

August 6, 2020

Dear Parents/Guardians and Students,

We are excited to welcome you to Auburn Career Center for the 2020-21 school year! **We will be starting school on Tuesday, August 18.** Bussing is provided from your Associate High School to Auburn Career Center. We know many of our Associate Schools are starting on different dates but it is vital for students to be at Auburn on the first day. Teachers will be hitting the ground running with important information and program content and it can be difficult to catch up on missed work. Remember, one missed day at Auburn can equal three missed classes at your Associate School!

We have had to make changes due to COVID-19 and the Governor's mandates but we are working diligently to provide students with a safe, secure and engaging learning environment. Our goal is to still provide our students with an authentic learning experience and state of the art Career-Technical Education. Here is some updated information:

- **First Year Student Orientation is Thursday, August 13.** 4-5pm or 6-7pm based on student's program schedule.
- Due to the Governor's mandate, all students entering Auburn buildings must wear a mask throughout the school day.
- **It is important for students to be assessed and/or self-assess their health daily. This should include taking their temperature at home.**
- **DO NOT COME TO SCHOOL:** if your student **feels ill, is running a fever** or is showing **any symptoms of COVID-19.** A list of symptoms is listed in Auburn's Back to School Plan, which can be found at <http://www.auburncc.org/COVID-19.aspx>. Please contact the Auburn attendance office and your home school attendance office to let them know the student will be absent. We suggest seeking the advice of a medical professional on how to proceed regarding your student's health.

- **First year students start at 8:15am and cannot arrive earlier than 8:10am and second year students will start at 11:00am and cannot arrive earlier than 10:55.**
- Students will not be using lockers so they should only bring essential supplies and items to school.
- We will be following social distancing guidelines and following program industry standards as it relates to COVID-19.
- Students eating lunch at Auburn Career Center will have the opportunity to purchase lunches through their Auburn Infinite Campus account. **We will not be accepting cash payments of any kind.** Parents/Guardians must add money to a student account through the Infinite Campus parent portal. Students may also pack lunch and bring water bottles.
- Student fees must be paid online through the Infinite Campus parent portal. Again, no cash payments will be accepted.
- Students who wish to drive must have a parking permit and park in their program's designated parking area and enter/exit the doors assigned to their program. This information will be sent electronically to students and parents closer to the start of school.
- Students will have program specific entering and exiting procedures and these will be reviewed at orientation for first year students, sent through email and followed on the first day of school.
- Students must review the High School student handbook/code of conduct on Auburn's website and students/parents/guardians must sign off on all forms. These forms will be electronically sent separately and completed online.

Due to the current state of education relating to COVID-19, it is extremely important that we have as up to date contact information as possible. Please take the time to either set-up, update, or confirm your Infinite Campus parent portal information on the Auburn website at www.auburncc.org. We will be using that contact information to communicate with you in general or if there are any changes due to COVID-19. If you need any help with this process, please contact Kelley Golinar at kgolinar@auburncc.org or (440) 358-8015.

Auburn will be communicating with you a little more than usual to due to the circumstances with COVID- 19. There are many places for you to get up to date information about Auburn Career Center. We have a COVID-19 section on our website that will contain current information, our COVID-19 back to school plan and other pertinent information. We will always update our website, social media and send messages out through Infinite Campus either through email, text or voice messages. We understand there is a lot of information coming at you from many directions. We will do our best to limit the information to what is critical for you to know and what students needs to succeed.

Despite the challenges we are all facing; we are looking forward to an exciting school year filled with opportunity, growth and most importantly fun! We are thankful you and your child chose Auburn Career Center and can't wait to see everyone August 18!

Sincerely,

Chris Mitchell
Director of High School
Auburn Career Center