will continue; however, outside doors will be locked and visitors will be prohibited from entering the building.
- **Level II** (Building Lockdown) will be used to identify that the danger or threat is inside the building. All staff and students will follow the lockdown procedures and move to a secure location in the building. Everyone should remain calm, move to their designated location, and follow instructions of the teacher.

Tornado Procedures

A tornado procedure is posted in each classroom. When the tornado alarm is sounded, all students and teachers should report to their assigned areas of safety. There will be no talking at all during the course of a tornado procedure. Students should move quietly and quickly to their assigned areas of safety so that they can hear instructions by the staff.

Career Development Programs

Emergency Medical Technician (EMT)

This program is offered at the satellite location.

1610 State Route 521

Delaware, OH 43015

Location

North Campus

Total Cost

\$1500 Tuition

Additional costs not included in tuition and for which DACC is not the vendor include:

- one textbook (ISBN: 13-978-1284080179)
- BCI/FBI checks are also required and the cost varies depending on the vendor.

Total Hours

176

Schedule

Mondays & Wednesdays, 6:00 - 10:00 pm and some Saturdays, 8:30 am – 12:30 pm

Educational Objectives

- Define and practice the role of the EMT in the healthcare delivery system.
- Understand and apply anatomy and physiology in the assessment and therapy of critically ill or injured patients.

Course Description

The Emergency Medical Technician (EMT) Training Program is designed to meet the EMT standard of the United States Department of Transportation and the Ohio Revised Code.

This program covers all the areas of emergency, pre-hospital medical care that may be necessary at the scene of accidents or serious illness. It includes classroom instruction, laboratory practical application, and clinical/field experience.

EMT Curriculum Outline	Classroom Hours	Lab Hours	Total
Orientation & EMS Systems	2	0	2
Workforce Safety/Wellness	2	0	2
Medical, Legal & Ethical Issues	2	0	2
Communication/Documentation	2	0	2
Medical Terminology	2	0	2
The Human Body	8	0	8
Life Span Development	2	0	2

EMT Curriculum Outline	Classroom Hours	Lab Hours	Total
Lifting and Moving	1	1	2
Patient Assessment & Skills Lab	4	4	8
Airway Management	2	2	4
Pharmacology/ALS Assist	4	0	4
Shock	4	0	4
Medical Overview	4	0	4
Respiratory Emergencies	4	0	4
Cardio Emergencies	4	0	4
Neuro Emergencies	4	0	4
Gastrointestinal Emergencies	2	0	2
Endocrine Emergencies	2	0	2
Immunologic Emergencies	2	2	4
Toxicology	2	2	4
Psychiatric Emergencies	2	0	2
Gynecologic Emergencies	2	0	2
Trauma Overview & Bleeding	4	0	4
Soft Tissue Injuries	4	0	4
Pt Assessment & Bleeding Skills Lab	1	3	4
Face & Neck Injuries	2	0	2
Head & Spine Injuries	2	2	4
Chest Injuries	4	0	4
Abdominal Injuries	2	0	4
Orthopedic Injuries	4	0	4
Environmental Emergencies	4	0	4
OB/Neonatal Care Skills Lab	1	3	4
Pediatric Emergencies	4	0	4
Geriatric Emergencies	2	0	2
Special Challenges	2	0	2
Skill Lab/Scenarios	0	4	4
Transport Ops/Vehicle Extrication	1	3	4
Incident Management, Terrorism	4	0	4
MCI/ALS Assist	4	0	4
Practical Skills Lab	0	6	6
Written & Practical Exams	32	4	36
	140	36	176

Level of Occupations

Detail for CIP Code 51.0904

Title: Emergency Medical Technology/Technician (EMT Paramedic).

Definition: A program that prepares individuals, under the remote supervision of physicians, to recognize, assess, and manage medical emergencies in prehospital settings and to supervise Ambulance personnel. Includes instruction in basic,

intermediate, and advanced EMT procedures; emergency surgical procedures; medical triage; rescue operations; crisis scene management and personnel supervision; equipment operation and maintenance; patient stabilization, monitoring, and care; drug administration; identification and preliminary diagnosis of diseases and injuries; communication and computer operations; basic anatomy, physiology, pathology, and toxicology; and professional standards and regulations.

Admission Requirements for the EMT Program

Prior to enrollment in the EMT Training Program, you must provide:

- A copy of a high school diploma or high school academic transcript or GED
- BCI / FBI background check sent to the DACC EMS Training Coordinator (DACC North Campus, 1610 SR 521, Delaware, OH 43015)
- Documentation of either a birth certificate or valid driver's license demonstrating that you are at least 18 years old
- Completion of the NIMS 100b and 700a
- Meet the entrance requirements set forth by the State Division of EMS per the Ohio Administrative Code 4765-8-01
- Scores of at least 3 on all three required ACT WorkKeys Test scores—Applied Math, Reading for Information and Locating Information.

Attendance and Make-up Hours

It is expected that students will be present for **all** class sessions. If students are absent, they are expected to arrange for make-up sessions upon their return. Students who are absent greater than 15 hours will fail the course unless the hours are made up. Any hours of absence over 15 must be made up. Students will be charged \$35 per hour to cover instructor expense. This must be paid in advance to DACC. All absences must be made up to the satisfaction of the instructor.

Assessment and Grades

Students are evaluated on their performance through four of six module exams and practical exams. All required course work and certifications must be completed before a student schedules the final examination. Students must have successfully passed four module exams and the course final exam to sit for the National Registry of Emergency Medical Technicians examination. All clinical / field experiences must be completed prior to the National Registry practical and written exams.

Students must pass 4 of 6 exams based on a minimum 75% passing score. The final exam must be passed based on a minimum score of 75% or better.

Student Completion Rate

For the 2015/16 school year 36 students attended the EMT program at DACC and 33 completed their training within 150% of normal time for a completion rate of 92%

Student Placement Rate

For the 2015-16 school year 33 students completed the EMT program at DACC and as of December 2016, 24 have obtained employment in the field or are pursuing additional related education for a placement rate of 73%.

Firefighting I & II

This program is offered at the satellite location.

1610 State Route 521

Delaware, OH 43015

Location

North Campus

Total Cost

\$2500 Tuition

Additional costs are involved for which DACC is not the vendor and are not included in tuition. Such costs include:

- DACC Physical Form Completed By a Physician
- Fire Training Shirt
- NFPA Turnout gear

Total Hours

297

Schedule

Tuesdays & Thursdays, 5:45 pm – 10:15 pm & Saturdays 8:00 am – 5:30 pm

Educational Objectives

- Define and perform the role of a Firefighting I & II as defined by the Ohio Department of Public Emergency Medical Services.
- Complete General Knowledge Requirements as outlined by the Ohio Department of Public Emergency Medical Services.
- Complete General Skill Requirements as outlined by the Ohio Department of Public Emergency Medical Services.

Course Description

This course consists of classroom and hands-on training covering all aspects of firefighting including live fire training. Throughout this course, you will learn about engine and ladder company operations, building construction, fire behavior, fire prevention, sprinkler systems, communications, fire attack, and much more. It will also consist of a 16 hour Emergency Vehicle Driving Course and 4 hours of Firefighter Life Safety Initiatives. This course meets and exceeds the NFPA 1001 Standards of fire training and leads to the highest level of fire certification in the State of Ohio. The student will also obtain HAZ/MAT training and certification at the Awareness and Operations level. Upon completion of this fire course, individuals will be required to pass all practical testing and successfully pass an on-line test for the State of Ohio, Department of Public Safety.

Firefighter Course Outline	Classroom Hours	Lab Hours	Total Hours
Orientation to firefighting & PT test	3	2	5
History, safety, nutrition & health	8.5	0	8.5
Communications	2.25	2.25	4.5
Personal protective equipment	3.5	10	13.5
Building construction	0	4.5	4.5
Emergency vehicle operations & pumps	2	16	18
Fire behavior	2	7	9
Fire extinguishers	2.25	2.25	4.5
Ropes & knots	2.25	2.25	4.5
Fire hose (rolls, loads, deployment, advance)	2	11.5	13.5
Structural search & victim removal	2	16	18
Ground ladders & maze	3	15	18
Fire streams (hose advancement) & foam	4	14	18
Day 24 practice exercises	0	4.5	4.5
Tactical ventilation	3	10.5	13.5
Forcible entry	2	2.5	4.5
Auto extrication at Station 380	3	6	9
Water supply	2	7	9
Hazmat awareness & operations	4	9.5	13.5
Rapid intervention/save your own	4	14	18
Fire protection systems	4.5	0	4.5
Loss control & fire cause determination	2	7	9
Technical rescue at EMS	2	2.5	4.5
Residential vs. commercial	4.5	0	4.5
Fire control	3	10.5	13.5
Size ups & fire critiques	4.5	0	4.5
Fairgrounds operations	0	9	9
Life safety initiatives	4.5	0	4.5
Practice & practical testing	0	18	18
Burn prep & final burn	0	13.5	13.5
Totals	79.75	217.25	297.0

Level of Occupations

Detail for CIP Code 43.0203

Title: Fire Science/Fire-fighting.

Definition: A program focusing on the theory and practice of fires and fire-fighting. Includes instruction in fire chemistry and physics, combustible materials, computer science, building construction, fire codes and related laws, fire hydraulics, fire command, fire prevention/inspection, fire protection systems, fire suppression systems,

fire/arson investigation, occupational safety, equipment operation, emergency medicine and communications.

Admission Requirements for the Firefighting I & II Program

Prior to enrollment in a fire training program, you must meet the following requirements:

- 18 years of age or older and are not attending high school.
- Have not been convicted of, pled guilty to, or had a judicial finding of guilt for any of the following:
 - Fraud or material deception in applying for, or obtaining, a certificate issued in accordance with OAC 4765-11-03 (A) (16) and 4765-11-03 (A) (17);
 - A felony;
 - A misdemeanor involving moral turpitude;
 - A violation of any federal, state, county, or municipal narcotics law;
 - Any act committed in another state, that if committed in Ohio, would constitute a violation set forth in this paragraph
- Facial hair must comply with OSHA regulations for a respirator (no beard).
- Must provide medical release signed by a physician or provide evidence of a satisfactory physical exam performed within the past (1) year.
- Have a valid driver's license.
- Provide NFPA approved turnout gear. You are to bring gear to every class.
- Score at least three on all three of the required ACT WorkKeys tests—Applied Math, Reading for Information and Locating Information. A waiver of this rule may be appealed to the Adult Operations Director.

Attendance

Students are expected to attend all classes. If a student is absent more than 10% of the course, that student will be required to make-up the class and objectives missed (see Make-Up Policy). If a student is absent more than 10% of the course, the student will be dismissed from the program. Absence from class due to a family emergency or military activation may be deemed an excusable absence. However, upon returning to class, written documentation signed by a physician or superior military officer must be presented to the chief instructor or program director.

In order for students to successfully attain sufficient levels of the required knowledge, skills and competencies, they must attend class.

Assessment and Grades

Students are evaluated on their performance through six written module exams administered throughout the class. In order for a student to be eligible for a module exam, the student must have completed their IFSTA workbook to the current point of testing. Module exams will be collected, graded, and remain on file in the fire program director's office. There will be periodic practical testing each student must pass. Each student must pass the final examination developed by the State of Ohio Division of EMS. Each exam must be passed with a minimum of 70%. A student must pass the final exam within three attempts.

Student Completion Rate

For the 2015-16 school year, 20 students began taking the post-secondary Firefighting training and 17 successfully completed the program within 150% of the normal time it takes to complete.

Student Placement Rate

For the 2015-16 school year, 17 students completed the post-secondary Firefighter I & II Program at DACC and as of December 2016, 13 have obtained employment in the field or are pursuing additional related education for a placement rate of 76%.

Ohio Basic Peace Officer Training Academy

This program is offered at the main campus:

4565 Columbus Pike
Delaware, OH 43015

Location

South Campus

Total Cost

\$5200 Tuition (includes books, online instructional sites, and 2 polo-type uniform shirts)

Other costs are involved for which DACC is not the vendor. These include:

- Drug Screening (\$37)
- Firearm with at least 4.5 inch barrel length and be a 9mm, 40 or 45 mm (more details will be provided)
- Duty belt and firearm holster (level 2 retention)
- Duty belt attachments: flashlight, handcuffs, collapsible baton, eye and ear protection for firearms
- Docker-style dress pants or 5.11 Khaki type pants
- Black dress belt
- Black shoes that can be polished
- Black t-shirt and sweat shirt (no zipper) with no writing
- Black shorts

Total Hours

713

Schedule

Monday through Thursday, 6:00 – 10:00 PM; Saturday, 8:00 AM – 4:30 PM and some Sundays.

Course Description

The training program meets all requirements of the Ohio Peace Officer Training Commission (OPOTC). The academy staff consists of instructors from area law enforcement agencies and other state enforcement agencies. This program is mandated by the State of Ohio to allow its graduates to serve as commissioned peace officers in the State of Ohio. Successful completion of this program will allow the individual to receive the basic peace officer certificate upon appointment to a law enforcement agency.

OBPO Curriculum Outline	Classroom Hours	Lab Hours	Total
Orientation to Law Enforcement	7	0	7
Administration	39	0	39
Legal	98	0	98
Human Relations	61	0	61

OBPO Curriculum Outline	Classroom Hours	Lab Hours	Total
Firearms Training	20	40	60
Driving	8	16	24
Subject Control Techniques	72	8	80
First Aid/CPR/AED	9	9	18
Patrol	23	46	69
Civil Disorders	6	2	8
Traffic	85	40	125
Investigation Techniques	41	8	49
Physical Conditioning	2	43	45
Professional Development	8	0	8
Homeland Security	22	0	22
	501	212	713

Level of Occupations

Detail for CIP Code 43.0107

Title: Criminal Justice/Police Science.

Definition: A program that prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, weapon and equipment operation and maintenance, report preparation and other routine law enforcement responsibilities.

Admission Requirements for the Ohio Basic Peace Officer Training Program

- 21 years of age or older
- High school diploma or GED.
- BCI/FBI background check sent to:
Delaware Area Career Center
Attn: Commander Wiseman
4565 Columbus Pike
Delaware, OH 43015
- Pass the Cooper Institute physical fitness test consisting of push-ups, sit-ups and 1.5 mile run at the 15% standard based on age and gender.
- Score at least three on all three WorkKeys Tests—Applied Math, Reading for Information, and Locating Information.

Attendance

Students must attend 100% of the required hours. Attendance will be taken at the beginning of each class. Each student will sign himself/herself in on the appropriate form.

Tardiness

Any student reporting to class after the designated starting time will be marked tardy for that session. Tardiness is not tolerated in a law enforcement career and will not be tolerated in this course.

Absences and Make-up Hours

If a student misses any class time, the student must request the school commander to schedule a make-up session. The commander will be responsible for:

- Coordinating with the original instructor(s) to schedule the make-up session.
- Notifying the OPOTC Compliance Officer
- Scheduling the classroom, or off-site location.
- Notifying the Adult Education Department of the student(s) involved and the number of make-up hours scheduled.

Students will be billed \$35 for each make-up hour scheduled.

Assessment and Grades

Students are evaluated on skills and on the academic components of the course through examinations. According to the Ohio Peace Officer Training Commission and DACC rules students must earn a score of 70% or better.

Student Completion Rate

For the 2015-16 school year, 35 students began taking the post-secondary OB POT Academy and 30 successfully completed the program. Therefore, 86% of students who began the program completed within 150% of the normal time it takes to complete.

Student Placement Rate

For the 2015-16 school year, 30 students completed the OB POT Academy at DACC and as of December 2016, 23 have obtained employment in the field or are pursuing additional related education for a placement rate of 77%.

Nurse Aide Training Program

This program is offered at the main campus location
4565 Columbus Pike
Delaware, OH 43015

Location

South Campus

Total Cost

\$675 Tuition

Additional costs not included in tuition and for which DACC is not the vendor include:

- Scrubs
- Two-part TB Test
- Physical Exam

Total Hours

84

Schedule

Monday, Wednesday & Saturday, 7:30 am – 3:30 pm

Educational Objectives

Upon completion of this course students will be able to:

- Understand the role and responsibility required of a nursing assistant working in a health care setting.
- Perform basic and personal care skills according to the individual needs of the patients, residents, and clients in the health care setting.
- Develop a basic understanding of body structure and function so that abnormal changes can be easily observed and reported.
- Discuss how knowledge of the stages of growth and development helps plan holistic care and recognize each person's individual needs.

Course Description

This course of study provides instruction on utilizing a humanistic approach to provide basic care to people in a variety of health care settings. Students will understand how health care systems operate and will learn the skills necessary to function safely and efficiently in a health care setting. Students will learn the information and practical skills necessary for taking and passing the certification exam required by the state.

<u>Course Outline</u>	<u>Classroom Hours</u>	<u>Clinical Hours</u>	<u>Total Hours</u>
Topic Area I – Introduction to TCEP	0.5	0	0.5
1. Program Overview			
Topic Area II – Communication & Interpersonal Skills	4.5	0	4.5
1. Work Environment			
2. Role & Responsibility of the Nurse Aide			
3. Policy & Procedure Manuals			
4. Behavior & Appearance			
5. Communication & Interpersonal Skills			
6. Communicating & Interacting with Impaired Residents			
7. Resident Comprehensive Assessment, Care Plan, etc.			
8. Legal Responsibilities			
9. Medical Records			
Topic Area III – Infection Control	2.5	0	2.5
1. Infection Control			
2. Prevention Practices: Growth & Spread of Pathogens			
3. Signs & Symptoms of Infection			
Topic Area IV – Safety & Emergency Procedures	6.5	0	6.5
1. General Safety & Emergency Procedures			
2. Use of Oxygen & Oxygen Equipment, incl. Safety			
3. Fire Prevention & Procedures in Case of Fire			
4. Natural Disaster Preparedness			
5. Ergonomics, Body Mechanics & Alignment			
6. Safe & Proper Use of Resident Restraints			
7. Mobility & Ambulation Techniques			
Topic Area V – Promoting Residents' Independence	1	0	1
Topic Area VI – Respecting Residents' Rights	1	0	1
Topic Area VII – Basic Nursing Skills	13	10	23
1. Observational Skills			
2. Recognizing Changes in Body Functioning			
3. Recognizing Signs & Symptoms of Common Diseases			
4. Home as a Long-term Care Facility			
5. Bed-making Techniques & Comfort Measures			
6. Admission & Discharge			
7. Mealtime			
8. Nutrition & Fluid Needs			
9. Height & Weight			
10. Observing & Measuring Vital Signs			
Topic Area VIII – Personal Care Skills	15.5	8	23.5
1. Oral Hygiene			
2. Bathing			
3. Additional Personal Care Skills			
4. Special Skin Care			
5. Urinary Elimination/Catheters			
6. Toileting			

7. Intake & Output			
8. Bowel Elimination			
Topic Area IX – Mental Health & Social Service Needs	9.5	4	13.5
1. Facts & Misconceptions about the Elderly			
2. Meeting Basic Emotional Needs of Residents			
3. Rest & Sleep			
4. Sexuality in Aging			
5. Special Needs Population			
6. Care of a Confused Resident			
7. Care of a Depressed Resident			
8. Care of a Dying Resident			
Topic Area X – Basic Restorative Services	3	2	5
1. Preventing Complications of Immobility			
2. Bowel & Bladder Program			
3. Prosthetic Devices			
Topic Area XI – Resident Rights	2	1	3
	59	25	84

Level of Occupations

Detail for CIP Code 51.3902

Title: Nursing Assistant/Aide and Patient Care Assistant/Aide.

Definition: A program that prepares individuals to perform routine nursing-related services to patients in hospitals or long-term care facilities, under the training and supervision of a registered nurse or licensed practical nurse.

Admission Requirements for the Nurse Aide Training Program

Students need to have a physical exam and a two-part TB test prior to coming to class.

Attendance

Exemplary attendance is essential for attaining the knowledge, skill and competency as an STNA. In order for students to successfully complete the program, they must attend 100% of the 84 program hours.

Assessment and Grades

Students are evaluated by their performance on:

- Unit tests
- Final examination (must score 80% or higher)
- Completion of workbook exercises
- 45 skill demonstrations
- 16 hours of clinical (19% of all program hours)
- 68 hours of classroom instruction (81% of all program hours)
- Attendance and participation

Students meeting these standards will receive a certificate of completion and qualify to take the certification exam required by the State of Ohio.

Student Completion Rate

For the 2015-16 school year, 28 students began taking the post-secondary Nurse Aide Training at DACC and 27 successfully completed the program. Therefore, 96% of students who began the program completed it within 150% of the normal amount of time it takes to complete.

Student Placement Rate

For the 2015-16 school year, 27 students completed the Nurse Aide Training at DACC and as of December 2016, 20 have obtained employment in the field or are pursuing additional related education for a placement rate of 74%.



Career Center Catalog
2017-2018

Acknowledgement of Receipt of Catalog*

I have received and reviewed the contents of the 2017-2018 Delaware Area Career Center Adult Education Catalog. I understand that when I begin a program or course, it is my responsibility to clarify what I do not understand regarding the requirements of the overall program or course with the program coordinator and/or instructor.

Printed Name

Signature

Date

*NOTE: Copies of the Delaware Area Career Center Adult Education Student Catalog are available online at www.DelawareAreaCC.org, and a printed copy is available at the Adult Education Administrative Offices.

Last Revised: Sept. 2017

ADDENDUMS



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