

Collins Career Center



“We Make Career Dreams Come True”

**Adult Student Handbook
2007-2008**

FOREWORD

Welcome to your Career Center. Your opportunity to attend the CCC represents a cooperative effort of many people, including interested citizens, parents, instructors, and school administrators.

You will have the advantage of modern facilities and equipment. Our staff is recognized as possessing a high degree of competency in their particular skill areas and are deeply interested in working with students in the development of saleable skills.

This handbook has been developed and approved by the Lawrence County Vocational School District Board of Education to serve as a guide. We hope it will answer many questions and help us work together to achieve your goals.

Steve Dodgion, Superintendent

BOARD MEMBERS

President	Tim Johnson
Vice President	Roland Hayes
Members:	Paul Leffingwell
	Robert Pleasant
	Ray Malone
Treasurer:	Joyce Blazer

MISSION STATEMENT

The Mission of the Collins Career Center is to prepare youth and adults to enter, compete and advance in an ever-changing world of work.

COLLINS CAREER CENTER
Lawrence County Board Of Education Policy

ADULT EDUCATION PHILOSOPHY

Each individual is of importance and worth, and has an individual responsibility to become a productive member of society. Society also has the responsibility to provide the individual the educational opportunity to attain the maximum potential in order to make a worthy contribution to society. This educational opportunity should be made available regardless of the socioeconomic status or mental or physical handicap.

Education is a unified, life-long process. Career and technical preparation is an important part of the total educational process. Each individual is entitled to assistance in making a career choice, as well as assistance in obtaining employment placement in his or her chosen occupation. They are also entitled to additional upgrade training for the purpose of maintaining employment and progression in his or her chosen job.

The general objectives of the Collins Career Center are as follows:

- To provide high quality career technical training for all persons who need, desire, and can profit by this training;
- To provide high quality career technical training in all programs offered;
- To offer programs that are realistic in light of the present and anticipated future job openings;
- To provide facilities, equipment, and training experiences that most nearly approximate those found in industry;
- To involve all segments of the community that can make a contribution to the training effort;
- To cooperate with all other educational agencies within the community;
- To develop high standards of work performance in all students;
- To develop safe work habits in all students;
- To encourage problem solving attitudes in all students.

ACCREDITATIONS AND AFFILIATIONS

The Collins Career Center is approved by the Ohio Department of Education for Secondary and Adult and continuing education programs.

- North Central Association for Colleges and Schools (NCA/CASI)
- Ohio Association for Adult Educators
- National Association for Public Adult and Continuing Education
- Ohio Community Education Association
- National Community Education Association
- National Accrediting Agency for Clinical Lab Sciences
- Commission on Accreditation of Allied Health Education Programs
- American Society of Health-System Pharmacists
- Ohio Board of Nursing
- Ohio Department of Public Safety
- State Medical Board of Ohio

- COARC- Committee on Accreditation for Respiratory Care
- Board of Nephrology Examiners Nursing and Technology (BONENT)
- Joint Review Commission on Education of Radiologic Technology
- Kentucky Board of Nursing
- West Virginia Board of Nursing

ADMISSIONS

The Adult Education Department of the Collins Career Center has certain admission requirements. The Collins Career Center Board of Education, the North Central Association of Colleges and Schools, and all other accrediting agencies approve requirements.

Admission Requirements

A student must have:

- A High School diploma **OR**
- Obtained a G.E.D. Equivalent Certificate **OR**
- Taken and passed the Ability to Benefit Assessment test with an Adult Basic Learning Education Center not affiliated with Collins Career Center.

Admission Requirements for Allied Health Programs (Must be 18 years or older.)

A student must have:

- A High School diploma **OR**
- Obtained a G.E.D. Equivalent Certificate
- Taken a pre-entrance exam and received a score required for the individual Allied Health Program over 600 hours (score requirements may vary). **OR**
- Present documentation of ACT score of 21 or above in last 5 years

**** Please see specific guidelines for Radiology Program & Medical Diagnostic Sonography**

**** In order to receive credit for previous college work an official transcript must be submitted upon admission application.**

****A student cannot be admitted to any Allied Health Program based on Ability to Benefit assessment scores.**

**** Allied Health students are required to have a physical examination, immunization records, Hep B Vaccine, TB Skin test, drug screen and a federal background check.**

Admission Requirements for High School Seniors

High School seniors may be admitted to certain part-time courses on the following conditions. The senior must have permission from:

- a parent or guardian **AND**
- an affiliated High School Superintendent

REGISTRATION FEES

Registration fees are due when an application for admission has been completed. The Collins Career Center has maximum class sizes; therefore, priority will be given to applicants who have paid the registration fee for his or her selected program of training.

SEAT RESERVATION FEE

For any program 1100 hours or more, a \$100.00 non-refundable tuition deposit must be paid to reserve a seat in the program.

TUITION PAYMENT

Tuition payment is due for all programs of training prior to the student's start date.

Arrangements for a payment schedule or financial aid assistance must be made with the Financial Aid office prior to starting a program of training. Students cannot take certification exams or boards until tuition is paid in full.

Note: Any program of training of 599 clock hours and less is considered a short-term program. Tuition for such programs is due at the time of registration. Payments cannot be made on short-term programs. Financial aid is NOT available for short-term programs.

****Personal Checks will not be accepted Three Weeks Prior To Graduation**

PAYMENT OPTIONS

The student will have two tuition payment options to choose from:

1) Apply for Financial Aid: If a student is applying for Financial Aid to assist with tuition costs, the student must file the FAFSA on-line and meet with the Financial Aid Office before the first day of class. When filing the FAFSA on-line, please wait at least one week from the date that you completed your FAFSA on-line to make an appointment. If the student intends to file for Financial Aid, but has not completed the FAFSA prior to the first day of class, the student is required to pay a \$100 deposit toward tuition. Note: The deposit will be applied toward tuition. A refund will be processed with the student's first Financial Aid distribution contingent upon Financial Aid approval and completion of all paperwork with the Financial Aid Office.

2) Monthly tuition payments (full-time programs only): If Financial Aid does not completely cover tuition or if the student intends to pay out of pocket, the student must make payment arrangements in advance. The student must complete and sign a tuition payment agreement with the Financial Aid Office BEFORE the student starts his or her program of training (we recommend payment arrangements be made at least 2-3 weeks prior to the student's first day of class). By signing the tuition payment agreement, the student agrees to pay the equivalent of each month's tuition by the given dates and must be paid in full prior to the student continuing on to the next month. If the payment is not made the student will not be permitted to continue in class. Final payment of all tuition must be made two weeks prior to program completion. Note: Payment Plans are set up for the benefit of the student; therefore, it is the student's responsibility to make the required payments by the given deadlines. The first month of tuition is due on or before the student's first day of class.

Students are invoiced monthly; however, the student is responsible for tuition payments regardless of receiving an invoice. Tuition will not be adjusted due to a student's excessive absences. Tuition will only be adjusted in the event a student withdraws or stops attending classes (adjustment will be based on and follow the rules of the refund policy of the school).

IF A STUDENT OWES A TUITION BALANCE FROM A PREVIOUS SCHOOL YEAR HE OR SHE ATTENDED AT THE COLLINS CAREER CENTER, THE STUDENT WILL NOT BE PERMITTED TO RETURN FOR ADDITIONAL TRAINING UNTIL THE BALANCE HAS BEEN PAID IN FULL.

Payment of miscellaneous school related expenses are due upon receipt. A student may sign for these expenses **ONLY** if the student has a sufficient Pell Grant Award to cover the cost of the expenses and a Pell Grant withholding authorization has been signed, and/or if the Financial Aid office has a written contract with another Financial Aid sponsoring agency stating the agency will pay for these expenses.

ALL TUITION MUST BE PAID IN FULL TWO WEEKS PRIOR TO STUDENTS LAST DAY OF CLASS. (Personal Checks will not be accepted 3 weeks prior to completion of the program). A certificate of completion from the Department of Education will not be issued; and school related information such as attendance records and grade transcripts will not be released until all tuition has been paid in full. Students enrolled in programs of training that require a certification or licensure exam at the end of the program, such as the Allied Health Programs and Law Enforcement Academy, will not be permitted to take the exam until all tuition has been paid in full. Note: A returned check fee will be charged for any personal check that is returned to the school from the bank for insufficient funds, etc. The applicable fee is the amount charged to the school from the bank (@ \$21.50).

VETERANS ADMINISTRATION

The Collins Career Center does participate in veterans administration benefits, i.e. G.I. Bill, etc. The student must submit to the Financial Aid office a copy of his or her "Certificate of Eligibility" letter to verify eligibility for benefits and case number. The Financial Aid office will submit an Enrollment Certification to the Veterans Administration to verify the student has started classes. Please allow up to 11-13 weeks to start receiving benefits. The benefits will be sent directly to the student; therefore, it is the student's responsibility to pay tuition. Note: Credit for previous training will be determined on a case-by-case basis.

TOOLS

The Collins Career Center tuition does not include tools for the T&I programs. A tool list will be provided for each student; purchasing tools will be the student's responsibility.

ATTENDANCE POLICY

The Collins Career Center provides an opportunity for students to explore and develop career/technical skills in specific areas or needs. Students are expected to attend all scheduled classes. Students must maintain at least **85%*** or better attendance in order to:

- maintain eligibility for financial aid **AND**
- to receive a certificate of completion from the Department of Education.

REGARDLESS OF THE REASON IF YOU'RE ABSENCES EXCEED 15% OF THE TOTAL CLOCK HOURS FOR YOUR PROGRAM OF TRAINING, YOU DO NOT MEET THE ATTENDANCE REQUIREMENTS. (Financial Aid recipients should refer to the Financial Aid policy and procedures for specific requirements and procedures).

*** Cosmetology Program requires 1500 hours to apply for exam.**

***NOTE: The Health Programs' attendance policy differs from the above policy to meet the standards required in health care; therefore, you must follow the policy of your program of training.**

****All Health Programs will receive a supplement to the school handbook to cover policies specific to the Nursing and Health Programs.**

MAKEUP WORK

Students will only be permitted to make up classroom/lab assignments and tests in the event that the absence was due to one of the following reasons:

- Hospitalization of student or member of immediate family
- Death in immediate family.
- Court appearance

****Documentation must be presented to the instructor to verify the above events.**

****There is no make-up work available for health programs**

PROGRESS COUNSELING

Students will be counseled on attendance and grades at Mid Term and as needed by program instructors.

OFFICIAL WITHDRAWAL

Withdrawal from the Collins Career Center must be requested in person or by written request to the Adult Education Admission Office. A student is required to complete an official withdrawal form in order to obtain any refund of tuition that may be due to the student.

UNOFFICIAL WITHDRAWAL

A student will be automatically terminated when he or she has been absent for more than the requirements of that particular program without notifying the Adult Education office or instructor of the reason for the absence. The student's last recorded date of class attendance will be used as the unofficial withdrawal date.

STUDENT RECORDS

A record of each student's grades and attendance is kept on file in the Adult Education office. These records are considered to be the official record when determining percentage of attendance, clock hours, days of absences, and grades, which is provided to the office by the instructors. If a discrepancy should appear on the records on file in the Adult Education office, the supervisor may at his/her discretion refer to the instructor's record book. Students may also review copies of the Collins Career Center accreditation and/or licensure certificates in the Adult Education office.

GRADING POLICY

Each student has a quarterly/term evaluation form completed by the program instructor as part of his or her record file. Part of the evaluation may consist of, but is not limited to the following:

- Classroom work and test grades
- Attitude
- Responsibility
 - a. Attendance
 - b. Tardies
 - c. Care of school property, tools, and materials
- Quality of work
- Ability to work with others
- Safety practice and procedures
- Initiative

****Note: Allied Health Programs may have a different grading policy**

GRADING SCALE

The following scale will be used to reflect a composite score of both laboratory and related classroom performance:

90 - 100%	A	=	Excellent	4.0 GPA
80 - 89%	B	=	Good	3.0 GPA
70 - 79%	C	=	Fair	2.0 GPA
60 - 69%	D	=	Poor	1.0 GPA
Below 60%	F	=	Unacceptable	

****Note: Allied Health Programs may have a different grading policy**

The Collins Career Center requires a student to achieve a passing grade in his or her program of training in order to receive a certificate of completion from the Department of Education and to maintain eligibility for Financial Aid. (Note: You must follow the grading scale as specified by your program of training). Students in the health program must pass each course to continue into the next quarter/term.

FAILED CLASSES

Students who fail a program and want to re-enroll in that program or another program must take a mandatory Vocational Assessment. Vocational Assessment is a free service for adult students. If a person cancels or does not show up for the scheduled appointment two times, there will be a charge of \$100.00 fee for the 3rd scheduled Vocational Assessment. The Vocational Evaluators will recommend appropriate remediation. Must be completed prior to re-enrollment.

**** Note any student with an unpaid balance must pay said balance before the student can return to school. The above procedure applies to all branch campuses.**

**** Policy on Failed classes differ for Health Programs see re-enrollment policy in Health Guidelines Book.**

POOR CONDUCT POLICY

The Superintendent may terminate a student at any time for the disruption of the learning environment in the classroom/lab, for destruction of school property, fighting, cheating, plagiarism, falsification of records, failure to adhere to school policy, and /or suspected drug or alcohol use.

CERTIFICATE OF COMPLETION or GRADUATION PASSPORT

A certificate of completion will be awarded to each student who completes a course with at least 85% attendance (or as specified by your program of training), and a grade average of at least passing. A student is not eligible to receive a certificate of completion when he or she has attended only 85% of the course, (Example: A student does not miss any classes; therefore, completes the required 85% two months early, the student must still attend classes until the last scheduled day of the program. The student will not be issued a certificate until graduation/commencement). Students must attend the required scheduled number of clock hours. (Financial Aid recipients - refer to Financial Aid policy and procedures for specific requirements and procedures).

DRESS CODE

Students are expected to dress appropriately, defined as: the appropriate dress that would be expected at a work-site related to the students program of training. Instructors have the authority to ask inappropriately dressed students to leave the school and return with the appropriate dress.

NAME TAGS

All students must wear name tags during the day while in the building and on school grounds. (Only at Main Campus not Coal Grove Building). ***Replacement name tags will be provided @ a cost of \$5.00 each.**

ELECTRONIC EQUIPMENT

Cell phones, beepers & etc any electronic communication devices are prohibited in the classroom.

LAB CLEAN-UP

It is the responsibility of the student to clean classrooms and lab areas at the end of each training session. Labs should be left in the condition in which they were found.

DRUG AND ALCOHOL ABUSE POLICY

Drugs (illegally acquired) and alcohol will not be tolerated on the grounds of the Collins Career Center. This pertains to the illegal possession, use, or distribution to other students. All students and staff are encouraged to report to the supervisor, any misuse or sale of any illegal drugs or alcohol. Any student caught in possession of and/or consuming or distributing illegal drugs or alcohol will be terminated from his or her program of training immediately and will be reported to the appropriate law enforcement officials. Note: If the smell of alcohol is detected on a student, he or she may be dropped from his or her program of training (this includes while on school grounds and clinical sites). Drug screens can be requested by program instructors on any student suspected of being under the influence. A positive drug screen is grounds for dismissal. Random drug screens can be performed @ anytime.

VISITORS

Family and friends of students must report to the Adult Education office before going to any classroom and/or lab. Class disruptions by visitors will not be tolerated. The Collins Career Center cannot assume liability; therefore, adult students' children are not permitted to accompany them to school. Note: Students are not to park in the visitor's parking spaces.

PARKING

All Adult students and instructors must park vehicles in one of the large parking lots in the front, at the west side of the building, or rear parking lot outside the Adult Education office. A few minutes may be allowed for unloading near doors or labs, but the vehicle must then be moved to one of the designated parking lots. Parking permits will be issued to all students and require identification of the vehicle(s). Designated parking areas are for safety and security reasons. Violation of parking restrictions may result in having the vehicle towed at the owner's expense or a citation. Note: Students are not to park in the visitor's parking spaces or staff parking areas next to building.

* Coal Grove spaces at side of building by the dumpster and 2 spaces at the door are for staff.

BREAKS

Students' breaks need to be taken either outside, in the cafeteria area, or in the Adult Education wing where the vending machines and benches are provided. Please respectfully keep conversations and noise low during breaks, since there are other classes in session and offices near some break areas.

ADULT EDUCATION WING - HALLWAYS

Students are not to use the Adult Education hallways where offices are located for entering or leaving the school building. Students are to use the main Adult Education entrance doors. Students are not to walk freely through the office hallways to visit an instructor without checking in with the main Adult Education office first. The restroom located in the office area is for adult staff only students are to use designated student restrooms.

SMOKING

Smoking is **ONLY** permitted outside the Adult Education office rear parking lot **in the shelter area**. Cigarette butts must be disposed of in the appropriate containers provided outside. This is a privilege that must be handled responsibly. Smoking is permitted at the Coal Grove Building at the South Exit in the designated area. Coal Grove students enter & exit front doors only.

TELEPHONE USE

Students are to use the pay phones, which are located in the lobby/cafe area and Adult Education wing of the building. Students are not to call the office from the labs/classroom to request a number to be dialed for them. Office phones are for official school business; therefore, students are not permitted to use any office phone for personal phone calls. ***NO CELL PHONES***

PERSONAL PHONE CALLS TO STUDENTS

Incoming calls to students will be accepted by Adult Education staff in cases of emergency ONLY. The Adult Education office staff will take a message for the student to return the call in such cases.

WEATHER POLICY AND SCHOOL CLOSING INFORMATION

Students should watch the news cast or listen to one of the following stations for weather related school closing information. School closings will also be posted on the school home page:

www.collins-cc.k12.oh.us

WOWK TV	WTCR Radio	WAMX Radio
WSAZ TV	WGNT Radio	WKEE Radio
WIRO Radio		

****NOTE: If classes are dismissed or cancelled for daytime classes, evening classes are also cancelled.**

OFFICE HOURS

August - June	8:00 am - 8:00 pm	M-TH
	8:00 am - 4:00 pm	Fridays
July	7:00 am - 4:00 pm	M-F

FINANCIAL AID OFFICE HOURS

The Financial Aid Office is open Monday thru Friday 8am to 4pm with extended hours please call ahead at (740) 867-6641, Ext. 402 or 410 to inquire about office hours or to schedule an appointment.

G.E.D. PROGRAM

The Collins Career Center offers a General Education Development program. The G.E.D. program is a proven success for students who need assistance in studying for the G.E.D. test. The program is available during the school year and there is no cost for the program. More information on this program may be obtained from the Adult Education office.

COMPUTER USAGE

The Collins Career Center has expanded the computer resources to provide computer literacy, Internet services, and software application software to be used to promote learning in the individual training programs. In order to access this technology, students must review the computer usage rules that will be distributed during orientation, pass an Internet test, and complete the documents to receive a user account. Students who violate any of the computer rules will lose the computer use privilege.

ADULT STUDENTS COMPUTER/INTERNET GUIDELINES

COMPUTER NETWORK GUIDELINES

1. No food or drinks in the computer areas.
2. No students in computer areas without supervision.
3. All disks used by students or staff will be supplied by the school and will be kept at the school. Disks taken home will not be brought back to the school.
4. No programs will be brought into the school to be installed on computers.
5. Files should be saved on disks, not the computer unless otherwise approved.
6. Do not make ANY changes to the computers (i.e. color of screen, volume, screen saver, etc) without permission of instructor.
7. Do not save anything on the hard drive without permission of instructor.
8. Do not make any changes to the programs without instructor's permission.
9. Students should notify their instructor immediately if any changes have been made to their computer.
10. The color printer is only to be used for special projects that require color printing and are assigned by the instructor. Routine assignments should be printed on the laser printer using "draft" copy. The printers may not be used for personal use.

INTERNET GUIDELINES

1. Students will have an assigned user identification that will be used to log onto the computer. You must create your own password. It is your responsibility to make sure that no one knows your password. **DO NOT** tell anyone your password and be cautious as you enter the password to make sure it is not discovered.
2. If someone uses your password and logs in on your account, **YOU** will be cut one letter grade automatically in that class for the quarter
3. E-mail is for internal learning use only. E-mail to instructors to be limited to educational issues only-no junk mail, jokes, etc.
4. **DO NOT DOWNLOAD OR SAVE ANYTHING FROM THE INTERNET** without permission of instructor.
5. **ANY MATERIAL SAVED FROM THE INTERNET** with instructor's permission is to be saved to a floppy disk.
6. Internet use is for educational use only (this would include surfing the Net). Attempted access to inappropriate material is strictly forbidden.

Any problems incurred caused by a student not following the above guidelines will be considered a serious violation. Discipline could include but not be limited to being banned from using computers or even dismissal from the program.

PROBLEM RESOLUTION

Students need to follow the following procedure to deal with any program/instructor problems or complaints:

**** Please Note: Issues need to be dealt with in person not by phone. Please make an appointment with the appropriate person.**

1. Discuss with instructor
2. If unresolved discuss with program Supervisor
3. If unresolved discuss with Associate Director
4. If unresolved discuss with Superintendent

Danny Stapleton/

<u>Ken Bentley</u>	<u>Sharon Eaches</u>	<u>Jaime Chafin</u>
T&I	LPN	PCT
	Respiratory	Pharmacy
	Surgical	Dialysis
<u>Jim Howard</u>		Massage
Law Enf.		Short Term Health
Paramedic		Radiology
		Ultrasound

OPEN COMPUTER LAB

The Open Computer Lab will be available for students to develop keyboarding skills, work on class assignments, create resumes, and conduct school related Internet research on a first-come, first-serve basis. Hours will be posted. (Check with instructor for calendar).

PLACEMENT SERVICES

Adult Education has full-time Placement services through the WDRC. The Collins Career Center does not guarantee placement, but will assist students in finding employment to the best of our ability. Please contact the guidance counselor or program instructor for more information.

GUIDANCE SERVICES

The Collins Career Center offers guidance to all Adult students. This service is available to aid adults in career decisions and problem resolution. A Guidance Counselor is available during some evening hours. Call to make appointment.

INDIVIDUAL CAREER PLAN (ICP)

The Individual Career Plan (ICP) is a planning tool that is used for career preparation, career growth, and lifelong learning goals. All Adult Education students will complete an Individual Career Plan with the Guidance Counselor.

VOCATIONAL EVALUATION

Vocational evaluation is available for students not sure about his or her career goal. The free evaluation will help determine the student's career strengths, weaknesses, and career programs that relate to the student.

WORKFORCE DEVELOPMENT RESOURCE CENTER (WDRC)

The Collins Career Center offers additional training facilities and placement services at the WDRC located on North 3rd Street, Ironton, Ohio. Phone: 740-532-3140

DISABLED STUDENT SERVICES

The Collins Career Center offers special services to disabled students upon request.

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

STUDENT GRIEVANCE PROCEDURE

Students Alleged Discrimination Grievance Procedures

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Lawrence County Vocational School District or any of the district's staff, teachers and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability) she/he may bring forward a complaint which shall be referred to as a formal grievance.

However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the principal or supervisory level. An informal grievance with the above mentioned administrator does not require parents/guardians to be present.

Step 1

An alleged formal discrimination grievance complaint should first be made to the Principal or Immediate Supervisor within ten school days of date incident occurred.

Step 2

If not resolved at Step 1, the decision may be appealed to the district's Title IX and or Section 504 Coordinator, within five school days.

Step 3

If not resolved at Step 2, the decision may be appealed to the district's Superintendent.

Note: Parents/guardians do not have to be present at the informal complaint meeting with the principal/supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

Title XI, Section 504 Coordinator
Collins Career Center 11627 State Route 243, Chesapeake, Ohio 45619 (740) 867-6641

NON-DISCRIMINATION POLICY STATEMENT

Collins Career Center complies with federal laws and practices the concept of nondiscrimination in all areas of human and personal relations. The Collins Career Center does not discriminate on the basis of race, color, sex, handicap, political affiliation, religion, or national and ethnic origin in the administration of admission, education policies, curriculum, selection of textbooks, scholarship and loan programs, education opportunities and employment.

EMERGENCY PROCEDURES POLICY

In the event of an emergency, students will follow the established emergency guidelines as documented in the Emergency Procedures Policy. A copy of the policy has been distributed to instructors and a copy exists in the Adult Education Office.

PROGRAM GUIDELINES

The policies and procedures in this handbook are designed for the majority of the programs offered at the Collins Career Center. Some programs may have their own policies and procedures for attendance, grades, etc.; therefore, you must follow the guidelines of your selected program of training.

ADULT SUPPORT STAFF

Kelly Adams, Financial Aid Administrator
Amanda Gartin, Secretary
Tammy Hanshaw, Secretary
Sonja Butcher, Secretary
Jean Fry, Secretary
Kristi Joseph, Payroll Clerk
Michele Corder, Secretary
Judy Shaffer, Secretary
Barbara Black, Treasurer's Assistant
Mary Williams, Treasurer's Assistant
Sharon Eaches, Program Supervisor
Jaime Chafin, Program Supervisor
Kelli Murphy, Human Resource

Kenneth Bentley, Program Supervisor
Danny Stapleton, Program Supervisor
Cathy Moore, Assistant Vocational
Evaluator
William Sands, Vocational Evaluator
Harold Fetters, Coal Grove Evening
Supervisor
Steve Martin, Maintenance Supervisor
Charlotte Abrams, Maintenance
George Brown, Maintenance
Chad Gartin, Maintenance
Ronald Littlejohn, Maintenance
Don Williams, Security

ADULT FACULTY

All instructors employed by the Collins Career Center Board of Education are properly certified and recognized by the Ohio State Department of Education to teach in the subject areas to which they are assigned.

INSTRUCTOR	SUBJECT AREA	INSTRUCTOR	SUBJECT AREA
Arnett, Debra	Ultrasound	MacClellan, Nancy	Ultrasound
Bell, Jeanna	LPN	Malevenda, Marie	LPN
Blankenship, Debra	PCT	McCullough, Mark	Respiratory
Blevins, Dena	Radiology	McFann, Beth	LPN
Boggs, Allen	Auto Mechanics	Menshouse, Wes	HVAC
Boggs, Shawn	PCT	Meredith, Alyson	LPN
Bradley, Paul	Surgical Tech	Monning, Daniel	Welding
Bradshaw, Pamela	Paramedic/EMT	Morgan, Danny	Auto Mechanics
Burchett, Dana	LPN	Nash, Scott	Program Supervisor
Carpenter, Kristen	Transitions	Patil, Ruhel	Med Director
Christian, Eva	Small Business	Pauley, Jeff	IT Specialist
Cobb, Brian	IT Instructor	Ross, Kathy	PCT
DeLong, Karen	Dialysis	Schweichart, Jim	Steam Plant Operator
Derasin, Jetta	LPN/STNA Coordinator	Short, Lori	LPN Clinical
Dierdorff, Zack	IT Specialist	Staton, Mike	Welding
Estep, Henry	Dialysis	Steele, Lillian	Surgical Tech

Falls, Cassandra	LPN	Terry, Keith	Respiratory Therapy
Forest, Anthony	Police Academy	Tiller, Linda	Pharmacy Tech
Fry, Earl	Vol. Fire Fighter	Vaughn, Ryan	Vol. Fire Fighter
Gleichauf, Michael	Wellness	Wagner, Pamela	
Hess, John	Pharmacy Tech	Watson, Jimmy	Auto Body
Hutchinson, Steve	Electricity	Weaver, Tommie	Respiratory Therapy
Jones, Terry	EMT-Basic	Well, Tina	ABLE
Keeney, Greg	Ad Ed	Wheeler, Charles	HVAC
Kleinman, Carl	Auto Body	Williamson, Terri	Radiology
Leach, Jerry	Police Academy	Womack, Tony	Pharmacy Tech
Leader, Kim	Respiratory		

**COLLINS CAREER CENTER
ADULT EDUCATION
2007-2008 SCHOOL CALENDAR**

Friday, August 3	Health Orientation	
Monday, August 6	First Day of School for: Cont. Paramedic – CC 105 – CG Radiology 1 st yr Radiology 2 nd yr	Practical Nursing 101 – CCC Practical Nursing Respiratory
Therapy 1 st & 2 nd yr	Sonography 1 st yr Surgical Tech - CCC	Sonography 2 nd yr
Tuesday, August	First Day of School for: Practical Nursing 102 - CG	
Wed., Thurs. August 15 & 16	Teacher In-Service Days NO SCHOOL	
Monday, September 3	Labor Day NO SCHOOL	
Tuesday, September 4	First Day of School for: Computer Tech-CCC	Law
Enforcement-CCC		Trade & Industrial-CCC
Monday, October 1	First Day of School for: Dialysis - CG	Massage Therapy
- CG	Patient Care Tech - CG	Pharmacy - CCC
Tuesday, October 2	First Day of School for: Paramedic – CCC	
Tuesday, October 30	First Day of School for:	Practical Nursing
102 - CG		
Tuesday, November 6	Election Day NO SCHOOL	
Wednesday, November 21-23	Thanksgiving Break Begins NO SCHOOL	
Monday, November 26	Classes Resume	
Monday, December 24	Christmas Break Begins NO SCHOOL	
Thursday, January 3	Classes Resume	
Monday, January 21	Martin Luther King Day NO SCHOOL	
Friday, February 15	Parent Teacher Conf NO SCHOOL	

Monday, February 18	President's Day NO SCHOOL	
Tuesday, March 4	Primary Election NO SCHOOL	
Friday, March 21	Spring Break Begins NO SCHOOL	
Monday, March 31	Classes Resume	
Thursday, May 22 Technician - CG	Last Day of School for: Pharmacy – CCC	Dialysis
Monday, May 26	Memorial Day NO SCHOOL	
Thursday, June 26 CCC CCC	Last Day of School for: Respiratory Therapy I & II - CCC Patient Care Tech - CG Trade & Industrial - CCC Law Enforcement - CCC	Surgical Tech - Computer Tech -
Friday, June 27 101 - CCC	Last Day of School for: Practical Nursing 105 - CG	Practical Nursing