

Adult & Community Education Columbus City Schools

Nurse Aide

Student Handbook

January 2025 – April 2025

Adult & Community Education
2323 Lexington Avenue
Columbus, Ohio 43211
Phone: 614.365.6000
[Adult & Community Education](#)



TABLE OF CONTENTS

<u>UNIT 1: ADULT & COMMUNITY EDUCATION INFORMATION</u>	3
WELCOME	3
MISSION AND VISION	3
PROGRAM APPROVAL	3
ADULT & COMMUNITY EDUCATION STAFF	4
 <u>UNIT II: NURSE AIDE PROGRAM INFORMATION</u>	 5
PROGRAM OBJECTIVES	5
CURRICULUM OVERVIEW	5
BACKGROUND INVESTIGATION	8
HEALTH REQUIREMENTS UPON ADMISSION/TECHNICAL STANDARDS	8
TECHNICAL SKILLS REQUIRED FOR NURSE AIDE	9
 <u>UNIT III: OPERATIONAL STANDARDS</u>	 10
GENERAL PROGRAM OPERATING STANDARDS	10
EMERGENCY PROCEDURES	12
DEPARTMENT SERVICES	13
DISABILITY SUPPORTIVE SERVICES	13
CONDUCT	15
FACILITIES	16
 <u>UNIT IV: ACADEMIC EXPECTATIONS</u>	 18
ATTENDANCE AND PARTICIPATION	18
SATISFACTORY ACADEMIC PROGRESS	19
PROBATION	21
PROGRAM REQUIREMENTS	22
DISMISSAL	23
REFUNDS	25
 <u>UNIT V: CONDUCT, BEHAVIOR, AND SCHOOL EXPECTATIONS</u>	 26

UNIT I: ADULT & COMMUNITY EDUCATION INFORMATION

WELCOME!

The administrator, staff, and faculty of Adult & Community Education (ACE), Columbus City Schools welcomes you on your educational journey in achieving a career as a Nurse Aide. The location of our Nurse Aide course is 2323 Lexington Avenue, Columbus, OH 43211.

Please read this handbook in its entirety, as it provides guidelines for and expectations of the Nurse Aide 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.

Vision Statement

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

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.

Program Approval

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

Contact Information:

Adult & Community Education, Columbus City Schools

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UNIT II: NURSE AIDE PROGRAM INFORMATION

Program Objectives

Upon completion of the program, the student will:

1. Demonstrate competency in providing basic nursing care skills and personal care services as an unlicensed individual, within the legal and ethical standards set forth by the profession of nursing, as regulated by the state board of nursing for the state of Ohio and as designated by the Ohio Administrative Code Chapter 3701-18.
2. Demonstrate appropriate and effective communication skills with instructors, classmates, and clients in the long-term care clinical facility.
3. Apply the basic principles of infection control.
4. Assist with basic safety and emergency procedures.
5. Demonstrate behavior that maintains resident's rights; and
6. Demonstrate behavior that promotes resident independence and prevents abuse.

Curriculum Overview

Course Name	Course Hours
Introduction to NATCEP	0.5
Communications and Interpersonal Skills	4.5
Infection Control	2.5
Safety and Emergency Procedures	6.5
Promoting Residents' Independence	1.0
Promoting Residents' Rights	1.0
Basic Nursing Skills	19.0
Personal Care Skills	25.5
Mental Health and Social Service Needs	13.5
Basic Restorative Services	4.0
Total Hours	80
Topic Area I: INTRODUCTION TO NATCEP	
1. Program overview	
2. Curriculum/work environment	
3. Role and responsibility of the Nurse Aide	
4. Policy and procedure manuals	
5. Behavior and appearance	
6. Resident comprehensive assessment, care plan and care conference	
7. Legal responsibilities	
8. Medical records	
9. Medical terminology and vocabulary flash cards	
Topic Area II: COMMUNICATION AND INTERPERSONAL SKILLS	
1. Communication and interpersonal skills	
2. Communication and interacting with resident with impairments	

Topic Area III: INFECTION CONTROL
1. Infection control
2. Practices that prevent the growth and spread of pathogenic microorganisms
3. Signs and symptoms of infection
Topic Area IV: SAFETY AND EMERGENCY PROCEDURES
1. General safety practices and procedures
2. The use of oxygen and oxygen equipment and safety measures
3. Fire prevention and procedures to follow in case of a fire disaster
4. Natural disaster preparedness
5. Principles of ergonomics, body mechanics and body alignment
6. Alternative to restraints and safe restraint use
7. Mobility and ambulation techniques
8. Medical terminology and vocabulary flash cards
Topic Area V: PROMOTING RESIDENTS' INDEPENDENCE
1. Promoting residents' independence
Topic Area VI: PROMOTING RESIDENTS' RIGHTS
1. The resident's rights
Topic Area VII: BASIC NURSING SKILLS
1. Medical terminology and vocabulary flash cards
Body Systems and Related Conditions
1. Describe the integumentary system
2. Describe the musculoskeletal system and related conditions
3. Describe the nervous system and related conditions
4. Describe circulatory system and related conditions
5. Describe respiratory system and related conditions
6. Describe the urinary system and related conditions
7. Describe the gastrointestinal system and related conditions
8. Describe the endocrine system and related conditions
9. Describe the reproductive system and related conditions
10. Describe the immune and lymphatic systems and related conditions
Confusion, Dementia, and Alzheimer's Disease
1. Discuss confusion and delirium
2. Describe dementia and discuss Alzheimer's disease
3. Interventions for problems with common activities of livings (ADLs)
4. Difficult behaviors and creative therapies for residents with Alzheimer's disease
Topic Area VIII: PERSONAL CARE SKILLS
1. Explain personal care of residents
2. Guidelines for providing skin care and preventing pressure injuries
3. Guidelines for assisting with bathing
4. Guidelines for assisting with grooming
5. Guidelines for assisting with dressing
6. Guidelines for assisting with oral hygiene

7. Guidelines for assisting with toileting
8. Guidelines for safely positioning and moving resident
<i>Basic Nursing Skills</i>
1. Explain admission, transfer, and discharge
2. Importance of monitoring vital signs
3. Measuring height and weight
4. Promoting restraint free environment
5. Fluid balance, intake and out
6. Urinary catheters, oxygen therapy
7. Discuss a resident's unit and related care
8. Importance of sleep and proper bedmaking
<i>Topic Area X: BASIC RESTORATIVE SERVICES</i>
1. Preventing complications of immobility
2. Bowel and bladder program
3. Prosthetic devices
<i>Topic Area XI: RESIDENTS' RIGHTS</i>
1. Summary of residents' rights

BACKGROUND INVESTIGATION

1. The purpose of a background investigation is to maintain a safe and productive educational and clinical environment. Students who refuse to comply with the background investigation process will be denied admission to the Nurse Aide program.
2. Any conviction, plea of guilty or no contest, or deferred prosecution of the following criminal offenses (felony or misdemeanor) that appears on any part of a criminal background check at the time of application to the program will disqualify an applicant's admission to their program and may disqualify a student from admission to a clinical facility.
3. Offenses in Tier I, Tier II, Tier III, or Tier IV specified in the Ohio Administrative Code 3701-60-07 may disqualify an individual for any position that would include the care of children and older adults. Please refer to the following link for disqualifying offenses: <https://codes.ohio.gov/ohio-administrative-code/rule-3701-60-08>
4. If the background investigation reveals information that could be relevant to the application, the program administrator may request additional information from the applicant. The potential disqualifying offense shall be reviewed on a case by case basis. Adult & Community Education, Columbus City Schools reserves the right to withdraw/dismiss a student in the event a disqualifying offense is revealed during any point of the application process/enrollment. Students may be subject to random or for cause drug screens. Refusal to comply with such a request will result in immediate withdrawal/dismissal.
5. Clinical facilities may also choose to require additional background checks, drug screens and/or fingerprinting, and may disqualify students from participating at a clinical site based on individual facility policies independent of any action by the Adult & Community Education, Columbus City Schools and that a disqualifying background check from a clinical agency may subject applicants/current students to dismissal from the Nurse Aide program. Any additional drug screening will be at additional cost to the student.

BACKGROUND INVESTIGATION

Consequences:

Prospective or current students who have any misdemeanor or felonies related to the aforementioned charges will be denied admission to or dismissed from the program.

HEALTH REQUIREMENTS UPON ADMISSION

It is the standard that:

1. All incoming students are responsible for providing documentation of a physical exam and immunizations (per local, state, and federal regulations). These are due upon enrollment into the program and must be complete no later than the assigned orientation day. Failure to provide this information will prevent you from attending clinical. Personal Medical History and Physical Examination Forms are provided in the Nurse Aide packet located in the Student Services Office.
2. Random drug testing may be requested by the program administrator and/or the clinical facilities during a student's participation in the program or prior to re-admission into the program.

TECHNICAL STANDARDS

In an effort to assist all individuals, including those with disabilities, in making career decisions, the faculty delineated the following standards and skill requirements which nursing students are expected to possess and demonstrate. The Nurse Aide Program can provide supportive services for students with diagnosed disabilities. For more information, see <https://www.ccsnh.us/Page/2207>.

The technical standards that students are expected to possess when enrolled in the Nurse Aide program are:

- Sufficient visual acuity, such as needed in the accurate preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.
- Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitor, stethoscope, IV infusion pumps, Doptone, emergency alarms, etc.
- Sufficient gross and fine motor coordination to respond promptly and to implement the skills including: ability to lift (50 lbs.), positioning, transferring patients, and manipulation of equipment which is required in meeting health needs.
- Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual's interest.

UNIT III: OPERATIONAL STANDARDS

GENERAL PROGRAM OPERATING STANDARDS

.1. 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 curriculum shall meet the standards of the Ohio Department of Health and NACTEP.
- c. The U.S. Department of Education entitles the school to provide Federal Pell Grants and Federal Student Loans to eligible students.
- d. The program abides by requirements of the Ohio Department of Education.

2. The curriculum shall provide adequate hours and standards for all programs/objectives.

- a. Successful completion of the program for a full-time student usually takes 10 weeks.
- b. The successful completion of all courses is required for graduation from the program.
- c. Successful completion means the student must achieve a grade of 80% or better in all courses.
- d. Planned instruction shall be based on 80 clock hours per week in the full-time program.
- e. Instructional hours are usually between 3-4 hours, two days per week for the part-time program.
- f. Specific hours for classes will be circulated by a published calendar updated and distributed on a regular basis. The program reserves the right to modify schedules to best meet standards and available education resources.

3. Students shall abide by all policies, rules, and regulations of the Nurse Aide program at Adult & Community Education, Columbus City Schools.

4. Chain of Command

Constructive criticism of the education process is welcome and utilized for continuous improvement planning. An atmosphere of mutual trust and open dialogue is facilitated toward problem resolution and ongoing program enhancement. Students are to direct complaints involving instruction, discipline, or learning materials via the following channels:

- a. Instructor
- b. Program Administrator
- c. Adult & Community Education Director

5. Holidays, Leave Time, and School Closure:

The Nurse Aide program will follow the schedule for holidays, leave time, and school closure as established by Columbus City Schools.

6. Guidance/Counseling/Conferences

The Nurse Aide program at ACE recognizes the many factors that affect the student's ability to complete the program. To assist students in dealing with such factors, ACE provides the following:

- a. The Program Administrator and instructors have office hours for individual conferences with students to discuss performance issues and to provide academic counseling.
- b. Students may initiate conferences with instructors anytime throughout 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. Students may seek counsel through the Program Administrator or Resource Counselor, regarding personal issues or needs. If necessary, outside counseling may be recommended.
- e. Adult & Community Education has a career counselor available for students who are exploring other career opportunities.
- f. Ancillary student services are available upon referral or student request, including Adult Education, special education/testing services, job placement services, and counseling and referral services.
- g. Programs related to stress management or other pertinent topics may be offered with ACE periodically; students are encouraged to participate.

7. Graduation

- a. Graduation exercises are held following satisfactory completion of the Nurse Aide program. All students are encouraged to attend.
- b. Graduating students will receive an official transcript.

8. Student Name and Address

- a. During school, each student is responsible to register using his/her official legal name. Faculty shall record grades using official legal names, though they may note other names for classroom communications if preferred by the student.
- b. The student is responsible for informing the Student Services office of any change of address, telephone number, or name by completing the appropriate change of information form. This must be done 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/emergency situations. Your cooperation is needed to ensure that a team approach is used 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 cause to falsely communicate that a bomb is located in a building or on the premises of a building owned by the Columbus Board of Education. These acts are prohibited irrespective of the whereabouts of students. A student shall not destroy, damage, or otherwise tamper with a fire alarm system in a school building. Adult & Community Education students participating in training programs that are located in other buildings owned or operated by another agency must conform to all agency, district and department expectations.

Accidents: Students experiencing an accident while participating in our 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 when 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. The signal for a fire drill is the intermittent sound of a buzzer or an announcement. 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. Each classroom must conform to established safety practices for that occupation. These standards apply to all students, instructors, staff, and visitors.

Tornado Alerts and Drills: It is mandatory that students participate in all tornado drills, observe the tornado safety procedures, and follow instructions of the staff. Instructions are posted in each classroom. Please become familiar with these procedures, and ask your instructor if you have any questions. 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 each day to the main office before going to any classroom. Children are not permitted to attend classes.

Upon entering the building, visitors are required to sanitize their hands, check in the Aspire Office, sign in via Lobby Guard, and are issued a nametag, which they return to the Aspire Office at the end of their visit. Individuals requiring access to different areas of the building will take a health assessment, which consists of a symptom questionnaire (Appendix A) prior to leaving the main office.

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

DEPARTMENT SERVICES

Customer Services: The Customer Services office at Adult & Community Education provides course information and services designed to assist students with being successful. To access services, students are encouraged to drop in Room 1, Student Services or call 380-997-7617.

Counseling Services: Career counseling, disability supportive services, advising and assistance related to academic difficulty (academic warning, probation, dismissal, petitions for readmission, and academic review), student mediation, professional and life-skills preparatory training, crisis management, and short-term personal supportive services are available. Information and referral to community resources and services are also available.

Compliance: The programs of Adult & Community Education, Columbus City Schools operate in compliance with the Columbus Board of Education policies and state and federal civil rights laws, including the following:

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

Disability Support Services: In accordance with Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act, Adult & Community Education will make every effort to provide supportive services to students with identified disabilities who qualify for programs. It is, however, the responsibility of the student to disclose the nature of the disability and to submit the required documentation of the disability to the program administrator in order to receive such accommodations. Guidelines for submission and approval may be obtained from the Student Services office.

An assessment that documents a disability must have been conducted within the past three (3) years. An IEP from high school is not automatically accepted as documentation. Documentation

of the assessment performed must be submitted from an appropriate licensed professional (e.g. physician, psychologist). This documentation must include the name of any test(s) administered and the specific disability that requires modification 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 must be submitted to the Program Administrator before or after admission to the program, but at least 30 days prior to the implementation of the service. Students with a disability must be able to perform and meet the technical standards/skills of the program with reasonable supportive service.

Students with a disability must be able to perform and meet the technical standard and skills of the Nurse Aide program with reasonable supportive services. More information can be found here: <https://www.ccsch.us/Page/2207>

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

School Records and Transcripts: School records are maintained for all students enrolled in career development programs. A student, upon written request, may have a transcript prepared for prospective employers, colleges, branches of the armed services, or another school. A fee is charged for transcripts. Contact the Student Services office for additional information.

Student Identification (ID): Students enrolled in career development programs will be provided with a student ID badge upon admittance into the program. Initial ID badges are provided at no charge; however, a fee will be assessed for a replacement ID badge. An ID must be immediately returned to the Student Services office should enrollment terminate prior to its expiration date. A student shall not use another person's identification or give false identification information to any official.

Transitional Services (to work): Career and financial aid counseling, advising, and assistance in seeking employment through various methods, such as Job Fairs, Ohio Means Jobs, etc., are available as a part of all career development programs. 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/internet. Assistance with career and financial aid counseling and enrollment into college is also provided. If a student does not have a GED or high school diploma, courses are provided through our Aspire program.

CONDUCT

Students are expected to conduct themselves in an ethical, dignified, and respectful professional manner at all times. Students are to address ACE faculty and staff by Miss, Ms., Mrs., or Mr.

During class and school 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.

Students who sleep in class may be asked by the instructor to leave the class. If the student is deemed too sleepy to remain awake, he/she will be sent home for the day.

Students shall conduct themselves in accordance with all standards of professional ethics and practice.

FACILITIES

Allergies: Students are required to report any food allergy or other condition 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. This includes pot lucks.

Break and Lunch Times: Most programs/courses are assigned specific times for break and lunch (if break/lunch is part of the schedule). Please consult with your instructor for your specific time. Drinks are allowed in the classroom, but all drinks must be in containers with lids. Students are not allowed to eat in a classroom.

Classrooms: Classrooms and laboratories are always 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 being present. Food and drinks are not allowed in the classrooms.

Copier Usage: Students are not permitted to use building copiers. All copying must be done by a school official. Copying of classroom material must be done by the instructor of the course.

Dress: Students are expected to dress modestly and appropriately for their training program/course and follow the Columbus City Schools Student Dress Code Policy. Students should contact their instructor for their program's specific guidelines.

Holidays, Leave Time and School Closure: Holiday and leave time are those observed by the Administrative Offices of Columbus City Schools. Adult & Community Education follows Columbus City Schools' schedule. If the district cancels classes due to inclement weather, ACE classes are canceled as well.

Lockers: Lockers at buildings operated by the Columbus City Schools are the property of the district. They are on temporary loan to students and are subject to examination by school personnel at that time. This is also true for any school district equipment, including computers and related accessories. Students who are assigned lockers are required to remove all items from the locker upon completion of or withdrawal from the program/course in which they are enrolled. Items remaining in assigned lockers after a student completes or withdraws from the program will be considered to be abandoned.

Parking: Student parking is limited to designated areas in the school building parking lot. Do not park in handicapped spaces unless you are authorized to do so. Cars parked illegally will be towed at the owner's expense. Students are cautioned to lock their cars and are advised to keep items of value out of view. The Columbus Board of Education and employees are not responsible for any loss or damage to student vehicles or content(s) of student vehicles under any circumstances. Student parking of vehicles on school property is a privilege and not a right. 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).

Reckless Driving: A student shall not recklessly or negligently operate a motor vehicle so as to endanger the safety, health and welfare of others or their property or commit traffic offenses under the Columbus Municipal Code or Ohio Revised Code.

Smoking: To protect the health of students and employees, Columbus City Schools provides a smoke-free environment. Smoking shall be prohibited on all grounds (including the parking lot), inside all facilities, at all clinical sites, and field trips/visitation locations.

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 phones at Adult & Community Education. In an emergency, students should come to the main office.

Transportation: Students are responsible for their own transportation to the school and to all-school related experiences. Any parking fees are the responsibility of the student.

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 being filed through the police department.

Vending Machines: The vending machine company is responsible for money lost in the machine. If money is lost, students may contact the company via the information provided on the vending machine.

UNIT IV: ACADEMIC EXPECTATIONS

ATTENDANCE AND PARTICIPATION

Regular attendance and participation are central to student success. The following information provides requirements related to class attendance and program participation.

- Students are expected to attend every class session. Absences are automatically considered unexcused unless the student provides documentation that the absence was due to an important circumstance that required absence from class. Excused absences include illness or death in the immediate family. In the event of illness, a doctor's note verifying the illness must be provided; in the event of a death, a formal confirmation (e.g., obituary) must be provided.
- The absence documentation must be presented to the teacher within one (1) school day after the absence. The teacher will then present the documentation to the program administrator. Only the program administrator may grant approval for an absence to be excused.
- If the absence is determined to be excused, the student may make up class work, tests, quizzes, etc. which are due on the day(s) of the absence. If the absence is determined to be unexcused, the student cannot make up missed work that was due on the day(s) of unexcused absences without administrative approval.
- Any absences without notification from the student may result in termination from the program. Following any consecutive absences, the student may be terminated from the course by the administrator. Reinstatement into the current course may occur only with program administrator approval.

Initial Progress and Attendance: The academic progress and attendance of students will be monitored carefully. If a student's progress and/or attendance is determined to be unsatisfactory, the instructor/coordinator will report this information to Student Services and to the program administrator no later than the 10th day of class. The student will be scheduled for a counseling session with the program administrator to determine the appropriate course of action to follow. A follow-up report will be given to the instructor/coordinator.

Program Graduation Requirement

It is the policy of the Nurse Aide program that the following criteria must be met for a student to complete the program and graduate with a certificate of completion:

1. The student must have successfully completed all class, lab, and clinical experiences.
2. Students must maintain a cumulative average of 80% in theory components.
3. Students must achieve satisfactory evaluations in lab and clinical.
4. The program must be completed within one year from original admission date.
5. Follow up student contact information must be on file for assessment survey post-graduation.
6. All fees and tuition must be paid. Library books/ID Badges must be returned.
7. Student evaluation of the course, clinical, and program must be completed.

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 as amended. The law requires institutions to develop procedures regarding Satisfactory Academic Progress (SAP), which measure a student's qualitative performance, quantitative performance, and maximum time frame 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 satisfactory academic progress according to the following standards.

- **Grade (Qualitative Measure)**
Students must maintain a grade of at least 80% in ACE Health Occupations program.
- **Pace of Completion (Quantitative Measure)**
Students must maintain a cumulative 80% 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 Time Frame 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 advanced transfer credit will have those hours included in the time frame completion standard.

The table below provides the grading scale for the ACE NURSE AIDE program.

GRADING SCALE FOR NURSE AIDE SATISFACTORY ACADEMIC PROGRESS

Grade	Numerical Equivalent
A	90 - 100.0%
B	80 - 89.99%
C	70 - 79.99%
F	00 - 69.99%

Certification Test: The state certification test for students enrolled in the Nurse Aide program will be given only to students who have successfully completed all required coursework and passed the in-class exam. There is an additional cost for the state certification test.

Remedial Courses: Remedial courses will have no effect on a student's satisfactory academic progress

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 in 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 Satisfactory Academic Progress.

Withdrawal: The term “withdrawal” defines any reason for a student leaving 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 satisfactory academic progress.

Final Grade Appeal: When applicable, 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. When applicable, the student should provide documentation of the unusual circumstances. 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.

Cases will be reviewed on an individual basis, and the student will be notified of his/her appeal date.

PROBATION

Probation: Students may be placed on probation for attendance, grades, financial obligation, or misconduct. Specifics of the probation will be determined by the program administrator 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 75% at mid-term in any course or for unsatisfactory grade;
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 teacher will develop a performance improvement plan that includes steps the student intends to make to improve. The student and teacher will sign the plan, and copies will be provided for the student, instructor and administrator of the program.

The student must meet the conditions of the improvement plan while under probation and make satisfactory progress. If satisfactory progress is not met, additional actions will occur and could include additional remediation work, course failure or program dismissal, depending on the situation. 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 REQUIREMENTS

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

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

In-class Final Exam: Students must pass the in-class final exam in order to pass the Nurse Aide course. If a student fails the in-class final exam, he/she must retake the entire course.

Admission/Readmission to a Program

- Students who are 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 reasons 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 request to be readmitted to the program at the point that they left if the readmission is within eight months. If more than eight months have passed, students will be required to start at the beginning of the program.
- Students who have withdrawn from the program may be considered for readmission within 180 days of withdrawal, but students must show documented evidence of an effort to strengthen academic ability or alleviate problems related to the withdrawal.
- Consideration for readmission will be made on an individual basis, requests must be approved by the program administrator. All readmissions are subject to space availability.
- Students must meet all the curriculum requirements effective at the time of readmission.

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 the course or program. It is expected that consultation with the teacher or an informal meeting with the program coordinator, will resolve most problems that might occur in the classroom. However, at the student's request, the student has access to a process that 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:

- Hearing specific charges, facts and/or options available; and
- 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

1. Within five (5) school days of written notification of failure of a course or termination from the course or program, the student must request an appeal hearing, in writing, by completing the *Student Appeal Form* describing the specific issue(s) for which the student requests the hearing. The *Student Appeal Form* must be submitted to the program coordinator.

2. Within five (5) 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 of the scheduled hearing date.
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;
 - A summary statement of purpose of the hearing;
 - A statement by or on behalf of the student, or a notation that the student declines making a statement, regarding the issue; and
 - A summary statement of the findings/recommendations of the Appeals Committee.
4. Within five (5) school days after the hearing, the chair of the Appeals Committee will send to the student a copy of the appeal summary, which includes the decision of the program administrator and recommendations of the Appeals Committee.

Dismissal: The following dismissal guidelines have been developed for the Nurse Aide program. Dismissal means the student is terminated from the program. Students who are dismissed from the program will not receive any refund or financial credit.

1. A student may be dismissed from the school for any of the following reasons:
 - a) Attitude and poor adjustment to the course as evidenced by unprofessional behavior, such as harassment or inappropriate language with instructors, students, or staff in the school, or evidence of being under the influence of alcohol or drugs at any time;
 - b) Academic dishonesty (cheating, plagiarism);
 - c) Any falsified statements or record;
 - d) If the student is convicted of any felony or aggrieved crime during the program;
 - e) Failure to pay tuition/ fees when due;
 - f) Theft or misappropriation of school, staff, or student property;
 - g) Illegal use, possession, sale or distribution of controlled substances or alcohol;
 - h) Any threat or act of endangering the health or safety of other students, faculty, staff, or visitors, including possession and/or use of dangerous weapons;
 - i) Disregard of regulations, insubordination, defiance of authority, or refusal to cooperate;
 - j) Failure to make satisfactory progress while under probation could result in immediate dismissal from the program; or
 - k) Absence from classroom without notifying the instructor will result in a warning or probation and may result in termination from the program;
2. The student has the right to appeal dismissal per the due process procedure. The *Student Appeal* form is available in the Student Services office.

A student who is dismissed from the program and wishes to return to the program will not be considered for re-admission if the reason for dismissal is related to safety issues, unprofessional behavior, falsified statements or academic dishonesty. Students dismissed due to receiving two (2) failing grades in a course may be considered for readmission with evidence that appropriate steps have been taken in order to assure future success.

Students must meet all existing program requirements at the time of re-application.

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

REFUNDS

Refunds for Classes Canceled by the Institution: If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded. The refund shall be made within 45 days of the planned start date.

Refunds for Students Who Withdraw on or Before the First Day of Class: If tuition and fees are collected in advance of the start date of classes and the 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. Appropriate refunds for a student who does not begin classes shall be made within 45 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 and inspection of the equipment.

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:

- (i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition paid;
- (ii) After 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;
- (iii) 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,
- (iv) 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

Students shall not, by use of violence, force, coercion, threat, harassment, insubordination, or misbehavior, cause disruption or obstruction to the educational process, including all curricular and extracurricular 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 and 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 any 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.

Cheating, Falsification and Plagiarism: Cheating and/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 have his/her paper removed and 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.

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

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

Discrimination: Adult & Community Education adheres to the anti-discrimination policies established by the Columbus City School District Office of Compliance, which monitors and inspects compliance with applicable federal and state laws relating to the Americans with Disabilities Act, Title IX, Section 504 of the Rehabilitation Act of 1974, and the 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.

Field Trips: A teacher must accompany students on any school sponsored field trip or activity. Students are to provide their own transportation. Neither Columbus City Schools nor Adult & Community Education is liable if a student is injured or any property is damaged.

Fighting/Threats: Physical conflict, threats, or challenges between students are prohibited and may result in probation or termination from the program/course. 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.

Littering: Throwing paper, trash, or other materials on the floor, inside school buses/vehicles, or on school grounds is not permitted.

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

Profanity and/or 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, any inappropriate touching of another person or any act of indecent exposure in school building(s) 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/equipment, including computers/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 name-calling or derogatory statements or gestures toward other students, whether in school buildings or on school grounds, is prohibited. Making statements or taking actions against students, staff, and/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, or like substances, dangerous club, chain, or other look-alike or 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.