VISION STATEMENT
Prepare Students for Success

MISSION STATEMENTS

Knox County Career Center High School
The KCCC exists to develop lifelong learners with The skills and values necessary to achieve success.

Knox Technical Center (Adult Education)
Our mission is to provide cutting-edge programs that Prepare adults with career and lifelong learning skills.
Each person addressing the Board must sign in at least five minutes before the start of the Board meeting and shall give his/her name and address. If several people wish to speak, each person is allotted three minutes until the total time of 30 minutes is used. During that period, no person may speak twice until all who desire to speak have had the opportunity to do so. Persons desiring more time should follow the procedure of the Board to be placed on the regular agenda. The period of public participation may be extended by a vote of the majority of the Board, present and voting.

1. **CALL TO ORDER AND ROLL CALL**
   - Margie Bennett _____ Jody Goetzman _____ Richard McLarnan _____ Ruby Miller _____
   - Donnie Rogers _____ Mary Jean Theaker _____ Steve Thompson _____

2. **PLEDGE OF ALLEGIANCE**

3. **PRESENTATION**
   - Amy Rine - PBIS

4. **PUBLIC PARTICIPATION**

5. **SUPERINTENDENT’S CONSENT AGENDA**
   Motion to approve the Superintendent’s Consent Agenda as follows:
   (a) Adopt ODE approved Content Standards for Career Tech and Academic Courses for the 2020-21 School Year.
   (b) Resolution - Adopting a Calamity Day Alternative Make-Up Plan. (Attachment 1)
   (c) 2020-21 Teacher Handbook. (Attachment 2)
   (d) 2020-21 Non-certified Handbook. (Attachment 3)
   (e) Individuals to dispense student medications for the 2019-20 school year:
      - Jennifer Bohman
      - Katie Dehart
      - Derek Fisher
      - Karen Miller
   (f) Hire Doug Peach, KTC ASPIRE Instructor, $18/hr, part-time as needed not to exceed maximum part-time hours per week, July 13, 2020 – June 30, 2021, pending completion of all requirements for Career Center employment.
   (g) Resignation of Michele Heins, KTC Instructor, retroactive to June 24, 2020.
   (h) KTC Calendars & Cost Sheet. (Attachment 4)
      - a. EMT Basic
      - b. EMT Advanced
      - c. Firefighter I
      - d. Firefighter II
      - e. Public Safety Instructor
      - f. Public Safety Cost Sheet
      - g. STNA Cost Sheet
6. APPROVAL OF MINUTES OF REGULAR MEETING JUNE 11, 2020
   Margie Bennett _____ Jody Goetzman _____ Richard McLarnan _____ Ruby Miller _____
   Donnie Rogers _____ Mary Jean Theaker _____ Steve Thompson _____

7. APPROVAL OF MINUTES OF SPECIAL MEETING JUNE 24, 2020
   Margie Bennett _____ Jody Goetzman _____ Richard McLarnan _____ Ruby Miller _____
   Donnie Rogers _____ Mary Jean Theaker _____ Steve Thompson _____

8. TREASURER’S CONSENT AGENDA
   Motion to approve the Treasurer’s Consent Agenda as follows:
   (a) Monthly Financial Reports as presented. (Attachment 5)
   (b) Appropriation Modifications:

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<th>Special Revenue Funds</th>
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   Margie Bennett _____ Jody Goetzman _____ Richard McLarnan _____ Ruby Miller _____
   Donnie Rogers _____ Mary Jean Theaker _____ Steve Thompson _____

9. TREASURER’S REGULAR AGENDA
   (a) Motion to approve tax abatement for Elite Insurance Agency LLC through the Bellville Historic District Community Reinvestment Area. (Attachment 6)

   Margie Bennett _____ Jody Goetzman _____ Richard McLarnan _____ Ruby Miller _____
   Donnie Rogers _____ Mary Jean Theaker _____ Steve Thompson _____

   (b) Motion to approve tax abatement for Smith Hardware, Inc. through the Bellville Historic District Community Reinvestment Area. (Attachment 7)

   Margie Bennett _____ Jody Goetzman _____ Richard McLarnan _____ Ruby Miller _____
   Donnie Rogers _____ Mary Jean Theaker _____ Steve Thompson _____

10. DISCUSSION ITEMS

11. ADJOURN
    Margie Bennett _____ Jody Goetzman _____ Richard McLarnan _____ Ruby Miller _____
    Donnie Rogers _____ Mary Jean Theaker _____ Steve Thompson _____
RESOLUTION
ADOPTING A CALAMITY DAY ALTERNATIVE MAKE-UP PLAN

WHEREAS, the Knox County Career Center Board of Education desires that students have learning opportunities even when schools are closed for any of the reasons specified in section 3313.482 of the Ohio Revised Code; and

WHEREAS, section 3313.482 authorizes a board of education to adopt a plan by August 1 of each year to provide online learning opportunities for students in lieu of attendance on such days of closure;

NOW THEREFORE BE IT, AND IT IS, HEREBY RESOLVED that the Knox County Career Center Board of Education hereby approves the following plan.

PLAN FOR ALTERNATIVE MAKE-UP OF CALAMITY DAYS

Pursuant to Ohio Revised Code section 3313.482, the board of education of Knox County Career Center hereby authorizes the following plan to allow students of the district to access and complete classroom lessons in order to fulfill up to a maximum of the number of hours that are the equivalent of three school days because of the closing of schools for any of the reasons specified in section 3313.482.

1) This plan is adopted, pursuant to approval of the board of education, prior to August 1.

2) This plan includes the written consent of the teachers’ employee representative as designated under division (B) of section 4117.04. Such consent is on file in the official file of the board of education and is hereby incorporated into this plan as if specifically rewritten.

3) Not later than November 1 of the 2020-21 school year, each classroom teacher shall develop a sufficient number of lessons for each course taught by that teacher with such lessons requiring, in the judgment of the teacher, an amount of time equal to or greater than the number of hours that are the equivalent of three school days in such teacher’s class.

4) The teacher shall designate the order in which the lessons are to be posted on the district’s web portal or website.

5) Teachers will update or replace such lessons as necessary throughout the school year based on the instructional progress of students.

6) As soon as practicable after an announced school closure authorized under section 3313.482, the appropriate administrator may direct staff to make the designated lessons available on the district’s portal or site. Each lesson shall be posted for each course that was scheduled to meet on the day of the school closing.

7) Each student enrolled in a course for which a lesson is posted shall be granted a two-week period from the date of posting to complete the lesson. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided.

8) Students without access to a computer shall be permitted to complete the posted lessons at school after the reopening of school. Students utilizing this option will be granted two weeks from the date of reopening to complete such lessons. If the student does not complete the lesson within this time period, the student will receive an incomplete or failing grade unless a reason sufficient to the teacher is provided. The district will provide access to district computers before, during, or after the school day (provided that the equipment is available and accessible at those times) or may provide a substantially similar paper lesson in order for students to complete the assignments.

9) The board of education hereby authorizes “blizzard bags,” which are paper copies of the lessons posted online. Teachers shall prepare paper copies approximating the content of the online lessons and shall update such paper copies when updating any of the online lessons. “Blizzard bags” shall be distributed to all students by not later than December 1 of the school year or such other date as may be selected by the superintendent. Students shall submit completed lessons to the teachers assigning such lessons not later than two weeks after the date of school closing for which the “blizzard bag” lessons are assigned.

In witness thereof, we hereby affix our signatures on this _____ day of _______________, 20__.

KCCC Treasurer

President of the KCCC Board of Education
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POLICY OF NON-DISCRIMINATION - ANNUAL NOTIFICATION

EQUAL OPPORTUNITY EMPLOYER

It is the continuing policy of the Knox County Career Center that all programs and activities are available without regard to handicap, age, race, national origin, sex or religion. It is also Career Center Board of Education policy to be non-discriminating and to give fair and equal consideration to all applicants in the recruitment and placement of students and the recruitment and placement of new employees. Furthermore, this same fair and equal consideration will be the policy with regard to compensation, benefits, training, and monetary or other assistance, social and recreational programs, and opportunity for advancement.

COMPLIANCE OFFICER

The Board of Education of the Knox County Career Center District hereby designates and makes it known to all parties that the Director of the Career Center will be its Compliance Officer to coordinate its efforts to comply with and carry out its responsibilities under Civil Rights. The Knox County Career Center Director, Robert Kirk, and his office are located at the Knox County Career Center - 306 Martinsburg Road, Mount Vernon, Ohio - telephone number (740) 397-5820.

OPERATIONAL PROCEDURES

DAILY TIME SCHEDULE

The daily time schedule, including the time of each period, is listed in this handbook.

EMPLOYEE CHECK-IN PROCEDURES

1. Both front entrance doors will be unlocked prior to 7:00 a.m. each morning.
2. All teachers should be on duty each day from 7:45 a.m. to 3:15 p.m. Teachers will sign in on the attendance register in the mail room by 7:45 a.m. Teachers leaving on school business will sign out in the ledger in the mail room and indicate a destination at which they can be reached. Teachers who need to leave the building for personal reasons should notify their supervisor and sign out as above.
3. Teachers are expected to be by the doors of their laboratories or classroom areas each morning from 7:55 a.m. to 8:05 a.m. This is necessary in order to control students circulating in the halls before classes begin.
4. Teachers are expected to be by the doors of their classrooms during the change of classes and at
Students entering the building before 7:55 a.m. should report to the cafetorium.

**ABSENCES**

Absences, both expected and unexpected, must be recorded through the ERC system district reporting system. All leave requests will be processed according to the negotiated agreement.

Personal, professional, and sick leave will be approved as per the negotiated agreement. The filing and signing of any absence report by any employee shall be a certification by them that the facts and statement contained in said report are true and correct. The filing of any willfully false statements by an employee shall be considered by the Board of Education as grounds for such disciplinary action as the Board may deem appropriate.

Employees needing a substitute staff must request a sub as early as possible using the district reporting system. It is the responsibility of the teacher to have lesson plans, seating charts, and class rosters available for the substitute.

Each teacher must provide emergency lesson plans to their immediate supervisor where they will be kept on file for the duration of the school year. It is the responsibility of the teacher to update and submit emergency lesson plans to the immediate supervisor at the beginning of each school year and as necessary throughout the school year.

**PROFESSIONAL VISITATION**

All activity associated with professional visitation must be pre-approved according to board policy.

**SUBSTITUTE STAFF**

Substitute teachers should report to the Director’s Secretary Front Desk upon arrival where they will receive instructions for their assignment.

**EXTENDED SERVICE**

Extended service refers to the days of a teacher’s contract which extend beyond the regular school calendar for all teachers. Extended service time may be requested through a written request to the immediate supervisor, director, and superintendent in accordance with board policy. Extended service may be worked on any days or times other than the days of work indicated in the school calendar or other than the regularly scheduled hours. Compensation for extended service will be paid according to the negotiated agreement.

**STAFF MEETINGS**

In an effort to stimulate professional growth and continually improve the Knox County Career Center,
teachers are required to participate in many types of meetings: in-service, organizational, committee, orientation, departmental, professional, craft committee, special and regular staff meetings. Teacher attendance at designated meetings is considered part of the normal duty of a teacher. If it is impossible to attend a meeting or if it is necessary to be late, the teacher shall notify the immediate supervisor and/or the director prior to the meeting.

MAIL AND ANNOUNCEMENTS

Public address announcements may be made twice daily. These announcements will be made at the beginning of the first period in as brief of fashion as necessary. End of the day announcements may be used to communicate information that is vital to coordinate home school and Career Center activities.

All announcements should be submitted to the director’s secretary Front Desk for approval prior to announcing. They should be in the main office by 7:55 a.m. in order to be on the morning announcements.

Any announcements directed to individual employees will be emailed or placed in the appropriate mailbox located in the staff mail room. All phone and written messages will be placed in teacher mailboxes. Teachers will not be called from class for any type of announcement, phone call, or messages—except for emergencies.

Teachers should check their email and mailboxes at least three times a day: morning, noon and at the end of the day—daily.

STAFF PERSONNEL SHEET

Each employee will complete a staff personnel sheet. The form will be kept confidential with the director’s secretary office Front Desk administrative assistant and updated yearly.

MASTER SCHEDULE

A master schedule will be completed by student services and emailed to staff at the beginning of each school year.

STAFF EVALUATION PROCEDURES

All employee evaluations will be completed according to the negotiated agreement.

ETHICS IN THE WORKPLACE

It is the responsibility of each school employee to act with integrity, adhering to ethical and professional behavior as outlined by the State Ethics Commission and the Ohio Department of Professional Conduct for Ohio Educators. Teachers must maintain a professional relationship with students at all times. It is also the responsibility of all employees to adhere to local policies as adopted by the Board of Education and in compliance with the negotiated agreement. Confidentiality is of the utmost importance and all KCCC staff are required to read and sign off on a confidentiality agreement each year.
USE OF EQUIPMENT AND TOOLS/FACILITIES

The use of equipment and tools for personal reasons is prohibited. See board policy and Licensure Code for Professional Conduct for Ohio Educators for more information regarding personal use of school property.

COMMERCIAL KITCHEN USE

The kitchen area is to be used only by authorized personnel. Personal use of the kitchen must be made using the building request form and will only be permitted according to board policy and with the approval of the designated kitchen personnel.

TELEPHONE USAGE

In order to obtain an outside number, dial ‘7’. Phones should be used for school purposes.

CARE OF ROOM

Classrooms, laboratories and office areas should be maintained in a neat and orderly fashion. Rooms should be locked when staff is not present.

CUSTODIAL SERVICES

All requests for repair and maintenance in laboratories and classrooms must be submitted in writing to the head custodian using the designated method utilizing the district reporting system.

KEYS AND ACCESS CARDS

Room keys and access cards will be furnished for each employee according to assignment and need. Under no circumstances should keys be loaned to students. Lost or stolen keys and cards should be reported to the treasurer immediately.

PARKING

Faculty members are to register vehicles with the Director’s secretary CAP personnel. A parking pass will be assigned to staff and should be displayed in the vehicle while parked in the KCCC parking lot.

TRANSPORTATION OF STUDENTS

School transportation is available upon requests. Forms must be completed electronically to schedule a school van or bus. Teachers are responsible to take the most current copy of the student medical emergency form for each student accompanying them on school related trips. Parent Permission forms should also be kept with the teacher throughout the trip. Any student not having a medical emergency form on file may not be transported by the KCCC or its designee.
Only van certified staff may drive the school vans. Certification procedures must align with the school board policy EEAC found at [http://knoxcc.org/board-of-education/board-policies/](http://knoxcc.org/board-of-education/board-policies/). Teachers are not permitted to transport students in personal vehicles for school related purposes.

SAFETY

Teachers are expected to model industry standard safety practices at all times. Students must be trained specifically regarding safety procedures within the building and in the use of lab equipment. Personal protective equipment is to be maintained and used in labs and classrooms as appropriate.

ACCIDENT REPORTS

If a student receives an injury that may require emergency first-aid treatment at the hospital, the teacher should notify an administrator as soon as is reasonably possible. In case of a severe injury, the student should not be moved; the teacher should send another student to the office to notify the director immediately. Staff should be aware of safety procedures and follow rules regarding the use of personal protective equipment when required.

An accident report should be completed by the teacher for each injury as soon as is reasonably possible.

MEDICAL EMERGENCIES

If it is necessary to utilize 911, an administrator should be notified as soon as is reasonably possible.

STUDENT ILLNESS

Students that become ill during school hours should be referred to the main office. A parent/guardian will be contacted and the student will be permitted to leave according to parent communication. Staff should be aware of safety procedures and follow rules regarding the use of personal protective equipment when required.

END-OF-YEAR PROCEDURES

Teachers should complete the Teacher Check-Out Procedure sheet in its entirety on the last professional day of the school year. These forms should be submitted to the principal, or designee, prior to leaving for the summer.

ADVISORY COMMITTEE REPRESENTATION

Each career technical lab is required to have an advisory committee to provide advice and perspective. Meetings are to be held a minimum of two times during the school year. The first meeting must be held by the end of October and in conjunction with the all school advisory event. The second meeting must be held prior to May 1. Meetings should be held outside the student school day as much as possible.
Prospective members for whom strong consideration should be given include: parents, current or former students, potential employers, senior citizens, social service groups, employment services, associations, unions and other employee groups, as well as other community and civic service groups. **Advisory Committees are a federal requirement. Specific forms must be used and will be provided prior to meeting dates by administration.**

**STUDENT GUIDELINES**

Student guidelines are available in the student handbook and on the school website. It is the responsibility of each school employee to be aware of the regulations identified in the handbook.

**FISCAL PROCEDURES**

Employees are responsible for abiding by fiscal practices outlined in the Board Policy, Section D Fiscal Management found at the KCCC website, http://knoxcc.org/board-of-education/board-policies/ and under the direction of the school treasurer and/or the designee. All employees are expected to adhere to ethical practices in all financial matters. **The Licensure Code for Professional Conduct for Ohio Educators should be followed.**

Common fiscal procedures are outlined in this section. However, fiscal practices will be practiced according to the Ohio Revised Code and local Board Policy, Section D, Fiscal Management. All employees are expected to adhere to ethical practices as well as changes as deemed necessary by the treasurer and/or designee in accordance to policy changes. Pay and benefits will strictly adhere to negotiated agreement.

**PAYROLL PROCEDURES**

Pay periods and payroll schedule are available from the treasurer’s office. Twenty-six (26) pay days occur throughout the year. Generally, pay occurs every other Friday and is for the two weeks preceding the pay week. Employees needing to complete a weekly time sheet must do so according to practices outlined by the treasurer’s office. Time sheets should be submitted on a weekly basis and no later than the Monday preceding pay day. Employees are responsible to provide all required documents to the treasurer’s office upon hire in order to be paid. It is the responsibility of the employee to update documents according to the board policy DK, State Department of Education, and the negotiated agreement.

**WORK ORDER AND REPAIR REQUEST PROCEDURES**

All work orders must comply with board policy and administrative guidelines. Work orders must be completed in the district reporting system. and numbered in consecutive order—All work orders will be reviewed and signed by the person authorizing the work before being approved by the instructor. The instructor must sign the work order prior to the work being completed. Following the completion of the work, the work order will be dated and delivered to the assistant treasurer. All work orders will be returned to the assistant treasurer even if “voided.” The assistant treasurer will process the work order as deemed appropriate according to board policy. The teacher is responsible to indicate if the work order is a sublet repair. Lab areas denoting a sublet
repair will receive funds through transfer of funds by the treasurer’s office after full payment of bill from the customer has occurred.

PROFESSIONAL EXPENSES

Professional expenses incurred as a result of approved activity must be submitted in a timely manner. Expenses to be reimbursed to the employee must be submitted on the Professional Expense statement according to the negotiated agreement and board policy upon return. Expense statements must be submitted to the immediate supervisor during the same month of the visitation in order for payment to be made the day after the next month’s regular board meeting. Receipts must be provided for reimbursement. Board policy must be followed.

MILEAGE EXPENSES

The rate of reimbursement for mileage is determined by the IRS and will be updated and posted by the treasurer’s office. Mileage must be recorded on the adopted mileage form and submitted to the director for approval.

PURCHASES

All purchases must be preapproved through the adopted requisition process as outlined in the board policy and by the treasurer.

FIRESAFETY DRILL PROCEDURES

The building principal, or designee, will inform staff as to the procedures to follow during fire safety drills, disaster drills and intruder drills prior to the beginning of each school year. Staff is responsible to act in accordance with school policy and board adopted procedures. Each lab and classroom must have a drill plan posted. Teachers are responsible to have a class roster with them, either handwritten or electronic, when exiting the building. Staff is responsible to notify administration as soon as possible if a student is not accounted for at the time of an evacuation. All drills will be conducted according to the Ohio Revised Code, and in compliance with the adopted board policy.

1. All fire drills should be conducted in accordance with the fire plans posted in each designated area of the building.

2. Each room and lab should have a fire drill plan posted.

3. Fire drills should be conducted as per the fire drill instructions.

4. Ohio law requires schools to conduct monthly drills (sometimes multiple drills in one month are necessary). Teachers must take a list of their students during a drill to account for their whereabouts.

5. If weather is of such a condition that it is not possible to hold a drill during a particular month, then this drill should be made up within another month.
6. There should be an average of at least nine fire drills throughout the school year.

75. The director should inform the staff as to the procedures to follow during fire drills held at the Career Center. This should be done during the teachers' work sessions prior to the beginning of the school year.

**DISASTER DRILL PROCEDURES**

1. All disaster drills shall be conducted in accordance with the disaster plans posted in all labs and classrooms.

2. Each lab and each classroom should have a disaster drill plan posted.

3. The director shall inform the staff as to the procedures to follow during disaster drills held at the Career Center. This shall be done during the teachers' work sessions prior to the beginning of the school year.

**INSTRUCTIONAL PROCEDURES**

**SCHOOL OPENING PROCEDURES**

It is imperative that the classroom be neat, orderly and ready for the arrival of students. Bulletin boards should be professional and welcoming. Classroom/Lab policies and procedures should be kept to a minimum, clearly stated and posted in a visible area. Books and supplies should be adequately stocked according to the student roster. Teachers should make sure that drill procedures are also posted within the room.

Teachers should submit completed lesson plans prior to the beginning of school and regularly throughout the school year according to the immediate supervisor's discretion.

**CLASSROOM PROCEDURES**

Daily records of attendance should be recorded electronically and submitted within the first ten minutes of the lab or classroom start time. Classes should begin promptly and continue throughout the duration of the allotted time. Students should be engaged in learning from bell-to-bell as teachers present differentiated lessons based upon state content standards. Teachers should issue a written pass on the approved form at any time the student must be out of a scheduled class or activity. Each teacher is responsible for maintaining classroom discipline.

Teachers are responsible for the safety of students as well. A medical emergency form must be on file in the lab and in the main office prior to a student being permitted to run lab equipment. Lab safety must always be the first priority. Safety rules for each area must be explained and posted in a prominent location. Students are to be tested on the proper safety procedures for each piece of equipment they are trained to operate before being permitted to operate that piece of equipment. The test for each student is to be kept on file throughout the year. Special attention should be given to lighting and ventilation and
general maintenance of facilities and equipment. Work order requests should be completed in a timely manner when repairs are needed. All classrooms and labs should be left in a neat and orderly fashion at the end of the instructional period on a daily basis. When labs are not under the direct supervision of a teacher, they should be locked.

PARTIES

Parties must be approved by the immediate supervisor prior to the event.

LOCKERS

Hall lockers will be assigned to students by the 9th period instructor upon request. A copy of the assigned lockers will be provided to the director's attendance secretary once assigned.

Lab lockers will be assigned by the lab instructors.

UNIFORMS/ATTIRE

Staff is to dress professionally (including wearing ID badges according to administrative direction) and in accordance with the industry standard. Each staff member should be conscientious of board policy and model appropriate hygiene and professional dress for students. Teachers are expected to monitor student dress and ID badges in accordance with the student handbook as well.

ELECTRONICS

All electronics used in the classroom should be for instructional purposes only. Radios may be used in the laboratory under absolute teacher control and may not interfere with any other class.

STUDENT DISCIPLINE

Teachers are expected to practice appropriate classroom management skills when working with students. Teachers should act professionally and respectfully when issuing discipline within the classroom. Student privacy and confidentiality rights should be protected whenever possible. It is the responsibility of the teacher to be aware of the guidelines for discipline provided in the student handbook as well as the board policy regarding discipline and appropriate student conduct.

Teachers should complete the school discipline form thoroughly and completely when a discipline referral to the administration is necessary. This form should contain all required information and the facts of the situation. It should be submitted in a timely manner to the discipline administrator. Teachers are expected to cooperate fully with providing work for students assigned to the classroom adjustment program.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

The Knox County Career Center is committed to implementing a PBIS framework for maximizing the
selection and use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional and behavioral competence of all students.

All employees are expected to support local initiatives and use positive behavioral interventions and supports as outlined in board policy JP found at http://knoxcc.org/board-of-education/board-policies/. Teachers should be aware of the resources available through www.pbisworld.com as well.

FIELD TRIP PROCEDURES

All field trip requests must be submitted using the adopted electronic form. Field trip requests will be submitted to the immediate supervisor as early as possible, but no later than three weeks prior to said request. All field trip requests must be approved by the Board of Education or its designee according to adopted board policy. Teachers should be aware that field trips are an extension of the classroom and should be consistent with, and aligned to, content standards.

Written parent permission must be completed for all students attending a field trip using the adopted school form. These forms should be completed prior to the event and kept on file for the duration of the year.

Trips requiring an overnight stay must conform to Board Policy and administrative guidelines. All teachers as well, as the cafetorium director, should be notified of field trips for planning purposes. See the student handbook for guidelines outlined for student participation in field trips.

In the event school is cancelled, or delayed, due to inclement weather, field trips will be delayed or cancelled as well.

VOLUNTEERS AND CHAPERONES

Volunteers must be drug tested and fingerprinted if they are expected to be alone with students. Any volunteers need to provide full name, a copy of their driver's license, current address, phone number, and any other relevant information. This information according to Board policy must be given to the District Office (Treasurer’s Office). Volunteers who will be expected to be alone with students and/or who will travel out of state must be Board approved. All of the above requirements are required each year for volunteers.

If an ODE licensed teacher is current with their ODE requirements, we will accept those documents/results for both FBI and BCI if they are within one year. Current military personnel serving as volunteers who will be alone with students must follow the same guidelines (per Attorney Miller, May 17, 2019).

TEXTBOOK SELECTION PROCEDURES

All textbooks to be used in any day high school program must be selected and adopted according to the
Board Policy which complies with the Ohio Revised Code. Teachers should be specifically aware of the guidelines established in the Board Policy, section IIA (Instructional Materials) and IIAA (Textbook Selection and Adoption). These policies are available for review on the KCCC website at http://knoxcc.org/board-of-education/board-policies/.

In program areas where advisory committees are organized, the advisory committee will be part of the textbook selection committee. The curriculum administrator will serve on all textbook selection committees as well as the teacher(s) in the subject areas for which the textbook is being utilized. Examination copies of textbooks related to the subject areas of study will be secured from as many sources as possible. These books will be reviewed, studied, and evaluated by the textbook selection committee. The curriculum administrator will submit a recommendation and a copy of the textbook suggested by the committee to the superintendent. After review of such, the superintendent will recommend textbooks to the members of the board of education for adoption. Examination copies of textbooks will be available in the Knox County Career Center for review by members of the Board of Education. Once textbooks are adopted, the curriculum administrator will maintain a copy list of all adopted texts.

**COURSE OF STUDY**

Each teacher is expected to participate in the development and/or review/revise a course of study every five years as required by administration. Teachers should reference policy IF in the adopted board policy located at http://knoxcc.org/board-of-education/board-policies/ for further information regarding teacher expectations.

**LESSON PLANS**

Each faculty member is expected to provide an electronic and/or written plan for instructional time at least one week in advance to the immediate supervisor. Plans may be printed or electronic and must be available for administrative personnel at any time. The plan for each day (or unit of work) should include learner outcomes and objectives, instructional methods to be implemented and assessment(s) to measure student mastery of the content. Each teacher should include the daily schedule, class roster, seating charts, textbook titles and a list of other regularly used resources in the plan book as well. Upon the completion of the school year, the plans in their entirety should be submitted to the immediate supervisor.

**SUBSTITUTE PLANS**

Substitute plans should be available in the case of an absence. Emergency plans for a minimum of three days must be provided to the immediate supervisor at the beginning of each school year. It must be updated immediately if used throughout the course of the year. The teacher is required to provide lesson plans with meaningful work for students any time a substitute is necessary in the classroom. Plans should be clearly written and easily understood and implemented by a substitute teacher. The substitute should also be provided with the teacher’s schedule (including any duties), class rosters and seating charts.

**STUDENT GRADES**
The grade book is the official recorded source of grades. Teachers are expected to enter grades on a weekly basis using the adopted electronic grading system. All deadlines regarding grading periods are established by the student services administrator. Teachers should adhere to this list for mid-term, quarter, semester and year end grades. Written grade books may be kept by the teacher and should coincide with the electronic version. All official written grade books must be submitted to the immediate supervisor at the end of the year. All assignments should be accurately labeled. The following guidelines will apply:

1. Students will receive a letter grade each nine-week marking period.
2. An incomplete grade will designate a student’s failure to complete assigned work for reasonable cause.
3. Semester grades will be determined by averaging the two nine-week grading period grades. The semester grade may also reflect an examination grade.
4. Yearly grades will be determined by averaging the two semester grades. A final exam may be averaged in the final grade.
5. A junior student must pass lab and the prescribed courses to advance to the senior level program. A senior student must pass the majority of their lab courses and prescribed courses in order to qualify for a career-technical certificate.
6. Credit in academic and elective courses may be awarded on a semester basis. Credit for lab is available on a yearly basis.
7. Teachers are expected to include a weekly participation grade for all students.
8. Students will be considered present in class when involved in alternative educational and/or co-curricular activities such as youth group participation, club activities, college visits, enlistment in the military, etc. Please note that this list is offered as an example and is not meant to be all-inclusive. (field trips)
9. The following grading scale will be used:

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<thead>
<tr>
<th>LETTER GRADE</th>
<th>PERCENTAGE</th>
<th>NUMERICAL WEIGHT</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4</td>
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<tr>
<td>B</td>
<td>85-92</td>
<td>3</td>
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<tr>
<td>C</td>
<td>77-84</td>
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<td>D</td>
<td>70-76</td>
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<tr>
<td>F</td>
<td>0-69</td>
<td>0</td>
</tr>
</tbody>
</table>

10. Teacher comments can be recorded on the grade card relative to the effort put forth by the student.

**COMPUTATION OF GRADES**

All grades will be submitted using the adopted electronic method. In the event official grades are recorded manually, the teacher will work directly with the student services administrator to compute grades in compliance with standard practice.
**TESTING**

Tests and quizzes shall be administered in all career technical programs and academic subjects as the teacher deems necessary. Final examinations are optional and may be given in each course at the end of both semesters. A copy of the examination, with answers, must be submitted to the curriculum administrator one week prior to the examination date. Graded exams should be submitted following the semester/year. All students will be required to participate in the state mandated testing applicable to the subject.

**ELIGIBILITY**

Students at the Career Center may participate in all home school activities. Eligibility to participate is determined according to the homeschool requirements and in accordance with the rules and regulations of the Ohio High School Athletic Association. KCCC teachers are responsible to cooperate in providing the athletic eligibility information to the home schools in the manner in which they request information. Teachers may also need to present information regarding student eligibility for Honor Roll, National Honor Society and/or the National Honor Society for Career and Technical Ed students.

**STUDENT ORGANIZATIONS**

All clubs and organizations established must have educational value for students, be in balance with other curricular offerings in the schools and be supportive of, and never in competition with the academic program and managed in a professional manner. It is the responsibility of each student organization advisor to be aware of the KCCC board policy IGD, IGDF and GGDC found on the school website [http://knoxcc.org/board-of-education/board-policies/](http://knoxcc.org/board-of-education/board-policies/).

All student organizations must be organized and run according to their approved constitutions and bylaws. Club activities should adhere specifically to the guidelines established in board policy IGD. Student activity account procedures should be aligned to board policies IGDF and GGDC. Compensation for acting as an advisor will be provided according to the negotiated agreement.
Classified/Non-Certified Handbook

2020-2021
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- STUDENT DISCIPLINE 11
- PBIS 11
- VOLUNTEER AND CHAPERONES 10
It is the continuing policy of the Knox County Career Center that all programs and activities are available without regard to handicap, age, race, national origin, sex or religion. It is also Career Center Board of Education policy to be non-discriminating and to give fair and equal consideration to all applicants in the recruitment and placement of students and the recruitment and placement of new employees. Furthermore, this same fair and equal consideration will be the policy with regard to compensation, benefits, training, and monetary or other assistance, social and recreational programs, and opportunity for advancement.

COMPLIANCE OFFICER

The Board of Education of the Knox County Career Center District hereby designates and makes it known to all parties that the Director of the Career Center will be its Compliance Officer to coordinate its efforts to comply with and carry out its responsibilities under Civil Rights. The Knox County Career Center Director, Jeff Lavin, and his office are located at the Knox County Career Center - 306 Martinsburg Road, Mount Vernon, Ohio - Telephone number (740) 397-5820.

OPERATIONAL PROCEDURES

EMPLOYEE CHECK-IN PROCEDURES

All staff should be present and ready for duty each day for their entire established shift.

ABSENCES

Absences, both expected and unexpected, must be recorded through the district reporting system. All leave requests will be processed according to the negotiated agreement. If the position requires a substitute to cover the duties, coverage should be coordinated between the employee and their immediate supervisor.

Personal, professional, vacation, and sick leave will be approved as per the negotiated agreement. The filing and signing of any absence report by any employee shall be a certification by them that the facts and statement contained in said report are true and correct. The filing of any willfully false statements by an employee shall be considered by the Board of Education as grounds for such disciplinary action as
the Board may deem appropriate.

**PROFESSIONAL DEVELOPMENT**

All activity associated with professional development must be pre-approved according to board policy.

**STAFF MEETINGS**

Staff attendance at designated meetings is considered part of the normal duty of a staff member. If it is impossible to attend a meeting or if it is necessary to be late, the staff member shall notify the immediate supervisor and/or the director prior to the meeting.

**MAIL AND ANNOUNCEMENTS**

These announcements will be made at the beginning of the first period in as brief of fashion as necessary. End of the day announcements may be used to communicate information that is vital to coordinate home school and Career Center activities.

All announcements should be submitted to the Front Desk for approval prior to announcing. They should be in the main office by 7:55 in order to be on the morning announcements.

Any announcements directed to individual employees will be emailed or placed in the appropriate mailbox located in the staff mail room. All phone and written messages will be placed in teacher mailboxes. Teachers will not be called from class for any type of announcement, phone call, or messages—except for emergencies.

Staff members should check their email and mailboxes daily.

**STAFF PERSONNEL SHEET**

Each employee will complete a staff personnel sheet. The form will be kept confidential with the Front Desk administrative assistant and updated yearly.

**STAFF EVALUATION PROCEDURES**

All employee evaluations will be completed according to the negotiated agreement.

**ETHICS IN THE WORKPLACE**

It is the responsibility of each school employee to act with integrity, adhering to ethical and professional behavior as outlined by the State Ethics Commission and the Ohio Department of Professional Conduct for Ohio Educators. Staff must maintain a professional relationship with students at all times. It is also the responsibility of all employees to adhere to local policies as adopted by the Board of Education and in compliance with the negotiated agreement. **Confidentiality is of the utmost importance and all KCCC staff are required to read and sign off on a confidentiality agreement each year.**
USE OF SCHOOL PROPERTY, EQUIPMENT, AND FACILITIES

The use of equipment and tools for personal reasons is prohibited. See board policy and Licensure Code for Professional Conduct for Ohio Educators for more information regarding personal use of school property.

COMMERCIAL KITCHEN USE

The kitchen area is to be used only by authorized personnel. Personal use of the kitchen must be made using the building request form and will only be permitted according to board policy and with the approval of the designated kitchen personnel.

TELEPHONE USAGE

In order to obtain an outside number, dial ‘7.’ Phones should be used for school purposes.

CARE OF WORK SPACE

Classrooms, laboratories, carts, vehicles, work areas, and office areas should be maintained in a neat and orderly fashion. Rooms should be locked when staff is not present.

CUSTODIAL SERVICES

All requests for repair and maintenance in laboratories and classrooms must be submitted utilizing the district reporting system.

KEYS AND ACCESS CARDS

Room keys and access cards will be furnished for each employee according to assignment and need. Under no circumstances should they be loaned to students. Lost or stolen keys and cards should be reported to the treasurer immediately.

PARKING

Staff members are to register vehicles with the CAP personnel. A parking pass will be assigned to staff and should be displayed in the vehicle while parked in the KCCC parking lot.

TRANSPORTATION OF STUDENTS

School transportation is available upon request. Forms must be completed electronically to schedule a school van or bus. Staff members are responsible to take the most current copy of the student medical emergency form for each student accompanying them on school related trips. Parent Permission forms should also be kept with the teacher throughout the trip. Any student not having a medical emergency form on file may not be transported by the KCCC or its designee.

Only van certified staff may drive the school vans. Certification procedures must align with the school
board policy EEAC found at http://knoxcc.org/board-of-education/board-policies/.

Staff members are not permitted to transport students in personal vehicles.

SAFETY

Staff members are expected to model industry standard safety practices at all times. Students must be trained specifically regarding safety procedures within the building and in the use of lab equipment. Personal protective equipment is to be maintained and used in labs and classrooms as appropriate.

ACCIDENT REPORTS

If a student receives an injury that may require emergency first-aid treatment at the hospital, the staff members should notify an administrator as soon as is reasonably possible. In case of a severe injury, the student should not be moved; the teacher should send another student to the office to notify the director immediately. Staff should be aware of safety procedures and follow rules regarding the use of personal protective equipment when required.

An accident report should be completed by the staff member for each injury as soon as is reasonably possible.

MEDICAL EMERGENCIES

If it is necessary to utilize 911, an administrator should be notified as soon as is reasonably possible.

STUDENT ILLNESS

Students that become ill during school hours should be referred to the nurse’s office. A parent/guardian will be contacted and the student will be permitted to leave according to parent communication. Staff should be aware of safety procedures and follow rules regarding the use of personal protective equipment when required. Staff must adhere to student privacy/confidentiality and HIPPA requirements.

STUDENT GUIDELINES

Student guidelines are available in the student handbook and on the school website. It is the responsibility of each school employee to be aware of the regulations identified in the handbook.

MANDATED REPORTING

All educators and school personnel in Ohio are mandated reporters and are required by law to report suspicions of child abuse and neglect either to law enforcement or to Knox County Children Services.

FISCAL PROCEDURES

Employees are responsible for abiding by fiscal practices outlined in the Board Policy, Section D Fiscal Management found at the KCCC website, http://knoxcc.org/board-of-education/board-policies/ and
under the direction of the school treasurer and/or the designee. All employees are expected to adhere to ethical practices in all financial matters. The Licensure Code for Professional Conduct for Ohio Educators should be followed.

Common fiscal procedures are outlined in this section. However, fiscal practices will be practiced according to the Ohio Revised Code and local Board Policy, Section D, Fiscal Management. All employees are expected to adhere to ethical practices as well as changes as deemed necessary by the treasurer and/or designee in accordance to policy changes. Pay and benefits will strictly adhere to negotiated agreement.

**PAYROLL PROCEDURES**

Pay periods and payroll schedule are available from the treasurer’s office. Twenty-six (26) pay days occur throughout the year. Generally, pay occurs every other Friday and is for the two weeks preceding the pay week. Employees needing to complete a weekly time sheet must do so according to practices outlined by the treasurer’s office. Time sheets should be submitted on a weekly basis and no later than the Monday preceding pay day. Employees are responsible for providing all required documents to the treasurer’s office upon hire in order to be paid. It is the responsibility of the employee to update documents according to the board policy DK, State Department of Education, and the negotiated agreement.

**WORK ORDER AND REPAIR REQUEST PROCEDURES**

All work orders must comply with board policy and administrative guidelines. Work orders must be completed in the district reporting system.

**PROFESSIONAL EXPENSES**

Professional expenses incurred as a result of approved activity must be submitted in a timely manner. Expenses to be reimbursed to the employee must be submitted on the Professional Expense statement according to the negotiated agreement and board policy upon return. Receipts must be provided for reimbursement.

**MILEAGE EXPENSES**

The rate of reimbursement for mileage is determined by the IRS and will be updated and posted by the treasurer’s office. Mileage must be recorded on the adopted mileage form and submitted to the director for approval.

**PURCHASES**

All purchases must be preapproved through the adopted requisition process as outlined in the board policy and by the treasurer.
SAFETY DRILL PROCEDURES

The building principal, or designee, will inform staff as to the procedures to follow during safety drills prior to the beginning of each school year. Staff members are responsible to act in accordance with school policy and board adopted procedures. Each lab and classroom must have a drill plan posted. Teachers are responsible to have a class roster with them, either handwritten or electronic, when exiting the building. Staff is responsible to notify administration as soon as possible if a student is not accounted for at the time of an evacuation. All drills will be conducted according to the Ohio Revised Code, and in compliance with the adopted board policy.

1. All fire drills should be conducted in accordance with the fire plans posted in each designated area of the building.

2. Each room and lab should have a fire drill plan posted.

3. Fire drills should be conducted as per the fire drill instructions.

4. Ohio law requires schools to conduct monthly drills (sometimes multiple drills in one month are necessary).

5. An administrator should inform the staff as to the procedures to follow during fire drills held at the Career Center. This should be done during the teachers’ work sessions prior to the beginning of the school year.

ATTIRE

Staff is to dress professionally (including wearing ID badges according to administrative direction) and in accordance with the industry standard. Each staff member should be conscientious of board policy and model appropriate hygiene and professional dress for students. Staff is expected to monitor student dress and ID badges in accordance with the student handbook as well.

STUDENT DISCIPLINE

Staff members are expected to model and expect appropriate professional behavior when working with students. Staff should act professionally and respectfully when addressing student behavior and discipline. Student privacy and confidentiality rights should be protected whenever possible. It is the responsibility of the staff member to be aware of the guidelines for discipline provided in the student handbook as well as the board policy regarding discipline and appropriate student conduct. Staff should complete the school discipline form thoroughly and completely when a discipline referral to the administration is necessary. This form should contain all required information and the facts of the situation. It should be submitted in a timely manner to the discipline administrator.

PBIS

The Knox County Career Center is committed to implementing a PBIS framework for maximizing the
selection and use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional and behavioral competence of all students.

All employees are expected to support local initiatives and use positive behavioral interventions and supports as outlined in board policy JP found at http://knoxcc.org/board-of-education/board-policies/. Staff members should be aware of the resources available through www.pbisworld.com as well.
# Knox Technical Center - EMT Basic 2020-002

## 2020-2021 School Calendar

### Program Hours

- **Orientation**: 1800-2200
- **Final Exam**: 1800-2000
- **Practical Exam**: 0730 - 1400

### Calendar Is Subject To Change

All missed days due to school closure are made up in the associated term.
<table>
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<th>Month</th>
<th>Date</th>
<th>Program Hours</th>
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<td>Clinical hours vary</td>
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**C** **al** **endar** **Is** **S** **ubject** **To** **C** **hange**

**Program Hours**
- 200 hrs plus clinical
- Clinical hours vary
- Mondays and Wednesdays 1800-2200
- Saturdays 0800-1600

All missed days due to school closure are made up in the associated term
# Knox Technical Center - Firefighter 1-002

## 2020-2021 School Calendar

### Program Hours

- **160 hrs**
  - Tuesdays and Thursdays 1800-2200
  - Saturdays 0800-1600

### Day in Session

<table>
<thead>
<tr>
<th>Orientation</th>
<th>State Exam</th>
<th>Practical Exam</th>
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<tr>
<td>1800-2200</td>
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<td>State Exam</td>
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### Calendar Is Subject To Change

All missed days due to school closure are made up in the associated term.

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**Orientation**
- 1800-2200

**State Exam**
- Tuesdays and Thursdays 1800-2200
- Saturdays 0800-1600

**Program Hours**
- 160 hrs

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**Knox Technical Center - Firefighter 1-002**

**Orientation**
- 1800-2200

**State Exam**
- Tuesdays and Thursdays 1800-2200
- Saturdays 0800-1600

**Practical Exam**
- Varies

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**All missed days due to school closure are made up in the associated term.**
Knox Technical Center - Firefighter 2 -002
2020-2021 School Calendar

July 2020
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January 2021
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February 2021
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Program Hours
- **Orientation**: 1800-2200
- **State Exam**: Tuesdays and Thursdays 1800-2200
- **State Exam**: Saturdays 0800-1600
- **Practical Exam**: varies
- **Final Exam**: 1800-2000

Calendar is Subject To Change
All missed days due to school closure are made up in the associated term.
### Program Hours

<table>
<thead>
<tr>
<th>Subject</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Lecture</td>
<td>40</td>
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<tr>
<td>Module/test</td>
<td>10</td>
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<tr>
<td>Teachback</td>
<td>10</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>60 hrs</strong></td>
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Tuesdays and Thursdays 1800-2200

All missed days due to school closure are made up in the associated term.

**Calendar Is Subject To Change**
### Public Safety

**PAYMENT SCHEDULE / COST SHEET (2020-2021)**

<table>
<thead>
<tr>
<th>Course</th>
<th>36-Hour VFF</th>
<th>Firefighter 1</th>
<th>Firefighter 2</th>
<th>EMR</th>
<th>EMT Basic</th>
<th>EMT Refresher</th>
<th>AEMT</th>
<th>AEMT Refresher</th>
<th>Paramedic Refresher</th>
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</thead>
<tbody>
<tr>
<td>*Registration/Assessment</td>
<td>$ 50.00</td>
<td>$ 50.00</td>
<td>$ 50.00</td>
<td>$ 50.00</td>
<td>$ 50.00</td>
<td>-</td>
<td>$ 50.00</td>
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</tr>
<tr>
<td>Tuition</td>
<td>$ 360.00</td>
<td>$ 1,177.00</td>
<td>$ 880.00</td>
<td>$ 320.00</td>
<td>$ 1,220.00</td>
<td>$ 180.00</td>
<td>$ 1,760.00</td>
<td>$ 235.00</td>
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<td>#Textbooks</td>
<td>$ 180.00</td>
<td>$ 180.00</td>
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<td>$ 205.00</td>
<td>$ 215.00</td>
<td>-</td>
<td>$ 244.00</td>
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<tr>
<td>Lab Fees/Supply Fees</td>
<td>$ 65.00</td>
<td>$ 225.00</td>
<td>$ 370.00</td>
<td>$ 50.00</td>
<td>$ 50.00</td>
<td>$ 15.00</td>
<td>$ 135.00</td>
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<tr>
<td>Graduation Resources</td>
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<td>FISDAP Fees</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$ 60.00</td>
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<tr>
<td><strong>Total by Course</strong></td>
<td>$ 735.00</td>
<td>$ 1,712.00</td>
<td>$ 1,560.00</td>
<td>$ 705.00</td>
<td>$ 1,675.00</td>
<td>$ 195.00</td>
<td>$ 2,329.00</td>
<td>$ 250.00</td>
<td>$ 295.00</td>
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</table>

*Due at time of making application (non-refundable)          #Due at time of program acceptance to secure enrollment (non-refundable)

00-00-0000 Board Approved

**Student Financial Responsibility:** All fees are due as noted unless other arrangements have been made through the KTC Student Accounts. Textbook, lab, and resource fees are subject to change. Students receiving Financial Aid (PELL, Loans, other) are responsible for ensuring all fees are paid should the financial aid not be sufficient to cover all costs. Without exception, all fees must be paid in full before one will receive program completion/graduation documentation.
NATCEP (Nurse Aide Training Competency and Evaluation Program)

Start Date: Classes held on a quarterly basis

PAYMENT SCHEDULE / COST SHEET

<table>
<thead>
<tr>
<th></th>
<th>Prior to Program Start</th>
<th>First Night of Class</th>
<th>1st Night Of Week 3</th>
<th>Total</th>
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<tbody>
<tr>
<td>*Registration</td>
<td>$100.00</td>
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<td>$100.00</td>
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<tr>
<td>Tuition</td>
<td>$530.00</td>
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<td>$530.00</td>
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<tr>
<td>Instructional Supplies and Services</td>
<td>$20.00</td>
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<td>$20.00</td>
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<tr>
<td>Total by Term</td>
<td>$100.00</td>
<td>$550.00</td>
<td>**Testing Fee</td>
<td>$650.00</td>
</tr>
</tbody>
</table>

*Due at time of registration (non-refundable)

**State of Ohio (STNA) Testing Fee of $104.00 due by 1st night of week 3

Student Financial Responsibility: All fees are due as noted unless other arrangements have been made through the KTC Student Accounts. Textbook, lab, and resource fees are subject to change. Without exception, all fees must be paid in full before one will receive program completion/graduation documentation.

Other Items Required before Program Start (not part of program fees)

- Maroon Scrubs $35.00 (approximate)
- Watch with second hand $20.00 (approximate)
- White Shoes $35.00 (approximate)
- Immunizations/Titres prices vary
- BCI/FBI Background Check $65.00 (approximate)
- Mental and Physical Release from Physician $45.00 (approximate)

State Test Mandatory ID Requirement

In order to be admitted to take the State Test on testing day you must bring two (2) mandatory forms of ID: (1) a US government issued, signed, non-expired, photo ID and (2) your Social Security Card. All documents must be originals – no photocopies allowed. If you show up without the 2 mandatory IDs you will be turned away from testing, resulting in a no show and then will be required to resubmit a new application and testing fee to reschedule.

Documentation of Immunity (Titers or Immunizations):
- TB (Two-step, Annual one-step, Quantiferon, Chest X-ray accepted for history of positive test ONLY), Tetanus, MMR, Varicella, Hepatitis B, Annual Influenza vaccine (Due by October 1st)

NATCEP Refund Policy

- Class Cancelled by the School: A refund will be issued (less the $50 registration/Work Keys Fee
- Student Withdraws Prior to the Second Class Session: A refund of tuition only will be issued
June 3, 2020

To the Board of Education, Knox County Career Center

The Village of Bellville has established the Bellville Historic District Community Reinvestment Area for tax exemption under ORC 3735.67. Attached please find a tax abatement agreement for Elite Insurance Agency LLC., the application for which was disclosed in 2019. The Council of the Village of Bellville will consider whether to approve the abatement at the next regularly scheduled meeting taking place after nine weeks from this letter, on August 18, 2020, or earlier if we receive your approval before that date. Your comments are welcome, if none are received prior to August 18, 2020, Council will consider the question without the benefit of your input.

Respectfully,

Larry Weirich
June 3, 2020

To the Board of Education, Knox County Career Center

The Village of Bellville has established the Bellville Historic District Community Reinvestment Area for tax exemption under ORC 3735.67. Attached please find a tax abatement agreement for Smith Hardware, Inc., the application for which was disclosed in 2019. The Council of the Village of Bellville will consider whether to approve the abatement at the next regularly scheduled meeting taking place after nine weeks from this letter, on August 18, 2020, or earlier if we receive your approval before that date. Your comments are welcome, if none are received prior to August 18, 2020, Council will consider the question without the benefit of your input.

Respectfully,

Larry Weirich
INFORMATION ITEMS
July 2020
**ENROLLMENT and RETENTION REPORT**

Knox Technical Center - JULY 2020

*sorted by Pathway end date*

<table>
<thead>
<tr>
<th>PATHWAYS</th>
<th>Pathway Start Date</th>
<th>Pathway End Date*</th>
<th># Students: Enrolled at Start Date</th>
<th># Students: Completed or Currently Enrolled</th>
<th>% Students: Completed or Currently Enrolled</th>
<th>Reason for Withdraw</th>
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<tbody>
<tr>
<td>Massage Therapy</td>
<td>9/2/2019</td>
<td>11/12/2020</td>
<td>10</td>
<td>8</td>
<td>80%</td>
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<tr>
<td>Cosmetology</td>
<td>1/6/2020</td>
<td>3/24/2021</td>
<td>10</td>
<td>6</td>
<td>60%</td>
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<tr>
<td>Practical Nursing-PN51</td>
<td>11/11/2019</td>
<td>4/30/2021</td>
<td>41</td>
<td>33</td>
<td>80%</td>
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**FY21 PROGRAMS BEGINNING OR ENROLLING**

<table>
<thead>
<tr>
<th>Program</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nursing-PN52</td>
<td>7/13/2020</td>
<td>12/3/2021</td>
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<tr>
<td>LPN to RN Transition-RN3</td>
<td>7/14/2020</td>
<td>6/17/2021</td>
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<tr>
<td>NATCEP (STNA)</td>
<td>8/3/2020</td>
<td>8/22/2020</td>
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<tr>
<td>HVACR</td>
<td>8/3/2020</td>
<td>5/25/2021</td>
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<tr>
<td>Welding</td>
<td>8/3/2020</td>
<td>6/7/2021</td>
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<tr>
<td>Public Safety - Instructor</td>
<td>8/4/2020</td>
<td>9/8/2020</td>
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<tr>
<td>EMT-Advanced</td>
<td>8/17/2020</td>
<td>12/21/2020</td>
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<tr>
<td>Fire Fighter I</td>
<td>8/18/2020</td>
<td>11/19/2020</td>
</tr>
<tr>
<td>EMT-Basic</td>
<td>8/24/2020</td>
<td>12/14/2020</td>
</tr>
<tr>
<td>Health Information Technician</td>
<td>8/31/2020</td>
<td>6/4/2021</td>
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<tr>
<td>Medical Assistant</td>
<td>8/31/2020</td>
<td>6/4/2021</td>
</tr>
<tr>
<td>Certified Admin Assistant</td>
<td>9/1/2020</td>
<td>1/27/2021</td>
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<tr>
<td>Message Therapy</td>
<td>9/8/2020</td>
<td>8/28/2021</td>
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<tr>
<td>Phlebotomy</td>
<td>9/8/2020</td>
<td>2/5/2021</td>
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<tr>
<td>IT - Computer Systems</td>
<td>10/1/2020</td>
<td>6/10/2021</td>
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<tr>
<td>Firefighter II</td>
<td>11/24/2020</td>
<td>1/26/2021</td>
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<tr>
<td>Automotive Technician</td>
<td>3/2/2020</td>
<td>12/17/2020</td>
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<tr>
<td>Nail Tech</td>
<td>4/5/2020</td>
<td>6/10/2021</td>
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</tbody>
</table>

**TOTAL YTD - FY21**

1. **Enrolled at Start Date**: 61
2. **Completed or Currently Enrolled**: 47
3. **Retained**: 8
4. **Unavailable**: 2
5. **Academic Withdraw**: 4

**Retention Rate**: 77.0%