

# Auburn Career Center



8140 Auburn Road, Concord Twp., Ohio 44077  
440.357.7542 or 800.544.9750  
[www.auburncc.org](http://www.auburncc.org)

## Student Code of Conduct 2018-19

Attitude  
Respect  
&  
Responsibility

## **Welcome to Auburn Career Center**

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging work place and to enrich their community.

We are happy that you choose to attend Auburn Career Center for your career and technical education. Our Auburn Staff welcomes you to the best educational experience of your high school years. You have chosen the school that will increase your personal skill sets, academic competencies and real-world work experiences. You will have the advantage of career readiness and employability as well as earning college credit with articulated courses, college credit plus and credit transfer courses received by successfully completing your program with a minimum of a B average, passing exams and/or earning industry credentials.

Please, take advantage of the many opportunities to empower yourself through internship experiences, mock interviews, and participation in student competitions. Your education at Auburn Career Center will excel you in your chosen career pathway. You will build your resume, document your real-world projects, earn industry credentials and gain letters of recommendations from local business partners. Various projects and community service activities will provide you the opportunity of enriching your community and the start of becoming a productive citizen.

You and your parents should read the handbook to ensure that you have a solid understanding of the school rules and regulations. **Please note that our Auburn Code of Conduct will be enforced starting the first day of classes at Auburn Career Center.** We believe that every student is personally responsible for their actions and should follow the established guidelines found in the student code of conduct.

Best wishes for a successful school year. May this year be one of the most rewarding years in your school career!

**Attendance Office Phone #: 440-358-8023**  
**Email: CSzoka@auburncc.org**

## HIGH SCHOOL PHONE EXTENSION LIST

<b>Attendance Office</b>	Mrs. Carol Szoka.....	440.358.8023
<b>Board Office</b>	Mrs. Lori Smith.....	440.358.8010
<b>District Receptionist</b>	Ms. Jessica Brown .....	0
<b>Counselor Office</b>	Mrs. Leslie Machuta.....	440.358.8034
<b>Enrollment Office</b>	Ms. Erica Anderson.....	8402
<b>High School Office</b>	Mrs. Diane Buchs .....	8113

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Mr. Dan Agardi	Mechanical Technology Application.....	8122
Mrs. Stacy Allen	Workforce Readiness Coordinator .....	8239
Ms. Dorothy Bentley	Intervention Specialist .....	8275
Captain John Blauch	Emergency Medical Services .....	8238
Mr. Justin Bruno	Automotive Collision Repair .....	8234
Mrs. Laura Ciszewski	Mobile Applications Technology .....	8136
Mr. Terry Colescott	Advanced Manufacturing .....	8197
Mr. Keith Conn	Electrical Engineering Prep .....	8383
Mr. Dan Crail	School Counselor .....	8014
Mrs. Beth Cueni	Technology Literacy.....	8224
Mr. Gregg Evans	Intervention Specialist.....	8196
Mr. Jason Gardner	Internet Programming & Development .....	8386
Mrs. Ginny Gontero	Sports Medicine .....	8384
Mrs. Barb Gordon	Enrollment Specialist .....	8110
Mr. Robert Hill	Construction .....	8208
Ms. Brandi Holland	Cosmetology-A .....	8217
Mrs. Amie Irving	On-line Math .....	8353
Mrs. Shelby Kaminski	VOSE Coordinator.....	8151
Mrs. Nanci Kasten	On-line English .....	8134
Mr. Rodney Kozar	Interactive Multimedia Technology .....	8207
Ms. Vicki Tutolo	Teaching Assistant .....	8213
Mrs. Susan Lefler	Allied Health Technology .....	8257
Mrs. Justine Malvicino	Cosmetology-B.....	8215
Mrs. Jane Metrisin	Teaching Professions Pathway .....	8280
Mr. Chris Mitchell	Director of Innovative Programming.....	8060
Mrs. Angela Nelson	Business Management Technology .....	8221
Ms. Sarah Noble	School Counselor .....	8031
Mrs. Robin Nunes	On-line English.....	8283
Mr. Salman Pirzada	Architecture & Project Management .....	8230
Ms. Barb Rausch	Intervention Specialist.....	8192
Mr. Wayne Reed	HVAC .....	8389
Mr. David Richards	Plant Turf and Landscape Management.....	8362
Mrs. Michelle Rodewald	Director of Business Partnership .....	8159
Mr. Jared Rogge	Welding .....	8242
Mrs. Amy Ryan	Culinary Arts.....	8117
Mr. Darrin Spondike	Computer Networking.....	8243
Mrs. Dee Stark	Principal.....	8030
Deputy Scott Sitz	Criminal Justice & Security .....	8306
Mr. Phil Stropkey	Construction Teaching Assistant .....	8208
Mrs. Jessica Szoka	Plant Turf and Landscape Management Teaching Assistant .....	8364
Mrs. Chris Tredent	Patient Care Technician .....	8223
Ms. Cayley Volpin	Career Development/Enrollment Specialist .....	8401
Mr. Tom Welk	Automotive Technology .....	8218
Mrs. Stephanie Wiencek	Career Assessment .....	8191

## Calendar

August 13 (Monday) .....	Classes Start
September 3 (Monday) .....	Labor Day
October 12 (Friday) .....	NEOEA Day
November 21 – 23 .....	Thanksgiving Break
December 24 – January 4 .....	Winter Break
January 21 (Monday) .....	Martin Luther King Day
February 18 (Monday) .....	President’s Day
March 25 – March 29 .....	Spring Break
April 19 – 22 .....	Break
May 22 (Wednesday).....	Last Day of Classes for Second Year Students
May 24 (Friday) .....	Last Day of Classes for First Year Students
May 27 (Monday) .....	Memorial Day

## Places To Go

“Admit to Class” slips .....	High School Office	Immediately upon arrival
Enrollment/Withdrawal .....	Counselor’s Office	
Hall Pass .....	Classroom Instructor	
Illness, Injury, or Accident .....	High School Office	
Lost items .....	Reception Office	
Parking Permits .....	High School Office	Immediately upon arrival
Passes to Parking Lot .....	High School Office	
Permit to Leave Campus .....	High School Office	
Planned Absence Form .....	High School Office	
Schedule Conflicts .....	Counselor’s Office	

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## **Family Education Rights and Privacy Act (FERPA)**

Auburn Vocational School District maintains many student records including both directory information and confidential information. Directory information includes: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities; dates of attendance; date of graduation; or awards received. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent/guardian. Parents/guardians may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found at [www.auburnncc.org](http://www.auburnncc.org).

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents/guardians, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents/guardians have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the high school principal. An appointment with the appropriate person to answer any questions and to review the requested student records will be made.

Parents/Guardians and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent/guardian or adult student must request the amendment of a student record in writing and if the request is denied, the parent/guardian or adult student will be informed of his/her rights to a hearing on the matter.

## **Student Records**

### **Protection of Pupil Rights Amendment (PPRA)**

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an non-emancipated minor, his/her parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning political affiliations or beliefs of the student or the student's parents/guardians, mental or psychological problems of the student or the student's family, sex behavior or attitudes, illegal, anti-social, self-incriminating or demeaning behavior, critical appraisals for other individuals with whom respondents have close family relationships, legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers, religious practices, affiliations, or beliefs of the student or his/her parents/guardians, or income (other than that required by law to

determine eligibility for participation in a program or for receiving financial assistance under such a program). Consistent with the PPRA and Board policy, parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the high school principal at 440.357.7542 to inspect such materials. Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the high school principal. The Superintendent will notify parents/guardians of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- a. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- b. the administration of any survey by a third party that contains one or more of the items described above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents/Guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C, 20202-5920  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses [FERPA@ED.Gov](mailto:FERPA@ED.Gov) or [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **Attendance**

Regular attendance is the key to a good education, vital to success at Auburn and in the world of work, and a requirement of Ohio Law. Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty and parents. All students are expected to be in attendance at Auburn Career Center on all scheduled days as mandated by the State of Ohio.

First year student attend from 8:18 a.m. – 10:53 a.m.

Second year students attend from 10:58 a.m. – 2:28 a.m.

## **Absence Reporting Procedures**

**In addition to calling the associate high school, student's parents/guardians must call Auburn Career Center Attendance Office at 440-358-8023 or email [cszoka@auburncc.org](mailto:cszoka@auburncc.org) and state the following information clearly:**

1. Name of parent/guardian calling
2. The student's name (please spell last name)
3. The student's program area and associate school

4. Date(s) and reason for absence
5. Number where parent/guardian may be reached

**A phone call or written note from a parent/guardian is required within 24 hours of a student's return to school to change the absence(s) from unexcused to excused. The attendance office voicemail can be reached 24 hours a day by calling 440-358-8023.**

Auburn may require medical verification from a doctor if a student's absence exceeds five (5) days. Students with excessive absences may be required to provide medical or other documentation for all subsequent absences. These students and their parent/guardian will be notified if such documentation is required. Attendance is based on the total number of hours of instruction a student receives in a career tech program. (Example: 1 day of instruction for first year students = 2 hours and 35 minutes, 1 day of instruction for second year students = 3 hours)

If a student is unexcused absent during a school day and a parent/guardian call is not received, an automated calling system will call the student's home phone number beginning at 9:45 a.m. for first year students or 1:45 p.m. for second year students to alert parents as to their student's absence. This also serves as a reminder that a call must be received on the Auburn Career Center Attendance Office in order to excuse the absence.

## **Absence Classifications**

- **Excused Absence**

The following are the only conditions under which a student's absence is considered excused. A student will be excused from school who is:

1. Under a doctor's care substantiated by a note from the doctor, including pregnancy.
2. Hospitalized, verified by a note from the hospital.
3. Death of a relative, verified by a parent/guardian.
4. Religious holiday (excluding St. Patrick's Day).
5. Personally ill, verified by a parent/guardian.

- **Early Dismissal**

Only a parent/guardian may request a student's early dismissal for any of the reasons listed as "excused." Contact with parents/guardians will be made to verify the reason for the request. If the late arrival or early dismissal is for an appointment, **documentation must be turned into the office the next day of attendance.** Leaving the school day with more than one (1) hour of class time left, will constitute an absence.

Students need to pick up early dismissal passes from the High School Office upon their arrival to school, and they **must sign out** in the High School Office **before leaving** or they will be considered truant.

- **Field Trips**

Educational field trips may be scheduled during the regular school hours. Students are not permitted to participate in a field trip unless there is written permission from a parent/guardian.

- **Planned Absences**

A planned absence request is used to provide students and their families some flexibility in arranging

their schedules for educational or career visitations, family emergencies, or obligations such as out-of-state graduations or weddings. The planned absence form can be obtained at the High School Office in advance of the absence and must be signed by the student's parent/guardian and their respective teacher(s) and principals. To be approved, the signed form must be returned to the High School Office at least one day before the anticipated absence from school.

- **Tardiness**

The only tardiness that will be excused is that relating to the Excused Absence section in this handbook, or tardiness caused by a late bus. First year students arriving after the 8:18 a.m. tardy bell or Second year students arriving after the 11:00 a.m. tardy bell must report to the High School Office to be issued an admit slip to enter their class. Students who have excessive tardies will be subject to disciplinary action under the Auburn Code of Conduct. A parent or guardian must call within 24 hours to change the late unexcused to excused. **Examples of unexcused tardiness are car problems, oversleeping, missing the bus, etc.**

- **Unexcused Absence/Class Cutting/Truancy**

Class cutting is an absence of 20 minutes or more from any assigned periods.

Unexcused absence is any absence that does not meet one of the reasons listed in the Excused Absence section of the handbook or is not an approved planned absence. A student with an unexcused absence will be considered truant and no credit will be earned for work missed during those days.

An unexcused absence exists when a student is absent from school with his/her parent's knowledge, but for a reason deemed to be unacceptable by the administration. (Example: oversleeping, missed bus, car trouble, etc.). Students are not permitted to make up work when their absence is unexcused.

Truancy is defined as an absence from school and/or any part of class without parent's and/or a school official's knowledge or permission. Truancy may result in disciplinary action, forfeiture of any opportunity to make up work, Juvenile Court filing, and/or loss of driving privileges.

- **Excessive Absences and Habitual Truant**

Excessive Absence is defined as any child of compulsory school age who has been absent without legitimate excuse for:

38 or more hours in a month without legitimate excuse

65 or more hours in a school year without legitimate excuse

Habitual truant is defined as any child of compulsory school age who has been absent without legitimate excuse for:

30 or more consecutive hours without legitimate excuse

42 or more hours in a school month without legitimate excuse 72 or more hours in a year without legitimate excuse

If a student is not lawfully excused from school attendance, or if a student has a record of excessive absences, the parent will be notified that attendance must improve immediately. In the event the student's attendance does not improve, the attendance officer shall file a complaint in the appropriate Juvenile Court and/or file with the Bureau of Motor Vehicles for removal of the student's driver's license. Further disciplinary action may also occur. An attendance contract may be developed with students, parents/guardians, and Auburn staff to improve attendance.



- **Withdrawal**

Any student who withdraws from Auburn must pick up his/her supplies and equipment within 30 days. All personal belongings will be disposed of after 30 days.

- **Making up Missed Work**

Students who have been **excused** absent may make up the work they missed. It is the student's responsibility to check with each teacher the day the student returns from an absence to arrange for completing the work and for taking tests if any tests have been missed. Assignments that were due and tests that were scheduled on the day of the absence will be due on the day the student returns. With an extended excused absence, "Make-up" work must be completed within the following deadline: students will have one school day to make up work for each day of excused absence to a maximum of five (5) school days regardless of the length of absence. Failure to make-up the work may result in academic penalties. Participation points may not be made up.

Due to the nature of authentic learning experiences and work created for a lab environment in career and technical education, it may not always be possible to recreate missed assignments for make-up.

- **Associate School Exams**

Students taking required tests at associate schools and missing classes at Auburn must complete and return an Exam Verification Sheet to the Auburn High School Office in order for the absence to be considered excused and allow students to make up work missed at Auburn.

- **Associate School Not in Session**

It is strongly recommended that the students try to attend their classes at Auburn except on calamity days. No buses will run on calamity days. A calamity day is defined as a day in which classes are cancelled for some reason beyond the control of the school district (snow days, medical emergencies, etc.) **Only when associate districts are closed, Auburn students are not counted absent.**

Bus transportation is provided from school to school when Auburn is open. Buses will run on Not in Session days.

- **Assemblies at Associate Schools**

Students will be excused from Auburn to attend assemblies at their associate school provided they are authorized by their associate school to attend. **Failure to sign in and/or out at the associate school and Auburn Career Center for assemblies at the associate school may result in an unexcused absence and disciplinary action.**

## **General Information**

- **Auburn Certificates**

In addition to earning academic credit towards graduation, students may earn the following certificates of achievement from Auburn Career Center. These certificates are awarded at the Completion Ceremony and placed in the student's Career Portfolio.

### **Auburn Honors Certificate Requirements**

- ✓ 95% Attendance rate for two years at Auburn (no more than 18 days over two years)
- ✓ Earned a 3.5 or higher-grade point average in their career tech program over two years
- ✓ Safety certification earned in career tech program
- ✓ Employability skills earned in career tech program

- ✓ Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's career field
- ✓ Active participation in the program's Career Technical Student Organization
- ✓ High School diploma for Second years

#### **Auburn Distinction Certificate Requirements**

- ✓ 93% Attendance rate for two years at Auburn (no more than 26 days over a two years)
- ✓ Earned a 3.0 or higher-grade point average in their career tech program over two years
- ✓ Safety certification earned in career tech program
- ✓ Employability skills earned in career tech program
- ✓ Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's career field
- ✓ Active participation in the program's Career Technical Student Organization
- ✓ High School diploma for Second years

#### **Auburn Merit Certificate Requirements**

- ✓ Earned high school credit for their career tech program over two years
- ✓ Safety certification earned in career tech program
- ✓ Employability skills earned in career tech program
- ✓ Overall passage of Ohio Career Technical Competency Analysis exams and/or earning three (3) points of Industry Recognized Credentials in the program's career field.

#### **Auburn Completion Certificate Requirements**

- ✓ Earned high school credit for their career tech program over two years
- ✓ Safety certification earned in career tech program
- ✓ Employability skills earned in career tech program

#### **Industry Certification**

Students are provided the opportunity to earn an industry certificate. Students that complete the required assessment will earn certificate to be placed in their Career Portfolio. Auburn Career Center will pay for up to one (1) attempt at an industry certification in each program, whether that is a performance task or a written test.

- **Board of Education Policies and Procedures**

The Board of Education has established policies and procedures that pertain to students, staff and school operations. These policies and procedures are available on-line at <http://www.neola.com/auburnjvs-oh/>

- **Building Entry Procedures**

Auburn Career Center is dedicated to maintaining a safe and secure campus. All students are expected to enter through the main entrance or bus entrance immediately upon arrival. **Do not open doors for anyone. All visitors must sign in at the main entrance.**

- **Business Partnership Program Internships**

Eligibility Requirements:

Internship sites must be related to the students' career training program.

Auburn Students who have participated in the Auburn Employability Workshop and who meet the following criteria are eligible:

- ✓ 3.5 GPA in all courses at Auburn
- ✓ 95% attendance at Auburn
- ✓ Passing all courses at their associate school and at Auburn
- ✓ Teacher recommendation is required
- ✓ Will submit all required documents by the deadline
- ✓ Complete all components of the second year portfolio
- ✓ Successfully complete CTE testing or National Certification testing
- ✓ Attend and give a presentation at the Business Partnership Recognition Expo

**Mentorship**

Eligibility Requirements:

Mentorship sites must be related to students' career training program.

Auburn Students who have participated in the Auburn Employability Workshop and who meet the following criteria are eligible:

- ✓ 2.5 GPA in their career and technical program
- ✓ 90% attendance at Auburn
- ✓ Passing all courses at their associate school and at Auburn
- ✓ Teacher recommendation is required
- ✓ Will submit all required documents by the deadline
- ✓ Complete all components of the second year portfolio
- ✓ Successfully complete CTE testing or National Certification testing
- ✓ Attend and give presentation at the Business Partnership Recognition Expo

**Volunteer Community Service Learning**

Eligibility Requirements:

Auburn students who have participated in the Auburn Employability Workshop and who meet the following criteria are eligible:

- ✓ 2.5 GPA in their career and technical program
- ✓ 90% attendance at Auburn
- ✓ Passing all courses at their associate school and at Auburn
- ✓ Teacher recommendation is required
- ✓ Submit all required documents by the deadline
- ✓ Attend and give presentation at the Business Partnership Recognition Expo

**Apprenticeship**

The Apprenticeship Program is designed to serve as an effective transition from school to work for certain Auburn programs. It offers qualified high school students an outstanding academic education while instilling in them an understanding of the world of work and the skills necessary for competing in the world of work.

### **Career Shadowing and College Visit/Technical School Day**

Students participate in a one (1) day event shadowing an occupation of interest or visiting a college or technical school of interest. If students are not participating in career shadowing or college/technical school visitation on this day, then they are participating as a Sophomore Visit Day Host in their classroom.

### **Employability Fair / Mock Interviews**

Students practice interviewing and present resumes. Students are required to participate in this before any Business Partnership Programs begin.

- **Cafeteria**

Students may have time to eat their breakfast at Auburn upon arrival to school. Breakfast is served in the Cafeteria from 7:30 a.m. until 8:15 a.m. Unfortunately, some of the buses do not arrive in enough time for the students to take advantage of this option.

Auburn has two lunch periods and requires that all lunches are to be eaten in the Cafeteria.

- **Free and Reduced Lunch**

Families should apply for free and reduce meals each year, even though they may not eat meals at Auburn. An on-line application is available or request a copy of the application in the High School Office.

- **Credit Flexibility**

Credit Flexibility applies to any coursework offered in the content areas of Career Technical Education, English, and Math as applied for and approved in advance by an associate district of Auburn Vocational School District. The Auburn Vocational School District will communicate the aspects of the Credit Flexibility policy and program on the website.

- **Dress Code**

All classes at Auburn have adopted Auburn program attire to be worn in all career tech programs. Students are expected to be in uniform all/every day. Clothes and hair are expected to be neat, cleaned and not create a health/safety hazard or distract from the learning process. When not in uniform (arriving and departing the school building) students should be professionally dressed for their program. Students must comply with all personal protection equipment necessary for the career tech class especially while in the lab. One ear must be free from earbuds/headphones at all times.

Brief and revealing clothing are not appropriate apparel in school. Tops and bottoms must overlap at all times covering all undergarments, including when arms are raised or bending over. Clothing that is excessively tight, short or revealing is inappropriate, shoulder straps should be 3" wide and shorts/skirts should be no higher than 4" above the knee. Any apparel or accessory that graphically or symbolically is vulgar, offensive, obscene, or libelous or promotes sex, violence, tobacco, drugs or alcohol is unacceptable and will not be permitted. In addition, hats, hoodies, chains, spikes or any other item that may be construed by a school official as a safety hazard will not be permitted.

**School administrators retain the right to interpretation of the personal appearance code and will make the final decision on inappropriate clothing and appearance.**

- **Driving and Parking**

Driving to school and parking on premises is a privilege, not a right. Students must secure and fill out an Auburn parking permit application. These applications can be found on-line or in the High School Office.

- ✓ Permanent parking permit cost \$30 for the school year. Replacement fee for a lost or stolen tag is \$10. One-day temporary parking permit is \$5 for each day issued. Parking fees are non-refundable.
- ✓ Ohio law requires valid driver's license and proof of liability insurance to be kept on file with the application.
- ✓ Parking permits are non-transferable and must be visible at all times in vehicle.
- ✓ All student vehicles must enter and exit the north driveway and can only park in the student lot behind the school.
- ✓ All drivers shall obey safe driving practices. Administration reserves the right to revoke driving privileges for reckless operation of any kind.
- ✓ Auburn assumes no responsibility for theft or damage to vehicles or their contents.
- ✓ For a complete list of policies and procedures see the parking permit application.

**Students and their parents/guardians assume full responsibility and liability for any transportation to and from school or other events that is not officially provided by the Board.**

**Due to limited parking facilities, second year students will be given first priority. First year students will be given driving privileges if parking is available and/or there is a need to drive.**

**When a Student Misses Their Bus to Auburn**

Please have parent/guardian contact us to provide permission to drive to Auburn that day. Report immediately to the High School Office to secure a one-day temporary parking permit.

- **Equal Education Opportunity**

Auburn Vocational School District affirms that no person shall, on the basis of race, color, national origin, sex (including sexual orientation or Fluid Gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices. This shall extend to employees therein and admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, genetic information, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

The policy prevails in all Board policies concerning school employees and students. The Board of Education designates Title IX Coordinator as Sarah Noble, 8140 Auburn Road, Concord Twp., Ohio, 44077, 440.358.8031 and Section 504 and ADA Compliance Officer as Shelby Kaminski, 8140 Auburn Road, Concord Twp., Ohio, 44077, 440.357.7542 ext. 8151.

- **Grades**

**Grading Policy**

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and below

To calculate final grades, numbers based on a four-point scale are assigned to nine week letter grades and averaged. The letter grade values are as follows: A=4, B=3, C=2, D=1, F=0

To calculate the final grade, add the points assigned to the regular grading period grades and divide them by the number of grading periods. For the semester and final grades the point scale is:

- 3.5 – 4.0 = A
- 2.5 – 3.49 = B
- 1.5 – 2.49 = C
- 0.50 – 1.49 = D
- Below .50 = F

Student performance is looked at just as business/industry would look at an employee on the job. The quality of tasks completed, time required, participation, attitude and consistency of effort are all a part of being at Auburn and one's grade.

Each individual teacher may have his/her own unique grading procedure. This is essential due to the diversity of each program. It is required that every student be aware of the grading procedure used in his/her class. (Please refer to Program Syllabus for specific information.)

Semester grades are not used to compute your final year-end grade.

**Incompletes**

An incomplete may be given for those students who have excused absences. The student will have one (1) day for each day of excused absence to make up missed work, up to ten (10) days. Lab time may not be made up.

An incomplete grade issued on a report card will be changed to a letter grade if work is made up within ten (10) days. After ten (10) days, any work not made up will receive zero (0) credit.

**Failure Policy**

If a student fails during the last grading period, a failing grade for the year may occur regardless of previous grades, and could result in loss of credits. If a student fails his/her first year year in a two-year program, they will not be permitted to return for their second year. Second years that fail may jeopardize graduation requirements.

- ✓ Students must pass three (3) out of four (4) nine-week grading periods in order to receive credit for the year.

**Withdrawal Policy**

Any student that withdraws from Auburn is responsible for all unpaid fees and must pick up his/her personal belongings within 30 days because those belongings will be disposed of after 30 days. The district reserves the right to withdraw a student after 15 consecutive unexcused absences/days.

## Report Cards and High School Transcripts

These are issued by the associate high schools.

- **Hall Lockers**

Students should be advised that their lockers remain in the control of the school and are subject to random search by school administrators at any time for contraband, harmful or dangerous substances, or weapons when necessary for the maintenance of the educational process or to protect the health, safety, and welfare of other students. Lockers are part of the school property and students will be responsible for cleaning lockers. A locker assignment is given at the beginning of the school year. The school district cannot be responsible for articles stolen from lockers. Lockers are to be locked at all times and combinations are not to be shared with others.

**All lockers are the property of Auburn Vocational School District. Lockers and their contents are subject to inspection at the discretion of the administration. (O.R.C. 3313.665)**

- **Harassment and Bullying**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but

not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Director or assistant director, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Director should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Director or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Director or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Director will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy [5517](#) - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.



Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is

consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy [8462](#), the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

- **Health Services**

In the event of an individual or school-wide emergency, parent(s)/guardians(s) will be notified. **Please keep contact information up-to-date with the school.**

If a student becomes ill during the school day, he or she should notify a staff member and request permission to go to the High School Office. An appropriate staff member within the High School Office will determine whether the student should remain in school or go home for the remainder of the day. However, under no circumstances will a student be released from school without proper parental permission.

## **Administration of Medication**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed. A physician's written request and the student's parent or guardian's written release (Request to Dispense Medication form) must be submitted to the High School Office indicating the name, dosage and frequency of medication to be administered and the name of the doctor prescribing the medication and date it was prescribed before a student is to begin taking any medication during school hours.

**All such medication must be kept in its original container, registered, and stored in the Reception Office.** (O.R.C. 3313.713) It is the student's responsibility to report to the office at the proper time to receive his/her medication.

Any medications for Diabetes, epi-pens and/or in-halers must have a signed physician's request on file for the student to carry.

### **Preparedness for Toxic and Asbestos Hazards**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request. Policy number 8431.

- **Online Academic Courses**

Auburn students utilize Blackboard technology to access the following courses:

- American Literature – Grade 11
- British Literature – Grade 12
- Algebra II
- Financial Algebra
- Pre-Calculus

All of these courses are aligned to Common Core State Standards.

Online Academic Classes are presented in the Blackboard Learning Platform. All of the content will be available in Blackboard 24/7. Content in Blackboard will be presented via prose, video presentation, interactive video presentations, website interaction, visual graphics displays, etc.

Online Instructors will arrange with the Program teachers for weekly face-to-face interaction time to introduce and clarify content and concepts and to answer questions and provide a time for dialogue. If more time is needed for instruction, clarification, feedback, etc., students and Online Instructors can make arrangements to meet face to face more frequently. Feedback will be provided on all assignments through the Blackboard Platform; Instructors will expect appropriate responses from every student. Additional feedback may come via email and face to face conversations.

Online Instructors will arrange time for paper and pencil assessments outside of the Blackboard Platform, when appropriate to the content. Assessment and evaluation of student learning will be on a consistent basis for students and instructors to establish the learning needs and be able to address concerns in a timely manner.

Online Instructors will communicate with students and parents via email, phone calls and face to face conferences. Instructors will address students in a timely manner on any and all issues and concerns. Parents will be contacted with concerns in a timely manner and critical issues will be addressed immediately.

Students are expected to check announcements & emails daily, manage their time appropriately, use provided resources, turn in all assignments on-time and in the correct order, work independently, be present and attentive at weekly meetings, reach out to teacher when needed, save your work frequently and in multiple locations.

- **Perry Power Plant Relocation or Other Emergency Evacuation**

The students will be bused to Mentor Ridge Elementary School. Ridge Elementary School is located at 7860 Johnnycake Ridge (Route 84), Mentor, across from the Great Lakes Mall. Students may be picked up at Ridge Elementary School. Any student not picked up by 8:00 p.m. will be transported to

Willoughby South High School located at 5000 Shankland Road. Students that drive to Auburn will be allowed to use their vehicle to leave the premises but will be encouraged not to go home if their home is within the danger zone. This zone will depend on where the accident is located and the severity. Please keep in mind that students attend Auburn from Lake and Geauga Counties. Thus, students are coming to Auburn from a large geographic area and some students will be able to go directly home if they drove.

- **Positive Behavior Support and Intervention (PBIS)**

Auburn Career Center participates in the PBIS program, mandated through the State of Ohio. PBIS is an effective, positive approach to the school environment which encompasses the school, community and student families in an effort to promote positive behavioral choices among our youth which can translate into a more effective education with increased outcomes.

The following matrix is established by the PBIS team, with staff collaboration, to focus on the attributes of attitude, respect and responsibility in various areas of the Auburn Career Center campus.

**Auburn Behavior Expectations**  
**Positive Contributions =**  
**Positive Attitude, Respect and Responsibility**

	<b>Attitude</b>	<b>Respect</b>	<b>Responsibility</b>
Hallways	Be kind	Use appropriate language Be quiet in the hallways	Go directly to your assigned destination
Classroom	Take pride in your work	Speak and act professionally	Be prepared for instruction Use electronic devices with permission only
Labs	Be prepared, alert, and attentive	Treat equipment with respect & Clean lab areas	Seek out directions, Use safe actions & procedures
Cafeteria	Practice good manners	Leave your area clean Recycle trash	Eat food in designated area
Parking Lot	Share the road and take turns	Be aware and drive safely	Park in designated area
Community	Positively represent yourself and your school	Be courteous to co-workers, employers and customers	Be prompt & professional

- **Safety Drills**

Drills will be held at various times during the school year in an effort to promote the safety of the students and staff at Auburn. Correct procedures for fire and tornado drills are posted in each classroom. It is the student's responsibility to be familiar with those procedures. Students will proceed to the designated areas during such drills in a quiet, professional manner. Fire, tornado and school safety drills will be conducted in accordance with State and Federal law.

In the event of an individual or school-wide emergency, parent(s)/guardians(s) will be notified. **Please keep contact information up-to-date with the school.**

- **School Counselors**

The school counselors provide counseling services for all first and second year students attending Auburn and maintain contact with all associate school counselors. To meet with the school counselor, students may sign in before class time or during their lunch period. Students may also make an

appointment by scheduling online via the website to receive a pass out of class.

- **School Resource Officer**

In an effort to promote a safe learning environment, Auburn will have a school resource officer available to students. The officer may help students with any problems that require law enforcement attention.

- **Search and Seizure/Interrogations**

To maintain discipline and order in the schools and to protect the safety and welfare of students, employees and community members, the Board of Education authorizes its administration to conduct searches of school property, searches of a student's person or personal property, or student automobiles, and the contents within, with or without the student's consent, in accordance with Board-adopted procedures. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. The Board of Education further authorizes its administration to seize illegal, unauthorized, or contraband materials that may be discovered in any search. The Board has further developed procedures that will be followed in the event a law enforcement agency requests an opportunity to search or interrogate a student.

**Drug Search of School Property Including Lockers and Parking Lot**

The administration is authorized to utilize any drug detection methods as well as canines, whose reliability and accuracy for sniffing out contraband has been established, to aid in the search for contraband in school-owned property and automobiles parked on school property. An indication by the dog that contraband is present on school property or an automobile shall be cause for a further search by school officials. Seized contraband will be placed in a secure area by administration or turned over to any law enforcement officer after proper notation and receipt. The administration will exercise its dual responsibility to discipline student offenders and to offer help for them and their family.

- **Student Fees**

Each student is assessed a \$25 school fee for consumable materials and supplies for the school year, plus individual fees by program – see syllabus. All fees must be paid in full to participate in:

- Driving and parking privileges
- Completion Ceremony

- **Student Organizations**

**DECA** – Distributive Education Clubs of America – Business Management Technology

**Educator Rising** – Teaching Professions Pathway

**FCCLA** – Family Career & Community Leaders of America – Culinary Arts

**National FFA** – Plant Turf and Landscape Management

**SkillsUSA** – Advanced Manufacturing, Allied Health Technology, Criminal Justice & Security, Electrical Engineering Prep, Architecture and Project Management, Automotive Collision Repair, Automotive Technology, Computer Networking, Mobile Applications Technology, Construction, Cosmetology, Emergency Medical Services, HVAC, Mechanical Technology Applications, Interactive Multimedia Technology, Internet Programming & Development, Patient Care Technician, Sports Medicine and Welding

- **Student Clubs**

**Bully Prevention Team** – open to all

**Drug Free Clubs of America** – open to all

**National Technical Honors Society** - invitation

**SADD** – open to all

**STARS** – application process

**Student Ambassadors** – application process

- **Technology**

**STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Technology Resources to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on a Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to

minors. The technology protection measures may not be disabled or by passed by the use of proxy servers or personal cell phone networks at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining" etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Directors are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.



Students will be assigned a school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teacher, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher’s approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students’ use of the District’s Technology Resources.

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

20 U.S.C. 6777, 9134 (2003)

18 U.S.C. 2256

47 C.F.R. 54.500 – 54.523

Revised 2/6/18

- **Video Surveillance**

The interior and exterior of Auburn is under surveillance by video equipment. A recording may be used as evidence by administrators or the police in any situation involving the violation of any rule, regulation, policy or law. Electronic surveillance cameras are in constant operation throughout the facility and may be monitored at any time. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

- **Visitors**

All visitors are required to enter through the front entrance, check in at the Reception Office and provide State ID card that will be used to create a visitor’s pass.

No social visitors are permitted to visit Auburn during the school day, including lunch. Approved associate school student visitors will be permitted to visit and explore programs through the Enrollment Specialists.

## Student Code of Conduct

Education is effective when there is a positive atmosphere in the classroom and students are focused on learning. A good **Attitude, Respect and Responsibility** is essential.

Auburn Vocational School District Board of Education specifies the following Student Code of Conduct, as required by Ohio Law (O.R.C. 3313.661) and (O.R.C. 3313.666 & 3313.667). This code is designed to make clear the types of behavior which cause substantial disruption of the learning process or infringe upon the rights of others in such a way as to deprive them of their rightful opportunity to a sound educational experience.

The following disciplinary options are available when a student violates a school policy:

- ✓ Phone call home from teacher
- ✓ Verbal warning/suspension warning
- ✓ Apology, verbal and/or written
- ✓ Conference involving student, parent(s)/guardian(s) and school official(s)
- ✓ Withdrawal of privileges and/or parking permit
- ✓ Prohibition from co-curricular/extra curricular activities & work-based privileges
- ✓ Community service/restitution
- ✓ Out-of-school suspension
- ✓ Emergency removal
- ✓ Referred to legal authority
- ✓ Recommendation for expulsion
- ✓ Other measures as deemed necessary and appropriate for school operation

The following represents the standards for Auburn. Infringement of the standards can place students in the position of receiving a suspension, emergency removal, expulsion, or other appropriate consequence. Infringements that are illegal will result in the police being advised.

### The Student Code Of Conduct Applies:

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes off school grounds at any school sponsored activity, function or event (including field trips, job shadowing, internships, and/or work-based learning) and in vehicles provided by the Board for transporting students.

In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

**Auburn shall respect the Code of Student Conduct at each associate school. When a student is issued an out-of-school suspension or expelled from the associate school, Auburn will honor the disciplinary action. The violation does not have to correspond to Auburn's Student Code of Conduct. The associate schools shall also honor the suspensions or expulsions given by Auburn.**

## Code of Conduct

1. **Book Bags, Purses and Other Valuables** - These items are to be stored in the student's hall locker outside of the classroom. Lockers are to be locked and combinations are not to be shared.
2. **Classroom Rule Violation** – Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.
3. **Computer Network, Internet, Passwords** – Misuse of the school computer network or the Internet and/or disclosing password or login information as described in the technology agreement is prohibited. (See Student Education Technology Acceptable Use and Safety pg.22)
4. **Dishonesty** – Cheating on a test/quiz, assignment, plagiarism, altering records, **Forgery/ Falsifying Communication** will be treated as a violation of dishonesty. No credit will be earned for the work and/or consequences may be assigned to the student.
5. **Disorderly Conduct** – Defined as when the behavior of anyone (parent/guardian, citizen, adult or minor) becomes disruptive at school or at a school event or dangerous to the individual or others at the event, school authorities have the right, authority, and affirmative obligation to take action. If such behavior is merely disruptive of the event, the individual(s) will be warned that they must stop the disruptive behavior or they will be instructed to leave. If the warning does not settle the matter, the individual(s) may be instructed to leave the premises. Failure to obey these instructions technically creates a trespass, and the offender(s) may be removed by the proper authorities.
6. **Disruption, Interference, or Obstruction of the Educational Process** – Any student behavior, actions, or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, and other events.
7. **Dress Code** – It is the policy of the Auburn Board of Education to recognize the rights and privileges of each student in the matter of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. See Dress Code on pg 12.  
Students are required to wear Auburn program attire and ID badges.
8. **Drugs, Alcohol and Counterfeit-Controlled Substance** – Students shall not use, possess, transmit, sell or offer to sell, buy or attempt to buy, or conceal alcoholic beverages, narcotics or other drugs including counterfeit drugs, prescription, Over-the-Counter or any paraphernalia capable of being used to use drugs. Evidence of use of alcohol or drugs at school or a school-related event is a violation of the Code of Conduct. "Vapes" are considered under "paraphernalia capable of being used to use drugs."
9. **Food/Beverages** – Consumption of food and beverages is only permitted in the Cafeteria. Beverages in bottles with screw tops only are permitted in the classroom by discretion of instructor. Fast food containers with pop top lids are not permitted.
10. **Gambling** – Games of chance, which include wagering, gambling, etc., are not permitted.

11. **Harassment/Aggressive Behavior (including Bullying/Cyberbullying)** – Harassment, intimidation, or bullying behavior by a student in the Auburn Vocational School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying,” in accordance with O.R.C. 3313.666, means any intentional written, verbal, graphic or physical act including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
- A. causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of student’s personal property; and
  - B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students. **(For the complete policy see page 15)**
12. **Hazing** – No student shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student, or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, while under the jurisdiction of the school. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen this prohibition.
13. **Identification** – All students must promptly, upon request, identify themselves to school staff and show their school id badge in an appropriate manner, in school buildings, on school grounds, or at school-sponsored events.
14. **Insubordination** – Failure to comply with directions of school employees during any period of time when under their authority or supervision. Disrespectful behavior toward any staff member is also being insubordinate.
15. **Out-of-Bounds** – Being any place on the school grounds where the student has no expressed or written permission to be. This includes the parking lot. Students are expected to enter the school immediately upon their arrival. The driveway crossing the creek/pond area is strictly off limits to all unauthorized students.
16. **Panic Inducing Behavior** – Any behavior that has the potential to cause or causes a panic situation is strictly forbidden. Any student that induces panic by way of words or deeds will be subject to discipline and/or reported to the authorities.
17. **Parking/Driving Violation** – No student may drive to Auburn without a parking permit from Auburn. See the Driving and Parking section on pg. 13.
18. **Personal Communication Devices** – Student cell phones are to be turned off, kept out of sight and not used during class time of the school day. "Using" refers to, not only the making and/or receiving of calls, but also sending text messages, taking pictures, making recordings, etc.  
<http://www.neola.com/auburnjvs-oh/> Policy number 5136.

Violation of this rule will result in disciplinary action and/or confiscation of the cell phone. A confiscated cell phone will be returned to the owner at the end of the day, provided there are not concerns with the contents of the phone.

On a second cell phone violation, the cell phone will be confiscated and kept by the administration until the student's parent(s)/guardian claim it from the office. Additional disciplinary action could result, such as; warnings, parental notification and conferences, suspension, expulsion, and/or referral to law enforcement if the violation involves an illegal activity (e.g., child pornography).

**Contents of cell phones may be searched** if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

Administration or classroom teacher may authorize the use of a personal cell phone for emergency situations.

The Board of Education is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or PCDs as well as other student property. Students and parents/guardians are strongly encouraged to take appropriate precautions, if students have cellular telephones in their possession, to make sure the cellular telephones are not left unattended or unsecured.

19. **Pornography Possession** – Possessing sexually explicit material/pornography is prohibited.
20. **Profanity and Obscene Behavior** – Written or oral language, as well as gestures and actions of an obscene nature, are prohibited.
21. **Refusing to Accept Discipline** – Students failing to comply with disciplinary consequences may face additional consequences for such action.
22. **Safety Violation** – Students who do not observe safety procedures and behave in an unsafe manner will be immediately removed from program labs, and or classrooms, and referred for discipline. Disciplinary consequences for blatantly unsafe behavior will be dealt with to the full extent of Auburn's disciplinary code. The OSHA standards of individual safety will be followed.
23. **Smoking or Possession of Tobacco Products** – Smoking or chewing of tobacco products on school buses, in the school building, on or near school grounds, or at any school-sponsored activities is illegal (O.R.C. 3313.751). Students will not be permitted to have tobacco products or other cigarette products in their possession (in pockets, purses, etc.), even if the tobacco products were not being used. Likewise, any tobacco-free chew or snuff, as well as smokeless, electronic cigarettes and vapes are not permitted. All tobacco products and/or look-alike tobacco products will be confiscated.
24. **Theft, or Knowingly Receiving or Possessing Stolen Property/Unauthorized Possession of School or Private Property** – A student will not knowingly possess unauthorized school or private property, unless granted explicit permission. Unauthorized taking of property of another person or receiving or possessing such property is also prohibited. Students caught stealing will be disciplined and may be reported to law enforcement officials. Auburn is not responsible for personal property.
25. **Truancy/Persistent Absence or Tardiness** – Students shall not be absent/tardy from school without permission from either school or parent/guardian. Failure to comply with attendance procedures may result in referral to the attendance intervention team or the proper juvenile court.

26. **Trespassing** – Although schools are public facilities, the law allows the Board to restrict access to school property. Examples of trespassing include: being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the administration.
27. **Unauthorized Bodily Contact (Level I, II, III, IV)** – The act of physically touching, hitting or making physical threats to a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school.
- Level I: Public Display of Affection
  - Level II: Pushing, Shoving, in the Grasp
  - Level III: Students have physical altercation, but end altercation on their own
  - Level IV: Physical altercation had to be ended by bystander/school personnel or causing bodily harm.
28. **Unauthorized Fire** – Any use of fire for purposes not related to instruction in the program is prohibited.
29. **Unauthorized Sale or Distribution** – Sale or distribution or attempting to sell or distribute any object, substance or service which has not been authorized for sale or distribution by the administration to any person on school owned property is prohibited.
30. **Vandalism and/or Destruction of Property** – A student shall not cause or attempt to cause damage, destruction, defacement of any school property or private property during a school activity, function or event off school grounds. Such action can result in payment for repair or replacement. In addition, littering anywhere on school property is not permitted.
31. **Violations of Law** – Any student that violates the law of any local, state or federal statute is subject to discipline and may be reported to the authorities.
32. **Weapons** – The Board of Education prohibits students from possessing, storing, making or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle. Unless otherwise authorized by law, pursuant to O.R.C. Section 2923.122, no person shall knowingly possess, have under the person’s control, convey or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition and explosives.

## **DISCIPLINARY OPTIONS**

- **Revocation of Parking Permit**

Any student who violates the Code of Conduct at Auburn CC can be subject to revocation of their parking privileges either temporarily or permanently.

- **Community Service** Students facing a suspension from school may be given, at the discretion of the administration, the opportunity to perform community service in lieu of the suspension. Students who do not fulfill their community service obligation will be issued other disciplinary consequences.

It should be noted that other possible student conduct, persistent disobedience or gross misconduct may also serve as grounds for suspension or expulsion as provided by law.

- **Emergency Removal of a Student**

If at any time an administrator feels that a student is behaving in a way that creates or has the potential to create a clear and present danger to himself/herself or another person, or significantly disrupts the educational process, the administrator may have the student removed from the building. The student will be released to the custody of the parent/guardian or an officer of the law. The parent/guardian will be notified by phone or in writing within 24 hours of the removal.

- **Suspension**

Some violations of the Student Code of Conduct may result in an out-of-school suspension from school, at least one (1) day and not more than ten (10) days per incident. Due process will be followed and the necessary steps will be taken in the suspension of the student.

A student who is suspended from school should not be on school property, or participate in or attend any school activities or be present at any activity or on property controlled by the school.

Principals and other administrators may suspend a student from school for up to a period of ten (10) days for violation of the Student Code of Conduct. (O.R.C. 3313.66)

**Auburn honors out-of-school suspensions and expulsions from the associate high schools. Any student suspended out-of-school or expelled from their associate high school may not attend Auburn on those days. Associate high schools honor out-of-school suspensions and expulsions from Auburn. Any student suspended out-of-school or expelled from Auburn may not attend their associate high schools on those days.**

### **Appeals Process for Suspension**

A student or their parent/guardian may appeal their suspension to the Superintendent or designee and will be granted a hearing before the Superintendent or designee in order to be heard against the suspension.

A student may be represented in the appeal proceeding by a representative of his or her choosing.

A student's request for appeal must be made to the Superintendent within five (5) calendar days from the date of notice.

The Superintendent should be informed of those who will be present at the hearing, including the name of any representative the student chooses to bring.

**All suspensions shall be conducted as stated in Ohio Law. (O.R.C. 3313.661)**

- **Expulsion**

Expulsion is the removal of a student from the schools of this District for a period not to exceed the

greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place. Specific offenses involving firearms and knives shall result in the student's expulsion for one (1) year. The term of that expulsion may be reduced to less than one (1) year by the Superintendent for the reasons listed in Policy [5610](#) so long as the modification is made in writing. Specific offenses involving violent conduct may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent. Bomb threats may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent.

If at the time of the expulsion, there are fewer school days than the number of days of expulsion, the Superintendent has the option to impose a community service requirement beyond the end of the school year.

Expulsion from Auburn or the associate high school includes expulsion from both schools. This action, taken by the school's Superintendent, requires written communication to the parent(s)/guardian(s). Loss of CCP Credit will occur and Costs will be the responsibility of the parent(s)/guardian(s).

### **Appeals Process for Expulsion**

A student or their parent/guardian may appeal their expulsion to the Board of Education or its Designee and granted to be heard against the expulsion.

A student may be represented in the appeal proceeding by a representative of his or her choice. A student's request for appeal must be made to the Treasurer of the Board or the Superintendent within 14 days of the expulsion notice.

A student or his or her parent/guardian may request a hearing before the Board of Education. The hearing may be private but the Board must act publicly.

The Board may reinstate the student by a majority vote of its full membership.



**AUBURN VOCATIONAL SCHOOL BOARD OF EDUCATION MEMBERS**

Mr. Erik Walter, President  
Mrs. Mary Javins, Vice President

Mrs. Jean Brush  
Dr. Susan Culotta  
Mr. Geoffrey Kent  
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**AUBURN ADMINISTRATION**

Dr. Brian Bontempo, Superintendent  
Mr. Jeffrey Slavkovsky, Assistant Superintendent  
Mrs. Sherry Williamson, Treasurer  
Mrs. Dee Stark, Principal  
Mr. Chris Mitchell, Director of Innovative Programming  
Mrs. Michelle Rodewald, Director of Business Partnerships

**ASSOCIATE SCHOOLS**

Berkshire Local Schools  
Cardinal Local Schools  
Chardon Local Schools  
Fairport Harbor Exempted Village Schools  
Kenston Local Schools  
Kirtland Local Schools  
Madison Local Schools  
Newbury Local Schools  
Painesville City Local Schools  
Perry Local Schools  
Riverside Local Schools  
Lake Shore Compact – Euclid, Mentor & Wickliffe



## STUDENT PHOTOGRAPHY/VIDEO RELEASE

This Photography/Video Release (hereinafter "Release"), executed on this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, (hereinafter "Parent/Guardian") to the Auburn Career Center Board of Education (hereinafter "Board"), memorializes the parties' complete understanding with regard to the use, by the Board, of any and all photography and video recordings in which my daughter/son's (hereinafter "High School Student") image appears, on its website and in brochures or other print-based promotional materials.

Parent/Guardian does hereby consent and authorize the Board to publish photographs and video recordings taken by the Board or on the Board's behalf during school hours or at any time during Board-sponsored events or activities, in which High School Student's image appears, and publish those images on the Board's website ([www.auburncc.org](http://www.auburncc.org)) and/or in brochures or other print-based promotional materials. Prior to publishing any photograph or video in which High School Student's image appears, the Superintendent of the Auburn Career Center shall review the photograph or video and determine, in his or her sole discretion, whether to provide Parent/Guardian with advanced notice of the Board's intention to publish the photograph and/or video.

The Board retains the right to use a photograph and/or video recording in which High School Student's image appears, taken in accordance with this Release, for the purposes described in this Release, subsequent to High School Student's enrollment in the Auburn Career Center.

Parent/Guardian does hereby forever release and discharge the Board, the Auburn Career Center, its officers, employees, agents, successors and assignees from any and all claims arising out of or in connection with the Board's use of photography and/or video recordings in which High School Student's image appears, on its website and in brochures or other promotional materials, including, without limitation, any and all demands, causes, actions, suits, costs, expenses, liabilities, and damages whatsoever.

This Release contains the entire agreement between the parties. Parent/Guardian fully understands the terms of this Release and voluntarily enters into it without any inducement.

Student's Name: \_\_\_\_\_ Program \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ I do not agree to the photo release

Student's Name: \_\_\_\_\_ Program \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# STUDENT/PARENT CODE OF CONDUCT & TECHNOLOGY AGREEMENT 2018—2019

Please complete the following information:

Student User's Full Name (please print): \_\_\_\_\_

School: \_\_\_\_\_ Program: \_\_\_\_\_ Grade: \_\_\_\_\_

I have read all of the information included in the Auburn Student/Parent CODE OF CONDUCT for the 2018—2019 school year and understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of Auburn.

## Parent/Guardian

As the parent/guardian of this student, I have read the Student Education Technology Acceptable Use and Safety Policy and Guidelines and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a website hosted on Board-owned or leased servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

\_\_\_\_\_ I give permission for the Board to issue an Internet/email account to my child.

\_\_\_\_\_ I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.

\_\_\_\_\_ I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.

\_\_\_\_\_ I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work.

Parent/Guardian's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student

I have read and agree to abide by the Student Education Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teachers and building directors are responsible for determining what is unauthorized or inappropriate use. The Director may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the Board's Student Education Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

Please complete and return this signed form by October 5, 2018 to the Auburn High School Office.