

# Auburn Career Center



## *Adult Workforce Education Student Handbook 2019-2020*

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

We believe that:

- People are personally responsible for their choices and actions.
- Treating people with dignity and respect will enhance learning.
- Attitude and goals drive achievement.
- All people can learn.
- All people can make positive contributions.
- Change is exciting and essential for growth.

8140 Auburn Road  
Concord Twp., OH 44077  
440.357.7542

[www.auburncc.org](http://www.auburncc.org)

## **Consumer Disclosure**

The school is required by Federal Law to disclose certain information to our prospective and enrolled students on an annual basis:

- ✓ Available Financial Assistance
- ✓ Campus Security Report – Clery Act
- ✓ Completion/Graduation Rates
- ✓ Drug/Alcohol Abuse Prevention
- ✓ Family Education Rights & Privacy Act (FERPA)
- ✓ Institutional Information
- ✓ Job Placement Information
- ✓ Retention Rate

All of the above information and more is found in our Student Handbook and on our Student Financial Aid web page, which is made available to all prospective and current students.

This information is available in hard copy upon request. To obtain a copy, please contact the Financial Aid Specialist at: 440-357-7542 extension 8326.

### **AUBURN VOCATIONAL SCHOOL BOARD OF EDUCATION MEMBERS**

Mr. Erik Walter, President  
Mrs. Mary Javins, Vice President  
Mrs. Jean Brush  
Mr. Kenneth Cahill  
Dr. Susan Culotta  
Mr. Geoffrey Kent  
Mr. Ken Klima  
Mr. Roger Miller  
Mr. Paul Stefanko  
Mr. Terry Sedivy  
Mrs. Mary Wheeler

### **AUBURN ADMINISTRATION**

Dr. Brian Bontempo  
Superintendent  
  
Mr. Jeff Slavkovsky  
Executive Director of Career and Technical  
Education  
  
Mrs. Michelle Rodewald  
Director of Adult Workforce Education and  
Business Partnerships  
  
Mrs. Sherry Williamson  
Treasurer  
  
Mrs. Dee Stark  
Director of Curriculum and Instruction  
  
Mr. Chris Mitchell  
Director of High School

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# *Welcome to Auburn!*

Dear Adult Workforce Education Student,

You have chosen Auburn Career Center as the educational institution that will prepare you for workplace employment. In addition, Auburn Adult Workforce Education courses may also prepare you for Industry Certifications as well as help you transition to college coursework as a sequence to your training. At Auburn Career Center, we expect you to find coursework that is focused on rigorous and relevant instruction. We want you to be successful and we are here to help you.

Our mission statement reads: Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and to enrich their community. Our goal is to provide you with the knowledge and skills necessary to become a productive and responsible employee. Please try to earn as many industry certificates as possible to help you have the competitive edge to market yourself when interviewing for a desired job.

As an Auburn Career Center Adult Workforce Education student, you are encouraged to utilize all of our resources to aid you in obtaining your career goals. Please use our Career Resource Department and Job Placement Office to assist you with your interviewing skills, job-hunting skills, exit resume and assembling your portfolio. In some programs, an internship opportunity is available and our Business Partnership office will match you with a company for this experience. We appreciate that gainful employment is your goal at the end of your training program. We are here to assist you in obtaining a good job and be available to help you succeed in your career pathway.

Please read and review the Student Handbook. This handbook will help you understand the expectations Auburn Career Center has for students. We believe that every student is personally responsible for their actions and should follow the guidelines found in the student code of conduct.

Best wishes as you take your next steps in your career preparation.

Sincerely,

*Dr. Brian Bontempo*

Dr. Brian Bontempo  
Superintendent

# ADULT WORKFORCE EDUCATION STAFF PHONE EXTENSION LIST

Receptionist ..... 440.357.7542

## ADULT WORKFORCE EDUCATION OFFICE

### Office Hours

Monday through Thursday 10:00 am – 8:00 pm

Friday 10:00 am – 6:00 pm

Saturday and Sunday CLOSED

**Main Office Services:** Registration – Transcripts – Book Purchases – Student – Records

Administrative Assistant                      Ms. Laura Kamis.....8276

**Student Services:** Career Advising, Student Academic Advising, Job Placement Services,  
Financial Aid, and Resume Writing

Student Services Coordinator                Mrs. Laura Barwidi.....8090

Financial Aid Coordinator                    Mrs. Shelley Barto.....8326

Career Advisor                                    Mrs. Jonna Mazza .....8248

## CUSTOMIZED TRAINING

COST Coordinator                                Mr. David Cowen..... 8028

## EMS/PARAMEDIC/FIRE FIGHTER TRAINING

Director of Public Safety                      Mr. Sean Davis..... 8026

## AUBURN ASPIRE PROGRAM

ASPIRE Coordinator                            Mrs. Mary Ann Kerwood..... 8237

Administrative Assistant                      Mrs. Cathy Coyne ..... 8237

## PRACTICAL NURSING

Administrator                                    LPN Coordinator ..... 8366

## RESOURCE OFFICER

Lake Co. Sheriff's Dept. Personnel Officer on Duty..... 8111

## TESTING COORDINATOR/RENTAL RESERVATIONS

Administrative Assistant                      Mrs. Wendy Lauer ..... 8278



# Directory of Adult Workforce Education Personnel

**DIRECTOR OF ADULT WORKFORCE EDUCATION..... Michelle Rodewald**

**COORDINATOR OF INTERNSHIPS AND ADULT PROGRAMMING.....David Cowen**

## **Machining/CNC**

Instructor.....Chip Bojanowski (cbojanowski@auburncc.org)

Instructor..... Al Large ([alarge@auburncc.org](mailto:alarge@auburncc.org))

Instructor..... Troy Wotring (twotring@auburncc.org)

## **Auburn Practical Nursing Program**

Practical Nursing Administrator.....To Be Determined

Instructor..... GERALYN COSTELLO ([gcostello@auburncc.org](mailto:gcostello@auburncc.org))

Instructor..... Joyce Dick ([jdick@auburncc.org](mailto:jdick@auburncc.org))

Instructor..... Susan Fell ([sfell@auburncc.org](mailto:sfell@auburncc.org))

Instructor..... Robin Finley ([rfinley@auburncc.org](mailto:rfinley@auburncc.org))

Instructor..... Felecia Roberson ([froberson@auburncc.org](mailto:froberson@auburncc.org))

Instructor..... Chris Tredent ([ctredent@auburncc.org](mailto:ctredent@auburncc.org))

Instructor..... Louise Vadasz ([lvadasz@auburncc.org](mailto:lvadasz@auburncc.org))

## **Automotive Technology**

Instructor..... Jordan Kattler (jkattler@auburncc.org)

Instructor..... Randy Horvath ([rhovath@auburncc.org](mailto:rhovath@auburncc.org))

Instructor..... Dan Morrow (dmorrow@auburncc.org)

## **EMT and Paramedic and First Aid, CPR, AED**

Director of Public Safety..... Sean Davis (sdavis@auburncc.org)

Medical Director.....Dr. Barry Pearce

Lead EMT Instructor..... Carmen Tibaldi (ctibaldi@auburncc.org)

Lead Paramedic Instructor..... Joe Cooper (jcooper@auburncc.org)

Lead Paramedic Instructor..... Matt Urie ([murie@auburncc.org](mailto:murie@auburncc.org))

Instructor..... John Blauch (jblauch@auburncc.org)

Instructor..... Brad Davis (bdavis@auburncc.org)

Instructor..... James Davis (jdavis2@auburncc.org)

Instructor..... Gregory Hollerbach (ghollerbach@auburncc.org)

Instructor..... Joe Hunt ([jhunt@auburncc.org](mailto:jhunt@auburncc.org))

Instructor..... Bob Ivancic ([bivancic@auburncc.org](mailto:bivancic@auburncc.org))

Instructor..... Derrick Krzys ([dkrzys@auburncc.org](mailto:dkrzys@auburncc.org))

Instructor..... Michael Lerman ([mlerman@auburncc.org](mailto:mlerman@auburncc.org))

Instructor..... Gene Lutz (glutz@auburncc.org)

Instructor..... Justin Meister ([jmeister@auburncc.org](mailto:jmeister@auburncc.org))

Instructor..... Michael Swanker ([mswanker@auburncc.org](mailto:mswanker@auburncc.org))

Instructor..... Susie Vigh ([svigh@auburncc.org](mailto:svigh@auburncc.org))

## **Firefighter Instructors**

Lead Skills Examiner and Instructor..... James Powers (jpowers@auburncc.org)

Lead Fire Academy Instructor..... Mike Fearing (mfearing@auburncc.org)

Lead Volunteer Fire Instructor..... Brian Valletto ([bvalletto@auburncc.org](mailto:bvalletto@auburncc.org))

Instructor..... John Bitoniti ([jbitoniti@auburncc.org](mailto:jbitoniti@auburncc.org))

Instructor..... Keith Blaser (kblaser@auburncc.org)

Instructor..... Jeffery Buehner ([jbuehner@auburncc.org](mailto:jbuehner@auburncc.org))

Instructor..... Dennis Calhoun ([dcalhoun@auburncc.org](mailto:dcalhoun@auburncc.org))

Instructor..... Dominic Chiappone ([dchiappone@auburncc.org](mailto:dchiappone@auburncc.org))

Instructor..... Robert Gandee ([rgandee@auburncc.org](mailto:rgandee@auburncc.org))  
 Instructor..... Scott Hildenbrand ([shildenbrand@auburncc.org](mailto:shildenbrand@auburncc.org))  
 Instructor..... Luigi Ianiro ([lianiro@auburncc.org](mailto:lianiro@auburncc.org))  
 Instructor..... Ronald Jovonich ([rjovonich@auburncc.org](mailto:rjovonich@auburncc.org))  
 Instructor..... Steven Laskey ([slaskey@auburncc.org](mailto:slaskey@auburncc.org))  
 Instructor..... James McDonald ([jdonald@auburncc.org](mailto:jdonald@auburncc.org))  
 Instructor..... Jim Powers ([jpowers@auburncc.org](mailto:jpowers@auburncc.org))  
 Instructor..... Johnathon Richardson ([jrichardson@auburncc.org](mailto:jrichardson@auburncc.org))  
 Instructor..... Doug Reidel ([dreidel@auburncc.org](mailto:dreidel@auburncc.org))  
 Instructor..... Doug Rought ([drought@auburncc.org](mailto:drought@auburncc.org))  
 Instructor..... Matt Sabo ([msabo@auburncc.org](mailto:msabo@auburncc.org))  
 Instructor..... Matt Sadowski([msadowski@auburncc.org](mailto:msadowski@auburncc.org))  
 Instructor..... Timothy Sitz ([tsitz@auburncc.org](mailto:tsitz@auburncc.org))  
 Instructor..... Tom Sitz ([tsitz2@auburncc.org](mailto:tsitz2@auburncc.org))  
 Instructor..... Ron Terriaco ([rterriaco@auburncc.org](mailto:rterriaco@auburncc.org))  
 Instructor..... Mark Toth (mtoth@auburncc.org)  
 Instructor..... Richard Vandevander ([rvandevander@auburncc.org](mailto:rvandevander@auburncc.org))  
 Instructor..... Bob Varner ([bvarner@auburncc.org](mailto:bvarner@auburncc.org))  
 Instructor..... Mike Warner ([mwarner@auburncc.org](mailto:mwarner@auburncc.org))  
 Instructor..... Kevin Weidig ([kweidig@auburncc.org](mailto:kweidig@auburncc.org))  
 Instructor..... Jay Womack ([jwomack@auburncc.org](mailto:jwomack@auburncc.org))  
 Instructor..... Anthony Yeropoli ([ayeropoli@auburncc.org](mailto:ayeropoli@auburncc.org))

**Fire Safety Inspector**

Lead Instructor..... James Davis ([jdavis@auburncc.org](mailto:jdavis@auburncc.org))  
 Instructor..... Greg Hollerbach ([ghollerbach@auburncc.org](mailto:ghollerbach@auburncc.org))  
 Instructor..... Michael Girbino (mgirbino@auburncc.org)  
 Instructor..... Doug Rought ([drought@auburncc.org](mailto:drought@auburncc.org))

**HVAC Technician**

Instructor..... Jack Barlow (jbarlow@auburncc.org)  
 Instructor..... Johnny Chapin (jchapin@auburncc.org)  
 Instructor..... Tom Dalton (jchapin@auburncc.org)  
 Instructor..... Michael Pasquale (mpasquale@auburncc.org)

**Small Engine Repair**

Instructor..... Randy Horvath (rhorvath@auburncc.org)

**Industrial Electrical Training**

Instructor..... Richard LaForce (rlaforce@auburncc.org)

**Facilities Maintenance**

Instructor..... To Be Determined

**Industrial Maintenance**

Instructor..... Chip Bojanowski (cbojanowski@auburncc.org)  
 Instructor..... Richard LaForce (rlaforce@auburncc.org)  
 Instructor..... Al Large ([alarge@auburncc.org](mailto:alarge@auburncc.org))  
 Instructor..... Troy Wotring (twotring@auburncc.org)

**State Tested Nursing Assistant**

Instructor..... Chris Tredent ([ctredent@auburncc.org](mailto:ctredent@auburncc.org))

**Welding**

Instructor..... Christopher Kish (ckish@auburncc.org)  
 Instructor..... Joe Renda ([jrenda@auburncc.org](mailto:jrenda@auburncc.org))

## ADULT WORKFORCE EDUCATION-CALENDAR (2019-20)

September 2 (Mon.).....	Labor Day
October 11 (Fri.).....	NEOEA Day
November 21, 22, 23 .....	Thanksgiving Break
December 5 (Wed.).....	District Open House
December 23 – January 3, 2020.....	Winter Break
January 20 (Mon.) .....	Martin Luther King Day
February 17 (Mon.) .....	President’s Day
March 23 –27 .....	No School~Break
April 10 (Fri.) .....	No School ~Break
April 13 (Mon.).....	No School ~ Break
May 25 (Mon.).....	Memorial Day

### AUBURN CAREER CENTER

#### **Campus**

Auburn Career Center has established a strong tradition of providing education to meet the needs of area students, employers and agencies dealing with economic and human resource development within the local community. As a result, various programs, services and facilities have evolved to fill those needs. Auburn has five buildings on its campus including the main building, the Technology Learning Center, the Industrial Arts Building, Horticulture Center, and Annex totaling approximately 170,000 square feet. It includes 24 classrooms and 26 hands-on labs. Auburn Career Center is a non-smoking facility located in Concord Township.

#### **Equipment**

Auburn Career Center is equipped with a state-of-the-art welding lab as well as a brand new Industrial Arts lab that provides the most current machining and HVAC technology in the field. The EMS and Fire Fighter programs utilize a full service ambulance and fire truck as part of their training and the practical nursing school has a lab with four beds for clinical demonstrations and simulations. Additionally, Auburn Career Center has 10 labs for Industrial Training, IT, Automotive, and Health Careers. Computer accessibility is available to every student at a 1:1 ratio.

## ACCREDITATION AND AFFILIATIONS

### Accreditation

In 2016, Auburn Career Center became fully accredited with the Council on Occupational Education (COE) and received the highest recommendation of a six-year accreditation. The Council on Occupational Education is a nationally recognized accrediting agency by the United States Department of Education ensuring quality and integrity in career and technical education. COE can be contacted at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia, 30350. Telephone: (800) 917-2081.



### Additional Accreditations/Associations and Professional Boards

Auburn Career Center's Adult Workforce Education Program is recognized by many professional boards and associations, some of which are:

- Ohio Board of Nursing
- Ohio Department of Public Safety
- Auburn's Paramedic Program is accredited through the Commission on Accreditation of Allied Health Education Programs



### AUBURN CAREER CENTER'S EQUAL OPPORTUNITY- POLICY

Auburn Career Center believes that all persons are entitled to equal educational and employment opportunities. The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, age, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities. We do not discriminate in application, registration, recruitment, appointment, promotion, payment, training, or other educational and employment practices.

## **AUBURN CAREER CENTER ADMISSIONS PROCEDURES**

**Students admitted to short-term classes (less than 70 contact hours in length) must be at least 16 years of age.**

### **A. Eligibility for Admission Career Development Classes**

Admission to Auburn Career Center Workforce Education is open to:

1. High school graduates from regionally accredited or state approved high schools.
2. Persons holding a General Education Development High School Equivalency Diploma (GED).
3. Out-of-School applicants age 16 years of age or older with no high school diploma. Students without a high school diploma can only gain admissions to programs that are approved as "Ability to Benefit Programs".
4. High school students 16 years of age or older with written permission from parents and school principal prior to registration.

Students seeking admittance into Adult Workforce Education full-time classes need to complete the application and pay a non-refundable \$30 application fee.

### **B. Exception to Standard Admissions Procedure**

Auburn Career Center recognizes several occupational programs that offer the ability to benefit when the student has not obtained a GED or High School Diploma. These programs are: Machining/CNC, Automotive Technology, HVAC Technician, and Welding.

Student candidates for admission seeking to enroll in any of these programs shall follow all written admissions policies in addition to the following:

1. The student shall be offered verbal and/or written information on how he/she can obtain his/her GED.
2. The student shall be offered industry specific information regarding the outlook of securing employment in his/her chosen field without having a GED or high school diploma.
3. The Career Resource Coordinator shall follow up on student progress at the mid-point of the class to determine if the student is maintaining academic success.
4. The student shall be offered the opportunity to participate in a career assessment to further identify career and training paths with the Career Resources Coordinator.

Programs with the "ability to benefit" policy shall be reviewed annually at the Advisory Board meeting to ensure the policy is in alignment with the views and practices of business and industry.

NOTE: "Ability to benefit" students are not eligible for Federal Title IV funds. Select additional programs may be eligible for Ohio's Adult Diploma Program. Please contact Auburn Career Center's Adult Workforce Education Department for further information.

### **C. Admissions Process – Long Term Training (more than 70 hours)**

1. Complete registration and payment over the phone, in person, U.S. mail or via email, or online at [www.auburncc.org](http://www.auburncc.org). The Adult Workforce Education Administrative Office can be reached at 440-357-7542 extension 8276.
  - To send the completed registration form via U.S. mail, include payment and address to: Adult Workforce Education Office, Auburn Career Center, 8140 Auburn Road, Concord Twp., OH 44077.
  - To send the completed registration form via email, include the credit card number to Adult Workforce Education Office to [lkamis@auburncc.org](mailto:lkamis@auburncc.org).
2. Prospective students are encouraged to make an appointment with an academic advisor to review registration steps, address program selection questions, and discuss payment options. Students who are interested in funding their institutional costs through financial aid will be sent to speak with Auburn's Financial Aid Coordinator.
3. **Note:** Students who plan to take the Practical Nursing, Paramedic, Firefighter or Emergency Medical Technician programs are required to take the Work Keys test and score the minimum scores needed for placement.
  - a. The assessment is given at Auburn Career Center and must have been taken within the last two years for the scores to be valid. An appointment can be made by contacting Wendy Lauer, 440-357-7542 extension 8278.

### **D. Short-Term Training**

To register for short-term class (less than 70 hours)

1. Contact the Adult Workforce Education Administrative Office at 440-357-7542 extension 8276. Complete registration and payment over the phone, in person, U.S. mail or via fax, or online at [www.auburncc.org](http://www.auburncc.org).
  - To send the completed registration form via U.S. mail, include payment and address to: Adult Workforce Education Office, Auburn Career Center, 8140 Auburn Road, Concord Twp., OH 44077.
  - To send the completed registration form via email, include the credit card number to Adult Workforce Education Office at [lkamis@auburncc.org](mailto:lkamis@auburncc.org).

### **E. Readmission Policy**

Students who withdraw from a program before completing, are dismissed due to grades/attendance/behavior or are Administratively Withdrawn cannot re-enroll in a program unless he/she completes a written petition and submits it to the Director of Adult Workforce Education or the program's administrator. The petition must include how the student will be successful and address any attendance/grade/behavior issues during their prior attendance. The program instructor(s) or program administrator and the Director of Adult Workforce Education will review the petition and grant or deny re-enrollment. The decision of the program instructor(s) and Director of Adult Workforce Education is final. Students with a prior unpaid balance owed to Auburn Career Center are not eligible to re-enroll or petition to re-enroll unless the unpaid balance is resolved.

## TUITION

Students are responsible for payment of all tuition and fees by the first day of class unless they have completed a Tuition Payment Agreement or are funding the program through Federal Financial Aid. Students who have not completed their financial aid before the first day of class must complete a Pre-Financial Aid Tuition Agreement for and pay \$300 or they will be unable to attend class. Students who are paying out-of-pocket must complete a Tuition Payment Agreement and make the first payment on or before the first day of class, or they will be unable to attend class.

### **A. Withdrawal and Refund Policy\*\***

\*\*Auburn Career Center reserves the right to modify this policy at any time.

To officially withdraw from a class or program the student must complete the Workforce Education Withdrawal Form, located in the Adult Workforce Education Office or on Auburn's website. Students who are unable to physically submit the Workforce Education Withdrawal Form must contact the school by telephone or email.

Students who are absent 10 consecutive calendar days and have not contacted the school, will be Administratively Withdrawn from their program.

Auburn Career Center's Refund Policy does not mean students who withdraw will be given a refund. It means that tuition will be adjusted according to the refund policy listed below and only students who have paid their tuition and fees may be given a refund. Students with Federal Financial Aid are subject not only to Auburn's Refund Policy, but also by the Return of Title IV Funding (page 31) calculation done on any disbursed federal aid. Before withdrawing, students should talk to the Financial Aid Coordinator to see how their disbursed Federal funds will be impacted.

### **Refunds for Classes Cancelled by Auburn Career Center**

Classes that are cancelled by Auburn Career Center before the programs planned start date will have 100% of tuition, fees, books, and supplies, that have been paid to the institution, refunded to the student. The refund will be made within 45 days of the programs planned start date.

### **Refunds for Students Who Withdraw On or Before the First Day of Class**

If tuition and fees are collected in advance of the start date of a program and the student does not begin or withdraws on the first day of class, no more than \$100 of the tuition and fees will be kept by Auburn Career Center. Refunds will be made within 45 days of the programs planned start date.

### **Refund Policy for Programs That Are Less Than 200 Clock Hours**

Tuition refunds are prorated based upon the amount of tuition paid (excluding the nonrefundable application fee, books, student fees, uniform costs and tools) and the percentage of the program hours elapsed during the scheduled payment period.

## **Refund Policy for Programs That Are 200 Clock Hours or More**

Students that withdraw after the first day of class or are dismissed due to poor academic performance or attendance will be evaluated to see if they are eligible for a prorated refund of their tuition. Tuition refunds will be prorated based upon the amount of tuition paid and the percentage of the program completed by the student. (The calculation to determine the percentage of a program completed by a student is the number of days a student could have attended the class up to the date of withdrawal divided by the number of days in the program.) **Students that complete 50% of their scheduled program are not eligible for a prorated refund of their tuition.** Books, fees, uniform costs, tools and the application fee are nonrefundable.

**Example:** A student withdraws from a 200 clock hour program after attending the first ten days of the program. If one program day equates to 4 hours, the number of days in the program would be 50 days. If the tuition for the program is \$1000, the student fees \$100 and the book \$50, as long as the student paid all charges, the student would receive a refund of \$800 from Auburn Career Center when he/she withdraws.

### **Please Note:**

- Students who are removed from a class or program because of violations of the student conduct policies, violation of Board policies, or prosecutable offenses are not eligible for a refund and will owe 100% of their tuition, fees and book costs.
- Students are responsible for repaying their Federal Student Loans whether or not they complete their training programs.
- Any student who withdraws from Auburn must pick up his/her personal belongings within 30 days. If the student fails to do so, the item(s) will be disposed of.

## **PAYMENT OPTIONS**

### **A. Cash Option**

Students utilizing the cash option payment, will pay 100% of their tuition and fees before the first day of class. This payment can be made through credit card, debit, cash or check. However, if students pay by check and the check bounces, they will only allowed to pay through debit, credit card or cash and may be removed from class.

### **B. Tuition Payment Agreement**

Self-paying students are required to complete a Tuition Payment Agreement for the program tuition at the time of registration. To participate in the payment plan, submission of a valid Visa, MasterCard or Discover card is required. The balance is payable in equal monthly, interest-free installments due on or before the 15<sup>th</sup> of each month, throughout the term of the class. The first payment must be made on or before the first day of class or the student will be unable to attend.

Students with expired/declined credit or debit cards will be notified in writing. The student will have ten (10) business days to present updated information to the Adult Workforce Education Office. Failure to provide current card information after the ten day period will result in withdrawal from the program.



### **C. Pell Grant Only Option**

Students who are Pell Grant eligible, as verified by the Financial Aid Coordinator, and do not want to utilize Federal Direct Student Loans to pay their balance are required to sign a Tuition Payment Agreement with credit/debit card information for the balance of the tuition.

### **D. Financial Aid**

#### **STATEMENT OF PHILOSOPHY**

The philosophy of student financial aid at Auburn Career Center supports career preparation education of the student. Our objective is to help the student acquire general employability skills and the occupational specific skills necessary for initial job entry and continuing successful employment skills that will aid the student in achieving economic independence as a productive and contributing member of society.

- A. The primary purpose of student financial aid is to provide assistance to qualified students who would be unable to attend this school without such aid. Students and their parents and/or spouse are expected to take primary responsibility for the financing of the student's education. Therefore, any aid the student may receive from our institution should be regarded as supplemental to that which can be provided by the student and his/her parents and/or spouse.
- B. Auburn Career Center also believes in the principles of student self-investment. Students are expected to save and provide a portion of their earnings for their educational expenses.
- C. The Office of Student Financial Aid provides counseling for students and their parents and/or spouse who desire assistance in financial planning to meet educational expenses.
- D. Auburn Career Center provides equal opportunities in its educational programs. Auburn Career Center does not discriminate on the basis of race, color, natural origin, ancestry, creed, gender, age, religion, presence of a disability or handicap, marital status, pregnancy, sexual orientation or veteran status in the administration of its educational policies, admission policies, scholarship and loan programs and other school administered programs.

#### **STATEMENT OF PRINCIPLES**

1. The primary purpose of Auburn Career Center Financial Aid program is to provide financial assistance to students who without such aid would be unable to enroll in our school.
2. We recognize our obligation to assist in realizing the national goal of equality of educational opportunity. We, therefore, work with other educational institutions in support of this goal.
3. We shall publish budgets that state total student expenses realistically; including, tuition and fees, books and supplies.
4. Parents are expected to contribute according to their means, taking into account their income, assets, number of dependents, and other relevant information. Students themselves are expected to contribute from their own assets and earnings, including appropriate borrowing against future earnings.

5. Financial aid is offered only after determining that the resources of the family are insufficient to meet the student's educational expenses. The amount of aid offered will not exceed the amount "needed" to offset the difference between the student's educational expenses and the family's resources.
6. The amount of any type of self-help expected from students will be related to the circumstances of the individual. In the assignment of funds to those students designated to receive financial aid, the largest amounts of total grant assistance will be awarded to students with the least ability to pay.
7. We shall review our financial assistance awards annually to determine if there are changes based upon Federal regulations and the possible need for students to complete more than one Federal financial aid application. We have an obligation to inform students and parents of the financial aid renewal policies for enrolled students at the time of the initial offer of financial assistance.
8. Because the amount of financial assistance awarded reflects the economic circumstances of the student and his/her family, we will refrain from any public announcements of the amount of aid awarded and will encourage the student and others to respect the confidentiality of this information.
9. All documents, correspondence and conversations between and among the aid applicant, his/her family and financial aid officers are confidential and entitled to the protection ordinarily arising from a counseling relationship.

### **Financial Aid Office Personnel Code of Conduct**

1. Student financial aid office duties will be conducted in an ethical and professional manner and in keeping with organizational policies and procedures as well as relevant federal, state and accreditation requirements.
2. The financial aid officer will counsel students and parents and/or spouses who desire assistance in financial planning to meet educational expenses.
3. Neither the school nor the financial aid office will enter into any revenue sharing arrangements with any lender.
4. The financial aid office will not steer borrowers to particular lenders or delay loan certifications.
5. The financial aid office will not offer funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of FSA loans, a specific loan volume or a preferred lender arrangement.
6. The financial aid office staff will not accept gifts from a lender, guaranty agency or loan servicer other than gifts distributed from vendors to conference or workshop attendees.
7. The financial aid office staff will not accept compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.
8. The financial aid office staff is prohibited from accepting compensation to serve on an advisory board, commission, or group established by a lender or guarantor except for reimbursement for reasonable expenses.
9. The student financial aid officer will only provide truthful and accurate statements, descriptions, and explanations regarding the school student services division.
10. Student financial aid office personnel will work to ensure that students are fully informed and able to make appropriate enrollment decisions without undue pressure.
11. Student financial aid office personnel will only assist prospective students in the areas that fall within the purview of their position and will not assist prospective students in admissions testing or alter or falsify any enrollment documents or required test scores.

12. Student financial aid office personnel will not make explicit or implicit promises of employment or exaggerated statements regarding employment or salary prospects to prospective students.
13. Student financial aid office personnel will participate in relevant training provided by the school, state federal and/or professional associations to enhance their skills as financial aid advisors.
14. Student financial aid office personnel will not assist prospective students in providing false or misleading information on any application.
15. Student financial aid office personnel will not discredit other schools or influence any student to leave another school by: falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services; or demeaning another school's students.

Financial aid is available to eligible, full-time students. A full-time student is any student who is enrolled in a program of 600 or more clock-hours. Contact the Financial Aid Officer for further information. For students desiring financial aid, additional financial information will be required.

Financial Aid recipients must attend 90% of scheduled class time to remain eligible for financial aid. **Failure to maintain 90% attendance will result in loss of Financial Aid funding, and you will be responsible for the balance of your account.**

Students who have not completed their financial aid before the first day of class must complete a Pre-Financial Aid Tuition Agreement and pay \$300, or they will be unable to attend class. If a student does not have their financial aid completed by the second month of class, a Tuition Payment Agreement must be completed and a full payment must be made in order for the student to reserve their seat in class.

Students must apply for financial aid **every award year** by completing the following steps:

- a) Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA can be completed any time after October 1<sup>st</sup>, but should be done no later than May 1<sup>st</sup> to optimize financial opportunities. **Auburn Career Center's school code is 030514.**
- b) Submit any other financial aid requested documents (i.e., verification worksheet, signed federal tax transcript, W-2 form, parents' tax information, if needed, etc.).

After all requested documents are submitted, the student will receive a financial aid offer/letter. Financial aid offer/letters are emailed to students when Auburn Career Center is notified of the student's award standing.

The award year for Federal financial aid runs from July 1 to the following June 30. If a student is in a class that crosses over the June 30 to July 1 award year, they must apply with a FAFSA for **both award years** to take advantage of all available financial aid.

#### **A. Financial Aid Academic Good Standing and Satisfactory Progress Policy**

1. All students who receive financial aid assistance are required to meet the standards of the Financial Aid Academic Good Standing and Satisfactory Progress Policy based on federal regulations. Failure to meet the minimum requirements of this policy can result in a student becoming ineligible for financial aid.

2. Financial Aid Academic Good Standing and Satisfactory Progress are monitored through periodic examination of grades issued by the instructor.

### **WHAT TITLE IV FINANCIAL AID PROGRAMS ARE AVAILABLE?**

Students interested in applying for financial aid to assist them with tuition and school related expenses, need to file the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) then contact the Financial Aid Office at (440) 357-7542 for an appointment to review eligibility.

Note: Financial aid is not automatic, **STUDENTS MUST FILE THE FAFSA IN ORDER TO RECEIVE TITLE IV AID**

### **FINANCIAL AID OFFICE CONTACT INFORMATION**

Financial Aid Office: (440) 357-7542 Extension 8326

Shelley Barto, Financial Aid Coordinator

[sbarto@auburncc.org](mailto:sbarto@auburncc.org)

Office Hours: Monday /Wednesday 10:00 a.m. – 6:00 p.m.

Tuesday/Thursday/Friday 7:30 a.m. – 3:30 p.m.

### **Federal Pell Grant Program**

Students wishing to apply for financial aid may visit the Financial Aid Office at Auburn Career Center where students are encouraged to apply for the Federal Pell Grant Program. The Pell Grant is a Federal grant given with no repayment expected. This program is designed to provide a “floor” upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant, as well as, Federal Direct Loan must meet the eligibility requirements established by the U.S. Department of Education. To be considered for a Federal Pell Grant a student must complete the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA may be completed on-line at [www.fafsa.gov](http://www.fafsa.gov) or a paper application may be used. FAFSA forms are available in the Financial Aid Office or other public places such as a library. Not all students will qualify for a Federal Pell Grant.

**An Award Notification letter will be provided to the student indicating the type and the amount of aid awarded.**

### **Federal Loan Programs**

#### **William D. Ford Federal Direct Loan Program**

**Subsidized Loan** - A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of \$3,500 per year for the first year of undergraduate study. Programs of less than 900 clock hours will be prorated down based on the number of hours in the student’s program. The Federal government pays the interest during authorized periods of deferment. Repayment will begin six months after the borrower ceases to be enrolled at least half-time.

**Unsubsidized Loan** - An unsubsidized loan is not awarded on the basis of need, and the student is responsible for paying the interest during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized

loan) not to exceed \$5,500 for a dependent student and \$9,500 (\$3,500 Sub & \$6,000 Unsub) for a first year independent student. Repayment will begin six months after the borrower ceases to be enrolled at least half-time.

**Federal Parent Loan to Undergraduate Student (PLUS)** - PLUS loans are meant to provide additional funds to dependent students for education related expenses. Parents may borrow up to the cost of education, minus other aid received by the student. Repayment begins approximately sixty days after final loan disbursement is made.

- 1) To receive a Federal Loan, a student must complete the FAFSA *and* loan application (Master Promissory Note). If the student is dependent, and the parent is borrowing loan funds on behalf of the student, the parent must also complete entrance counseling and the Master Promissory Note online at [www.studentloans.gov](http://www.studentloans.gov).

Some of the information a borrower must provide are his or her name, address, date of birth, Social Security number, and driver's license number, e-mail, as well as next of kin and two personal references. The loan application is the promissory note which the student or borrower must read and sign.

- 2) It takes about 20-30 minutes for the student to complete entrance counseling. The Financial Aid Officer instructs the student to take the online quiz on their own.

***All federal loans are reported to the U.S. Department of Education's National Student Loan Data System as part of the student's financial aid history. This information is accessible to authorized agencies, other post-secondary institutions, lenders and federal loan servicing agencies.***

### **ENTRANCE AND EXIT LOAN COUNSELING SESSIONS**

Recipients of the subsidized and the unsubsidized Federal Direct Student Loans must complete entrance counseling before their Federal Loans are disbursed and exit counseling before they complete their course of study or withdraw from classes. Entrance and Exit Counseling informs students of their rights and responsibilities regarding their loans, how to plan for repayment, repayment options and Deferment/Forbearance/Cancellation options. Entrance/Exit Counseling can be completed on-line at: [www.studentloans.gov](http://www.studentloans.gov)

**The Gainful Employment Disclosure, a federal form, details information regarding tuition/fees, median loan debt and graduation/placement rates of students who completed Job & Career Training programs . For more information, please visit [www.auburncc.org](http://www.auburncc.org).**

### **SAMPLE MONTHLY LOAN PAYMENT CHART**

The chart below gives estimated payment amounts for Stafford and Plus Loans. It is based on immediate repayment and a maximum repayment period of ten (10) years. Numbers are approximate due to rounding.

<b>Amount Borrowed</b>	<b>Number of Payments</b>	<b>5.00% Mo. Pymt.</b>	<b>6.00% Mo. Pymt.</b>	<b>7.00% Mo. Pymt.</b>	<b>8.25% Mo. Pymt</b>	<b>9.00% Mo. Pymt</b>
\$1,000.00	20	\$52.22	\$52.67	\$53.12	\$53.69	\$54.03
\$2,000.00	43	\$50.90	\$51.81	\$52.72	\$53.88	\$54.59
\$2,500.00	56	\$50.15	\$51.29	\$52.46	\$53.94	\$54.84
\$3,000.00	69	\$50.12	\$51.52	\$52.94	\$54.75	\$55.85
\$3,500.00	82	\$50.48	\$52.13	\$53.82	\$55.98	\$57.30
\$4,000.00	97	\$50.21	\$53.82	\$54.12	\$56.64	\$58.19
\$4,500.00	113	\$50.01	\$52.22	\$54.49	\$57.40	\$59.19
\$5,000.00	120	\$53.03	\$55.51	\$58.05	\$61.33	\$63.34
\$5,500.00	120	\$58.34	\$61.06	\$63.86	\$67.46	\$69.67
\$6,000.00	120	\$63.64	\$66.61	\$69.67	\$73.59	\$76.01
\$6,500.00	120	\$68.94	\$72.16	\$75.47	\$79.72	\$82.34

### **DERFERMENT AND FORBEARANCE**

**Deferments** A deferment is a postponement of payment on a loan, during which interest does not accrue if the loan is subsidized. You may qualify for a deferment while you are:

- Enrolled at least half-time in an eligible postsecondary school or an approved disability rehabilitation program.
- Unemployed or meet our rules for economic hardship (limited to three years).
- You may also be eligible for a deferment based on qualifying active duty service in the U.S. Armed Forces or National Guard. Refer to the Master Promissory Note for your loan or contact your service for more information about the specific qualifications for deferment based on military service. In most cases, you need to submit a deferment request to your loan servicer along with documentation of your eligibility for the deferment. If you've gone back to school and your loan servicer receives enrollment information that shows you're enrolled at least half-time, it will automatically put your loans into deferment and notify you. You have the option of cancelling the deferment and continuing to make payments on your loan.
- If you are in default on your loan, you are not eligible for a deferment or forbearance.

**Forbearance** If you can't make your scheduled loan payments, but don't qualify for a deferment, you may be able to qualify for a forbearance. Forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. Some common reasons for getting forbearance are illness, financial hardship, or serving in a medical or dental internship or residency. See your copy of the Borrower's Rights and Responsibilities Statement for more examples. You can also get more information by contacting your loan servicer.

Under certain circumstances, you may be eligible to qualify for an automatic forbearance, for instance, while we're processing a deferment, forbearance, cancellation, a change in repayment plan or consolidation, or if you're involved in a military mobilization or a local or national emergency.

School-related discharges: In certain cases, you may be able to have all or a part of your loan cancelled because:

- Auburn closed before you completed your program.
- Auburn forged your signature on your promissory note or falsely certified that you were eligible to get the loan.
- Your loan was falsely certified because of identity theft (additional requirements apply).
- You withdrew from Auburn but the school didn't pay a refund that it owed under its written policy or our regulations. Check with the school to see how refund policies apply to federal aid at the school.

In general, you must repay your loan even if you don't graduate, can't find work in your field of study, or are dissatisfied with the education program.

**Disability, Bankruptcy, or Death** Your loan may be discharged if you are determined to be totally and permanently disabled and you meet certain requirements during a three-year conditional discharge period. To apply for this discharge, you must provide a physician's statement that you became totally and permanently disabled after the loan was made. See your copy of the Borrower's Rights and Responsibilities Statement for more information on the procedures and conditions for this discharge.

Your loan may be cancelled if it is discharged in bankruptcy. This is not an automatic process—you must prove to the bankruptcy court that repaying the loan would cause undue hardship.

For a student who becomes deceased, the loan will be cancelled if a family member or other representative provides acceptable documentation to the student's servicer. Auburn Career Center will forgive any unpaid balance owed to the institution if a student passes away while enrolled in an Auburn program.

Contact your servicer for more information or to get a cancellation form. You can also find more information in your copy of the Borrower's Rights and Responsibilities Statement.

## **OTHER FINANCIAL AID**

### **Workforce Innovation and Opportunity Act and Community Action Organization (WIOA/CAO)**

The WIOA/CAO Program is a type of grant that does not require repayment. WIOA/CAO is set up to assist students with school related expenses the Pell Grant does not cover. You must file the FAFSA before applying for WIOA/CAO (even if you know you will not qualify). Students must contact his or her local employment office or an applicable agency.

If you are on WIOA/CAO, be aware that you will be responsible to pay for any tuition and other school related expenses not covered by the WIA Program.

### **Veterans Administration (VA)**

Veterans, active duty service persons, reservists or otherwise eligible family members (such as spouses and dependents) may be eligible to qualify for various Veterans Administration educational assistance programs. Eligibility criteria for military educational assistance and benefits vary by state and school. Applicants must first check with the Veterans Affairs Administration Office to see if they qualify for benefits.

Students who receive VA educational benefits are still required to select one of the school's primary financing options (e.g., Financial Aid, Cash, Credit) to cover educational costs and related expenses not covered directly by the VA.

All payments must be made in accordance with Auburn's financial policies and procedures.

Students who have questions about these benefits should contact the U.S. Department of Veteran Affairs.

## **SCHOLARSHIPS**

The Auburn Career Center does accept some scholarships and also has its own scholarships available to help offset tuition and fees. The student must submit the proper paperwork to the Financial Aid Office, such as the name of contact person, agency, copy of proof of scholarship, etc., so the financial aid office will know who to contact and where to collect the scholarship funds from.

**NOTE:** The student will be responsible to pay for any tuition and other school related expenses not covered by the scholarship.

## **EMPLOYER PAYMENTS**

The Auburn Career Center does accept payment of tuition and fees from a student's employer. The student must notify the Financial Aid Office of the contact person, place of employment, etc. to discuss payment options.

**NOTE:** The student will be responsible to pay for any tuition and other school related expenses not paid by the employer.



## **WHAT IS MY DEPENDENCY STATUS?**

You are considered an “**Independent Student**” if you meet any one of the following criteria:

- You were born before January 1, 1995
- You will be working on a master’s or doctorate in school year 2019-2020
- You are married as of the date of application
- Currently serving on active duty in the U.S. Armed Forces for purposes other than training
- As determined by a court you are or were an emancipated minor
- As determined by a court you are or were in a legal guardianship
- Your high school, school district homeless liaison, the director or an emergency shelter funded by the U.S. Department of Housing and Urban Development or the director of a runaway or homeless youth basic center determined that you were an unaccompanied youth who was homeless or at risk of being homeless at any time after July 1, 2017
- You have children that receive more than half of their support from you between July 1, 2019 and June 30, 2020
- You have dependents (other than children or spouse) that receive more than half their support from you now through June 30, 2020.
- You are an orphan, in foster care or ward of the court at any time since turning 13
- You are a veteran of the U. S. Armed Forces

If the student does not meet any of the above criteria, the student is considered a “**Dependent Student**” and parents must complete part of the FAFSA and provide their financial information.

In some “special circumstances” a student may apply to receive what is called a Dependency Override. Only the Financial Aid Office can make the decision, to approve a Dependency Override request after careful consideration and review of documentation.

## **PROFESSIONAL JUDGMENT & SPECIAL CIRCUMSTANCES POLICY**

The following policy will be used in making professional judgment decisions for a student’s unusual circumstance:

### **Basic Guidelines**

The financial aid officer must resolve any conflicting or inconsistent information on the Student Aid Report/Institutional Student Information Record (SAR/ ISIR) before allowing a professional judgment. For example, if the student is flagged for verification, verification must be completed first. The student’s SAR/ISIR may need to be corrected before applying any professional judgment adjustments.

Professional judgment adjustments must be decided on an individual student basis only and circumstances must be **unusual**—in other words, they must fall outside the normal type of information/circumstances required by the U.S. Dept. of Education (income, assets, dependency status, etc.)

## Unusual Circumstances Allowed

- 1) **Higher than normal medical and/or dental expenses:** The income protection allowance in the Expected Family Contribution (EFC) formula allows 11% of total income for medical/dental expenses. Any medical/dental expenses that exceed 11% of income will be allowed. The Financial Aid Office should reduce the income reported on the Student Aid Report/Institutional Student Information Record (SAR/ ISIR) by the amount of expenses that exceed 11% of the student's income.

### Required Documentation:

- Copies of medical or dental bills
  - Cancelled checks, credit card receipts etc.
  - Request for Special Consideration Form completed by student and signed by the financial aid officer.
  - Reprocessed Student Aid Report/Institutional Student Information Record (SAR/ ISIR)
- 2) **Lower income in current year than last year:** Students who experience a loss or reduction in income between the base year (on the FAFSA) and the current year should be allowed to substitute current annual income. The financial aid office must determine the **total annual** income for the student from Jan. 1 thru Dec. 31 and reprocess the SAR/ISIR with projected income for the year.

### Required Documentation:

- Copy of monthly unemployment benefits statement if applicable
  - Copy of recent pay stub
  - Other documents used to calculate the projected annual income
  - Request for Special Consideration Form completed by student and signed by the financial aid officer
- 3) **Recent Unemployment:** Student recently lost his/her job. Same requirements as above.
  - 4) **Loss of Unemployment Compensation:** Student's unemployment benefits have run out. Aid officer must calculate the total amount of income for the year including the unemployment benefits received and any projected additional income from Jan. 1<sup>st</sup> to December 31<sup>st</sup>.

### Required Documentation

- Copy of unemployment benefit statement
  - Copy of letter indicating benefits have been exhausted
- 5) **Loss of Untaxed Income or Benefits:** Student's untaxed income or other untaxed benefits has ceased.
    - Same requirements as loss of unemployment benefits.
  - 6) **Separation or Divorce:** The dependent student has already completed the FAFSA, but his/her parent have become separated or divorced. Or a married independent student has become

separated or divorced after completing the FAFSA. The financial aid officer will correct the income and asset application information on the SAR/ISIR by including only the income for the parent who the student lived with the longest. For the independent student, the aid office allows the student to update the application information with only the student's income and assets.

### **Required Documentation**

- Official divorce or separation documents
- Signed statement by parent and/or independent student

**NOTE:** If the dependent student's parents are separated or divorced at the time of completing the FAFSA, the student should use only the income of the parent who he/she lived with longer during the twelve months prior to the date the application is completed – regardless of who claimed the student as an exemption. If an independent student is separated or divorced at the time of completing the FAFSA, the student should only report his/her income and asset information.

- 7) **Death of Parent or Spouse:** If the student's last surviving parent has died after the student applied and completed the FAFSA, the student must update his/her dependency status and report income and assets as an independent student. If the independent student's spouse has died, the student will be allowed to remove the spouse's income and asset information from his or her FAFSA

### **Required Documentation**

- Official death notice
- Obituary
- Signed Statement

**NOTE:** If both parents are deceased at the time the student completes the FAFSA, the student answers "Yes" to the question concerning deceased parents in Step 3 of the FAFSA application. If the independent student's spouse died prior to the student completing the application, the student should not include income and asset information for the deceased spouse.

- 8) **Number of Parents in College at Least Half Time:** Students may not include their parents that are attending college on the FAFSA. However, the financial aid officer may allow the student to update the number in college to include the parents if the student's parent provides proof that they are attending college at least half time.

### **Required Documentation**

- Copy of parent's acceptance letter or registration receipt
- Copy of parent's schedule and/or copy of parent's official college transcript

- 9) **Dependency Override:** The financial aid office may make a dependent student independent based upon the following circumstances:

- a) The student's voluntary or involuntary removal from the parent's home
- b) Incapacity of the parents such as incarceration or disability or mental or physical illness
- c) Inability of student to locate parents after making reasonable attempts

d) Other extenuating circumstances. If a student believes their circumstance warrants a dependency override, they must contact Auburn's Financial Aid Administrator.

#### **Required Documentation**

- Letters from doctors, lawyers, or employers for (a, b, c) above
- Copies of utility bills, lease agreement, cancelled checks (d)
- Copy of student's tax return (d)
- Other appropriate documentation

**NOTE:** The financial aid officer may rely on a dependency override performed by another institution.

#### **Exceptional Circumstances Policy for Increased Unsubsidized Loans**

Dependent students whose parents are unable to borrow PLUS loans due to adverse credit or other **exceptional circumstances** may receive additional unsubsidized loans for the same amount as independent undergraduates. Exceptional circumstances are as follows:

- a) The parent is incarcerated
- b) The parents' whereabouts are unknown
- c) The parent has filed for bankruptcy and has provided a letter from the Bankruptcy Court stating that the parent may not incur additional debt
- c) The parent's income is limited to public assistance or disability benefits and the financial aid office has documented that the parent's would not be able to repay the PLUS loan
- e) The parent of a dependent student is not a U.S. citizen or permanent resident or is unable to provide evidence from the U.S. Citizenship and Immigration Service/Homeland Security that the he or she is in the country for other than a temporary purpose with the intention of becoming a citizen or permanent resident

#### **Required Documentation**

- Letter from lawyer or courts (a)
- Letters from third-party, non-relatives (b)
- Letter or other documentation from Bankruptcy Court (c)
- Income information from Public Assistance agency (d)
- Statement from parents and student

## **WHAT WILL MY EDUCATION COST?**

Before applying for financial aid, students and parents should assess all of the costs of attending Auburn Career Center. The Financial Aid Office establishes standard budgets, which reflect average costs for students during a typical term of enrollment. Actual expenses vary among students depending on life styles, priorities and obligations. To assist applicants in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fee costs has been provided with estimates of living expenses.

The budget shown below is an example for the Auburn Automotive Technology Program:

Tuition for the full program	\$ 5,800.00
Fees	\$ 245.00
Textbooks	\$ 175.00
Tools	\$ 800.00
Supplies	<u>\$ 500.00</u>
Total	\$ 7,520.00

## **HOW IS ELIGIBILITY DETERMINED?**

As stated before, financial assistance is awarded to bridge the gap or to supplement the amount you and your family are reasonably able to contribute towards your educational expenses. A Federally approved system of “need analysis” is used to calculate eligibility for a Pell Grant or Direct Loan. In order to perform this evaluation, it is necessary for you to complete the Free Application for Federal Student Aid (FAFSA) with information concerning your family’s financial strength such as income and assets, size of family, and number in college.

## **OTHER ELIGIBILITY REQUIREMENTS**

For all Federal Student Aid Programs, students must have need in order to qualify. But, in addition to the requirements of need, there are several other eligibility factors you must meet:

- You must be a U.S. citizen, a permanent resident, or in the United States for other than temporary purposes. (Acceptable visas would include the I-151, I-551, or I-49, if it is stamped “Refugee,” “Indefinite Parole,” “Humanitarian Parole,” “Cuban-Haitian entrance,” or Asylum granted.” If you have another visa type, the financial aid administrator will be able to help you in determining whether you are eligible).
- Be enrolled in a course that is at least 600 clock hours in length
- Be attending at least half-time or short term programs, which is a minimum of 12 hours per week
- Not be in default on a Federal Loan received at any school and not owe a Federal or State Grant
- Be making satisfactory academic progress. See Auburn’s Adult Workforce Education Catalog for a discussion of satisfactory academic progress
- Be registered for the draft with Selective Service if you are a male who is age 18 – 25 years of age
- Not currently enrolled in high school
- For the Federal Pell Grant Program, you may not have previously received a Bachelor’s Degree

- Not incarcerated in a Federal or State penal institution
- Have a high school diploma or GED or its equivalent
- Have a valid Social Security number
- Not have property subject to a judgment lien for any debt owed to the United States Government
- File a Statement of Educational Purpose on the Free Application for Federal Student Aid

### **WHAT MUST I DO TO CONTINUE TO RECEIVE FINANCIAL AID FUNDS?**

In order to continue to receive Financial Aid funds, a student must make “satisfactory academic progress” in accordance with the school’s Grading and Attendance Policy. Also, you may be required to re-apply for Federal Aid every year via the Free Application for Federal Student Aid (FAFSA) if necessary for your program.

### **DEDUCTION OF TUITION AND FEES**

The Auburn Career Center deducts from the student’s Title IV aid disbursements any school related expenses that are due to the school before the student is issued any refunds or overages from the Title IV aid. If there are no school related expenses such as tools, etc. due to the school at the time of an aid disbursement, an overage check will be issued to the student to be used toward other school related expenses, such as living expenses, travel, etc. If the student is receiving or is scheduled to receive multiple Financial Aids (Workforce Initiative for Ohioans Act (WIOA), rehabilitation, loans, etc.) the aid received first is applied to the student’s account, unless otherwise stated.

### **HOW ARE FUNDS DISBURSED?**

The student’s Title IV aid is applied to an academic school year of 600 and over clock hours over 26 weeks which is the Award Year definition used by the Auburn for all of its programs. Funds are divided into two (2) payment periods consisting of ½ of the hours and weeks of the student’s program. In the first payment period, the student will be issued one (1) disbursement that will total ½ of the student’s Title IV aid and the remaining half of aid will be issued in one (1) disbursement during the second payment period.

The student’s disbursement dates are printed on the Financial Aid offer/letter the student receives. The dates are estimated and are subject to change at any time. Tuition is deducted from each disbursement. Note: Payment periods are based on Title IV clock hours, not program hours.

### **HOW ARE REFUND CHECKS PROCESSED?**

If Auburn receives a disbursement of aid for a student, which results in a credit balance on the student’s account, the student is eligible for a refund check. Students have the option of receiving the refund check or sending it back to their lender if they have Federal Direct Student Loans. ***Please note:*** All institutional charges must be paid, and the student must be eligible for the disbursement before a refund check is issued.

Refund checks will be mailed to the student within 14 days of the disbursement that cause the credit balance on their account. Additional questions regarding refund checks can be discussed with the Financial Aid Specialist.

## **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

Auburn Career Center participates in federal financial aid.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Federal Direct Loans, Pell Grants, or Plus loans and Withdraws, or is Administratively Withdrawn (page 15) on or before completing 60% of the program. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the compliment of the percentage earned (e.g. if 40% was earned, 60% was unearned).

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date. The percentage of the payment period scheduled to complete is calculated by dividing the total number of clock hours scheduled to complete by the payment period as of the last date of attendance.

The last day of attendance, for students that are Administratively Withdrawn or withdraw, will be used in the Return of Title IV Funds Calculation. If, after recalculation, the school finds that the student did not attend the required number of clock hours needed to cover the aid already disbursed to the student, the monies will be returned to the Department of Education and the student will owe the balance.

**NOTE: A student who withdraws prior to completing 60% of the program may be required to repay some of the funds released to the student once the school's refund policy is calculated and applied to the student's account.**

Auburn Career Center personnel will return to the Federal fund programs any unearned portion of Title IV, Higher Education Act (HEA) funds for which the center is responsible within 45 calendar days of the date the withdrawal as determined.

### **AUTHORIZATION TO RETAIN OVERAGE(S)**

The Auburn Career Center automatically issues Title IV aid disbursement overages to students at the time of each disbursement (if applicable). However, the student may request his or her overages be held until the end of the award year. The reason for retaining such overages is to assist students with budgeting and ensures that the student reserved sufficient funds for his or her educational expenses. The student may also rescind the authorization for retaining excess funds. The student would receive funds within fourteen (14) days of the student's request to rescind the authorization to retain the funds.

## **LEAVE OF ABSENCE POLICY**

Due to the length and nature of the Adult Education Programs a leave of absence is discouraged but will be evaluated on an individual basis by the Director of Adult Workforce Education.

Auburn Career Center may grant a student a leave of absence of up to 180 days in any 12-month period if the student provides proof of hardship.\* During the Leave of Absence the student is not considered to be withdrawn. A student must apply in writing and the Director of Adult Workforce Education must approve the leave. A sample form can be found in the back of the handbook. A copy will be sent to the financial aid office at which time financial aid funds will be put on hold. No additional Auburn Career Center charges will be generated during the leave. If the student fails to return from an approved leave of absence they will be considered officially withdrawn, and all refund and return of Title IV funds calculations will be based on the last date the student attended as defined in the Withdrawal Policy. **If the student has a federal loan, the grace period begins retroactively to the student's last date of attendance.**

\*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances, such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

## **CONFIRMATION OF CITIZENSHIP**

All students applying for Federal Student Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is normally done when the student submits the Free Application for Federal Aid (FAFSA) to the federal processor. The federal processor performs a match with the Social Security Administration (SSA) to confirm the student's citizenship status and social security number. If the Social Security Administration (SSA) cannot confirm the student's citizenship status and Social Security number, a comment will appear on the student's Student Aid Report/Institutional Student Information Record (SAR/ISIR).

The following policy applies to any student who applies for Federal Student Aid but fails to confirm his/her citizenship status:

Applicants whose SAR/ISIR contains a "C" code (comment) that the Federal processor could not confirm the applicant's citizenship must submit documentation to the Financial Aid Office substantiating his or her claim to be a citizen or eligible non-citizen. A student claiming to be an eligible non-citizen must submit a SAR/ISIR with an A-number for eligible non-citizens assigned by Immigration and Nationalization Service.

Applicants whose citizenship status cannot be confirmed will not receive Federal Student Aid funds until such time as proper documentation is submitted. All documentation must be submitted prior to the end of the award year or before the end of the training program, whichever occurs first.

If a student fails to submit citizenship documentation prior to the end of the award year or the end of the training program, the student will lose the financial aid disbursement scheduled for that particular payment period.

Auburn Career Center will delay making a determination that a student is not an eligible non-citizen until the student has had an opportunity to submit documentation confirming his or her citizenship.



## **WHAT ARE MY RIGHTS & RESPONSIBILITIES FOR RECEIVING FINANCIAL AID?**

As a recipient of Federal Student Aid, you have certain rights you should exercise and certain responsibilities you must meet. Knowing what they are will put you in a better position to make decisions about your educational goals, and how you can best achieve them.

### **STUDENT'S RIGHTS**

- a) You have the right to know what financial aid programs are available at your school
- b) You have the right to know the deadlines for submitting applications for each of the financial aid programs available
- c) You have the right to know how financial aid will be distributed, how decisions on the distributions are made, and the basis for these decisions
- d) You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in your budget
- e) You have the right to know which resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need
- f) You have the right to know how much of your financial need as determined by the school has been met
- g) You have the right to request an explanation of the various programs in your student aid package
- h) You have the right to know your school's refund policy
- i) You have the right to know what portion of the financial aid you received are loans that must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin
- j) You have the right to know how the school determines whether you are making satisfactory progress, and what happens if you are not

### **STUDENT'S RESPONSIBILITIES**

- a) You must complete all application forms accurately and submit them on time to the right place.
- b) You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of the law and may be considered a criminal offense that could result in an indictment under the Federal Criminal Code.
- c) You must return all additional documentation, verification corrections and/or new information requested by either the financial aid office or the agency to which you submitted your application.

- d) You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
- e) You must accept responsibility for all agreements that you sign.
- f) You must comply with the deadlines for applications or reapplication for that aid.
- g) You should be aware of your school's refund procedures.

All schools must provide information to prospective students about the school's programs and performance. You should consider this information carefully before deciding to attend.

### **GENERAL VERIFICATION POLICIES AND PROCEDURES**

Students will receive a Student Aid Report (SAR) by email if they include an email address when completing the FAFSA. If they do not include an email address they will receive their SAR in the mail. The SAR is a copy of the student's FAFSA information. If there is an asterisk next to the Expected Family Contribution (EFC) number on the SAR, the student has been selected for verification by the U.S. Department of Education.

The Financial Aid Office will let the student know what documents are needed to complete the verification. A verification form will be provided to the student with a list of what needs to be completed and a signature page for the student (and parent if the student is a dependent student). Until the verification form is signed and the documents requested are returned to the Financial Aid Office and the accuracy of the financial data used to calculate the student's EFC is verified no funds will be requested for the student. Students who have not completed the verification process by the end of their training or the award year, whichever comes first, will forfeit their aid and be required to pay their tuition and fees by other means.

### **CORRECTION PROCEDURE**

The following procedure will be used to correct misstated applicant information:

Upon receipt of the verification documentation, the aid officer will compare the information contained on the applicant's original FAFSA with the information requested in the verification package. If it is determined that the applicant has misstated information, the applicant will be required to correct all the misstated data items on the application, and obtain all necessary signatures. When the financial aid office receives the corrected FAFSA it will be compared again to the information in the verification package. If it is determined that an applicant's award changes as a result of verification, a revised award notification will be provided to the applicant.

Auburn Career Center may also select students for verification if there is information that conflicts with information provided on the FAFSA.

### **REFERRAL OF OVERPAYMENTS AND FRAUD CASES**

If the school discovers during the verification process that a student received an overpayment of federal funds, the school will first attempt to adjust subsequent financial aid disbursements. If this is not possible,

the student will be required to repay the overpayment amount. Any applicant failing to repay the overpayment will be referred to the U. S. Department of Education for collection. Such applicants will be ineligible for future Federal Student Aid funds.

If an applicant misreports information or alters documents for the purpose of increasing his/her aid eligibility or for fraudulently obtaining Federal funds, the applicant will be reported to the Office of Inspector General, U. S. Department of Education.

### **POLICIES/PROCEDURES UNDER FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students. Eligible students must sign a release giving parents, spouses, family members, friends, guardians or employers the ability to review an eligible student's records or talk to the institution regarding his/her file.

Eligible students have the right to inspect and review all of their education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as a great distance, it is impossible for eligible students to inspect the records. Schools may charge a fee for copies.

Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record commenting on the contested information in the record. Generally, the school must have written permission from the eligible student before releasing any information from a student's record. However, the law allows schools to disclose records without consent to the following parties:

- School employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Accrediting organizations
- Individuals who have obtained a court order or subpoenas
- Persons who need to know in cases of health and safety emergencies and/or state and local authorities within a juvenile justice system, pursuant to specific state law

Schools may also disclose, without consent, "directory type" information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about the directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

### **FINANCIAL AID CONFIDENTIALITY POLICY**

Student financial aid records are considered confidential and hence are only available to authorized financial aid personnel for the purpose of making and maintaining financial aid awards.

## ATTENDANCE

### A. Attendance Policy

Our purpose is to educate for the world of work. Excellent attendance is an important part of that education. Students are expected to be in school every day ready and able to participate.

Students who are not in class will be marked absent. All absences count against the attendance total for the student's career portfolio, certificate of completion, and any financial aid the student may be receiving. Students who are tardy to class will be so marked.

Students are required to maintain a 90% attendance rate, for each class, at a minimum. Some programs regulated by state or federal agencies, such as EMT, PN, and Paramedic, may have requirements that are more stringent. In such cases, Auburn will follow the more stringent requirements for issuing any portfolio or certificate.

### B. Reporting an Absence

Students who are going to be absent should notify the Adult Workforce Education Office by calling (440) 357-7542, or as directed by a particular program, prior to the start of class. In an emergency, the student should notify the office as soon as is practically possible. Notification of an absence does not absolve the student of any ramifications of being absent; the absences will be recorded in the database and the student will be expected to make up any work.

### C. Make-Up Days

Under some limited circumstances, students may have to utilize make-up days. These circumstances include days missed due to a school closing, absence of an instructor, an emergency declared by law enforcement or homeland security authorities, or similar emergencies. Students needing to make up absences due to sickness, personal reasons, or transportation issues may be approved to use make-up days on an individual basis.

The exception to this policy shall be that students may use up to a maximum of three (3) make-up days in the event of a death in the immediate family. Immediate family shall include any member of the student's resident household, parents, siblings, children, or grandchildren. The student must provide evidence of this exceptional circumstance to the Adult Workforce Education Supervisor.

Students utilizing make-up days shall complete a make-up day form *for each day*. A sample form is found in the back of the handbook. Make-up day forms must be completed, signed by the student and instructor, and returned to the Adult Workforce Education Office. A copy of the form will be placed in the student file.

Unexcused absences are not eligible for make-up work assignments. An unexcused absence is when a student does not show up to class and does not have a reasonable reason for missing a specific day of instruction. For example, if a student misses a day because he/she "wanted a day off".

### D. Excessive Absence

If a student exceeds the 10% absence disqualification benchmark they will not receive a Career Portfolio or an Auburn Career Center Certificate of Completion. A student exceeding the 90% limit may also be withdrawn from the program at the discretion of the Workforce Education Supervisor or Director of Adult Workforce Education.

A student who misses more than 15% of the total required hours for a module will be immediately withdrawn from the module and/or the program.

**E. Interruption for Unsatisfactory Attendance**

If a student's absences exceed 10% percent of the scheduled hours in the program or are out of compliance in a state regulated program, and they are receiving financial aid, they will be reported to the VA, WIA, BVR, PELL, or appropriate funding agency which will interrupt the payment of benefits at that point. All absences count against a students' attendance regardless of circumstances. The student is responsible for tuition regardless of the circumstances of an absence.

**F. Make-Up Work**

It is the responsibility of the student to check with his/her instructor(s) regarding any coursework missed immediately upon return from an absence.

## ACADEMIC QUALITY

**A. School Year**

Auburn Career Center is a technical and career center clock-hour school. Clock-hour schools are regulated by the Ohio Department of Higher Education. As a clock-hour school, Auburn Career Center is required to ensure that students have a guaranteed number of hours in the classroom for each program. Each program has a specified number of hours, which must be completed to maintain compliance with the Ohio Department of Higher Education. For example, a program advertised as 600 clock-hours must provide 600 hours of instructional time to the students. Because different programs have different numbers of hours, programs will run on different days and times, and will have differing numbers of total days. For specific times and days, students should refer to the Auburn Career Center Adult Workforce Education Catalog or Auburn's website. Auburn Certificates of Completion will not be awarded to students who fail to attend the required hours for a program, or who do not maintain the required satisfactory academic progress for a program.

**B. Grading Policy**

Auburn programs use the following grading scale as a minimum requirement:

- A 90-100%
- B 80-89.9%
- C 70-79.9%
- D 60-69.9%
- F < 60%

Student performance is evaluated just as business/industry would evaluate a person on the job. The quality of tasks completed, time required, participation, attitude and consistency of effort are all a part of the grading process at Auburn Career Center.

Each program has its 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. Students will be notified of the grading procedure for their class in writing. In addition, some programs may have state or federal regulatory requirements that will impact the grading process. The class instructor will provide information on such issues.

Each program will have a list of competencies. Students must demonstrate proficiency in a minimum of 70% of all listed competencies in order to receive an Auburn Career Center Certificate.

For state regulated programs (such as Practical Nursing, Paramedic, etc.) the percentage will be dictated by the program and may be higher than 70%. Competency achievement will be expressed through semester reports. Students who are not achieving the required 70% competency limit by the end of the 1<sup>st</sup> semester will be removed from the program at the discretion of the Director of Adult Workforce Education. A list of competencies will be provided to the student in writing at the beginning of the school year.

Gainful Employment Information relating to Auburn Programs can be found at;  
<http://www.auburncc.org/GainfulEmployment.aspx>

### **Auburn Practical Nursing Program Grading Policy**

See the Adult Practical Nursing Program Student Handbook, found in the adult education office for the current year.

### **EMT Grading Policy**

See the EMT Program Student Handbook, found in the adult education office for the current year.

### **Paramedic Grading Policy**

See the Paramedic Program Student Handbook, found in the adult education office for the current academic year.

## **C. Grievance Procedure**

Auburn Career Center supports the rights and privileges of each student. Auburn Career Center has developed an effective and equitable process of resolving student complaints as follows:

1. Any student seeking the resolution of academic concerns regarding their course (grades, assignments, attendance, etc.) shall do so with his/her instructor.
2. Any students seeking the resolution of academic concerns regarding their program (objectives, curriculum, graduation requirements, licensure examinations, or Instructors shall do so with his/her Program Coordinator. In the event there is no Program Coordinator, a resolution should be sought with the Director of Adult Workforce Education.
3. Any students seeking the resolution of unresolved issues pertaining to faculty, curriculum, grades, attendance, graduation requirements, withdrawal, course scheduling, transcript requests, and other issues effecting the student's education should be sought in the Adult Workforce Education office with the Director of Adult Workforce Education and/or her representative.
4. Any students seeking the resolution of issues regarding loans, grants, verification, or federal funding should be sought with the Financial Aid Officer.
5. Any students seeking the resolution of issues regarding student accounting issues or monthly payments should be sought with the Treasurer's office.
6. Any students seeking the resolution of issues regarding employment assistance should be sought with the Business Partnership Coordinator.

7. Any students seeking the resolution of unresolved issues that have been previously addressed through the grievance procedure should be sought with the Superintendent.
8. Any students seeking the resolution of unresolved issues that have been previously addressed through the grievance procedure and did not receive a resolution with the Superintendent, the student may seek further resolution with the Auburn Career Center Board of Education.

If the student does not believe he/she has received a satisfactory resolution to his or her complaint after compliance with the grievance procedure above, the student may seek further resolution as follows:

Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898 or (800) 917-2081  
Fax: (770) 396-3790  
[www.council.org](http://www.council.org)

#### **D. Transfer Policy**

If a student is transferring from one program offered at Auburn Career Center to another program offered at Auburn Career Center within the same academic year, and each program has the same course work within the program, the Director of Adult Workforce Education will determine whether the transfer course(s) or modules will be acceptable. The determination will be made based on the compatibility with program requirements for the academic year and grade earned and are subject to application of the standards of satisfactory progress.

Some programs may not accept transfer credits from other programs offered at Auburn Career Center. The transfer policies for these programs are stated in the program-specific handbooks.

#### **E. Career Technical Credit Transfer (CT<sup>2</sup>)**

Students who successfully complete specified technical programs are eligible to have technical credit transfer to public colleges and universities.

As Ohio adult career-technical students transition to Ohio public institutions of higher education, Career-Technical Credit Transfer (CT<sup>2</sup>) facilitates technical course guarantees and supports students to do the following: take equivalent technical courses anywhere within the public educational system; obtain technical credits (upon enrollment in higher education) without unnecessary duplication or institutional barriers; and attain their highest educational aspirations in the most efficient and effective manner as a result of clear and consistent standards.

CT<sup>2</sup> is a collaborative effort of the Ohio Board of Regents and the Office of Career-Technical Education of the Ohio Department of Education, public secondary/adult career-technical education institutions, and state-supported institutions of higher education.

#### **F. Policy for Granting Credit for Previous Education and Training Auburn Practical Nursing Program Advanced Placement/Transfer Credit**

Auburn Practical Nursing Program will consider advanced standing/transfer credit for students who have been able to demonstrate training, knowledge, and ability to perform associated skills for the requested advanced standing/credit. Students who wish to be considered for advanced placement/transfer credit will need to follow the process and time frames identified below. Failure

to follow the process will result in the student forgoing their right for consideration for advanced standing/transfer credit.

1. The student requesting consideration for advanced standing/transfer credit to the Auburn Practical Nursing Program must first be accepted into the program.
2. The student will submit in writing his/her request for consideration for advanced standing/transfer credit to the Program Administrator no less than 60 days prior to the start of the class for which a student has been accepted. The student must submit along with the written request a copy of the course syllabus and transcript showing completed class grade or related military training paperwork related to the course for which advanced standing/transfer credit is being requested. If credit is requested for coursework completed at another school, the completed coursework must have occurred in the past five years for non-nursing classes and in the past three years for nursing classes. Auburn Practical Nursing Program will accept coursework that equals up to 50% of the program.
3. The Program Administrator will assign a faculty member to review the provided documents to compare the completed coursework to the coursework offered by Auburn Practical Nursing Program. The faculty member will base the comparison of the coursework following the course outcomes and the course outline of the Auburn course.
4. If the coursework is deemed to be equivalent, the student will take the final exam for the course to ensure competence. If skills are involved with the coursework, the student will be required to perform the related skills testing. The student must complete the final exam with an 80% grade or higher. The skills testing must be completed in a maximum of three attempts. Failure to achieve the passing marks for the exam or skills testing will result in the student not obtaining credit for the course.
5. If the student is given advanced standing/transfer credit, the tuition bill will be adjusted by percentage of hours from the overall program. Textbook credit will be given based upon the amount charged to students.
6. Advanced standing/transfer credit will be identified on the official Auburn Practical Nursing Program transcript for the course for which the student received credit.
7. If a student feels that advanced standing/transfer credit was inappropriately denied, the student may appeal the decision following the Appeal Process Policy identified in the Auburn Practical Nursing Program handbook.
8. Students returning to the Auburn Practical Nursing Program requesting advanced placement will be evaluated for placement following this policy.

## **EMT**

**Transfer Students:** EMT students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.



## **Paramedic**

**Transfer Students:** Paramedic students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

## **All Other Programs**

The school director and program supervisor or coordinator will evaluate official transcripts and documentation of previous education and training to determine if applicable.

## **G. Auburn Certificates**

Students will receive a career and technical certificate from the Auburn Career Center if they meet the requirements set forth by the Ohio Department of Higher Education and Auburn Career Center Board Policy, and when applicable, the Ohio Board of Nursing or other state regulatory agency. Passing a vocational course does not necessarily qualify a student to receive the career and technical certificate. Students must also have satisfactory academic progress and satisfactory attendance in order to qualify for a certificate.

In addition, Auburn students will take a Work Keys test during the course of the program. The Work Keys assessment will measure the basic skills needed to be successful in a related career field. The results of the test will be used to produce a Work Keys Certificate students can take with them in their student portfolio.

# **STUDENT RESPONSIBILITIES**

## **A. Auburn's Philosophy**

Good discipline is fundamental to successful education. The primary purpose of our school is to provide an education for all students. Every student has a right to this opportunity. When this educational process is interrupted or interfered with, corrective measures are necessary. These measures will generally begin with teacher or staff attempts to change behavior to minimize minor offenses. Violations of the code of conduct may result in immediate removal from the premises of the student by the instructor or Lake County Deputy Sheriff, or permanent removal from a program as determined by the Director of Adult Workforce Education.

It is the intent of Auburn Career Center to foster and promote values of mutual respect and civility. Education is effective when there is a positive atmosphere in the classroom and students are focused on learning. Courtesy and cooperation are essential.

Students share responsibility with the instructional staff for learning. Students should come to class prepared. Good study habits are essential for success.

Students are responsible for taking care of the equipment, the materials, and personal items in the classroom. Eating and drinking is permitted only in designated areas.

Students who are dismissed from a program for any reason are not permitted to be on campus. Violators will be reported to law enforcement as trespassers.

**Auburn Career Center does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, military status, ancestry, genetic information, sexual orientation, gender identity, status as a parent, marital status or political affiliation.**

## **B. Student Code of Conduct**

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.

1. **Academic Honesty/Integrity/Cheating/Plagiarism:** Cheating on a test, quiz, assignment, plagiarism, etc., will be treated as a violation of academic integrity. Plagiarism is unauthorized use of data or information to gain academic credit. No credit will be earned for the plagiarized work and additional consequences may be assigned to the student.
2. **Arson:** Any use of fire for purposes not related to instruction in the program is prohibited. Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
3. **Behavior that Induces Panic:** 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.
4. **Classroom Rules 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.
5. **Computer Network, Internet, Passwords:** Misuse of school computer network or the Internet and/or disclosing password or login information as is prohibited.
6. **Disorderly Conduct:** Defined as the behavior of anyone (parent, citizen, adult or minor) becoming disruptive at school or at a school event, or dangerous to the individual or others at the school or event. Under these circumstances, 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.
7. **Drugs, Alcohol and Counterfeit-Controlled Substance:** Alcohol and drugs are prohibited on school grounds. Possession of drugs, alcoholic beverages, counterfeit-controlled substances or paraphernalia related to drugs will not be tolerated. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, counterfeit-controlled substance, amphetamine, barbiturate, marijuana, steroids, alcoholic beverages, intoxicant of any kind, or misuse of a prescription or over-the-counter drug. Anyone suspected of alcohol and/or drug use will be removed from the program. See the section on Alcohol and Drugs for more information.

## **Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

- 1<sup>st</sup> conviction: Up to 1-year imprisonment and fined at least \$1,000.00, but not more than \$100,000.00 or both
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined \$2,500.00, but not more than \$250,000.00 or both
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000.00, but not more than \$250,000.00 or both
- Special sentencing provisions for possession of crack cocaine; Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000.00 or both
  - 1<sup>st</sup> conviction and the amount of crack possessed exceeds 5 grams.
  - 2<sup>nd</sup> conviction and the amount of crack possessed exceeds 3 grams
  - 3<sup>rd</sup> or subsequent crack conviction and the amount of crack possessed exceeds 1 gram

### 22.U.S.C. 853(a)(2) and 881(a)(7)

- Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance, that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack)

### 21.U.S.C.881(a)(4)

- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance

### 21.U.S.C.884a

- Civil fine of up to \$10,000.00 (Pending adoption of final regulations)

### 21.U.S.C.853a

- Denial of Federal benefits such as student loans, grants, contracts and professional and commercial licenses, up to 1 year for 1<sup>st</sup> offense, up to 5 years for 2<sup>nd</sup> and subsequent offenses

### 18.U.C.933(g)

- Ineligible to receive or purchase a fire arm
- Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot license, public housing tenancy, etc., are vested within the authorities of individual Federal Agencies.

**\*\*\*NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions do apply.**

8. **Extortion:** Students shall not extort or use force, threats, or other unacceptable methods to obtain something such as money, item of value, or information from a person in school, while in school owned vehicles, or in attendance at a school function. Students will not use threats of physical violence to intimidate or gain favors from other students.

9. **Falsifying Communication with the School:** Falsifying the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school is prohibited and may result in immediate removal.
10. **Fighting, Assault:** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury, harass, or intimidate a school employee, student, or anyone on the school premises. Students will not provoke fights between other students.
11. **Forgery:** The falsification of any documentation and/or signature is considered forgery.
12. **Gambling:** Games of chance, which include wagering, gambling, etc., are not permitted.
13. **Harassment, Intimidation, Aggressive Behavior (including Bullying/Cyber bullying):**  
Inappropriate statements, gestures, verbal, written, or physical expressions in reference to sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, instructor, or staff member will not be tolerated. Behavior defined as statutory sexual harassment will be addressed by the proper authority. 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 removal from program. "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. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
  - a. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
  - b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

#### 14. **Types of Conduct**

Harassment, intimidation, or bullying can include many different behaviors including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behavior include:

- a. Physical violence and/or attacks;
- b. Threats, taunts, and intimidation through words and/or gestures;
- c. Extortion, damage, or stealing of money and/or possessions;
- d. Exclusion from the peer group or spreading rumors;
- e. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:

- 1) Posting slurs on web sites where students congregate or on web logs (personal online journals or diaries);
- 2) Sending abusive or threatening instant messages;
- 3) Using camera phones to take embarrassing photographs of students and posting them online or otherwise distributing them;
- 4) Using web sites to circulate gossip and rumors to other students; and,
- 5) Excluding others from an online group by falsely reporting them for inappropriate language to Internet Service Providers.

f. Violence within a dating relationship.

15. **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.
16. **Insubordination:** Failure to comply with directions of school employees during any period of time when under their authority or supervision of a district employee.
17. **Personal Appearance:** Any fashion (clothing, accessory, or hairstyle) that disrupts the educational process, presents a safety risk, or violates a specific program rule will not be permitted.
18. **Profanity and Obscene Behavior:** Written or oral language as well as gestures and actions of an obscene nature are prohibited.
19. **Safety Violations:** Students who do not observe safety procedures and behave in an unsafe manner will be immediately removed from their program. Safety rules exist to protect the health and well-being of Auburns' students and staff. Behavior that puts others at risk of injury will not be tolerated. Disciplinary consequences for blatantly unsafe behavior will be dealt with to the full extent of Auburns' disciplinary code, including immediate dismissal. The OSHA standards of individual safety will be followed. Safety items include, but are not limited to, shoes, safety glasses, gloves, helmets, clothing and safety equipment.
20. **Smoking or Possession of Tobacco Products:** In accordance with Chapter 3794 of the Ohio Revised Code, Auburn Career Center is a smoke-free facility. The Board prohibits the use of tobacco within any enclosed facility owned, leased, or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds and/or at any school-related event. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and other lighted smoking devices for burning tobacco or any other plant.
21. **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. Unauthorized taking of property of another person or receiving or possessing such property is constituted as stealing. Students caught stealing will be disciplined and may be reported to law enforcement officials. The school is not responsible for personal property.

22. **Trespassing:** Although schools are public facilities, the law allows the Board to restrict access to school property. 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 is prohibited. This includes and is not limited to an unauthorized presence in a Board-owned vehicle; unauthorized access to or activity on a Board-owned computer; unauthorized access into district, school or staff computer files; a school or district file server; or the school district computer network. When a student has been removed or permanently excluded from school, the student is prohibited from being present on school property without authorization of the administration.
23. **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.
24. **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. Littering anywhere on school property is not permitted.
25. **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.
26. **Violations of Parking/Driving Regulations:** Students shall not operate his/her vehicle in a reckless manner while on school property.
27. **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. 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. Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the Adult Director. Failure to report such information may subject the student to disciplinary action. The Superintendent shall refer anyone who violates this policy to law enforcement officials and may take any necessary steps to exclude the person from Board property and Board-sponsored events, regardless of whether such person possesses a valid concealed weapon license.
28. Horseplay, pranking, roughhousing, and similar types of behavior are considered safety violations and any student engaged in such behavior will be asked to leave the campus and may be removed from the program.
29. Acts of misconduct that interfere with orderly classroom procedures, school functions, extracurricular programs, or a student's own learning process will be subject to disciplinary action and may result in removal from the program.

### **C. Administrative Removal of a Student**

Where judged appropriate, or under circumstances determined to be potentially dangerous, the Director of Adult Workforce Education or an appropriate supervisor reserves the right to immediately suspend and remove a student from campus. This includes any student judged to be harmful to self or others, or whose removal is judged to be in the best interest of Auburn Career Center. This action can be taken when evidence indicates that the student's continued presence is a threat to the health and safety of self (including but not limited to eating disorders or substance abuse), others, property, or the orderly functioning of Auburn Career Center.

Where reasonably possible, in light of the conduct and circumstances, Auburn Career Center will seek mechanisms to enable the student to continue moving toward the achievement of academic goals either immediately or in the future. Auburn Career Center will act with respect for the laws regarding the educational opportunities of persons with disabilities, while recognizing that there may be situations where conduct or threatened conduct by any person, including persons with disabilities, requires their temporary removal or permanent dismissal from Auburn Career Center.

When the student is suspended for an interim period, the period and conditions of the suspension shall be provided to the student, along with a clear statement of what conditions must be met for the suspension to be lifted or for re-admittance to Auburn Career Center to be considered. The Director of Adult Workforce Education shall meet with the student to discuss re-entry into the Career Center at a time agreed upon by both the student and Auburn Career Center.

### **D. Dress Code**

The manner of dress at Auburn will be determined by the career and technical program. The diversity of programs makes it difficult to establish one specific policy. However, there are some restrictions that will apply to all students.

Clothing is expected to be clean and in good repair. Clothing or jewelry that displays or implies obscene language or gestures and which advertises or implies the use of drugs, alcohol, sex, hate, bondage, satanic cults, gang-related violence, death, or tobacco and other words or images inappropriate to the educational and workplace settings is unacceptable.

1. Laboratory dress will be dictated by the instructor—this includes use of uniforms, hat, shorts, etc.
2. If a lab uniform is mandated for the instructor, the student must wear the required uniform. Continuous failure to wear the required uniform will lead to possible removal from the program as determined by the Director of Adult Workforce Education.
3. Appropriate footwear must be worn.
4. Lab instructors, due to safety, may establish rules in their labs regarding dress.

Students who do not comply with dress code policies will be sent home and the day will be considered an unexcused absence. Students will receive a "0" for the day.

### **E. Cell Phone Usage/Texting In Class**

Our classrooms are learning environments and, as such, Auburn Career Center expects everyone in attendance to be respectfully engaged in the learning process. Each instructor has his/her own policies on electronics, which may be outlined in the syllabus for that class but common courtesy requires that students turn off unnecessary electronic devices and refrain from using them for entertainment or communication during class. If students choose to bring a cell phone to class, please set the ringer to

“silent” so that it does not disturb others. Students who do not comply with their instructors’ policies on the use of electronics in class may be required to surrender their equipment for the class period or may be asked to leave the classroom. Academic or administrative penalties may result from such absences or removals.

#### **F. Firearms**

Possession and/or use of firearms including, but not limited to, ammunition, BB guns, stun guns, rifles, bows, bayonets, knives, switchblades, martial arts weapons, air soft guns, sling shots, and paint pellet guns are not permitted on the Auburn campus or properties. Possession and discharge of fireworks and other types of explosives (including firecrackers and smoke bombs) are not permitted on campus. Students guilty of these violations will be dealt with severely.

Hunting is not allowed on the Auburn campus or property.

#### **G. Food and Drink**

Food and drink are permitted in designated areas: cafeteria, commons, outdoor picnic area and other areas designated by instructor and or adult director.

#### **H. Drug Free/Alcohol Free Campus**

Auburn Career Center is committed to providing a healthy and safe campus for its staff, students, and visitors. Conduct that is a violation of the drug policy poses unacceptable risk and disregard for the health, safety, and welfare of coworkers, students, and the Auburn community. The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law, by students at any time while on District property or while involved in any District-related activity or event. Any student who engages in the unlawful possession, use, dispensation, distribution, or manufacture of controlled substances while on Auburn Career Center property or who is convicted of a criminal drug statute violation which occurred while on Auburn Career Center property is subject to corrective action up to and including immediate and permanent withdrawal from any and all programs. The legal use of prescribed medicines under the direction of a licensed physician is permitted. Students in selected positions, designated by the Auburn Career Center, are required to make such use known to an appropriate Auburn Career Center instructor. Students using prescribed medicines should consult a physician regarding the safe use of the drug during school attendance.

Alcohol abuse or being under the influence or the unauthorized use or consumption of alcohol while on Auburn Career Center property or while on Auburn Career Center business is prohibited and is subject to corrective action up to and including immediate and permanent withdrawal from any and all programs.

Anyone who suspects that a student, staff member, or visitor is under the influence of an illegal drug or alcohol should report the individual to a supervisor. Supervisory personnel will evaluate the situation and may return the person in question to their duties, ask the person to leave, hold the person for further observation, seek emergency medical assistance, or notify security personnel to assist their removal from the building.

Anyone suspecting possession or distribution of drugs shall report the matter to an appropriate administrator. If the drug is found to be a controlled dangerous substance, the administrator will take appropriate action, including notification to the Lake County Sheriff’s Office.

Drug and alcohol abuse prevention information is available to any student requesting such material.



## **I. Harassment**

It is the policy of the Board of Education to maintain an education environment, which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

## **J. Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

1. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
2. Filing a malicious or knowingly false report or complaint of harassment.
3. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

## **K. Sexual Harassment**

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a class, educational program or activity.
2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decision affecting such individual.
3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance, of creating an intimidating, hostile, or offensive working and/or learning environment or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Physical assault.
3. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
4. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendos; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
5. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
7. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of crating discomfort and/or humiliation to another.
8. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
9. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
10. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

**NOTE:** Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

#### **L. Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

#### **M. Religious Creed Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

#### **N. National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

#### **O. Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance of creating an intimidating, hostile, or offensive working and/or learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

#### **P. Reports and Complaints of Harassing Conduct**

"School District community" includes students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors or other persons subject to the control and supervision of the Board of Education.

"Third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-

curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

**Q. Informal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include, as a requirement, the prerequisite that the informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated.

**R. Formal Process for Addressing Complaints of Harassment**

While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Members of the School District community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the director of their school building or with one of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building director will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation, the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report, the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the complainant and the individual accused of the harassing conduct.

A complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

#### **S. Sanctions and Monitoring Harassment**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases, where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

#### **T. Sales and Solicitation**

So that students may perform their duties free from interruptions, Auburn Career Center prohibits students, staff members, or visitors from making unauthorized sales to or solicitation of students or staff members and/or the general public on Auburn Career Center property. Unauthorized sales or solicitation may include collection of money, political campaigning, solicitation of subscriptions, or the sales of merchandise such as house wares, cosmetics, food, tickets, raffles, etc.

Various charitable organizations may, from time to time, conduct on-campus solicitations of contributions from Auburn Career Center. The Director of Adult Workforce Education must authorize solicitation by a student, staff member, or visitor for any kind of merchandise, publications, or services, or similar charitable solicitation.

## **U. Progressive Discipline**

If the behavior of a student conflicts with policies and procedures outlined this publication, a progressive discipline system can be utilized to seek to increase the student's sensitivity to the personal and social consequences of his or her behavior. The use of progressive discipline is at the discretion of the Director of Adult Workforce Education.

## **V. Sanctions**

After a determination of responsibility has been established, the course instructor and/or appropriate supervisor can set sanction(s) appropriate for the violation. The purpose of the sanction(s) is to facilitate change in the student's behavior so that they can function positively within the confines of Auburn Career Center. The purpose of a sanction is to educate a student as well as clearly communicate that such behavior is not tolerated by the school. Previous records of violations will influence the new sanction. One or more of the following sanctions may be imposed upon an individual or group of individuals, as the situation dictates. Students are reminded that the Director of Adult Workforce Education has the option of increasing sanctions without moving in numerical order, depending upon the severity or the frequency of the violation.

1. **Official Warning:** An Official Warning is a written description of the student's misconduct with the understanding that this type of behavior is inappropriate and violates the basic expectations of students as set forth by Auburn Career Center. Further misconduct will result in more severe disciplinary action. The Official Warning will be placed in the student's file and will be taken into consideration should there be any further behavioral violations.
2. **Behavioral Agreement:** A Behavioral Agreement is written by an administrator and student for the purpose of improving behavior or attitude. The agreement will outline specific obligations or behaviors that the student must meet within a specific period of time. The agreement serves as a contract of understanding between the student and the administrator.
3. **Disciplinary Probation:** Disciplinary Probation is imposed after a student has made a serious violation or has repeatedly violated campus policy. Probation allows the student to remain at Auburn Career Center on the condition that he or she complies with the Career Center's policies and the conditions of their particular probation or behavioral agreement. The conditions of the probation will be determined by the Director of Adult Workforce Education. Further violation of campus policy, to include violating the terms of the probation, may result in removal from Auburn Career Center enrollment. This must be considered an extremely serious probation.
4. **Suspension:** Suspension is the involuntary, temporary loss of student status for a specified period of time after which the student may return. A suspended student may not attend classes or any function on the Auburn Career Center campus. The student will be required to leave campus and may not return until the time period of the suspension has ended. The student will lose credit for the classes carried that term. Fees and tuition will be forfeited according to the withdrawal policy. The administrator may establish additional requirements in some cases, which must be completed prior to their return to Auburn Career Center. This disciplinary action will be recorded on the student's record and placed in their file. Students enrolled in some programs regulated by state or federal regulatory agencies may be reported to those authorities.

5. **Expulsion:** Expulsion is the permanent termination of student status. This sanction is one of immediate involuntary separation from Auburn Career Center. Students who are expelled from Auburn Career Center may not re-enroll in any program or class from that time forward.
6. **Discretionary/Educational Sanctions:** Discretionary Sanctions are actions required by a student, outlined by an administrator, which may include referral to health services, counseling, special seminars, field study, work detail, community service or participation in an appropriate educational program.

## **STUDENT SUPPORT SERVICES**

### **A. Academic Advising**

A Student Service Coordinator is available to address questions related to programs offered at Auburn Career Center and academic difficulties associated with a student's progress.

### **B. Disability Services**

#### Differences in Primary/Secondary Education and Post-Secondary Education

Auburn Career Center follows the guidelines set forth by Section 504 of the Rehabilitation Act that prohibits the discrimination on the basis of a disability. Based in the Office of Civil Rights all levels of education are required to provide academic "adjustments or accommodation based on individual's documented "needs". The responsibilities for post-secondary education differ significantly from K-12. Post-secondary education does not identify educational learning deficits and it is the student's responsibility to self-disclose and provide the appropriate adult testing/diagnosis to the ADA office, (located in the Student Services Office).

#### Student Responsibility

Students are not required to disclose a disability of need unless they would like to access services for an accommodation. If a disability is disclosed and services are expected: the student will be required to provide the ADA office of Auburn Career Center, proof of the adult disability. A primary or secondary IEP (Individual Education Plan) does not meet this requirement. It is suggested that all students requiring consideration for an adult accommodation contact the ADA office immediately upon admission/registration to ensure that the proper documents are filed by the time classes commence.

The adult testing needs to be administered by a qualified psychiatrist, psychologist, or practitioner/diagnostician licensed to evaluate adult learning disabilities. Testing cannot be older than 3-years old. If older than 3 years than updated testing will need to be presented for review and consideration.

#### Information Adult Diagnostician Provides

1. Diagnosis of your disability
2. Testing results
3. Qualifying Information on how your disability affects major life activities (academic performance)
4. Recommendations for appropriate accommodations
5. Credentials of Diagnostician

**Note:** student bears the financial responsibility for Adult ADA Testing and Diagnosis  
Check with your insurance company to see what your insurance policy covers.

Service Provisions are based on the diagnosis and recommendations of the diagnostician. Ancillary Services may not be appropriate for Auburn Programs. Many of the Auburn classes are hands-on learning and students are required to demonstrate knowledge and expertise with in the classroom and lab settings.

Auburn is not required to lower coursework standards for assignments, grades, attendance; though if appropriate, extended time for tests, and assignments may be provided. Contact the ADA office located in the Student Services Office, as soon as possible, to ensure provision are available for student success.

### **C. Career Resources**

Career Resources provides resume and cover letter development, interview skill building, and job placement services.

## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

To remain eligible for Financial Aid or GI Bill benefits, the student must be successfully progressing in his/her program of training at a rate not to exceed a maximum time frame of 110% for their program of training (see additional completion requirements in the Auburn Practical Nursing program, Paramedic, and EMT Basic handbooks). Unless otherwise noted in the Auburn Practical Nursing, Paramedic, or EMT handbooks, all students must maintain a 70% GPA as well as 90% attendance in order to meet the Satisfactory Academic Progress Policy (SAP). The financial aid office will evaluate each student's progression at the end of each payment period.

Students receiving funding through GI Bill Benefits that are not in compliance with the Satisfactory Academic Progress Policy (SAP) will be determined ineligible for benefits and will be subject to termination from school.

### **A. Warning**

If the student is not meeting the Satisfactory Progress Requirements at the end of any module of their program, the student will be given a warning that she/he may be in jeopardy of losing eligibility for financial aid or GI Bill benefits. The student will continue to receive financial aid or GI Bill benefits during the warning period.

### **B. Probation**

If a student fails to meet the requirements for satisfactory academic progress at the end of the program module, the student will be required to schedule a consultation with the Student Services Coordinator. The student will be placed on probation until the end of the next program module and provided with an academic plan to come into compliance with the school's satisfactory academic progress standards. The student will remain eligible for financial aid or GI Bill benefits during the probationary period. At the end of the probationary period, the student must be meeting the academic/attendance progress standards and the academic plan developed for the student. If the student is not in compliance with the academic/attendance standards or the academic plan, the student's financial aid or GI Bill benefits eligibility will be terminated and the student will be subject to termination from school. EMT, Paramedic and Firefighter programs do not qualify as a module program, therefore students will be monitored according to state academic/attendance progress standards. The Director of Adult Workforce Education will inform the student by letter of her/his probation/suspension status and her/his dismissal from the school.



### **C. Appeal Process**

Students have the right to appeal unsatisfactory academic progress decisions. Appeals must be submitted to the school's Department of Financial Aid within five (5) calendar days of receipt of the unsatisfactory progress notice. The appeal must be accompanied by documentation supporting the mitigating circumstance that prevented the student from attaining satisfactory progress. The written appeal as well as all mitigating circumstances will be reviewed for decision by both the Director of Adult Workforce Education and the Financial Aid Director as SAP clearly involves academics, financial aid and GI Bill benefits. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. The appeal may be submitted to the Director of Adult Workforce Education, whose decision is final. The student will be notified of the decision within ten (10) days. The review and decision by the Director of Adult Workforce Education and Financial Aid Director are final.

### **D. Reinstatement**

If a financial aid probation, GI Bill benefit probation or educational plan is successfully appealed, the student's financial aid or VA benefit eligibility will be reinstated for the payment period in which the appeal is applicable.

### **E. Interruptions, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. There are no non-credit remedial courses.

### **F. Course Repetition**

A student may repeat a course they failed or did not complete. The repeat grade will supersede any previous grade. However, for students repeating a course, they must complete the program within the maximum timeframe allowed. Students will not receive financial aid or GI Bill benefits for repeated coursework unless the student has not been in attendance for 180 days (see policy on Returning Students).

### **G. Failure of Classes – Returning to Continue Program of Training**

Students who fail a class then return at a later date to continue in the program of training, either in the same award year or the following, are required to meet with an academic advisor to re-enroll after failure of program. For financial aid or VA benefit purposes, if the student fails, pending Pell, Student Loan disbursements or GI Bill benefits are placed on hold until the financial aid office determines if the student is eligible to receive those disbursements. Returning students must also follow the SAP policy as listed in the Handbook. Title IV aid disbursements for returning students are distributed based on when the student returns and how many clock hours are scheduled for that student to complete. Additional stipulations regarding financial aid award amounts and GI Bill benefit disbursements apply to returning students; therefore, that information is available from the financial aid office.

If the student fails but does not return, the student's Title IV or GI Bill benefit is recalculated based on the total number of clock hours the student was scheduled to have completed (see withdrawal/return of funds policy).

## HEALTH

### A. Accidents or Illness

All injuries or accidents, however slight, must be reported to the staff member in charge and the Adult Workforce Education Office. If an accident occurs, an Incident Report Form must be completed and signed, and a copy will be placed in the student's file. Incident Report Forms are available in the Adult Workforce Education Office. Depending on the nature of the injury, the school employee may send the student to the medical personnel on staff or, if the injury is serious, immediately call Emergency 911.

### B. Communicable and Infectious Diseases

The Board of Education seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons with the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus);
- B. AIDS (acquired immune deficiency syndrome);
- C. AIDS related complex (condition);
- D. HAV, HBV, HCV (Hepatitis A, B, C);
- E. other disease that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes the fact that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

With this in mind, the Board directs the Superintendent to develop programs for students and staff for the purpose of understanding the manner in which these diseases may be prevented and how they are transmitted. These programs should specify, the risk factors involved, how to deal with those risks, and emphasize the fact that these diseases are preventable if basic precautions are taken.

The Board further directs the Superintendent to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and negotiated agreement and opportunities for reasonable accommodation as described by the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction.

### C. Emergency Medical Authorization Forms

Emergency Medical Authorization Forms are kept on file for each student as required by the Ohio Revised Code. It is the student's responsibility to ensure the information on the form is current and correct.

## **D. Health Risks Associated With Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol caused marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal symptoms can be life threatening. Long term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. As described in What Works: Schools Without Drugs (1989 Edition, Department of Education).

## **SAFETY**

### **A. Video Surveillance**

The interior and exterior of Auburn Career Center 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. For further information, contact the Director of Adult Workforce Education.

### **B. In Case of Fire**

Instructions to be followed in case of fire are posted in each room. Students should be familiar with them. The fire signal is automatic and its distinctive ring is easily recognized. When the signal is given, be prompt and orderly in leaving the building. Stay together as a class, be quiet, and listen for directions.

### **C. Safety Drills for: Fire, Tornado, Lock Down, and Disaster**

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 Career Center. Correct procedures for fire and tornado drills are posted in each classroom. Students will proceed to the designated areas during such drills in a quiet, professional manner.

### **D. Safety Regulations**

Safety is an important part of every function at Auburn Career Center. Each program has different safety requirements for the protection of everyone. Workforce Education students who fail to conform to these safety regulations will be subject to disciplinary procedures including, but not limited to, forced withdrawal and criminal prosecution.

1. Horseplay (ex: throwing or shooting objects, wrestling, pushing, running, etc.) in the school shall not be tolerated.
2. All accidents/injuries shall be reported immediately to the instructor or other school qualified personnel.
3. Good housekeeping rules and regulations shall be followed.
4. Proper personal protective equipment shall be worn.
5. Safety procedures shall be followed when operating equipment or handling material manually or mechanically.
6. All hazardous materials shall be properly labeled and stored.
7. All hazardous materials taken out of the original container must be properly labeled if not used by the end of lab.
8. Chemical substance abuse shall not be permitted.
9. Wet, slippery, hazardous traffic areas shall be properly identified.
10. All designated aisle ways shall be kept unobstructed.
11. Emergency equipment shall never be blocked.
12. Where adequate ventilation is provided, it shall be used.
13. School motorized equipment shall not be driven by students without proper safety instruction and no motorized equipment may be removed from school property.
14. Food and drink are permitted in designated areas only.

#### **E. Shop Regulation**

1. No Workforce Education student shall work in the shop without supervision of the instructor.
2. Work will be done within scheduled program time.
3. All hand tools will be issued by the instructor or the person assigned and must be returned by the student to the person who issued it. The student will be held accountable for tools assigned to him/her and not returned.
4. Food and drinks are to be consumed in the designated area.
5. Shop doors are to be closed at all times.
6. Please check all shop doors to see that they are locked before leaving.

## **SCHOOL OPERATIONS**

#### **A. Grievance Procedures for Nondiscrimination and Equal Opportunity/Access**

Any person who believes that she/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator. The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115.

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

1. **Step 1:** A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply, in writing, to the complainant within five (5) business days.
2. **Step 2:** If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, she/he may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond, in writing, to the complainant within ten (10) business days.
3. **Step 3:** If the complainant remains unsatisfied, she/he may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within 20 business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.
4. **Step 4:** If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office for Civil Rights, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115.

Inquiries concerning the nondiscriminatory policy may be directed to: Director, Office for Civil Rights, Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-1100.

The local Coordinator will provide a copy of the District's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

## **B. Grievance Policy**

Auburn Career Center believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issue and attempt to resolve the problem. Items that are grievable include any item so guaranteed by local, state or federal law, as well as disciplinary issues. Non-grievable topics include policies and procedures, curriculum, tuition related issues, or other issues that are generally considered managerial decisions.

1. A dispute or grievance is best resolved informally, with an effort by each party involved to listen carefully and respectfully to others.
2. If the student wishes to appeal the matter after discussion with the person(s) involved in the incident, or with the person who made the decision that caused concern, he/she is entitled to do so. The appeal must be made in writing and directed to the Director of Adult Workforce Education. Any documentation in support of the students' appeal may be included with the appeal letter.
3. All appeals will be handled in a confidential and equitable manner.
4. If the appeal results from a dispute regarding a grade issued by an instructor, the burden will be on the student to prove that the instructor has made an error, or that the instructor has applied non-uniform standards in assigning the grade.
5. If the student is the victim of harassment or criminal behavior, the student should report such behavior to the Resource Officer on duty or the Lake County Sheriff's Office.

### **C. 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 the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **D. Parking**

Parking is available without charge to all students attending Auburn Career Center. Students are advised to lock their vehicles and to avoid leaving items in the vehicle that might prompt a break-in. Auburn Career Center assumes no liability or responsibility for damage or theft to vehicles or their contents, and anyone parking on Auburn Career Center campus parking areas does so at their own risk. In the event of a theft, damage, or accident involving a vehicle on campus, the individuals involved are advised to file a report to the proper law enforcement authorities.

### **E. Change of Address/Phone Number**

Students are responsible for notifying the school in the event of a change of address or phone number. The school is not responsible for any failure to delivery messages and/or correspondance in the event the student has changed an address or phone number.

### **F. Security**

Sheriff deputies from the Lake County Sheriff's Department are on duty during Workforce Education programs. Security cameras are also located throughout the building. Auburn Career Center reserves the right to utilize video surveillance equipment in all common areas on school property. The cameras may not be monitored at all times.

### **G. School Closing**

The Workforce Education Division of Auburn Career Center adheres to a school calendar for sheduled holidays. The calendar may be accessed at the school website or by asking for a copy from the Adult Workforce Education Office. Unsheduled school closings will be announced over television stations or online. Our school closing announcements will be listed as Auburn Career Center Adult Workforce Education. Unsheduled class cancellations occur mainly during the winter months. Workforce Education classes do NOT necessarily follow the high school protocols. Students should use their discretion to determine if weather conditions preclude attending class. Students who choose not to attend when Auburn remains open will be counted absent. All unsheduled school closing hours must be made up with a sheduled make up day. Students who choose not to attend a sheduled make up day will be counted as absent.

### **H. Protection and Privacy of Student Records**

Auburn Vocational School District maintains many student records including both general information and confidential information. General information may include student name, address, telephone number, date and place of birth, major field of study, dates of attendance, date of graduation, and awards received. General information cannot be provided to any individual or organization without the written consent of the student. Students may refuse to allow the Board to disclose any or all general information. For further information, please consult the Family Education Rights and Privacy Act (FERPA) notice, which can be found at [www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

Other than general 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 student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

## I. Transcripts

Students have the right to review and receive copies of all educational records. They must complete a transcript request form located in the back of the Handbook. Send completed form to the Adult Workforce Education Office, 8221 Auburn Road, Concord Twp., OH 44077 or fax to 440-358-8012.

All financial obligations to Auburn Career Center must be reconciled prior to the release of an academic transcript.

Students wishing to review student records should provide a written notice identifying requested student records to the Director of Adult Workforce Education, and should make an appointment by contacting the Adult Workforce Education Office.

Students have the right to challenge the contents of a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. The student must request a challenge of a student record in writing.

## J. Crisis Management

Auburn Career Center has a Crisis Management Plan that is updated annually. A copy of the Plan can be found in any classroom or office. Both students and staff should review the Crisis Management Plan and be familiar with the expected actions to take during a given emergency. Drills and mock events will occur periodically to familiarize students and staff with the correct procedures to follow during an emergency situation.

## L. Voter Registration

To be eligible to vote in the next election in Ohio, you must be registered to vote at least 30 days before the election date. You can register to vote through the County Board of Elections **in person** or **by mail**. You **cannot** register **online**. You can also register to vote at your local [Ohio BMV office](#) when you go in for any driver's license/ID card transactions, including:

- Applying for a new driver's license.
- Renewals.
- Changing your name or address.

You'll need to complete and submit a [Voter Registration and Information Update Form](#).

To register to vote **in person** or **by mail**, take or send a completed [Voter Registration and Information Update Form](#) to your local [County Board of Elections office](#).

You can pick up a copy of the form at any:

1) [Boards of Elections office](#). 2) [Ohio BMV deputy registrar office](#). 3) Ohio public library 4) County Treasurer Office. The Ohio SOS website provides a [complete list of locations](#) to obtain a copy of the OH Voter Registration Form.

### **M. Constitution Day**

On September 17 of each year, the school will hold an educational program on the U.S. Constitution as required by the U. S. Department of Education for all schools receiving Federal funds. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

### **N. Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyright work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion also assess cost and attorney’s fees. For details, see Title 7, United States Code, Sections 504 and 505.

## **TECHNOLOGY**

### **A. Student Network and Internet Acceptable Use and Safety**

Students are encouraged to use the Board's computers, network, and internet connection ("Network") for educational purposes. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of the Network, including any violation of these guidelines, may result in disciplinary action. Prior to accessing the Network students must sign a Technology Agreement. The form is found in the back of the Handbook.

### **B. Media Services**

Students are encouraged to utilize the media services in order to access a variety of educational materials, audio-visual materials; internet access, and the learning management system in accordance with the Student Network and Internet Acceptable Use and Safety policy.

## **ALUMNI INFORMATION**

Information on the Auburn Alumni Association can be found by visiting our website at [www.auburnncc.org](http://www.auburnncc.org).

## **CLERY ACT INFORMATION**

For information on campus safety and security at Auburn Career Center, visit the The Campus Safety and Security Data Analysis Cutting Tool at [www.ope.ed.gov/security](http://www.ope.ed.gov/security).



## PROGRAM DESCRIPTIONS

### Machining/CNC

#### **Course Description**

**Clock Hours: 665**

A partnership with Kennametal Inc. and other leading manufacturers delivers a comprehensive manufacturing training program. The first half of the course is held at Auburn with classroom and lab/machine shop instruction, followed by a paid internship at a local manufacturing company. This course will cover the fundamentals of operating manuals mills and lathes to lay the foundation for operating a CNC machine. There will be hands-on experience programming, setting up, and operating a CNC machine, along with the inspection techniques needed to ensure a quality part. Reading micrometers, calipers, height gages, etc. will be taught in this class.

### Machining 1

#### **Course Description**

**Clock Hours: 100**

A comprehensive course designed to provide the skills needed for an entry-level position in manufacturing and machining trades. Topics include safety, blueprint reading, machining math, quality assurance, tolerances, geometric dimensioning, machine maintenance, machining operations, turning (lathe) processes, and milling processes. **Certification:** OSHA 10-Hour General Industry Certification.

### Machining 2

#### **Course Description**

**Clock Hours: 100**

Topics in machining including advanced machining math topics, geometric dimensioning and tolerances, dimensional gauging, precision measuring tools, advanced cutting tools and processes, milling operations and turning operations. **Certification:** OSHA 10-Hour General Industry Certification.

### CNC Operations

#### **Course Description**

**Clock Hours: 145**

Introduction to Computer Numerical Control (CNC) operations. Topics include use of Cartesian coordinate system, G codes, M codes, fundamentals of programming, subroutines, machine offsets, tool holders, loading programs, troubleshooting programs. Course includes hands-on experience on HAAS CNC turning and milling centers.

**Prerequisite:** Machining I & II or equivalent work experience based upon an evaluation by our program instructors. **Certification:** OSHA 10-Hour General Industry Certification.

### Automotive Technology

#### **Course Description**

**Clock Hours: 600**

This course covers the foundation of auto technology, including diagnostics, troubleshooting, suspension, brakes, electrical and electronics, and engine performance. It provides ½ year credit towards time needed to take ASE certification test. **Certification:** OSHA 10-Hour General Industry Certification.

### HVAC-R Technician

#### **Course Description**

**Clock Hours: 600**

This comprehensive HVAC course covers electrical processes, refrigeration, cooling and A/C, heating, heat pumps, installation, air distribution, and hydronic. **Certifications:** EPA Section 608 Certification and OSHA 10-Hour General Industry Certification.

## **Industrial Electrical Training**

### **Course Description** **Clock Hours: 320**

This course provides training in industrial electrical applications. Instruction consists of instructor led classroom, online topics, and hands-on learning with equipment. Students are responsible to have a multi-meter and safety glasses prior to the start of class. **Certification:** OSHA 10-Hour General Industry Certification.

## **Industrial Maintenance**

### **Course Description** **Clock Hours: 660**

This course covers repair and maintenance of equipment in industrial facilities. Plant safety, rigging, blueprint reading, lubrication, bearings, pumps, hydraulics, pneumatics, mechanical drives, electricity, machining and welding are covered with a hands-on approach. **Certification:** OSHA 10-Hour General Industry Certification.

## **Welding**

### **Course Description** **Clock Hours: 620**

This comprehensive program is designed to teach the fundamentals of the welding process. Includes welding safety, plasma cutting, oxy/fuel cutting, carbon arc gauging, SMAW, GMAW and GTAW process, brazing, fabrication, measuring tools, blue print reading with welding symbol recognition, proper use of shop equipment and hand tools. Proper gas, rod and wire selections for each welding process including proper welding equipment set-up and equipment problem recognition. Certifications: SMAW 1" Groove Welding Test, GTAW 1/8" 304 2F Fillet Weld Test Stainless Steel or Aluminum, SMAW ASME Section IX B & PV Code Pipe Weld Test and OSHA 10-Hour General Industry Certification.

## **Basic Stick Welding**

### **Course Description** **Clock Hours: 124**

Fundamentals of SMAW (stick welding) include welding safety, proper equipment set up and recognition, proper electrode selection for flat, vertical up and overhead welding on light gauge material. Blue print reading including welding symbol recognition, use of measuring tools. A 10-Hour OSHA online safety certification is required before classes begin. Contact the Adult Workforce Education Office for the tools and safety equipment required within the first week of class. **Certification:** 10-Hour OSHA General Industry Certification.

## **Intermediate Stick Welding**

### **Course Description** **Clock Hours: 124**

This course provides additional skills in SMAW welding process (stick). Including safe, proper welding techniques, electrode selection and proper welding equipment set up for flat, vertical up and overhead welding on heavy steel plate and other metals such as stainless steel and aluminum. A 10-Hour OSHA online safety certification is required before the class begins. Safe and proper use of shop fabrication equipment, blueprint reading and welding symbol recognition, some online work will be assigned outside of class. **Certifications:** OSHA 10-Hour General Industry Certification; 1" Plate Certification.

## **GMAW "MIG" Welding**

### **Course Description** **Clock Hours: 124**

Fundamentals of GMAW (MIG welding) includes safe, proper use and set up of welding equipment, proper size and types of welding wire including solid wires and flux core wires, proper gas selection and ratios for welding on steel-light gauge and heavy steel plate and introduction to Pulse-Spray techniques. A 10-Hour OSHA online safety certification is required before classes begin. Welding instruction also requires online work outside of class. **Certifications:** OSHA 10-Hour General Industry Certification; 1" Plate Certification

## **GTAW “TIG” Welding**

### **Course Description**

**Clock Hours: 124**

Fundamentals of GTAW (TIG) welding includes safe, proper use of and set up of welding equipment, proper size and types of welding wire including solid wires and flux core wires, proper gas selection and ratios for welding on steel-light gauge and heavy steel plate and introduction to Pulse-Spray techniques. A OSHA 10-Hour online safety certification is required before class begins. Welding instruction also requires online work outside of class. **Certifications:** OSHA 10-Hour General Industry Certification; 1” Plate Certification.

## **Facilities Maintenance**

### **Course Description**

**Clock Hours: 652**

This course covers commercial and structure maintenance and repair, including safety, electrical, welding, carpentry, masonry, walls, windows, HVAC, plumbing, and roofing. Books, tools and safety equipment required at an additional cost. Includes a 10-Hour OSHA Safety Program. Each student is responsible to have leather boots and safety glasses prior to the start of class.

## **Basic Carpentry**

### **Course Description**

**Clock Hours: 72**

This course provides training in light commercial and structural maintenance and repair including roofing, flooring, and walls and basic safety. A 10-Hour OSHA online safety certification is required before class begins. Each student is responsible to have leather boots and safety glasses prior to the start of class. Books and tools required at additional cost. Request list from the Workforce Education Office. **Certification:** OSHA 10-Hour General Industry Certification.

## **Residential Wiring**

### **Course Description**

**Clock Hours: 48**

Covers the basics of residential wiring, including boxes, runways, cabling, service panels, NEC code applications, and basic safety. A 10-Hour OSHA online safety certification is required before classes begin. Books are an additional fee. **Certification:** OSHA 10-Hour General Industry Certification.

## **Small Engine Repair**

### **Course Description**

**Clock Hours: 48**

Learn how to repair small engines such as in lawn mower, motor boats and recreational vehicles. Work with engines two-stroke & four-stroke, ignition systems, electrical circuits, fuel systems, and outboard engines.

## **Auburn Practical Nursing Program**

### **Course Description**

**Clock Hours: 1200**

A hands-on learning approach to training will prepare you for your state board-credentialing exam for LPN. Focuses on delivering high quality nursing care to clients in any stage of wellness or illness. As part of Auburn’s Health Career Pathway Partnership with Lakeland Community College, students who complete will be able to continue their career pathway education in most Associate Degree nursing programs.

## **Anatomy & Physiology**

This is an introductory study of human anatomy and physiology. It traces the organization of the body from a single cell to a coordinated whole. The purpose of the course is to focus on the interaction of all body systems for the maintenance and attainment of homeostasis. A primary objective is to describe and explain the fundamental facts and principles of anatomy and physiology for the purpose of application in a clinical setting. Examples of body structure and its relationship to self-care principles are presented to provide a scientific basis for both nursing practice and theory. Lecture: 90 clock hours (60 first quarter/30 second quarter).

## **Growth and Development**

This course highlights the human development processes, conditions and events that occur during the various life stages from infancy to end of life. This includes the effects of family, cultural, religious, and environmental influences that the client experiences in their struggle to maintain, promote or restore health. The student will learn the developmental self-care requisites throughout the life span. An understanding of normal growth and development is essential to the delivery of nursing agency in the promotion of self-care agency. Lecture: 60 clock hours (40 third quarter/20 fourth quarter).

## **Nutrition**

This course will prepare the student to understand vital nursing concepts which will include nutrition theory and modified and therapeutic diets as required to meet universal self-care requisites. The essential nutrients are covered, including definitions, descriptions of functions, effects of excesses and deficiencies and food sources. Nutritional standards including dietary reference intakes are explained and incorporated into the discussion of nutrients. Information on the use of food in the body and how the body maintains energy balance completes the course. Lecture, audiovisual, observation and discussion strategies are used to relate personal and family dynamics for the application to nursing practice. Lecture: 50 clock hours (30 first quarter/20 second quarter).

## **Personal & Vocational Relationships**

This course will prepare the student to understand vital nursing concepts, including: self-care health deviation, health care delivery systems, ethics, statutory, criminal, contractual, and tort laws. Related historical and cultural content will be introduced. Emotional homeostasis will be discussed with the goal to maintain self-care. The nursing process, self-care agency, leadership, licensure, employability and patient education are incorporated into the course. Opportunities to demonstrate both verbal and written communication will be provided to facilitate nursing agency and the communication of pertinent information. Lecture: 50 clock hours (30 first quarter/20 fourth quarter).

## **Pharmacology I**

This course introduces the beginning student to their role in medication administration. Legal aspects of medication administration, principles and foundations of medication administration and lifespan and cultural modifications are all topics included in this beginning course. Preparation, administration and calculation of drug dosages complete this beginning course. The development of safe medication administration skills for the student occurs during Nursing Fundamentals learning experiences. The IV therapy didactic content is included in this course. Skills related to IV therapy will be practiced and tested in Nursing Fundamentals during the second quarter allowing students to successfully complete the IV therapy requirement as set forth by the Ohio Board of Nursing. Lecture: 90 clock hours (50 first quarter/40 second quarter) Lab: 20 clock hours integrated within Nursing Fundamentals in second quarter.

## **Pharmacology II**

This course provides essential information on specific groups of medications. This will assist the students in the development of critical thinking skills that will facilitate safe preparing and administering of medications. The student will utilize learned skills from Pharmacology I and build on those skills to learn the classification, action, major side effects, drug interactions, and patient education for nursing agency administration of medications. This course reinforces the nursing role in medication administration. Legal aspects of medication administration, principles and foundations of medication administration and lifespan and cultural modifications are all topics reviewed in the instruction of this class. Lecture: 80 clock hours (40 third quarter/40 fourth quarter).

## **Nursing Fundamentals**

This course provides the new nursing student with the fundamental concepts and nursing skills to meet universal self-care requisites of the client across the lifespan. The student will learn to assimilate nursing concepts by use of critical thinking skills and the application and implementation of the nursing process. Evaluation of the student is based upon the student's use and application of the nursing process, health concepts, communication skills, critical thinking and reasoning skills, application of legal and ethical concepts, performance of safety and nursing skills. Lecture: 100 clock hours (50 first quarter/ 50 second quarter). Laboratory: 90 clock hours (60 first quarter/30 second quarter) Clinical: 120 clock hours (0 first quarter/120 second quarter).

## **Nursing Across the Lifespan**

The course presents the theory, health concepts, and clinical experiences in nursing across the lifespan. The learner develops nursing care agency while promoting client self-care agency to meet the client's self-care requisites. Lecture: 100 clock hours (60 third quarter/40 fourth quarter). Laboratory: 40 clock hours (40 third quarter). Simulation Laboratory: 24 clock hours (12 third quarter/12 fourth quarter). Clinical: 276 hours (108 third quarter/168 fourth quarter).

## **Technology Lab**

This course provides the beginning student with the fundamental concepts and nursing skills using technology to identify and communicate universal self-care requisites of the client throughout the lifespan. Evaluation of the student is based upon the proper use of the computer to utilize the nursing process, health concepts, communication, documentation, nursing ethics, laws, policies, procedures, nursing skills and safety. Lecture: 30 clock hours (20 first quarter/10 second quarter).

## **EMT Basic**

### **Course Description**

**Clock Hours: 220**

The Emergency Medical Technician program prepares students to provide basic emergency medical care and transportation for critical and emergent patients. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians certification examination. The EMT-Basic Program is accredited by the Ohio Division of EMS and meets the National EMT Curriculum. An additional 24-hours clinical time is required. Additional fees may apply for immunizations, fingerprints and certification testing. ODPS#302

## **Firefighter I & II**

### **Course Description**

**Clock Hours: 300**

Firefighter I & II training and education program is designed to train students for an entry-level position into the fire service. Extra time spent on building construction, ropes and EVOC. A student who has successfully completed the Firefighter I & II course is eligible to take the certification examination. Classes are held Thursdays and Saturdays as well as some Fridays and Sundays. Additional fees may apply for immunizations, fingerprints and drug screening. ODPS#302 **Prerequisite:** Prior medical training with a minimum of AHA CPR/First Aid Card is required. **Certifications:** 244 ODPS Firefighter, 16 EVOC Course.

## **Paramedic**

### **Course Description**

**Clock Hours: 1020**

This intensive, 1020-hour course meets the new National Standard Curriculum for Paramedic. It is a comprehensive, rigorous State of Ohio accredited program designed to take a Basic or Intermediate EMT to the next level in the EMS or firefighting career. The course integrates online, classroom, practical, and clinical experiences to provide refinement of learned skills. Successful completion of this exam is necessary for State of Ohio Paramedic certification. ODPS #302 **Prerequisite:** EMT-Basic or Intermediate EMT

## **Volunteer Firefighter**

### **Course Description**

**Clock Hours: 36**

After successful completion of the thirty-six hour Ohio Volunteer Firefighter's Course, students are eligible to take the state exam for Volunteer Firefighter as recognized in the Ohio Revised Code. The Volunteer Firefighting course provides the basic elements upon which Firefighters can begin to build their training portfolio and assist in firefighting operations with their Fire Departments. Students must be 18 years of age and out of high school. This class contains strenuous physical activity. Physical required by first class.

## **State Tested Nursing Assistant**

### **Course Description**

**Clock Hours: 78**

This 78-hour class will lead to positioning you to take the Ohio State Tested Nurse Aide exam. Completers will be qualified to work in many healthcare settings, especially rehabilitation and long-term nursing care facilities.

Students are required to have white shoes, solid color scrubs, a watch with a second hand and proof of a current 2-step TB test on the first day of class. State testing fees are not included in the price of the class.

## **Ohio Fire Safety Inspector**

### **Course Description**

**Clock Hours: 80**

The Fire Inspector Program is an 80-hour, 2-week course going over the State of Ohio Curriculum. The course uses the International Association of Fire Chiefs Fire Inspector Principles and Practice 1st Edition book, Ohio Fire Code and Ohio Building Code. Students do not have to purchase the codebooks if sponsoring department or student has current up to date Ohio Fire Code and Ohio Building Code books. The course is a mix of didactic and practical application. Students will utilize Blackboard online learning to do take-home work.

## **AHA First Aid**

### **Course Description**

**Clock Hours: 4**

Students will learn to provide first aid to all ages and receive a First Aid Course completion card valid for two years. This course meets the prerequisite requirements for all Ohio Firefighter I & II Programs.

## **AHA Heartsaver CPR AED**

### **Course Description**

**Clock Hours: 4**

One day course that covers AHA Heartsaver CPR and AED for all ages. This course meets the prerequisite requirements for all Ohio Firefighter I & II Programs.

### **EMT VILT 30-Hour Refresher**

#### **Course Description**

**Clock Hours: 30**

This course is a 30-hour State of Ohio EMT Refresher course following the current guidelines. This class is also compliant with the 2016 NCCP EMT and NREMT updates. Credit is given for both at no extra cost, it requires additional testing that is included in the class. EMS instructors are available Monday thru Friday from 0900 - 1700 to answer questions specific to the curriculum or help students with content delivery.

### **Paramedic VILT 30-Hour Refresher**

#### **Course Description**

**Clock Hours: 30**

The didactic portion of the Ohio Paramedic Refresher Training Program is designed to refresh Paramedic skills. The program consists of 48 hours of online content and one 8-hour skills verification session. In order to receive a certificate of completion, students must demonstrate competency over the knowledge psychomotor skills outlined in the program through written and practical testing.

### **Auburn Aspire Program**

Auburn's Aspire Program provides **FREE** services for individuals who need assistance acquiring the skills to be successful in post-secondary education and training, and employment. All students are required to attend orientation, where an assessment is given to help determine the individual's educational needs and goals.

Services available:

- **Adult Secondary Education/High School Equivalence Preparation:** Classes that prepare students for the High School Equivalency Certificate
- **Employment Skills:** Brush up on math or reading skills
- **English for Speakers of Other Languages (ESOL):** Free classes to learn how to speak, read or write English.
- **Distance Education:** Study from home in addition to class time!

Classes are offered mornings and evenings at various locations throughout Lake and Geauga Counties!  
See our website for locations: [www.auburncc.org](http://www.auburncc.org)



## Adult Workforce Education Withdrawal Form

Today's Date:	Completed by:
Student Name:	
Address:	
Email:	Phone:
Program:	
Reason for withdrawal:	
Last Date of Attendance:	Date of Withdrawal:
Student's Signature:	

<b>For Office Use Only</b> <i>(Calculate Tuition Charge Using Tuition per Day or Tuition per Hour)</i>	Tuition per Day		Tuition per Hour	
	Days Attended		Hours Attended	
	Tuition Charge		Tuition Charge	

Incurred:	Payments
Tuition Charge _____	Cash / Check / Credit _____
Student Fee(s) _____	Pell Grant _____
Testing Fee(s) _____	Subsidized Loan _____
Supply Fee(s) _____	Unsubsidized Loan _____
Application Fee _____	Refund to Student _____
Certification Fee(s) _____	Pell-Sub-Unsub Returned _____
Books _____	_____
_____	_____
_____	_____
<b>Incurred Charges</b>	<b>Payments Received</b>

<b>Balance Due from Student</b>	_____
<b>Student understands that this amount must be paid (Initials):</b>	

<b>Withdrawal Form has been seen by:</b>		
	<u>Initials</u>	<u>Date</u>
Student Services	_____	_____
Adult Workforce Director	_____	_____
Financial Aid Specialist	_____	_____
Lori Smith (Reviewer)	_____	_____
AWE Administrative Assistant	_____	_____
New Payment Plan? (Yes / No):	_____	_____





**Adult Workforce Education Leave of Absence Form**

Student Information

Today's Date: \_\_\_\_\_ Program Name: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Leave of Absence Information

Leave requested from: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_ Total number of days: \_\_\_\_\_

Reason for leave of absence (please attach additional letter if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Leave of Absence Policy:**

Due to the length and nature of the Adult Education Programs a leave of absence is discouraged, but will be evaluated on an individual basis by the Director.

Auburn Career Center may grant a student a leave of absence of up to 180 days in any 12-month period if the student provides proof of hardship.\* During the Leave of Absence the student is not considered to be withdrawn. Students must apply in writing and the school Director must approve the leave. A copy will be sent to the Financial Aid Office at which time financial aid funds will be put on hold. No additional Auburn Career Center charges will be generated during the leave. If the student fails to return from an approved leave of absence they will be considered officially withdrawn, and all refund and return of Title IV funds calculations will be based on the last date the student attended as defined in the Withdrawal Policy. **If the student has a Federal Loan, the grace period begins retroactively to the student's last date of attendance**

\*One additional approved leave (not to exceed 30 days) may be allowed for unforeseen circumstances, such as jury duty, military reasons or circumstances covered under the Family Medical Leave Act (FMLA) of 1993.

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

Director of Adult Workforce Education Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

- Financial Aid       Administrative Assistant       Director, Adult Workforce       Student File  
 Instructor



## ADULT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, adult students must sign the following form.

Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented the use of technology protection measures which protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Educational Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

### Please complete the following information:

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

Program: \_\_\_\_\_

Please read the following.

1. No equipment (computers, printers, drives, cd-rom players, etc.) shall be altered in any way.
2. No equipment may be moved without the direct permission of the instructor charged with the responsibility for that equipment.
3. No file, program, graphic, game, etc. may be installed on, or copied to, or deleted from any computer or hard drive without permission of the instructor charged with the responsibility for that computer.
4. Personal enhancements to a computer such as screen savers, wallpaper, graphics, etc. are not permitted on Auburn Career Center equipment unless they are a specific area on instruction, and must be approved individually by the instructor charged with the responsibility for that computer.
5. The addition (purposeful or otherwise) of a virus, worm, time bomb, etc. to any system is prohibited.
6. Misuse or abuse of e-mail is strictly prohibited.

I have read and agree to abide by the ADULT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT. I understand that any violation of the terms and conditions set forth in this agreement 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# TRANSCRIPT REQUEST

8140 Auburn Rd., Concord, OH 44077  
440.357.7542/fax:440.358-8012

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Program/Trade Area: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Date Withdrawn: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Records requested: \_\_\_\_ Transcript      \_\_\_\_ Certificate

Send Official Transcript to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

All Financial obligations to Auburn Career Center must be reconciled prior to the release of an academic transcript.

*The Auburn Vocational School District affirms that no person shall, on the basis of sex, race, color, religion, national origin or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activities conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the superintendent or by calling Auburn Career Center at 440-357-7542.*



8140 Auburn Rd.  
Concord Twp., OH 44077  
440-357-7542

*Empower, Excel, Enrich*

**WORKFORCE EDUCATION MAKE-UP DAY NOTICE**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Because programs in Adult Workforce Development are based upon specific numbers of hours (clock hours), it is critical that all workforce development students attend classes and related training to be in compliance with the required hours for the course.

You are receiving this notice because you have missed a class or training event, and need to schedule a time and date to make up the missed hours. Please complete the following information and return to your instructor with the next 48 hours.

Be advised that failure to complete make-up days may result in a failing grade for the class, not receiving a certificate of completion, or other additional penalties particular to your program. Students are expected to comply with any attendance policies for their program, and to make up any days missed that are permitted as listed in the Student Handbook.

Days missed that may made up are due to circumstance beyond the control of the student. For example, weather emergencies, homeland security emergencies, failure of an instructor to attend, building evacuations, or other issues may result in class being cancelled. In such cases, the instructor may schedule an all-class make-up date to comply with the clock hour requirement for your program. You are required to attend these classes or to make arrangements with your instructor to make up the hours regardless.

If you have any questions, please feel free to call me at 440-357-7542 ext. 8159.

Sincerely,

Michelle Rodewald  
Director of Adult Workforce Education and Business Partnerships



**WORKFORCE EDUCATION MAKE-UP DAY NOTICE FORM**

Student Name: \_\_\_\_\_

Program: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date Absent: \_\_\_\_\_  
(use a separate form for each date)

Reason For Absence: \_\_\_\_\_

Make-up Date: \_\_\_\_\_

Curriculum/topic covered on make-up date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Make-up Date Completed

\_\_\_\_\_  
Instructor Signature/Date

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Director of Adult Workforce Education or Designee Signature/Date

cc: Student file



**WORKFORCE EDUCATION STUDENT HANDBOOK  
2019-2020**

**STUDENT CODE OF CONDUCT INFORMATION SIGNED AGREEMENT**

I have read all of the information included in the Workforce Education Student Handbook 2019-2020 and understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of Auburn.

Auburn Program: \_\_\_\_\_

Student Name: \_\_\_\_\_  
*(Please Print)*

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_