

Adult & Community Education Columbus City Schools

Commercial Heating, Ventilation, Air Conditioning and Refrigeration (HVACR)

Student Handbook

January 2025 – December 2025

Adult & Community Education
Columbus City Schools
2323 Lexington Avenue
Columbus, Ohio 43211
Phone: 614.365.6000
<https://www.ccsch.us/domain/197>



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UNIT I: ADULT & COMMUNITY EDUCATION INFORMATION

WELCOME

The administration, staff, and faculty of Adult & Community Education (ACE), Columbus City Schools welcomes you on your educational journey in achieving a career in heating, ventilation, air conditioning, and refrigeration (HVACR). The primary location for ACE services is 2323 Lexington Avenue, Columbus, Ohio, 43211. However, HVACR courses are held at our extension campus located at Fort Hayes Career Center, 546 Jack Gibbs Boulevard, Columbus, Ohio, 43215.

Please read this handbook in its entirety, as it provides guidelines for and expectations of the HVACR program that can help support your academic success.

Adult & Community Education Mission Statement

Adult & Community Education improves the lives of adult students through personalized, quality learning.

Columbus City Schools Mission Statement

Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

Vision Statement

A world-class model of public education that prepares members of our communities to reach their full potential.

Program Accreditation

Adult & Community Education, Columbus City Schools HVACR program is accredited by the Council on Occupational Education.

Program Approval

Adult & Community Education, Columbus City Schools HVACR program is approved by the Ohio Department of Higher Education.

Contact information:

Adult & Community Education, Columbus City Schools

Phone: 614.365.6000 (main office)

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Website: <https://www.ccsok.us/domain/197>

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Adult & Community Education Department Staff	Phone Number
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HVACR Faculty
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HVACR Occupational Advisory Committee Members
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UNIT II: HVACR PROGRAM CURRICULUM

PROGRAM OBJECTIVES

Upon completion of the program, the student will:

1. Understand the fundamentals of electricity, including components, meter usage, safety, theory, troubleshooting, fundamentals of motors and capacitors, interpreting electrical diagrams.
2. Understand the fundamentals of gas heat including combustion theory, electrical troubleshooting, furnace installation & service, furnace troubleshooting, heating safety, heating system & components.
3. Understand the fundamentals of Light Commercial Air Conditioning including commercial AC systems & components, equipment installation & service, refrigeration theory & application, troubleshooting.
4. Understand the fundamentals of System Diagnostics and Troubleshooting including recovery requirements, AC&R Theory, air supply and delivery, AC&R equipment and tools, AC&R systems and components, system evacuation.
5. Understand all requirements of Section 608 of the Federal Clean Air Act which requires that all persons who maintain, service, repair or dispose of appliances that contain ozone depleting refrigerants be certified in proper refrigerant handling techniques.
6. Understand Low GWP Refrigerant Safety: A2Ls (Mildly Flammable) and the safe handling of A2L (mildly flammable) refrigerants including, General Flammable Refrigerant Safety Knowledge, Core ACR Knowledge, Flammable System Service Safety, Flammable System Installation Safety, and Flammable Refrigerant Transportation and Handling Safety
7. Understand how to recognize, avoid, abate and prevent common safety hazards on construction sites be able to promote a safe and healthful work environment.

CURRICULUM OVERVIEW

The program is 600 hours divided into two semesters.

Semester 1: January – June 297.5 Hours

Electrical

Certification exam administered upon course completion will measure understanding of components, meter usage, safety, theory, troubleshooting, fundamentals of motors and capacitors, and interpreting electrical diagrams.

Light Commercial Air Conditioning

Certification exam administered upon course completion will measure understanding of commercial AC systems & components, equipment installation & service, refrigeration theory & application, and troubleshooting.

OSHA-10

Job Readiness

Semester 2: July – December 302.5 Hours

Gas Heat

Certification exam administered upon course completion will measure understanding of combustion theory, electrical troubleshooting, furnace installation & service, furnace troubleshooting, heating safety, heating system & components.

System Diagnostics & Troubleshooting

Certification exam administered upon course completion will measure understanding of Recovery requirements, AC&R Theory, air supply and delivery, AC&R equipment and tools, AC&R systems and components, system evacuation.

Low GWP Refrigerant Safety (A2L)

EPA 608 Universal

UNIT III: OPERATIONAL STANDARDS

GENERAL OPERATING PROGRAM STANDARDS

1. Students shall abide by all policies, rules, and regulations of the HVACR program at Adult & Community Education, Columbus City Schools.
2. The program shall operate in a manner which meets standards of regulating agencies and the profession:
 - a. The program is approved by the Ohio Department of Higher Education.
 - b. The program abides by requirements of the Ohio Department of Education.
 - c. The curriculum shall meet the standards of ESCO Excellence and Employment Ready
 - d. The U.S. Department of Education entitles the school to provide Federal Pell Grants and Federal Student Loans to eligible students.
3. The curriculum shall provide adequate hours and standards for all programs and objectives.
 - a. Successful completion of the entire program for a full-time student usually takes 48 weeks.
 - b. The successful completion of all courses is required for graduation from the program.
 - c. Successful completion means the students must achieve a grade of 70% or better in all courses.
 - d. Planned instruction is based on 14 clock hours per week in the program. Instructional hours are usually between 5:30 PM and 9:00 PM.
 - e. Specific hours for classes will be circulated by a published calendar updated and distributed. The program reserves the right to modify schedules to best meet standards and available educational resources.
4. The HVACR program at ACE recognizes the many factors that may affect a student's ability to complete the program. To provide student support, ACE offers the following:
 - a. The program coordinator and instructors have office hours for individual conferences with students to discuss performance issues and provide academic counseling.
 - b. Students may initiate conferences with instructors anytime during the course by scheduling with the instructor.
 - c. Instructor-initiated conferences with a student may be arranged whenever the instructor deems it necessary to assist a student in meeting individual or course objectives.
 - d. Ancillary student services are available upon referral or student request, including Adult Education, job placement services, and special counseling and referral services.
 - e. Programs related to stress management may be offered by ACE. Students are encouraged to participate.

5. The HVACR program will follow the schedule for holidays and school closure established by Columbus City Schools.
6. Graduation exercises are held for students who successfully complete the entire HVACR program. Students are encouraged to attend. Graduates will receive an official transcript.
7. Each student is responsible to register using his/her official legal name, and faculty shall record grades using official legal names. The student is responsible for informing the Student Services office of any change of address, telephone number, or name as soon as the change occurs.

EMERGENCY PROCEDURES

Adult & Community Education takes every precaution to ensure the safety of all students, staff, and members of the community. A safety/crisis management plan has been developed and provided to school personnel for assisting and responding to the many types of crisis and emergency situations. Students' cooperation is needed should an incident occur. Students are encouraged to immediately alert any school official with information or suspicions that may pose a threat to the security of others or to the building.

Unless an emergency necessitates, a student shall not willfully sound a fire alarm or falsely communicate that a bomb is located in a building or on the premises of a building owned by the Columbus Board of Education. A student shall not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

Accidents: Students experiencing an accident while participating in the programs should immediately notify the nearest staff member so that appropriate action may be taken. The district does not pay for the cost of a student if he or she goes to the emergency room.

Explosives: A student shall not possess, handle, transmit, conceal, or use any explosive device or substance which could be used as an explosive.

Fire Drills: In case of a fire, staff and the main office are to be contacted immediately. Fire drills will be conducted monthly for students' protection. Instructors will direct classes as to the proper procedures. It is mandatory that students participate in all fire drills, observe fire safety procedures, and follow instructions of the staff. Students are not allowed to go to their cars, use cell phones, or leave school grounds.

General Classroom Safety: Industry safety standards and procedures must be maintained at all times by students, staff, faculty, and visitors. Each classroom must conform to established safety practices for that occupation.

Tornado Alerts and Drills: It is mandatory that students participate in all tornado drills, observe tornado safety procedures, and follow instructions of the staff. Instructions are posted in each classroom. Students are not allowed to go to their cars, use cell phones, or leave school grounds.

Visitors: Only building administrators may give permission for visitors in the classroom. All visitors must report to the main office before entering a classroom. Children are not permitted to attend classes. Upon entering the building, visitors are required to sanitize their hands and report to and sign in at the main office.

Weather/Emergency Closings: If Columbus City Schools are closed for snow or other emergencies, our adult classes, including evening classes, will not meet. Students should check local broadcasts for school closings. Programs will adjust daily instructional plans if school closes.

DEPARTMENT SERVICES

Compliance: The educational and training programs at ACE comply with the Columbus Board of Education policies and state and federal civil rights laws include the following:

- Civil Rights Act of 1964
- Title IX of the Educational Amendments of 1972
- Individuals with Disabilities Education Act (IDEA)
- Family Educational Rights and Privacy Act of 1974 (FERPA)
- Section 504 of the Rehabilitation Act of 1973

More information about support for students with a diagnosed disability can be found here: <https://www.ccsch.us/Page/2207>

Counseling Services: Ancillary student services are available upon referral or student request, including Adult Basic and Literacy Education, special education/testing services, job placement services, and special counseling and referral services.

Healthcare Services: Information regarding access to health care services within the community is available in the Office of Student Services.

School Records and Transcripts: School records are maintained for students enrolled in ACE programs. A student may submit a written request for a transcript to provide prospective employers, colleges, branches of the armed services, or another school. A fee is charged for school transcripts. Transcript request forms can be found here: <https://www.ccsch.us/Page/2208>

Student Identification (ID): Students enrolled in ACE programs will be provided a student ID badge upon admittance to the program at no charge. Students are expected to wear their ID badge when they are on campus. A fee will be assessed for a replacement ID badge. An ID must be immediately returned to the Office of Student Services upon program completion or disenrollment. A student shall not use another person's identification or give false identification information to any official.

Student Services: The Student Services office at ACE provides program and course information and services designed to support students' success. Students are encouraged to visit the Office of Student Services, located at Adult & Community Education, 2323 Lexington Avenue, Columbus, OH 43211 or call 380-997-7617.

Transitional Services (to work): Career and financial aid counseling, advising, and assistance in seeking employment through various means, such as job fairs, Ohio Means Jobs, etc. are available. Assistance includes resume and cover letter writing, interviewing skills, counseling, and other employability skills. Select job postings are posted on the ACE website.

Transitional Services (to college): Free courses are provided in English (writing and reading skills), mathematics, and the use of a computer and Internet. If a student does not have a high school diploma or GED, courses are provided through the Aspire program.

FACILITIES

Students who attend a career center or other community facility should check with their program coordinator for rules and procedures at that facility.

Allergies: Students are required to report any food allergy or other conditions that can affect their health or create an emergency. Students are not allowed to bring in food for consumption by others without permission of an administrator.

Break Times: Breaks during class times are determined by the instructor.

Classrooms: Classrooms and laboratories are to be kept and left in a clean, orderly condition. Equipment and materials are to be put away and secured. A fee may be assessed to students for lost or broken items. Students are not allowed in the lab without a teacher present.

Copier Usage: Students are not permitted to use building copiers. All copying of classroom materials must be done by a school official.

Dress: Students are expected to dress appropriately for their programs and follow the Columbus City Schools dress code policy. Instructors can provide specific guidelines.

Parking: Student parking is limited to designated areas in the school building parking lot. Parking fees are the responsibility of the student. Cars parked illegally will be towed at the owner's expense. Students are cautioned to lock their cars and keep items of value out of view. Columbus City Schools and its employees are not responsible for any loss or damage to student vehicles or content(s) of student vehicles. Student parking privileges may be modified or revoked at any time by the building administrator.

Portable Communication Devices: The use of cellular phones, laptops, and other electronic communication devices for receiving or transmitting messages while in the classroom is prohibited per Board Policy Section 7000, Code 7542 (*Access to District Technology Resources and/or Information Resources from Personal Communication Devices*).

Smoking: To protect the health of students and staff, Columbus City Schools provides a smoke-free environment. Smoking is prohibited on all grounds (including the parking lot), inside all facilities, and filed trips/visitation locations. More information on ACE's tobacco policies can be found here: <https://www.ccsch.us/Page/2207>

Technology Use: Students are expected to read and agree to the Columbus City Schools technology policy, as stated in Board Policy Section 7000, including Code 7540.01 (Technology Privacy); 7540.03 (Student Education Technology Acceptable Use and Safety); 7540.05 (Electronic Mail); and 7543 (Utilization of the District's Website and Remote Access to the District's Network). All students shall sign the *Acceptable Computer Use Policy/Internet Use Agreement* upon enrollment into a program or course.

Telephones: There are no public phone at ACE locations. In an emergency, students should come to the office.

Transportation: Students are responsible for their own transportation to the school and all school-related experiences.

Trespassing: Being on school property without permission or refusing to comply with a request to leave the premises or property is cause for probation, dismissal, or charges filed through the Columbus Policy Department.

Vending Machines: The vending machine company is responsible for money lost in vending machines located on school property. The student may complete and reimbursement request in the main office if money is lost in a vending machine. Vending machines are not available at all locations.

UNIT IV: PROGRAM REQUIREMENTS

ATTENDANCE AND PARTICIPATION

Regular attendance and participation in class are central to student success. Below are ACE requirements for class attendance and program participation:

1. Student attendance will be monitored and documented. If a student falls below 75% attendance for two consecutive weeks, the student will be placed on probation. Termination from the program may result if attendance falls below 75% for three consecutive weeks.
2. Students are required to still fulfill classroom expectations when they miss a class. Guidelines concerning make-up requirements, including taking exams, are specified in the course syllabi.
3. Absences are automatically considered unexcused unless the student provides documentation that the absence is due to a circumstance that requires absence. Students are expected to email details regarding the absence prior to the missed class to HVACR@columbus.k12.oh.us.
4. The Ohio Department of Higher Education and other financial aid organizations audit student attendance. ACE cooperates with such organizations by providing attendance data. Students may lose financial aid when attendance standards are not met.
5. Certification exams for students enrolled in the HVACR program will be given to students only if they are up-to-date with their payments for the HVACR program.

SATISFACTORY ACADEMIC PROGRESS

Federal regulations require institutions to establish and apply standards of academic progress for the purpose of receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. Institutions are required to develop procedures for achieving Satisfactory Academic Progress (SAP), which measure a student's qualitative and quantitative performance and maximum time frame needed to complete training.

Students' academic progress will be measured at the end of each term in which they are enrolled. In order to receive financial aid, students must maintain SAP according to the following standards.

Grade (Qualitative Measure): Students must maintain a grade of at least 70% in the HVACR program.

Pace of Completion (Quantitative Measure): Students must maintain a cumulative 75% pace of completion to ensure completion within the maximum timeframe. The pace of completion is calculated as follows:

$$\frac{\text{Clock hours successfully completed}}{\text{Clock hours scheduled}} = \text{Pace of completion}$$

Maximum Timeframe to Complete: Students must complete a training program within 133% of the published length of the training program to remain eligible for financial aid. A student receiving transfer credit will have those hours included in the time frame completion standard.

The table below provides the grading scale for the ACE HVACR program.

ACE HVACR Grading Scale for Satisfactory Academic Progress

Grade	Numerical Equivalent
A	90 - 100%
B	80 - 89.99%
C	70 - 79.99%
D	60 - 69.99%
F	0 - 59.99%

Official Review of Satisfactory Academic Progress: Passing grades and pace of completion are checked at the end of each payment period, which is defined as the point where the student's scheduled clock hours have elapsed. For instance, in a 600-hour, 2-payment period program, the official review data is at the end of 300 hours.

Minimum Passing Score: Students must earn a minimum of 70% in each tested area, including coursework, quizzes, exams, and certification tests in order to pass the course.

Remedial Courses: Remedial courses will have no effect on a student's SAP.

Repeat Courses: A student may request to repeat a course by completing a *Request to Repeat* form available in the Student Services office. Any student who must repeat a course is ineligible for financial aid. When a course is repeated, the hours for both courses are included in the standards for Time Frame and Attendance described above. When a course is repeated, the new grade replaces the old grade for the purposes of SAP.

Withdrawal: The term "withdrawal" refers to any reason a student leaves school, whether it is initiated by the student or by the school. If the student is passing at the time of withdrawal, he/she will receive a WP (Withdrawn Passing) grade, which is not counted in the grade point average. If the student is failing at the time of withdrawal, he/she will receive a grade of WF (Withdrawn Failing), which negatively affects SAP.

Final Grade Appeal: A student may appeal financial aid suspension resulting from a failing final grade in a course, describing the unusual circumstances beyond the student's control that may

have caused the failure. Upon the program coordinator's request, the student shall provide documentation of the unusual circumstances. Cases will be reviewed on an individual basis, and the student will be notified of his/her appeal date. If the student's appeal is approved, financial aid eligibility will be reinstated, and the student will be placed on financial aid warning for the next term.

DISABILITY SUPPORT SERVICES

It is the standard of Adult & Community Education, Columbus City Schools that a student with a diagnosed disability may be granted reasonable accommodations by the program coordinator.

In accordance with Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act, ACE makes every effort to provide supportive services to students with disabilities who qualify for programs. However, it is the student's responsibility to disclose the nature of the disability and to submit required documentation of the disability to the program coordinator in order to receive such accommodations. Guidelines for submission and approval can be obtained from the Student Services office.

An assessment that documents a disability must have been done within the past three years. An Individualized Education Program (IEP) is not automatically accepted as documentation. Document of the assessment performed must be submitted by an appropriately licensed professional (e.g., physician, psychologist). This documentation must identify the specific disability that requires modifications, as well as the specific recommendation as to the type of supportive services needed. A student may request a waiver of this requirement by providing a statement from a qualified professional that re-testing is not medically necessary to document the existence of a current disability.

The request for supportive services may be submitted to the program coordinator before or after admission to the program but at least 30 days prior to implementation of the service.

Students with a disability must be able to perform and meet the technical standards and skills of the HVACR program with reasonable supportive services.

More information can be found here: <https://www.ccsch.us/Page/2207>

FINANCIAL AID

Financial Aid Eligible: Students who are enrolled in the full, 10-month HVACR program may be eligible for financial aid. A student who is deemed eligible to receive federal financial aid may receive a Pell grant, Direct Loan, and/or Plus Loan. To receive disbursements of financial aid, students must meet SAP for both attendance and grades, regardless of whether or not they are on academic probation. Satisfactory academic progress will be evaluated at the end of each term.

Financial Aid Warning: When a student is not making SAP at the end of the first term, financial aid will be suspended for the next term. Warning status allows a student to maintain financial aid eligibility. A student who does not meet SAP policy will receive written notification of financial aid suspension from the Financial Aid office, and the student's SAP status will be reviewed in the next trimester. If the student still does not meet the SAP requirements and is eligible to continue classes, the student can appeal. If the appeal is approved, the student will be placed on Financial Aid Probation, where the student will have to maintain good financial aid standing within each trimester to continue receiving financial aid.

Financial Aid Probation Appeal: At the end of a term, a student who has received a financial aid warning and is making unsatisfactory progress can appeal to be placed on financial aid probation for the next term by submitting a *Student Appeals Form* to the chair of the Appeals Committee in Student Services. The student may also be asked to provide documentation that supports the appeal request. Examples of documentation include doctor's excuses for the student or immediate family; the death of a relative or other circumstance resulting in undue hardship to the student; or documents related to required court appearances. If the appeal is approved, the student retains financial aid eligibility. If the appeal is not approved, the student is placed on financial aid suspension for the next term.

Financial Aid Suspension: If a student becomes ineligible for financial aid, he/she may re-establish eligibility by meeting the attendance and grade point average standards or by successfully repeating any failed or dropped courses. The student must still complete his/her training program within 133% of the clock hours required for normal completion in order to make SAP. It is the student's responsibility to contact the Financial Aid office for assistance in notifying financial aid agencies of change in status.

Financial Aid Reinstatement: Financial aid may not be available upon a student's return to a program, depending on the academic progress status of the student at the time of withdrawal and the time frame in which the student returns. A student who is not receiving financial aid due to unsatisfactory academic progress will have his/her aid reinstated only when the student meets the progress standard or the appeal is approved. It is the student's responsibility to consult with the Financial Aid officer to complete paperwork necessary to reinstate financial aid eligibility.

Return of Title IV Funds: Refunds of student financial aid to the Federal financial aid programs are made according to the Federal Return of Title IV Funds Policy. In order for a student to earn 100% of their financial aid, the student must be in attendance until he/she reaches 61% of the scheduled hours in the payment period.

Probation: A student may be placed on probation for attendance, grades, financial obligation, or misconduct. Specifics of the probation will be determined by the program coordinator on a case-by-case basis.

Probation Improvement: A student will be advised verbally and in writing regarding indicated performance improvement when the student:

1. has not achieved 70% at midterm in any course;
2. does not meet the attendance requirements; or
3. demonstrates professional misconduct or violation of policies of Adult & Community Education, Columbus City Schools.

The student will be given written notice regarding performance issues and length of time the student has to improve. With student input, the instructor will develop a performance improvement plan that includes steps the student intends to make to improve. The student and instructor will sign the plan, and copies will be provided to the student, instructor, and program coordinator.

The student must meet the conditions of the improvement plan while under probation and make SAP. If SAP is not met, additional actions will occur and could include additional remediation work, course failure, or program dismissal. A student returning after a period of absence may be placed on performance improvement if he/she was failing a course at the time of leaving the program or if returning from a previous dismissal.

Students who want to continue the appeals process may contact the Council on Occupational Education at:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350

PROGRAM PROCESSES

Course or Program Failure: Students who receive a failing grade may request a review of the failure via the appeals process. All course repeats must be approved by the program coordinator.

Program Reinstatement (Failure/Dismissal): A student who is dismissed from an ACE course or program may be reinstated if the student meets the requirements or conditions that were specified in the appeals and readmission process. Otherwise, the student may be required to enter the program as a new student at the beginning of the program.

Admission/Readmission to a Program: Students applying to ACE programs and who have failed out of or been dismissed from a similar program at another school must present documentation as to the reason(s) for failure/dismissal. ACE retains the right to deny admission to these applicants.

Students who complete a course in good standing (with satisfactory grades and no disciplinary problems) and then withdraw from the program may be considered for readmission but must retake the entire course, withdrawal of withdrawal date.

Students who have withdrawn from the program but who have not completed a course may be considered for readmission but must retake the entire course, regardless of withdrawal date.

Conditions for readmission will be made on an individual basis. Requests must be approved by the program coordinator. All readmissions are subject to space availability. Students must meet all curriculum and program requirements effective at the time of admission.

Appeals Process: The appeals process has been developed for current (not previously withdrawn) students who wish to appeal failure of a course or termination from a course or program. It is expected that consultation with the teacher or the program coordinator will resolve most issues. However, at the student's request, an appeals process can be initiated and involves a hearing by a panel composed of appointed staff members who represent the Appeals Committee. The student's instructor(s) are invited to participate in the hearing to provide information but are not considered part of the panel. The purpose of the hearing is to resolve issues through 1) hearing specific charges, face, and options available; and 2) explanation of extenuating conditions or facts contributing to the situation or to deny allegations. Students are permitted to bring witnesses to appeals hearings.

Procedural Steps for Appeals Process: The process to appeal failure of a course or termination from a course or program is as follows:

1. Within five school days of written notification of failure of a course or termination from a course or program, the student must submit a written request for an appeal hearing by completing and submitting to the program coordinator the *Student Appeal Form*, describing the specific issue(s) for which the student requests the hearing.
2. Within five school days of receiving the written request, the chair of the Appeals Committee will set the date and time of the hearing and notify the student.
3. At the conclusion of the hearing, a written summary of the appeal hearing will be prepared with the following information:
 - Names and titles of those present;
 - Summary statement of purpose of the hearing;
 - Statement by or on behalf of the student or a notation that the student declines making a statement regarding the issue; and
 - Summary statement of the findings/recommendations of the Appeals Committee.
4. Within five school days after the hearing, the chair of the Appeals Committee will send the student a copy of the appeal summary, which includes the decision of the program coordinator and recommendations of the Appeals Committee.

Dismissal: Dismissal means the student is terminated from the program. Students who are dismissed will not receive any refund or financial credit. The dismissal guidelines are as follows:

1. A student may be dismissed from the program for any of the following reasons:
 - (a) Receiving a failing grade twice in a course;
 - (b) Receiving a failing grade for three or more courses;
 - (c) Unprofessional behavior, such as harassment or inappropriate language with instructors, students, or staff;
 - (d) Evidence of being under the influence of alcohol or drugs at any time;
 - (e) Academic dishonesty (e.g., cheating or plagiarism);
 - (f) Falsified statements or record;
 - (g) Conviction of any felony or aggrieved crime during the program;

- (h) Failure to pay tuition or fees when due;
 - (i) Theft or misappropriation of school, staff, or student property;
 - (j) Illegal use, possession, sale, or distribution of controlled substances or alcohol;
 - (k) Threat or act of endangering the health and safety of other students, faculty, staff, or visitors;
 - (l) Disregard of regulations, insubordination, defiance of an authority, or refusal to cooperate;
 - (m) Failure to make satisfactory while under probation;
 - (n) Absence from classroom without notifying the instructor may result in termination from the program.
2. A student has the right to appeal dismissal per the due process procedure as outlined in the *Student Appeal Form*.
 3. A student who is dismissed from the program and wishes to return will not be considered for readmission if the reason is related to safety issues, unprofessional behavior, falsified statements, or academic dishonesty. A student who is dismissed due to receiving two failing grades in a course may be considered for readmission with evidence that appropriate steps have been taken to assure future success.
 4. Students who were dismissed and meet readmission requirements must meet all curriculum and program requirements effective at the time of readmission.

Leave of Absence (LOA): Adult & Community Education does not have a LOA provision. Students who discontinue their education for any reason before completion of the program will need to withdraw from the program. Students who withdraw will be reconsidered for readmission per the readmission criteria.

Refunds for Classes Cancelled by the Institution: If the institution cancels a class in advance of the start date, 100% of tuition and fees collected in advance will be refunded. Refunds shall be made within 45 business days of the unplanned start date.

Refunds for Students Who Withdraw on or Before the First Day of Class: If a student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution for any tuition and fees collected in advance. Refunds shall be made within 45 business days of the class start date.

Refunds for Students Enrolled Prior to Visiting the Institution: Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities.

Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction: Short-term program fees and instructional charges are not refundable after the course start date.

Refunds for Withdrawal after Class Commences: The refund guidelines are as follows:

1. During the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition paid;
2. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition paid; and
3. After the first 50% of the period of financial obligation, the institution may retain all of the tuition paid.

UNIT V: CONDUCT, BEHAVIOR, AND SCHOOL EXPECTATIONS

Student shall not, by use of violence, force, coercion, threat, harassment, insubordination, or misbehavior, cause disruption or obstruct to the educational process, including curricular and extra-curricular activities. General misconduct is defined as any behavior of a student that compromises the health, safety, peace, or property of any student or school staff member or in any way interferes with the operation of the school. Failure to comply with school expectations may result in disciplinary procedures, such as removal from class, the course, or the program. No refund will be given if disciplinary procedures are necessary. Specific conduct includes but is not limited to the following:

Alcohol or Other Drug Use: Being under the influence and/or possession of any alcoholic beverage, illegal drug, non-prescription drug, look-alike drug, or any mind-altering substance while on school grounds or in a facility or vehicle, at school-sponsored events, or in other situations under the authority of the district shall be cause for probation or dismissal. Included in the prohibition are substances represented as controlled substances, including but not limited to inhalants, non-alcoholic beers, steroids, and drug paraphernalia.

Any student who displays behaviors suspicious of, or has an odor indicative of alcohol or drug use while on school property or while participating in school-related activities will be asked to leave the premises and may be subject to dismissal from the program.

For more details on ACE's alcohol and drug abuse prevention plan, click here:

<https://www.ccsch.us/Page/2207>

Cheating, Falsification, and Plagiarism: Cheating or falsifying any document (e.g., application, test, class work, etc.) is strictly prohibited. Any student demonstrating academic dishonesty on an assignment or test will receive a "zero" for the assignment or test. Any student submitting someone else's work as his/her own (plagiarism) will receive a "zero" for the assignment. Such offenses may result in dismissal from the program, with a formal request needed from the student for consideration of reinstatement per the appeals process.

Class Disturbance: Student actions that disrupt the orderly and safe environment are subject to disciplinary procedures.

Conduct: Students are expected to conduct themselves in accordance with all standards of professional ethics and practice. Students are to address ACE faculty and staff by Miss, Mrs., Ms., or Mr.

During school and class meetings, students will have the courtesy to refrain from talking. A student who disregards this may be asked by the instructor or person in charge to leave the room. The student's absence will be noted by the instructor per the attendance policy.

A student who sleeps in class may be asked by the instructor to leave the class. He/she may be sent home for the day.

Cooperation: Students are expected to follow instructions and cooperate with school instructors, coordinators, administrators, and staff.

Discrimination: Adult & Community Education adheres to the anti-discrimination policies established by Columbus City Schools Office of Compliance, which monitors and inspects compliance with applicable federal and state laws related to the Americans with Disabilities Act, Title IX, Section 504 of the Rehabilitation Act of 1974, and Civil Rights Act of 1964, including compliance with the U.S. Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, the Equal Employment Opportunity Commission, and related Board policies. The Office investigates allegations of unlawful discrimination, harassment, retaliation, Title IX violations, and non-compliance with Section 504 of the Rehabilitation Act.

Extortion: A student shall not obtain, nor attempt to obtain, another person's property by threat, expressed or implied.

Fighting/Threats: Physical conflict, threats, or challenges between students are prohibited and may result in probation or termination from the course or program. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.

Forgery: A student shall not sign the name of another person for the purpose of defrauding school personnel or the Columbus Board of Education.

Gambling: A student shall not engage in any game of chance or contest on school property wherein money or other items of monetary value are awarded to the winner, except for those games or contests authorized as official school functions.

Hazing: Any planned action or created situation on or off school grounds that is demeaning to an individual, produces significant injury, or is otherwise harmful to another student is prohibited.

Physical Assault: Any physical attack on another person may result in suspension or dismissal from the program and/or notification to authorities.

Profanity/Obscenity: Swearing, cursing, or making obscene gestures, whether in school buildings or on school grounds, is prohibited.

Repeated Offenses: Offenses occurring on a repeated basis after previous disciplinary actions have been attempted are cause for probation or dismissal.

Sexual Misconduct: Statements of profane sexual connotation or harassment, inappropriate touching of another person or any act of indecent exposure in school buildings or on school premises are grounds for probation or dismissal.

Theft/Possession of Stolen Property: Stealing or attempting to steal school district or privately owned property is cause for probation or dismissal.

Vandalism: Destruction or defacing district property or equipment, including computer-related software or property of others while located on district premises, is prohibited and is cause for probation or dismissal.

Verbal Abuse/Threats: Engaging in derogatory statements or gestures toward other students in school buildings or on school grounds is prohibited. Making statements or taking actions against students, staff, or visitors, the purpose or effect of which could cause fear of physical harm or property damage, or that could intimidate or terrorize is cause for probation or dismissal. Discussions related to one's personal, political, or religious beliefs, which have potential for volatility, are considered inappropriate and are strongly discouraged. Such discussions, which result in the disruption of class or school, may result in disciplinary action.

Weapons: Anyone possessing, transmitting, or using any kind of firearm, knife, razor, mace, pepper gas, dangerous club, chain, or other replica objects, or any item that can be considered a weapon or used as a weapon, will be removed from the school immediately, is subject to dismissal, and/or notification to authorities.