

Auburn Vocational School District BOARD OF EDUCATION

Minutes of June 6, 2023

The June 6, 2023 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:30 p.m.

The following members were present:

Mrs. Brush	Miss Maruschak	Mr. Walter
Dr. Culotta	Ms. Rayburn	Mrs. Wheeler
Mr. Kent	Mr. Strever	

Absent: Mr. Cahill, Mr. Miller, and Mr. Stefanko

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

76-23 Approve Agenda

A motion was made by Mr. Kent seconded by Mr. Strever to approve the June 6, 2023 agenda.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

77-23 Approve Minutes of the Regular Meeting on May 4, 2023

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve the regular minutes of the May 4, 2023 Board meeting.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

Administrative Report

- Student Harassment Report
- School Day Plan for SY23-24

Board Advisory Committee's Update

- Facilities – Jeff Slavkovsky gave an update to the Board

Public Participation – None

Render Financial Reports

ORC 3313.29-The treasurer shall render a statement to the board and to the superintendent of the school district, monthly, or more often if required, showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the assets and liabilities of the school district. The financial statements for the period ending April 30, 2023 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #8)

No Action Required.

78-23 Approve Unanticipated Transfer and Adjustment of Appropriations

A motion was made by Dr. Culotta and seconded by Mrs. Brush to Amend the Certificate of Estimated Resources and adjust appropriations, as needed on June 30, 2023, and transfer to any other fund as necessary in order to avoid an operating deficit on June 30, 2023.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

79-23 Approve Temporary Appropriations FY 23-24

A motion was made by Mrs. Wheeler and seconded by Mr. Strever to approve Temporary Appropriations for FY24 at 85% of the FY23 expenditures. The Permanent Appropriations will be presented to the board for approval at the September 2023 regular board meeting.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

80-23 Approve Financial Services

A motion was made by Dr. Culotta and seconded by Mrs. Rayburn to approve the engagement of Plattenburg Certified Public Accountants to compile the required Basic Financial Statements for the fiscal year end June 30, 2023. The Basic Financial Statements are to be presented in conformity with Generally Accepted Accounting Principles (GAAP). The fixed fee for the services will be \$9,750. (Attachment Item #11)

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

81-23 Approve Donation

A motion was made by Mrs. Brush and seconded by Mrs. Rayburn to approve the monetary donation in the amount of \$5,000 from Great Lakes Cheese Co.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

82-23 Human Resources

A motion was made by Mrs. Brush and seconded by Mr. Strever to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplemental, Substitutes, Separations and Student Intern positions. (Attachment Item #13)

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

83-23 Amendment to Employment Contract

A motion was made by Dr. Culotta and seconded by Mrs. Brush to approve the employment contract amendment by and between Jeffrey Slavkovsky and the Auburn Career Center Governing Board. (Attachment Item #14)

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Walter and Mrs. Wheeler

Nays: Mr. Strever

Mr. Walter declared the motion passed

84-23 Amendment to Employment Contract

A motion was made by Miss Maruschak and seconded by Mrs. Brush to approve the employment contract amendment by and between David Leone and the Auburn Career Center Governing Board. (Attachment Item #15)

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

85-23 Approve Part Time Salary Schedule

A motion was made by Dr. Culotta and seconded by Mrs. Rayburn to approve the part time salary schedule for the 2023-2024 school year. (Attachment Item #16)

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

86-23 Approve Board Policies

A motion was made by Mrs. Wheeler and seconded by Miss Maruschak to approve the resolution Pursuant to Bylaw 0131, the Auburn Vocational School District Board of Education hereby adopts the revised policies as presented to the Board by the Superintendent and Treasurer at this regular meeting. The Superintendent and Treasurer are directed to advise NEOLA to immediately update the policies pursuant to the instant resolution. (Attachment #17)

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

87-23 Approve Adult Workforce Student Handbook for the 23-24 SY

A motion was made by Dr. Culotta and seconded by Miss Maruschak to approve the Adult Student Handbooks for the 2023-2024 school year. (Attachment Item #18)

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

88-23 Approve Adult Workforce Calendar

A motion was made by Mr. Strever and seconded by Mrs. Rayburn to approve the Adult Workforce Calendar for the 2023-2024 school year. (Attachment Item #19)

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

89-23 Approve Landscape Maintenance Quote

A motion was made by Mr. Strever and seconded by Mr. Kent to approve the following landscape maintenance quote from Exscape Design of Novelty, Ohio at the amount of \$18,560.92 for the 2023-2024 school year. This year is the second year of a 2 year contract with Exscape Design.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

90-23 Approve 2023-2024 SY Breakfast & Lunch Meal Prices

A motion was made by Miss Maruschak and seconded by Mrs. Wheeler to approve the following 2023-2024 school year breakfast and lunch meal prices:

Breakfast \$2.45 (price not changed)

Reduced Price Breakfast \$.30

Lunch \$3.75 (price not changed)

Reduced Price Lunch \$.40

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

91-23 Approve Consent Agenda

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve Item #23 A-I as a consent motion.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

92-23 Contract/Affiliation Agreement

A motion was made by Mrs. Wheeler and seconded by Dr. Culotta to approve the following contract and/or affiliation agreement:

- A. *Training Provider Agreement with Lake County JFS (Attachment Item #23A)*
- B. *Lake County - OMJ Center MOU Budget (Attachment #23B)*
- C. *Technology Service Agreement with EduTech Group, LLC (Attachment Item #23C)*
- D. *ACEware Systems, Inc. Support and Maintenance Agreement (Attachment Item #23D)*
- E. *Training Agreement with The Manufacturing Advocacy and Growth Network "MAGNET" (Attachment Item #23E)*
- F. *Contract Service Agreement between LEAF and Auburn Career Center (Attachment Item #23F)*
- G. *Customized Training Agreement with Berkshire Local School District (Attachment Item#23G)*
- H. *Public Safety Affiliation Agreement 23-24 SY (Attachment Item#23H)*
 - 1. *Ashtabula Township Fire Department*
- I. *FA Solution Addendum to Contract (Attachment Item 23I)*

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

93-23 Executive Session

A motion was made by Mrs. Rayburn and seconded by Mr. Strever to recess into executive session at 6:56 p.m. pursuant to R.C. 121.22(G) for the following purposes: (1) to review ongoing negotiation with public employees concerning their compensations and conditions of their employment. 2) to consider the employment, dismissal and compensation of a public employee. Upon conclusion of this executive session, the Board President shall gavel the Board back into open session at this location. All matters discussed in this executive session are designated to the public officials and employees as confidential pursuant to R.C. 102.03(B) because of the status of the precessings and/or the circumstances under which the information will be received, and preserving its confidentiality is necessary to the proper conduct of government business.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

Return to public session at 9: 29 p.m.

94-23 Termination Resolution

A motion was made by Dr. Culotta and seconded by Miss Maruschak to approve the following termination resolution:

The R.C. 3319.081 employment relationship between Shelley Barto (“Barto”) and the Auburn Vocational School District Board of Education (“Board”) is hereby terminated effective June 6, 2023, by a majority vote of the Board pursuant to R.C. 3319.081(C) and applicable laws for Barto engaging in actions and inactions that amount to failure to serve as a positive role model and preserve the dignity and integrity of the Auburn Vocation School District, violation of laws and written rules and regulations as set forth by the Board, incompetency, inefficiency, dishonesty, insubordination, discourteous treatment of the public, neglect of duty, misfeasance, malfeasance, and nonfeasance. This resolution shall be served upon Barto by certified mail. Within ten (10) calendar days following the receipt of such notice by Barto, Barto may file an appeal, in writing, with the Lake County Court of Common Pleas.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

95-23 Adjourn

A motion was made by Mrs. Rayburn and seconded by Mrs. Brush to adjourn the meeting at 9:32 p.m.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mr. Kent, Miss Maruschak, Mrs. Rayburn, Mr. Strever, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed



Treasurer



Board President

**Auburn
Career Center**



Attachment Item #10

Financial Reports

Auburn Career Center
Bank Reconciliation
April 30, 2023

Dollar Bank - Main Depository	\$ 13,578,651.39
Huntington	\$ 77,660.38
O/S checks - a/p	\$ (185,401.69)
O/S checks - p/r	\$ (6,085.93)
Quarterly Payroll Deductions	\$ (757.51)
Pending Payroll Items in Transit	\$ (4,928.70)
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	13,459,674.94
Health Care Deductible Pool - Dollar	\$ 7,935.96
Flexible Spending Account - Dollar	\$ -
Star Ohio	\$ 111,175.34
Net Available Cash	\$ 13,578,786.24
Investments:	
Wells Fargo Financial	\$ 2,547,462.20
Total Investments	\$ 2,547,462.20
Balance per bank	\$ 16,126,248.44
Balance per books	\$ 16,126,248.44
	\$ 0.00

Investments Report

Institution	Amount
Wells Fargo	\$ 2,547,462.20

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 001 GENERAL									
001-0000	GENERAL FUND	\$ 10,115,938.56	\$ 452,475.83	\$ 10,086,577.29	\$ 687,710.87	\$ 7,850,604.65	\$ 12,351,911.20	\$ 680,653.55	\$ 11,671,257.65
Code 002 BOND RETIREMENT		\$ 10,115,938.56	\$ 452,475.83	\$ 10,086,577.29	\$ 687,710.87	\$ 7,850,604.65	\$ 12,351,911.20	\$ 680,653.55	\$ 11,671,257.65
002-9211	Bond Retirement Fund \$2.8 million Bond	0.00	0.00	0.00	0.00	16,064.49	(16,064.49)	0.00	(16,064.49)
002-9212	Bond Retirement Fund \$2.3 million Bond	0.00	0.00	0.00	0.00	9,945.00	(9,945.00)	0.00	(9,945.00)
002-9213	Bond Retirement Fund \$.6 million Bond	0.00	0.00	0.00	0.00	2,914.00	(2,914.00)	0.00	(2,914.00)
002-9218	Bond Retirement Fund \$1.745 million Bond	0.00	0.00	0.00	0.00	20,900.00	(20,900.00)	0.00	(20,900.00)
002-9221	Bond Retirement Fund \$1.3 million Bond	0.00	0.00	0.00	0.00	7,374.30	(7,374.30)	0.00	(7,374.30)
002-9223	Bond Retirement Fund \$3.1 million Bond	0.00	0.00	0.00	0.00	30,289.58	(30,289.58)	0.00	(30,289.58)
Code 004 BUILDING		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 87,487.37	\$(87,487.37)	\$ 0.00	\$(87,487.37)
004-0000	CONSTRUCTION FUND	93,026.17	19,999.99	99,999.99	12,600.49	111,556.73	81,469.43	0.00	81,469.43
004-9021	\$1.3 MILLION BOND APPR 12/1/20	373,902.02	0.00	0.00	0.00	224,438.08	149,463.94	0.00	149,463.94
004-9023	\$3.1 MILLION BOND APPR 6/24/22	0.00	0.00	3,025,000.00	0.00	0.00	3,025,000.00	184,300.00	2,840,700.00
Code 006 FOOD SERVICE		\$ 466,928.19	\$ 19,999.99	\$ 3,124,999.99	\$ 12,600.49	\$ 335,994.81	\$ 3,255,933.37	\$ 333,763.94	\$ 2,922,169.43
006-0000	LUNCHROOM	89,416.92	19,545.45	77,480.03	9,973.25	104,369.23	62,527.72	14,064.88	48,462.84
Code 009 UNIFORM SCHOOL SUPPLIES		\$ 89,416.92	\$ 19,545.45	\$ 77,480.03	\$ 9,973.25	\$ 104,369.23	\$ 62,527.72	\$ 14,064.88	\$ 48,462.84
009-0000	UNIFORM SUPPLY	22,882.71	1,175.00	12,685.50	13,063.20	34,393.21	1,175.00	0.00	1,175.00
Code 011 ROTARY-SPECIAL SERVICES		\$ 22,882.71	\$ 1,175.00	\$ 12,685.50	\$ 13,063.20	\$ 34,393.21	\$ 1,175.00	\$ 0.00	\$ 1,175.00
011-0000	CUSTOMER SERVICE	24,848.02	5,418.92	25,714.13	36,590.11	41,555.59	9,006.56	937.89	8,068.67
Code 012 ADULT EDUCATION		\$ 24,848.02	\$ 5,418.92	\$ 25,714.13	\$ 36,590.11	\$ 41,555.59	\$ 9,006.56	\$ 937.89	\$ 8,068.67
012-0000	ADULT EDUCATION	194,660.96	173,572.01	2,007,500.36	150,305.50	1,810,738.16	391,423.16	169,816.49	221,606.67
012-9225	ADULT EDUCATION - SHORT TERM CERT.	3,037.00	0.00	32,161.46	13,041.96	32,161.46	3,037.00	2,910.00	127.00
Code 014 ROTARY-INTERNAL SERVICES		\$ 197,697.96	\$ 173,572.01	\$ 2,039,661.82	\$ 163,347.46	\$ 1,842,899.62	\$ 394,460.16	\$ 172,726.49	\$ 221,733.67
014-0000	Rotary - Sales Tax	677.53	0.00	0.00	0.00	0.00	677.53	0.00	677.53
Code 018 PUBLIC SCHOOL SUPPORT		\$ 677.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 677.53	\$ 0.00	\$ 677.53

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTTD Received	FYTD Received	MTTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
018-0000	PRINCIPAL FUND	\$ 17,511.24	\$ 0.00	\$ 54,350.00	\$ 9,907.28	\$ 73,572.20	\$ (1,710.96)	\$ 81,670.40	\$ (83,381.36)
		\$ 17,511.24	\$ 0.00	\$ 54,350.00	\$ 9,907.28	\$ 73,572.20	\$ (1,710.96)	\$ 81,670.40	\$ (83,381.36)
Code 019 OTHER GRANT									
019-0000	SCHOLARSHIP	54,500.00	2,500.00	2,500.00	0.00	10,000.00	47,000.00	13,700.00	33,300.00
019-914R	ROBOT DONATIONS	2,243.95	0.00	2,500.00	0.00	0.00	4,743.95	2,500.00	2,243.95
019-9919	LUBRIZOL FOUNDATION GRANT	25,000.00	0.00	0.00	0.00	25,000.00	0.00	0.00	0.00
		\$ 81,743.95	\$ 2,500.00	\$ 5,000.00	\$ 0.00	\$ 35,000.00	\$ 51,743.95	\$ 16,200.00	\$ 35,543.95
Code 022 DISTRICT CUSTODIAL									
022-9020	DISTRICT AGENCY FY20	619.22	0.00	0.00	0.00	0.00	619.22	0.00	619.22
022-9021	DISTRICT CUSTODIAL	5,012.91	0.00	0.00	0.00	0.00	5,012.91	0.00	5,012.91
022-9022	DISTRICT CUSTODIAL	0.00	0.00	3,274.00	0.00	0.00	3,274.00	0.00	3,274.00
022-9998	ABLE CONSORTIUM	4,491.34	0.00	0.00	0.00	0.00	4,491.34	0.00	4,491.34
022-999S	SCHOLARSHIP FUNDS	5,766.67	0.00	50.00	0.00	0.00	5,816.67	1,100.00	4,716.67
		\$ 15,890.14	\$ 0.00	\$ 3,324.00	\$ 0.00	\$ 0.00	\$ 19,214.14	\$ 1,100.00	\$ 18,114.14
Code 024 EMPLOYEE BENEFITS SELF INS.									
024-0000	EMPLOYEE BENEFITS SELF INSURANCE	3,884.67	0.00	26,115.33	1,672.93	22,098.64	7,901.36	7,901.36	0.00
		\$ 3,884.67	\$ 0.00	\$ 26,115.33	\$ 1,672.93	\$ 22,098.64	\$ 7,901.36	\$ 7,901.36	\$ 0.00
Code 070 CAPITAL PROJECTS									
070-9017	BUILDING SITE IMPROVEMENT - CAPITAL OUTLAY	55,157.99	0.00	211,251.00	0.00	220,063.47	46,345.52	330,517.65	(284,172.13)
		\$ 55,157.99	\$ 0.00	\$ 211,251.00	\$ 0.00	\$ 220,063.47	\$ 46,345.52	\$ 330,517.65	\$ (284,172.13)
Code 200 STUDENT MANAGED ACTIVITY									
200-901A	ALLIED HEALTH TECHNOLOGIES	644.92	0.00	0.00	0.00	0.00	644.92	0.00	644.92
200-902A	Adv Manufacturing II	70.00	0.00	0.00	0.00	0.00	70.00	0.00	70.00
200-903A	COMPUTER NETWORKING & TECHNOLOGY	622.05	0.00	0.00	0.00	391.01	231.04	0.00	231.04
200-907A	INT MULTIMEDIA II	1,375.00	0.00	1,500.00	0.00	2,840.85	34.15	0.00	34.15
200-911A	PRACTICAL NURSING ADULT	829.83	0.00	0.00	0.00	0.00	829.83	0.00	829.83
200-912A	AUTO TECHNOLOGY I & II	2,697.73	50.00	375.00	0.00	0.00	3,072.73	0.00	3,072.73
200-915A	LANDSCAPE HORT	56,954.68	601.60	12,380.40	7,023.14	52,108.45	17,226.63	7,908.36	9,318.27
200-917A	INFORMATION SUPPORT & SERVICES JR & SR	754.12	0.00	0.00	0.00	500.01	254.11	0.00	254.11
200-924A	WELDING II	439.04	0.00	0.00	0.00	0.00	439.04	0.00	439.04
200-925A	MAINT & ENVIR SERVICES	6,972.78	0.00	0.00	0.00	0.00	6,972.78	0.00	6,972.78
200-927A	EMERGENCY MEDICAL SERVICES	563.75	0.00	0.00	0.00	0.00	563.75	0.00	563.75

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTTD Received	FYTD Received	MTTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
200-930A	MBA / DECA	\$ 0.00	\$ 0.00	\$ 2,731.32	\$ 587.50	\$ 8,825.08	\$ (6,093.76)	\$ 2,026.61	\$ (8,120.37)
200-940A	CULINARY ARTS I & II	321.68	595.25	2,161.90	0.00	1,558.41	925.17	0.00	925.17
200-945A	TEACHING PROF PATHWAYS I & II	1,209.25	0.00	0.00	113.85	491.81	717.44	319.00	398.44
200-950A	S.A.D.D.	801.97	0.00	0.00	0.00	0.00	801.97	0.00	801.97
200-982A	INTERNET PROG & DEV JR & SR	1,235.43	0.00	0.00	0.00	181.65	1,053.78	50.00	1,003.78
200-985A	AUTOMOTIVE COLLISION REPAIR #2	329.20	50.00	125.00	0.00	74.91	379.29	125.09	254.20
200-990A	SKILLS USA	1,273.79	0.00	334.02	0.00	334.02	1,273.79	0.00	1,273.79
200-992A	COSMETOLOGY #1 / HOLLAND JR & SR	1,779.23	283.00	829.00	0.00	1,955.11	653.12	384.89	268.23
200-995A	PATIENT CARE TECHNICIAN JR & SR	264.70	0.00	0.00	0.00	0.00	264.70	75.00	189.70
200-996A	ELECTRICAL ENGINEERING	11.57	0.00	0.00	0.00	0.00	11.57	0.00	11.57
200-998A	DISTRICTWIDE STUDENT TRAVEL	27.00	0.00	745.00	0.00	0.00	772.00	0.00	772.00
200-999A	STUDENT MANAGED ACTIVITY	0.00	0.00	2,000.00	0.00	2,016.17	(16.17)	0.00	(16.17)
Code 451 DATA COMMUNICATION FUND		\$ 79,177.72	\$ 1,579.85	\$ 23,181.64	\$ 7,724.49	\$ 71,277.48	\$ 31,081.88	\$ 10,888.95	\$ 20,192.93
451-9023	DATA COMMUNICATION FUND	0.00	(1,800.00)	0.00	0.00	0.00	0.00	0.00	0.00
Code 501 ADULT BASIC EDUCATION		\$ 0.00	\$ (1,800.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
501-922A	ASPIRE - FY 22	5,202.95	0.00	15,372.97	0.00	20,575.92	0.00	0.00	0.00
501-923A	ADULT BASIC EDUCATION	0.00	0.00	155,932.71	24,265.92	180,177.63	(24,244.92)	14,635.45	(38,880.37)
Code 507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND		\$ 5,202.95	\$ 0.00	\$ 171,305.68	\$ 24,265.92	\$ 200,753.55	\$ (24,244.92)	\$ 14,635.45	\$ (38,880.37)
507-923D	DODD	0.00	0.00	0.00	160.11	460.11	(460.11)	4,163.99	(4,624.10)
507-923G	OHIO'S PATHWAYS TO GRADUATION	0.00	0.00	0.00	3,132.31	3,132.31	(3,132.31)	8,049.02	(11,181.33)
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND		\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,292.42	\$ 3,592.42	\$ (3,592.42)	\$ 12,213.01	\$ (15,805.43)
508-9023	GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	0.00	0.00	27,786.02	6,412.47	34,198.49	(6,412.47)	13,720.74	(20,133.21)
Code 524 VOC ED: CARL D. PERKINS - 1984		\$ 0.00	\$ 0.00	\$ 27,786.02	\$ 6,412.47	\$ 34,198.49	\$ (6,412.47)	\$ 13,720.74	\$ (20,133.21)
524-922Q	VOC ED: CARL D. PERKINS - 1984	8,402.07	0.00	16,593.67	0.00	24,995.74	0.00	0.00	0.00
524-923Q	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	183,097.88	4,696.16	187,787.04	(4,689.16)	108,531.40	(113,220.56)

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Incurrence	Unencumbered Balance
524-923R	VOC ED: CARL D. PERKINS - 1984	\$ 0.00	\$ 0.00	\$ 39,566.63	\$ 29,297.65	\$ 68,864.28	\$ (29,297.65)	\$ 5,444.10	\$ (34,741.75)
Code 599	MISCELLANEOUS FED. GRANT FUND	\$ 8,402.07	\$ 0.00	\$ 239,258.18	\$ 33,993.81	\$ 281,647.06	\$ (33,986.81)	\$ 113,975.50	\$ (147,962.31)
599-920C	CARES ACT	12,392.05	0.00	12,392.05	0.00	24,784.10	0.00	0.00	0.00
599-923S	K-12 SCHOOL SAFETY GRANT	0.00	0.00	100,000.00	12,295.00	48,295.00	51,705.00	8,445.00	43,260.00
Grand Total		\$ 11,197,752.67	\$ 674,467.05	\$ 16,241,082.66	\$ 1,022,849.70	\$ 11,312,586.89	\$ 16,126,248.44	\$ 1,813,414.81	\$ 14,312,833.63

AUBURN VOCATIONAL SCHOOL DISTR Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTTD Expended	Encumbrance	FYTD Unencumbered
Code 001 GENERAL	\$ 10,427,809.49	\$ 189,870.43	\$ 10,617,679.92	\$ 7,850,604.65	\$ 687,710.87	\$ 680,653.55	\$ 2,086,421.72
Code 002 BOND RETIREMENT	\$ 1,010,300.10	\$ 0.00	\$ 1,010,300.10	\$ 87,487.37	\$ 0.00	\$ 0.00	\$ 922,812.73
Code 004 BUILDING	\$ 3,218,026.16	\$ 373,902.02	\$ 3,591,928.18	\$ 335,994.81	\$ 12,600.49	\$ 333,763.94	\$ 2,922,169.43
Code 006 FOOD SERVICE	\$ 142,398.40	\$ 400.00	\$ 142,798.40	\$ 104,369.23	\$ 9,973.25	\$ 14,064.88	\$ 24,364.29
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 35,568.21	\$ 0.00	\$ 35,568.21	\$ 34,393.21	\$ 13,063.20	\$ 0.00	\$ 1,175.00
Code 011 ROTARY-SPECIAL SERVICES	\$ 50,562.15	\$ 0.00	\$ 50,562.15	\$ 41,555.59	\$ 36,590.11	\$ 937.89	\$ 8,068.67
Code 012 ADULT EDUCATION	\$ 2,053,229.00	\$ 70,243.91	\$ 2,123,472.91	\$ 1,842,899.62	\$ 163,347.46	\$ 172,726.49	\$ 107,846.80
Code 014 ROTARY-INTERNAL SERVICES	\$ 677.53	\$ 0.00	\$ 677.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 677.53
Code 018 PUBLIC SCHOOL SUPPORT	\$ 98,800.00	\$ 17,511.24	\$ 116,311.24	\$ 73,572.20	\$ 9,907.28	\$ 81,670.40	\$ (38,931.36)
Code 019 OTHER GRANT	\$ 70,543.95	\$ 11,200.00	\$ 81,743.95	\$ 35,000.00	\$ 0.00	\$ 16,200.00	\$ 30,543.95
Code 022 DISTRICT CUSTODIAL	\$ 18,114.14	\$ 1,100.00	\$ 19,214.14	\$ 0.00	\$ 0.00	\$ 1,100.00	\$ 18,114.14
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 26,115.33	\$ 3,884.67	\$ 30,000.00	\$ 22,098.64	\$ 1,672.93	\$ 7,901.36	\$ 0.00
Code 070 CAPITAL PROJECTS	\$ 266,408.99	\$ 0.00	\$ 266,408.99	\$ 220,063.47	\$ 0.00	\$ 330,517.65	\$ (284,172.13)
Code 200 STUDENT MANAGED ACTIVITY	\$ 99,654.36	\$ 2,705.00	\$ 102,359.36	\$ 71,277.48	\$ 7,724.49	\$ 10,888.95	\$ 20,192.93
Code 501 ADULT BASIC EDUCATION	\$ 381,362.33	\$ 5,202.95	\$ 386,565.28	\$ 200,753.55	\$ 24,265.92	\$ 14,635.45	\$ 171,176.28
Code 507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND	\$ 100,000.00	\$ 0.00	\$ 100,000.00	\$ 3,592.42	\$ 3,292.42	\$ 12,213.01	\$ 84,194.57
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 57,876.00	\$ 0.00	\$ 57,876.00	\$ 34,198.49	\$ 6,412.47	\$ 13,720.74	\$ 9,956.77
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 417,732.01	\$ 8,402.07	\$ 426,134.08	\$ 281,647.06	\$ 33,993.81	\$ 113,975.50	\$ 30,511.52

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTD Expended	Encumbrance	FYTD Unencumbered
Code 599 MISCELLANEOUS FED. GRANT FUND	\$ 12,392.05	\$ 12,392.05	\$ 24,784.10	\$ 73,079.10	\$ 12,295.00	\$ 8,445.00	\$ (56,740.00)
Grand Total	\$ 18,487,570.20	\$ 696,814.34	\$ 19,184,384.54	\$ 11,312,586.89	\$ 1,022,849.70	\$ 1,813,414.81	\$ 6,058,382.84

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
Type: ACCOUNTS_PAYABLE										
Default Payment Type: Check										
32095	58506	ACCOUNTS_PA	YABLE	4/3/2023	DONOVAN BUCHS	8885	RECONCILED	4/7/2023		\$ 400.00
32082	58507	ACCOUNTS_PA	YABLE	4/3/2023	O'REILLY AUTOMOTIVE, INC	40813	RECONCILED	4/6/2023		1,578.95
32106	58508	ACCOUNTS_PA	YABLE	4/3/2023	GENERAL PEST CONTROL CO.	11210	RECONCILED	4/18/2023		210.75
32096	58509	ACCOUNTS_PA	YABLE	4/3/2023	MANUFACTURING SKILL STANDARDS	40085	RECONCILED	4/11/2023		865.00
32111	58510	ACCOUNTS_PA	YABLE	4/3/2023	LEPPO RENTS	42638	RECONCILED	4/6/2023		203.98
32102	58511	ACCOUNTS_PA	YABLE	4/3/2023	LEE'S MACHINERY	13927	RECONCILED	4/5/2023		461.52
32092	58512	ACCOUNTS_PA	YABLE	4/3/2023	DISCOUNT SCHOOL SUPPLY	7447	RECONCILED	4/6/2023		100.59
32093	58513	ACCOUNTS_PA	YABLE	4/3/2023	NCLA	41659	OUTSTANDING			160.00
32091	58514	ACCOUNTS_PA	YABLE	4/3/2023	TREASURER, STATE OF OHIO	1188	RECONCILED	4/6/2023		262.00
32086	58515	ACCOUNTS_PA	YABLE	4/3/2023	OHIO ACTE	682	OUTSTANDING			295.00
32088	58516	ACCOUNTS_PA	YABLE	4/3/2023	RIVERSIDE LOCAL SCHOOLS	214	RECONCILED	4/7/2023		720.80
32083	58517	ACCOUNTS_PA	YABLE	4/3/2023	DIAMEDICAL USA	42608	RECONCILED	4/5/2023		75.95
32097	58518	ACCOUNTS_PA	YABLE	4/3/2023	CHARTER COMMUNICATI ONS	13042	RECONCILED	4/10/2023		85.05
32101	58519	ACCOUNTS_PA	YABLE	4/3/2023	DOMINION ENERGY OHIO	4003	RECONCILED	4/11/2023		4,233.74
32094	58520	ACCOUNTS_PA	YABLE	4/3/2023	GRAINGER	466	RECONCILED	4/6/2023		1,171.16
32114	58521	ACCOUNTS_PA	YABLE	4/3/2023	GAZETTE NEWSPAPERS	11455	RECONCILED	4/5/2023		25.00
32110	58522	ACCOUNTS_PA	YABLE	4/3/2023	GARRETT STEFANCIN	42612	RECONCILED	4/10/2023		400.00
32099	58523	ACCOUNTS_PA	YABLE	4/3/2023	MICHAEL P REED	42590	RECONCILED	4/6/2023		400.00
32112	58524	ACCOUNTS_PA	YABLE	4/3/2023	AMERICAN EXPRESS	40915	RECONCILED	4/7/2023		1,280.00
32090	58525	ACCOUNTS_PA	YABLE	4/3/2023	ILLUMINATING COMPANY	925	RECONCILED	4/5/2023		15,958.06

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32081	58526	ACCOUNTS_PA	Check	4/3/2023	MINERVA BEAUTY INC	42609	RECONCILED	4/13/2023		\$ 938.00
32108	58527	ACCOUNTS_PA	Check	4/3/2023	AKRON DENTAL SOCIETY	42599	OUTSTANDING			955.00
32100	58528	ACCOUNTS_PA	Check	4/3/2023	GORDON FOOD SERVICE	8479	RECONCILED	4/10/2023		1,304.97
32113	58529	ACCOUNTS_PA	Check	4/3/2023	FIRE-SAFETY SERVICE, INC.	40316	RECONCILED	4/10/2023		147.89
32098	58530	ACCOUNTS_PA	Check	4/3/2023	PREMIER PAINT	1141	RECONCILED	4/7/2023		449.77
32105	58531	ACCOUNTS_PA	Check	4/3/2023	POSITIVE ENERGY ELECTRICAL LLC	42632	RECONCILED	4/10/2023		915.26
32109	58532	ACCOUNTS_PA	Check	4/3/2023	CoEMSP	42430	RECONCILED	4/6/2023		2,100.00
32089	58533	ACCOUNTS_PA	Check	4/3/2023	ADVANCED GAS & WELDING	13407	RECONCILED	4/4/2023		484.20
32104	58534	ACCOUNTS_PA	Check	4/3/2023	ALRO STEEL CORPORATION	41193	RECONCILED	4/4/2023		2,217.15
32085	58535	ACCOUNTS_PA	Check	4/3/2023	BFG SUPPLY CO., LLC	1284	RECONCILED	4/4/2023		6,122.46
32084	58536	ACCOUNTS_PA	Check	4/3/2023	ESC OF THE WESTERN RESERVE	41901	RECONCILED	4/4/2023		580.65
32107	58537	ACCOUNTS_PA	Check	4/3/2023	VIVIANI FAMILY LIMITED	11774	RECONCILED	4/4/2023		1,904.91
32080	58538	ACCOUNTS_PA	Check	4/3/2023	R.E. MICHEL COMPANY INC	12295	RECONCILED	4/4/2023		2,319.80
32103	58539	ACCOUNTS_PA	Check	4/3/2023	JACLYN M O'NEILL	42606	RECONCILED	4/4/2023		600.00
32087	58540	ACCOUNTS_PA	Check	4/3/2023	CORY HUTTER	42337	RECONCILED	4/4/2023		226.18
32191	58550	ACCOUNTS_PA	Check	4/19/2023	LOWE'S COMPANIES, INC.	11038	RECONCILED	4/24/2023		92.39
32148	58551	ACCOUNTS_PA	Check	4/19/2023	ACT	10857	RECONCILED	4/25/2023		686.25
32149	58552	ACCOUNTS_PA	Check	4/19/2023	RAVENWOOD HEALTH	42221	RECONCILED	4/24/2023		3,111.11
32174	58553	ACCOUNTS_PA	Check	4/19/2023	ACEWARE SYSTEMS, INC.	40106	RECONCILED	4/25/2023		900.00
32175	58554	ACCOUNTS_PA	Check	4/19/2023	TOTAL QUALITY TESTING INC	40323	RECONCILED	4/26/2023		1,700.00

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32134	58555	ACCOUNTS_PA	YABLE	4/19/2023	MANUFACTURING SKILL STANDARDS	40085	OUTSTANDING			\$ 775.00
32195	58556	ACCOUNTS_PA	YABLE	4/19/2023	MAINSTREAM ENGINEERING	41501	RECONCILED	4/25/2023		424.16
32159	58557	ACCOUNTS_PA	YABLE	4/19/2023	GARDINER	40409	RECONCILED	4/21/2023		285.00
32203	58558	ACCOUNTS_PA	YABLE	4/19/2023	MAJOR WASTE DISPOSAL	570	OUTSTANDING			84.00
32139	58559	ACCOUNTS_PA	YABLE	4/19/2023	UNITED PARCEL SERVICE	2108	RECONCILED	4/24/2023		62.43
32151	58560	ACCOUNTS_PA	YABLE	4/19/2023	LORAIN CTY COMMUNITY COLLEGE	13647	RECONCILED	4/26/2023		638.00
32136	58561	ACCOUNTS_PA	YABLE	4/19/2023	PACIFIC ONESOURCE INC	41552	RECONCILED	4/24/2023		27,260.00
32137	58562	ACCOUNTS_PA	YABLE	4/19/2023	AT&T	171	RECONCILED	4/24/2023		1,524.35
32184	58563	ACCOUNTS_PA	YABLE	4/19/2023	BENCO DENTAL CO	41892	RECONCILED	4/24/2023		80.36
32161	58564	ACCOUNTS_PA	YABLE	4/19/2023	CARDINAL LOCAL SCHOOL DISTRICT	1696	RECONCILED	4/21/2023		300.00
32144	58565	ACCOUNTS_PA	YABLE	4/19/2023	CINTAS CORPORATION	532	RECONCILED	4/25/2023		215.26
32201	58566	ACCOUNTS_PA	YABLE	4/19/2023	JAYSON PRODUCTS	41714	RECONCILED	4/24/2023		277.20
32169	58567	ACCOUNTS_PA	YABLE	4/19/2023	SERVERMONKE Y.COM LLC	42627	RECONCILED	4/26/2023		2,494.81
32196	58568	ACCOUNTS_PA	YABLE	4/19/2023	QUILL CORP	855	RECONCILED	4/20/2023		1,850.60
32162	58569	ACCOUNTS_PA	YABLE	4/19/2023	PREMIER PAINT	1141	RECONCILED	4/24/2023		1,107.94
32187	58570	ACCOUNTS_PA	YABLE	4/19/2023	NEW DAIRY OPCO	42186	RECONCILED	4/24/2023		188.00
32164	58571	ACCOUNTS_PA	YABLE	4/19/2023	CHANEY ELECTRONICS INC	1017	RECONCILED	4/20/2023		442.23
32205	58572	ACCOUNTS_PA	YABLE	4/19/2023	CLEVELAND SPRAY BOOTH	13370	RECONCILED	4/24/2023		2,683.76
32209	58573	ACCOUNTS_PA	YABLE	4/19/2023	JOHN D. PREUER & ASSOCIATES	7053	RECONCILED	4/25/2023		67.76
32181	58574	ACCOUNTS_PA	YABLE	4/19/2023	SDC Publications	12711	OUTSTANDING			299.00
32160	58575	ACCOUNTS_PA	Check	4/19/2023	SC STRATEGIC	41786	RECONCILED	4/24/2023		105.00

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32206	58576	YABLE	ACCOUNTS_PA	4/19/2023	SOLUTIONS LINCOLN ELECTRIC CO.	984	RECONCILED	4/21/2023		\$ 1,563.00
32192	58577	YABLE	ACCOUNTS_PA	4/19/2023	FOOD FOR THOUGHT INC	8777	RECONCILED	4/28/2023		382.00
32143	58578	YABLE	ACCOUNTS_PA	4/19/2023	OHIO ACTE	682	RECONCILED	4/25/2023		450.00
32154	58579	YABLE	ACCOUNTS_PA	4/19/2023	FIRST COMMUNICATI ONS LLC	10610	RECONCILED	4/21/2023		101.31
32189	58580	YABLE	ACCOUNTS_PA	4/19/2023	PAINTERS SUPPLY	42143	RECONCILED	4/25/2023		1,970.23
32185	58581	YABLE	ACCOUNTS_PA	4/19/2023	KEYSTONE AUTOMOTIVE INDUSTRIES	40897	RECONCILED	4/24/2023		63.00
32197	58582	YABLE	ACCOUNTS_PA	4/19/2023	SALONCENTRI C	13024	RECONCILED	4/24/2023		820.21
32135	58583	YABLE	ACCOUNTS_PA	4/19/2023	GORDON FOOD SERVICE	8479	RECONCILED	4/24/2023		1,170.92
32133	58584	YABLE	ACCOUNTS_PA	4/19/2023	PENN CARE INC	8957	RECONCILED	4/21/2023		316.00
32202	58585	YABLE	ACCOUNTS_PA	4/19/2023	AT&T	41770	RECONCILED	4/24/2023		189.45
32132	58586	YABLE	ACCOUNTS_PA	4/19/2023	BURMAX COMPANY, INC.	482	RECONCILED	4/25/2023		813.10
32193	58587	YABLE	ACCOUNTS_PA	4/19/2023	ABM	42305	RECONCILED	4/24/2023		17,828.55
32207	58588	YABLE	ACCOUNTS_PA	4/19/2023	WM CORPORATE SERVICES INC	734	RECONCILED	4/26/2023		294.30
32152	58589	YABLE	ACCOUNTS_PA	4/19/2023	CHARTER COMMUNICATI ONS	13042	RECONCILED	4/27/2023		598.00
32168	58590	YABLE	ACCOUNTS_PA	4/19/2023	SAM'S CLUB	8469	RECONCILED	4/24/2023		437.34
32156	58591	YABLE	ACCOUNTS_PA	4/19/2023	CITY OF PVILLE UTIL.	215	RECONCILED	4/27/2023		878.82
32172	58592	YABLE	ACCOUNTS_PA	4/19/2023	SYSCO FOOD SERVICES OF OHIO FCCLA	8412	RECONCILED	4/20/2023		2,888.45
32146	58593	YABLE	ACCOUNTS_PA	4/19/2023	SHERWIN WILLIAMS	2745	RECONCILED	4/25/2023		1,090.00
32157	58594	YABLE	ACCOUNTS_PA	4/19/2023	WILLO TRANSPORTATI ON	334	RECONCILED	4/24/2023		49.93
32204	58595	YABLE	ACCOUNTS_PA	4/19/2023	CHARDON OIL CO.	12426	RECONCILED	4/26/2023		554.40
32180	58596	YABLE	ACCOUNTS_PA	4/19/2023		8287	RECONCILED	4/20/2023		91.09

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32178	58597	ACCOUNTS_PA	Check	4/19/2023	SPRINT	41733	RECONCILED	4/25/2023		\$ 300.02
		YABLE								
32188	58598	ACCOUNTS_PA	Check	4/19/2023	XEROX FINANCIAL SERVICES	1081	RECONCILED	4/24/2023		9,570.42
		YABLE								
32183	58599	ACCOUNTS_PA	Check	4/19/2023	GRAINGER	466	RECONCILED	4/24/2023		1,784.40
		YABLE								
32198	58600	ACCOUNTS_PA	Check	4/19/2023	DONOVAN BUCHS	8885	OUTSTANDING			200.00
		YABLE								
32158	58601	ACCOUNTS_PA	Check	4/19/2023	GARRETT STEFANCIN	42612	RECONCILED	4/24/2023		400.00
		YABLE								
32186	58602	ACCOUNTS_PA	Check	4/19/2023	JESSICA HOLT	42625	RECONCILED	4/26/2023		200.00
		YABLE								
32176	58603	ACCOUNTS_PA	Check	4/19/2023	MICHAEL P REED	42590	RECONCILED	4/25/2023		400.00
		YABLE								
32171	58604	ACCOUNTS_PA	Check	4/19/2023	AMERICAN MEDICAL TECHNOLOGIS TS	42421	RECONCILED	4/26/2023		1,755.00
		YABLE								
32141	58605	ACCOUNTS_PA	Check	4/19/2023	WEX BANK	41338	RECONCILED	4/25/2023		603.54
		YABLE								
32142	58606	ACCOUNTS_PA	Check	4/19/2023	AUBURN CAREER CENTER	499	RECONCILED	4/20/2023		6,119.50
		YABLE								
32153	58607	ACCOUNTS_PA	Check	4/19/2023	ALRO STEEL CORPORATION	41193	RECONCILED	4/20/2023		4,053.11
		YABLE								
32190	58608	ACCOUNTS_PA	Check	4/19/2023	ADVANCED GAS & WELDING	13407	RECONCILED	4/20/2023		884.14
		YABLE								
32155	58609	ACCOUNTS_PA	Check	4/19/2023	CRILE ROAD HARDWARE	551	RECONCILED	4/20/2023		534.34
		YABLE								
32147	58610	ACCOUNTS_PA	Check	4/19/2023	ESC OF THE WESTERN RESERVE	41901	RECONCILED	4/20/2023		9,812.68
		YABLE								
32163	58611	ACCOUNTS_PA	Check	4/19/2023	JOHNSTONE SUPPLY	13078	RECONCILED	4/20/2023		337.34
		YABLE								
32182	58612	ACCOUNTS_PA	Check	4/19/2023	EXSCAPE DESIGNS, LLC	41963	RECONCILED	4/20/2023		1,667.50
		YABLE								
32170	58613	ACCOUNTS_PA	Check	4/19/2023	LBL PRINTING	13500	RECONCILED	4/20/2023		2,859.29
		YABLE								
32167	58614	ACCOUNTS_PA	Check	4/19/2023	R.E. MICHEL COMPANY INC	12295	RECONCILED	4/20/2023		127.88
		YABLE								
32199	58615	ACCOUNTS_PA	Check	4/19/2023	BFG SUPPLY CO, LLC	1284	RECONCILED	4/20/2023		366.39
		YABLE								
32200	58616	ACCOUNTS_PA	Check	4/19/2023	OHIO SCHOOLS COUNCIL	812	RECONCILED	4/20/2023		3,902.00
		YABLE								
32208	58617	ACCOUNTS_PA	Check	4/19/2023	FA SOLUTIONS LLC	41342	RECONCILED	4/20/2023		2,046.85
		YABLE								

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32179	58618	ACCOUNTS_PA	Check	4/19/2023	NCS PEARSON, INC	12139	RECONCILED	4/20/2023		\$ 1,896.25
32194	58619	ACCOUNTS_PA	Check	4/19/2023	WOLTERS KLUWER INC	10129	RECONCILED	4/20/2023		3,955.42
32150	58620	ACCOUNTS_PA	Check	4/19/2023	JEFF SLAVKOVSKY	13632	RECONCILED	4/20/2023		252.22
32165	58621	ACCOUNTS_PA	Check	4/19/2023	ANDREW KELNER	42347	RECONCILED	4/20/2023		157.15
32138	58622	ACCOUNTS_PA	Check	4/19/2023	CHRISTOPHER MITCHELL	41578	RECONCILED	4/20/2023		60.04
32145	58623	ACCOUNTS_PA	Check	4/19/2023	LISA SPROWLS	41755	RECONCILED	4/20/2023		166.47
32177	58624	ACCOUNTS_PA	Check	4/19/2023	MICHAEL WILLIAMS	42610	RECONCILED	4/27/2023		189.40
32140	58625	ACCOUNTS_PA	Check	4/19/2023	SEAN DAVIS	40587	RECONCILED	4/20/2023		215.34
32173	58626	ACCOUNTS_PA	Check	4/19/2023	WAYNE REED	12378	RECONCILED	4/20/2023		152.78
32166	58627	ACCOUNTS_PA	Check	4/19/2023	JACLYN M O'NEILL	42606	RECONCILED	4/20/2023		200.00
32210	58628	ACCOUNTS_PA	Check	4/20/2023	AUBURN CAREER CENTER	499	RECONCILED	4/28/2023		6,922.46
32211	58629	ACCOUNTS_PA	Check	4/20/2023	HAAS FACTORY OUTLET	13302	OUTSTANDING			120,302.34
32225	58630	ACCOUNTS_PA	Check	4/27/2023	PENN FOSTER CAREER SCHOO	13329	OUTSTANDING			1,070.00
32232	58631	ACCOUNTS_PA	Check	4/27/2023	TOTAL ROOFING SERVICES LLC	42503	OUTSTANDING			1,800.00
32260	58632	ACCOUNTS_PA	Check	4/27/2023	ABBA EXPRESS INC.	12708	OUTSTANDING			665.00
32252	58633	ACCOUNTS_PA	Check	4/27/2023	AMERICAN MEDICAL TECHNOLOGIS TS	42421	OUTSTANDING			810.00
32230	58634	ACCOUNTS_PA	Check	4/27/2023	NEW DAIRY OPCO,	42186	OUTSTANDING			181.10
32253	58635	ACCOUNTS_PA	Check	4/27/2023	FULTON SIGN & DECAL, INC	1949	OUTSTANDING			40.00
32233	58636	ACCOUNTS_PA	Check	4/27/2023	DELVIES PLASTICS INC	42641	OUTSTANDING			73.20
32243	58637	ACCOUNTS_PA	Check	4/27/2023	CINTAS CORPORATION	532	OUTSTANDING			107.63
32219	58638	ACCOUNTS_PA	Check	4/27/2023	GALLS PARENT HOLDINGS, LLC	41774	OUTSTANDING			577.30

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32218	58639	ACCOUNTS_PA	Check	4/27/2023	GRAINGER	466	OUTSTANDING			\$ 492.66
		YABLE								
32224	58640	ACCOUNTS_PA	Check	4/27/2023	ILLUMINATING COMPANY	925	OUTSTANDING			1,248.46
		YABLE								
32248	58641	ACCOUNTS_PA	Check	4/27/2023	BUNZL DISTRIBUTION MIDDCENTRAL	7024	OUTSTANDING			519.29
		YABLE								
32242	58642	ACCOUNTS_PA	Check	4/27/2023	MILLCRAFT PAPER COMPANY	176	OUTSTANDING			587.50
		YABLE								
32258	58643	ACCOUNTS_PA	Check	4/27/2023	MANUFACTURING SKILL STANDARDS	40085	OUTSTANDING			25.00
		YABLE								
32241	58644	ACCOUNTS_PA	Check	4/27/2023	LAKE CTY DEPT OF JOB & FAMILY POSTER COMPLIANCE CENTER	13530	OUTSTANDING			239.58
		YABLE								
32240	58645	ACCOUNTS_PA	Check	4/27/2023	IMPERIALDADE	10771	OUTSTANDING			215.85
		YABLE								
32235	58646	ACCOUNTS_PA	Check	4/27/2023	JOHNSON CONTROLS SECURITY SOLUTIONS	41932	OUTSTANDING			1,986.50
		YABLE								
32257	58647	ACCOUNTS_PA	Check	4/27/2023	NATIONAL TECHNICAL HONOR SOCIETY	40669	OUTSTANDING			2,375.65
		YABLE								
32223	58648	ACCOUNTS_PA	Check	4/27/2023	PDK INTERNATIONAL / EDUCATORS RISING	10949	RECONCILED	4/28/2023		1,690.00
		YABLE								
32237	58649	ACCOUNTS_PA	Check	4/27/2023	SYSCO FOOD SERVICES OF DOMINION ENERGY OHIO	42312	OUTSTANDING			4,476.00
		YABLE								
32220	58650	ACCOUNTS_PA	Check	4/27/2023	FOOD FOR THOUGHT INC COUNCIL ON OCCUPATIONAL EDUC	8412	OUTSTANDING			1,970.67
		YABLE								
32236	58651	ACCOUNTS_PA	Check	4/27/2023	GEAUGA MECHANICAL COMPANY, INC	4003	OUTSTANDING			2,369.49
		YABLE								
32256	58652	ACCOUNTS_PA	Check	4/27/2023	FIFTH THIRD BANK	8777	OUTSTANDING			191.90
		YABLE								
32228	58653	ACCOUNTS_PA	Check	4/27/2023	RIVERSIDE	40492	OUTSTANDING			2,777.88
		YABLE								
32250	58654	ACCOUNTS_PA	Check	4/27/2023		11872	OUTSTANDING			4,333.00
		YABLE								
32259	58655	ACCOUNTS_PA	Check	4/27/2023		41077	OUTSTANDING			12,600.49
		YABLE								
32227	58656	ACCOUNTS_PA	Check	4/27/2023		214	OUTSTANDING			461.96
		YABLE								

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32239	58657	YABLE	ACACCOUNTS_PA Check	4/27/2023	LOCAL SCHOOLS		8479 OUTSTANDING			\$ 909.55
32226	58658	YABLE	ACACCOUNTS_PA Check	4/27/2023	GORDON FOOD SERVICE		984 OUTSTANDING			1,386.00
32254	58659	YABLE	ACACCOUNTS_PA Check	4/27/2023	LINCOLN ELECTRIC CO. OHIO SCHOOL BOARD ASSOCIATION		786 OUTSTANDING			80.00
32255	58660	YABLE	ACACCOUNTS_PA Check	4/27/2023	REFRIGERATION SALES CORP.		56 OUTSTANDING			899.00
32245	58661	YABLE	ACACCOUNTS_PA Check	4/27/2023	VERIZON WIRELESS		41745 OUTSTANDING			134.19
32231	58662	YABLE	ACACCOUNTS_PA Check	4/27/2023	VISUAL ARMOR SECURITY		41461 OUTSTANDING			12,295.00
32221	58663	YABLE	ACACCOUNTS_PA Check	4/27/2023	HUNTINGTON NATIONAL BANK		10092 RECONCILED	4/28/2023		1,535.64
32251	58664	YABLE	ACACCOUNTS_PA Check	4/27/2023	TOLEDO POS AND NETWORKING LLC		40269 OUTSTANDING			1,200.00
32229	58665	YABLE	ACACCOUNTS_PA Check	4/27/2023	CHAGRIN VALLEY AUTO PARTS		240 RECONCILED	4/28/2023		113.52
32249	58666	YABLE	ACACCOUNTS_PA Check	4/27/2023	FUTURE IMAGE PROMOTIONS		41176 RECONCILED	4/28/2023		7,126.87
32222	58667	YABLE	ACACCOUNTS_PA Check	4/27/2023	ADVANCED GAS & WELDING		13407 RECONCILED	4/28/2023		1,250.16
32234	58668	YABLE	ACACCOUNTS_PA Check	4/27/2023	ALRO STEEL CORPORATION		41193 RECONCILED	4/28/2023		3,095.88
32247	58669	YABLE	ACACCOUNTS_PA Check	4/27/2023	NATIONAL HEALTHCARE R ASSOC. SHOP SUPPLY & TOOL CO., INC.		11819 RECONCILED	4/28/2023		1,280.00
32244	58670	YABLE	ACACCOUNTS_PA Check	4/27/2023	SHOP SUPPLY & TOOL CO., INC.		7258 RECONCILED	4/28/2023		225.00
32238	58671	YABLE	ACACCOUNTS_PA Check	4/27/2023	R.E. MICHEL COMPANY INC		12295 RECONCILED	4/28/2023		358.09
32246	58672	YABLE	ACACCOUNTS_PA Check	4/27/2023	QUILL CORP		855 RECONCILED	4/28/2023		406.80
\$ 386,934.58										
Default Payment Type: Electronic										
32118	0	YABLE	ACACCOUNTS_PA Electronic	4/10/2023	BANK ONE/MEMO/ME DICARE		900663 RECONCILED	4/15/2023		3,518.38
32121	0	YABLE	ACACCOUNTS_PA Electronic	4/7/2023	SERS		900926 RECONCILED	4/15/2023		1,640.36

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32213		YABLE		4/25/2023	Workers Comp	900950	RECONCILED	4/29/2023		\$ 1,048.39
		0 ACCOUNTS_PA	Electronic							
		YABLE								
32261		0 ACCOUNTS_PA	Electronic	4/27/2023	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	4/29/2023		1,672.93
		YABLE								
32120		0 ACCOUNTS_PA	Electronic	4/10/2023	BANK ONE/MEMO/FICA	900693	RECONCILED	4/15/2023		15.50
		YABLE								
32216		0 ACCOUNTS_PA	Electronic	4/25/2023	SCHOOL EMPLOYEES RETIRE-Workers Comp	7727	RECONCILED	4/29/2023		7,947.09
		YABLE								
32117		0 ACCOUNTS_PA	Electronic	4/10/2023	STATE TEACHERS RETIREMENT	900950	RECONCILED	4/15/2023		1,015.65
		YABLE								
32116		0 ACCOUNTS_PA	Electronic	4/10/2023	STATE TEACHERS RETIREMENT	480	RECONCILED	4/15/2023		28,244.97
		YABLE								
32217		0 ACCOUNTS_PA	Electronic	4/21/2023	SCHOOL EMPLOYEES RETIRE-BANK ONE/MEMO/ME DICARE	900926	RECONCILED	4/29/2023		1,294.00
		YABLE								
32119		0 ACCOUNTS_PA	Electronic	4/10/2023	SCHOOL EMPLOYEES RETIRE-LAKE COUNTY SCHOOLS COUNCIL STATE TEACHERS RETIREMENT	7727	RECONCILED	4/15/2023		8,088.63
		YABLE								
32214		0 ACCOUNTS_PA	Electronic	4/25/2023	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	4/29/2023		3,622.53
		YABLE								
32122		0 ACCOUNTS_PA	Electronic	4/10/2023	LAKE COUNTY SCHOOLS COUNCIL STATE TEACHERS RETIREMENT	999998	RECONCILED	4/15/2023		121,722.50
		YABLE								
32215		0 ACCOUNTS_PA	Electronic	4/25/2023	STATE TEACHERS RETIREMENT	480	RECONCILED	4/29/2023		29,520.76
		YABLE								
Type: REFUND Default Payment Type: Check										
32123	58541	REFUND	Check	4/17/2023	MARCUS ZINGER	42637	RECONCILED	4/19/2023		887.00
32124	58542	REFUND	Check	4/17/2023	BRADY KERR	42642	RECONCILED	4/19/2023		626.50
32125	58543	REFUND	Check	4/17/2023	ANGELO VECCHIO	42618	OUTSTANDING			1,878.00
32126	58544	REFUND	Check	4/17/2023	ROBERT BRECKER	42629	OUTSTANDING			822.50
32127	58545	REFUND	Check	4/17/2023	AUSTIN DALE	42533	RECONCILED	4/20/2023		1,875.50
32128	58546	REFUND	Check	4/17/2023	BRIANNA PLATS	42645	RECONCILED	4/21/2023		3,984.00
32129	58547	REFUND	Check	4/17/2023	JUSTEN CROSS	42644	RECONCILED	4/18/2023		1,230.00
32130	58548	REFUND	Check	4/17/2023	JORDAN	42640	RECONCILED	4/18/2023		1,207.50
<hr/> <div style="text-align: right;"> \$ 209,351.69 \$ 598,286.27 </div>										

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
32131	58549 REFUND		Check	4/17/2023	PATTERSON JAMIE BURGETT	42481	RECONCILED	4/18/2023		\$ 427.00
										<u>\$ 12,938.00</u>
										<u>\$ 12,938.00</u>
Type: PAYROLL										
Default Payment Type:										
32212	0 PAYROLL			4/25/2023	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	4/29/2023		232,956.56
32115	0 PAYROLL			4/10/2023	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	4/15/2023		225,678.48
Grand Total										<u>\$ 458,635.04</u>
										<u>\$ 458,635.04</u>
										<u>\$ 1,069,859.31</u>

Auburn Career Center
Monthly History Comparison-General Fund
April 30, 2023

	Monthly Comparison				Avg Ctrg	Annual Comparison			Remain 2023	Budget Expended
	April FY21	April FY22	April FY23			Actual 2021	Actual 2022	Budget 2023		
Revenue										
Real Estate	\$ 6,279,207	\$ 6,605,096	\$ 6,708,806		\$ 6,279,207	\$ 6,605,096	\$ 6,507,803	\$ (201,003)	103%	
Tangible Personal (PI)	\$ 368,468	\$ 377,333	\$ 325,973		\$ 368,468	\$ 377,333	\$ 358,911	\$ 32,938	91%	
Foundation	\$ 1,829,534	\$ 2,028,400	\$ 1,848,320		\$ 2,230,339	\$ 2,447,733	\$ 2,430,568	\$ 582,248	76%	
Homestead & Rollback	\$ 867,872	\$ 901,672	\$ 671,152		\$ 868,255	\$ 902,060	\$ 889,583	\$ 218,431	75%	
Other	\$ 230,995	\$ 442,339	\$ 504,892		\$ 468,247	\$ 576,420	\$ 336,596	\$ (168,206)	150%	
Subtotal	\$ 9,576,076	\$ 10,354,840	\$ 10,059,052		\$ 10,214,516	\$ 10,908,642	\$ 10,523,461	\$ 464,409	96%	
Expense										
Salaries	\$ 3,258,211	\$ 3,283,133	\$ 3,403,088	2.2%	\$ 3,894,760	\$ 3,907,802	\$ 4,328,299	\$ 925,211	79%	
Benefits	\$ 1,503,561	\$ 1,487,602	\$ 1,570,778	2.3%	\$ 1,763,190	\$ 1,748,509	\$ 1,978,334	\$ 407,556	79%	
Purchased Services	\$ 1,037,393	\$ 1,114,766	\$ 1,209,782	8.0%	\$ 1,350,495	\$ 1,299,549	\$ 1,494,481	\$ 284,699	81%	
Supplies	\$ 496,962	\$ 508,179	\$ 646,571	14.7%	\$ 566,140	\$ 598,566	\$ 688,351	\$ 41,780	94%	
Capital Outlay/Equipment	\$ 202,901	\$ 123,622	\$ 607,428	176.1%	\$ 206,831	\$ 249,307	\$ 447,306	\$ (160,122)	136%	
Other	\$ 129,916	\$ 138,221	\$ 138,842		\$ 131,774	\$ 140,188	\$ 182,243	\$ 43,401	76%	
Subtotal	\$ 6,628,945	\$ 6,655,522	\$ 7,576,489		\$ 7,913,190	\$ 7,943,920	\$ 9,119,014	\$ 1,542,525	83%	
Revenue/Expense (Operating Balance)	\$2,947,131	\$ 3,699,318	\$ 2,482,563		\$2,301,326	\$ 2,964,722	\$ 1,404,447			
Other Uses										
Advances Returned	\$ 229,018	\$ 247,614	\$ 27,525		\$ 230,637	\$ 247,614	\$ 27,875			
Advances Out	\$ 17,819	\$ -	\$ -		\$ 256,783	\$ 27,525	\$ 50,000			
Transfers	\$ 92,799	\$ 160,694	\$ 274,116		\$ 864,223	\$ 955,353	\$ 1,421,551			
Subtotal	\$ 118,400	\$ 86,920	\$ (246,591)		\$ (890,370)	\$ (735,264)	\$ (1,443,676)			
Beginning Cash	\$ 9,490,988	\$ 11,740,433	\$ 12,587,146		\$ 9,021,876	\$ 11,413,892	\$ 10,115,939			
Ending Cash	\$ 9,541,054	\$ 11,672,718	\$ 12,351,911		\$ 7,886,480	\$ 10,115,939	\$ 10,076,710			
Encumbrances	\$ 798,559	\$ 806,051	\$ 680,654		\$ 95,885	\$ 189,970				

This is an unaudited financial report.

Auburn Career Center
Adult Workforce Education - Program Budget History Report
 Prepared: April 30, 2023

	Receivable FY21		FY22		FY21		FY20		FY19		FY18		
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	
Parent Centered Care (Nursing)	\$ 166,500	\$ 177,412	\$ 179,418	\$ 130,164	\$ 246,754	\$ 311,228	\$ 255,529	\$ 289,220	\$ 308,720	\$ 415,880	\$ 375,330	\$ 406,184	\$ 399,148
EMT Basic	\$ 193,680	\$ 195,367	\$ 165,365	\$ 124,243	\$ 97,103	\$ 111,177	\$ 78,269	\$ 38,603	\$ 49,138	\$ 41,562	\$ 66,473	\$ 32,113	\$ 67,821
EMT Paramedic	\$ 264,864	\$ 262,027	\$ 218,753	\$ 235,858	\$ 235,740	\$ 224,297	\$ 218,159	\$ 152,100	\$ 175,630	\$ 139,184	\$ 111,420	\$ 148,434	\$ 105,580
Adult Education (Hrly Programs)	\$ 15,000	\$ 19,209	\$ 19,118	\$ 20,928	\$ 14,674	\$ 18,383	\$ 10,644	\$ 7,906	\$ 3,727	\$ 8,780	\$ 3,505	\$ 2,130	\$ 12,403
Customized	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 419	\$ 4,350	\$ 4,598
Customized - Telecommunicator	\$ 30,000	\$ 36,000	\$ 8,457	\$ 30,403	\$ 27,537	\$ 59,262	\$ 51,923	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Customized Machine - D.I.T	\$ 30,000	\$ 105,320	\$ 2,054	\$ 30,100	\$ 21,114	\$ 42,130	\$ 8,219	\$ -	\$ -	\$ 3,824	\$ 2,851	\$ -	\$ -
HVAC Refrigeration	\$ 93,000	\$ 22,806	\$ 61,466	\$ 182,588	\$ 51,505	\$ 152,447	\$ 90,485	\$ 171,854	\$ 74,138	\$ 155,940	\$ 82,073	\$ 83,766	\$ 43,643
Ground Transportation Maintenance (Auto Tech)	\$ 2,000	\$ 3,998	\$ 3,998	\$ 3,559	\$ 1,965	\$ 654	\$ -	\$ 1,273	\$ 1,873	\$ 38,415	\$ 39,205	\$ 36,970	\$ 37,721
DC and AC Electronic Circuits (Electrical)	\$ 72,000	\$ 61,339	\$ 29,191	\$ 82,924	\$ 30,193	\$ 38,422	\$ 27,591	\$ 42,388	\$ 22,523	\$ 54,633	\$ 11,596	\$ 18,599	\$ 1,812
Manufacturing Operations (Indust Maint)	\$ 10,000	\$ 234	\$ -	\$ 16	\$ -	\$ -	\$ -	\$ 2,565	\$ 3,427	\$ 6,907	\$ 36,158	\$ 44,820	\$ 36,787
Structural Systems (Facilities Management & Bldg Tech)	\$ -	\$ -	\$ -	\$ 1,502	\$ -	\$ 281	\$ -	\$ 60	\$ 45	\$ 2,728	\$ 2,640	\$ 42,769	\$ 35,626
Gas Metal Arc Welding	\$ 39,546	\$ 82,935	\$ 43,200	\$ 64,019	\$ 22,949	\$ 94,802	\$ 37,774	\$ 71,162	\$ 25,277	\$ 79,849	\$ 33,544	\$ 69,815	\$ 37,219
Manufacturing Capstone (Machine Trades)	\$ 79,440	\$ 76,373	\$ 62,589	\$ 74,429	\$ 45,409	\$ 107,055	\$ 46,564	\$ 116,325	\$ 28,579	\$ 90,680	\$ 53,572	\$ 82,468	\$ 62,110
Firefighter I	\$ 425,528	\$ 387,756	\$ 284,571	\$ 205,278	\$ 270,407	\$ 144,914	\$ 122,666	\$ 83,202	\$ 110,875	\$ 152,511	\$ 155,698	\$ 94,752	\$ 111,399
TIG Welding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,605)	\$ -	\$ 4,800	\$ 2,435	\$ -	\$ -
Certified Production Tech	\$ 63,000	\$ 59,094	\$ 39,266	\$ 87,092	\$ 59,139	\$ 4,994	\$ -	\$ 13,232	\$ -	\$ -	\$ -	\$ -	\$ -
CTX	\$ 50,000	\$ 106,000	\$ 109	\$ 6,615	\$ 6,615	\$ 144,632	\$ 65,641	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STNA	\$ 26,000	\$ 13,236	\$ 22,945	\$ 6,758	\$ 7,313	\$ 10,272	\$ 10,953	\$ 20,132	\$ 8,687	\$ -	\$ -	\$ -	\$ -
Dental Assistant	\$ 29,000	\$ 20,668	\$ 13,183	\$ 21,014	\$ 8,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,589,558	\$ 1,625,775	\$ 1,153,081	\$ 1,331,109	\$ 1,146,980	\$ 1,464,951	\$ 1,037,543	\$ 1,001,588	\$ 814,874	\$ 1,190,891	\$ 974,442	\$ 1,067,179	\$ 941,062
Program Profit/Loss			472,694	184,129		427,408	186,715		216,449		126,117		
Assessment	\$ 15,000	\$ 17,158	\$ 5,396	\$ 12,542	\$ 13,203	\$ 6,788	\$ 6,715	\$ 7,501	\$ 6,942	\$ 10,047	\$ 9,873	\$ 8,122	\$ 10,057
Lifetime Learning/GED	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 1,350	\$ 1,350	\$ 9,938	\$ 11,023	\$ 13,027	\$ 20,565	\$ 15,906	\$ 26,785
Retail	\$ 100,000	\$ 65,982	\$ 59,836	\$ 99,899	\$ 75,473	\$ 81,538	\$ 58,886	\$ 63,651	\$ 56,818	\$ 73,556	\$ 53,793	\$ 73,860	\$ 61,591
One Stop	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 115,000	\$ 83,640	\$ 65,232	\$ 112,441	\$ 90,676	\$ 89,675	\$ 67,226	\$ 81,090	\$ 74,782	\$ 96,630	\$ 84,232	\$ 97,887	\$ 98,433
ABLE Profit/Loss			18,408	21,764		22,449	6,308		12,398		(546)		
Front Office													
Revenue	\$ 406,258	\$ 330,246	\$ 445,909	\$ 377,090	\$ 522,827	\$ 243,133	\$ 188,810	\$ 336,718	\$ 269,657	\$ 376,031	\$ 366,756	\$ 257,155	\$ 357,034
Salaries/Benefits	\$ -	\$ -	\$ 109,852	\$ -	\$ 111,233	\$ 38,111	\$ 72,121	\$ 18,408	\$ 11,854	\$ 11,854	\$ 8,350	\$ 8,350	\$ 8,350
Supplies	\$ -	\$ -	\$ -	\$ -	\$ 566	\$ -	\$ -	\$ -	\$ -	\$ 823	\$ 350	\$ 350	\$ 350
Equipment	\$ -	\$ -	\$ 45,008	\$ -	\$ 111,858	\$ -	\$ 250,779	\$ 105,579	\$ 121,992	\$ 121,992	\$ 6,728	\$ 6,728	\$ 6,728
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 406,258	\$ 330,246	\$ 624,587	\$ 377,090	\$ 764,625	\$ 243,133	\$ 486,554	\$ 336,718	\$ 465,765	\$ 376,031	\$ 547,901	\$ 257,155	\$ 425,014
Front Office Over/Under			(294,340)	(387,535)	(243,422)	(243,422)	(129,047)	(171,870)	(167,859)				
All Adult Workforce	\$ 2,110,816	\$ 196,762	\$ -	\$ (181,642)	\$ 200,000	\$ 206,436	\$ 100,000	\$ 63,976	\$ 114,000	\$ 56,977	\$ (42,288)	\$ -	\$ -
FYID Advances Return	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AV/E Long Term Loan Balance Overt to Gen Func	\$ -	\$ 755,000	\$ -	\$ 855,000	\$ -	\$ 855,000	\$ -	\$ 1,055,000	\$ -	\$ 1,155,000	\$ -	\$ 1,155,000	\$ -

**Auburn
Career Center**



Attachment Item #13

Financial Services

PLATTENBURG

Certified Public Accountants

May 8, 2023

Sherry Williamson, Treasurer/Chief Financial Officer
Auburn Career Center
Lake County
8140 Auburn Road
Concord Township, Ohio 44077

Dear Sherry:

This letter will confirm the understanding of our engagement to render GAAP conversion services to the Auburn Career Center (Center) for the year ended June 30, 2023. The nature and extent of our respective responsibilities are understood as follows:

1. Plattenburg, CPAs, will assist the Center with the conversion of the Center's cash basis records to generally accepted accounting principles (GAAP), including:
 - a. Preparation of journal entries needed to convert the Center's cash basis records to generally accepted accounting principles.
 - b. Preparation of supporting work papers needed to convert the Center's cash basis records to generally accepted accounting principles.
2. It shall be the responsibility of the Center to:
 - a. Direct the engagement and approve engagement results as the journal entries and GAAP work papers will be solely the responsibility and representation of the Center,
 - b. Provide the detail accounting records required (e.g. capital asset detail records, accounts receivable detail records, etc.),
 - c. Provide detail accounting records according to the timetable of Plattenburg, CPAs and
 - d. Provide the same level of assistance with the GAAP conversion as in prior years
3. It shall be the responsibility of Plattenburg, CPAs to prepare Center's GAAP journal entries and work papers from detail information provided by the Treasurer.
4. Our fixed fee for these services for June 30, 2023 will be \$9,750.
5. Progress billings will be made monthly and will be payable upon presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If additional time is necessary, we will discuss it with you and arrive at a new fee estimate to cover the additional costs.

PLATTENBURG

Certified Public Accountants

6. Additional extended procedures outside the normal scope of this engagement that you may request, if any, will be performed as a separate engagement and covered by a separate agreement. Such work would include, but is not limited to, implementation of new accounting pronouncements, preparation of the SEFA, input and submission procedures related to the Auditor of State's *Hinkle Report Filing System* and any work related to assistance with accounting details, including pension, opeb liabilities and capital assets.

Please indicate your agreement with the arrangements discussed herein by signing and returning this letter.

Sincerely,



Dave C. Minich, CPA, Partner
Plattensburg, CPAs

Name

Title

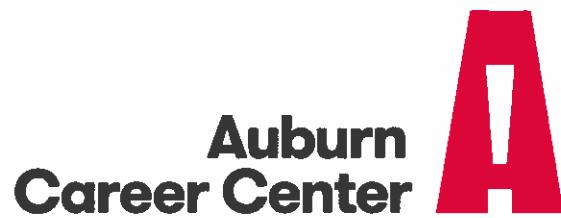
Date

**Auburn
Career Center**



Attachment Item #15

Human Resources



Human Resources

June 6, 2023

Extended Days

Summer 2023

Employee Name	Title	Days	Reason
Justine Malvicino	Career Guidance Advisor	Up to 2 Day	Preparation for A.C.E. time - SY2023-2024
Shelby Kaminski	VOSE Coordinator	Up to 1 Day	Upload IEPS/Meet with families - SY2023-2024
John Schein	ADM Instructor	Up to 4 Days	New Equipment Training

Adult Workforce Education

2022-2023

Employee Name	Title	Hourly Amount
Cayley Volpin	Developmental Disabled Grant	\$30.00
Danette Perkins	Telecom Instructor	\$30.00
Danette Perkins	Public Safety Support Specialist	\$30.00

Summer Interns

Employee Name	Title	Hourly Amount
Nathaniel McCloskey	Summer Worker Maintenance	\$14.00
Aston Zembower	Summer Worker Maintenance	\$14.00
Thomas Tomc	Summer Worker Maintenance	\$14.00

Part Time Classified

2023-2024

Employee Name	Title	Hourly Amount
Anthony Logarusic	Part Time Kitchen Helper	\$13.19

Resignation

Employee Name	Title	Reason	Effective
Scott Sitz	Criminal Justice Instructor	Resignation	July 31, 2023
Phil Stropkey	Evening Maintenance	Retirement	May 31, 2023
Joan Kuhn	Aspire Admin. Assistant	Resignation	July 15, 2023

Limited Teacher Contracts
Salary includes Step Increase per CATA
2023-2024

Employee Name	Title	Salary	Daily Rate	Contract Days
Stacy Yarnell	Allied Health Instructor	\$63,829.00	\$345.02	185

**Auburn
Career Center**



Attachment Item #16

*Amendment to
Employment Contract*

**AUBURN CAREER CENTER
GOVERNING BOARD OF EDUCATION**

**AMENDMENT
TO EMPLOYMENT CONTRACT**

This Contract Amendment by and between **JEFFREY SLAVKOVSKY** (hereinafter “Administrator”) and the **AUBURN CAREER CENTER GOVERNING BOARD** (hereafter “Board”), pursuant to a Resolution duly adopted by the Board, and entered into on this ____ day of _____, 2023 (Board Meeting Date). The changes as outlined in this amendment will be effective beginning _____, 2023.

WHEREAS, The Board and the Administrator desire to amend the terms of Administrator’s employment contract.

NOW, THEREFORE, the Board and the Administrator hereby agree that the Administrator’s contract shall be amended as follows:

1. Paragraph 11 shall be amended to provide for the following. For the remaining duration of the Contract, Administrator shall continue to earn twenty (20) vacation days per year. In addition, Administrator will be permitted to “carry over” up to a maximum of ten (10) accrued but unused vacation days from the previous contract year. In no instance shall the Administrator accumulate more than a total of thirty (30) vacation days. Administrator must receive advanced permission from the Superintendent to use more than ten (10) consecutive vacation days.

Upon Administrator’s termination, non-renewal, resignation, or death, not more than thirty (30) days accumulated vacation shall be compensated at the then-current per diem rate. The Administrator acknowledges that these provisions are contrary to the terms of Ohio Revised Code section 3319.02 and further agrees that this provision is intended to supersede the provisions of that statute relating to the payment of accrued and unused vacation upon separation from employment with the Board.

2. All other terms and conditions of the employment contract which are not amended herein remain in full force and effect.
3. The provisions of this Agreement are severable and independent, and if any words, phrases, clauses or sentences of it are found to be illegal or unenforceable for any reason, the balance of this Agreement shall remain in full force and effect. This Agreement shall be governed by, construed, interpreted, performed and enforced under the laws of the State of Ohio. In the event of any dispute arising hereunder, this Agreement shall not be interpreted for or against any party hereto on the ground that such party drafted or caused to be drafted this Agreement or any part hereof.

IN WITNESS WHEREOF, the Board, by its President and Treasurer, having been duly authorized, and Administrator, have set their hands this ____ day of __, 2023.

**AUBURN CAREER CENTER
GOVERNING BOARD OF EDUCATION**

Date: _____

Board President

Date: _____

Treasurer

The undersigned states that he has carefully read the foregoing Agreement and knows and understands the contents thereof, and that he executes the same as his/her own free act and deed.

Date: _____

Administrator

**Auburn
Career Center**



Attachment Item #17

*Amendment to
Employment Contract*

**AUBURN CAREER CENTER
GOVERNING BOARD OF EDUCATION**

**AMENDMENT
TO EMPLOYMENT CONTRACT**

This Contract Amendment by and between **DAVID LEONE** (hereinafter “Administrator”) and the **AUBURN CAREER CENTER GOVERNING BOARD** (hereafter “Board”), pursuant to a Resolution duly adopted by the Board, and entered into on this ____ day of _____, 2023 (Board Meeting Date). The changes as outlined in this amendment will be effective beginning _____, 2023.

WHEREAS, The Board and the Administrator desire to amend the terms of Administrator’s employment contract.

NOW, THEREFORE, the Board and the Administrator hereby agree that the Administrator’s contract shall be amended as follows:

1. Paragraph 6 shall be amended as follows with regard to vacation leave. For the remaining duration of the Contract, Administrator shall continue to earn twenty (20) vacation days per year. In addition, Administrator will be permitted to “carry over” up to a maximum of ten (10) accrued but unused vacation days. In no instance shall the Administrator accumulate more than a total of thirty (30) vacation days. Administrator must receive advanced permission from the Superintendent to use more than ten (10) consecutive vacation days.

Upon Administrator’s termination, non-renewal, resignation, or death, not more than thirty (30) days accumulated vacation shall be compensated at the then-current per diem rate. The Administrator acknowledges that these provisions are contrary to the terms of Ohio Revised Code section 3319.02 and further agrees that this provision is intended to supersede the provisions of that statute relating to the payment of accrued and unused vacation upon separation from employment with the Board.

2. All other terms and conditions of the employment contract which are not amended herein remain in full force and effect.
3. The provisions of this Agreement are severable and independent, and if any words, phrases, clauses or sentences of it are found to be illegal or unenforceable for any reason, the balance of this Agreement shall remain in full force and effect. This Agreement shall be governed by, construed, interpreted, performed and enforced under the laws of the State of Ohio. In the event of any dispute arising hereunder, this Agreement shall not be interpreted for or against any party hereto on the ground that such party drafted or caused to be drafted this Agreement or any part hereof.

IN WITNESS WHEREOF, the Board, by its President and Treasurer, having been duly authorized, and Administrator, have set their hands this ____ day of __, 2023.

**AUBURN CAREER CENTER
GOVERNING BOARD OF EDUCATION**

Date: _____
_____ Board President

Date: _____
_____ Treasurer

The undersigned states that he has carefully read the foregoing Agreement and knows and understands the contents thereof, and that he executes the same as his own free act and deed.

Date: _____
_____ Administrator

**Auburn
Career Center**



Attachment Item #19

Board Policies



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Revision of PUBLIC ATTENDANCE AT SCHOOL EVENTS
Code	po9160 EH
Status	Draft
Adopted	March 11, 2011
Last Revised	May 4, 2023

9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board welcomes and encourages members of the community to attend athletic and other public events held by the schools in the District. Due to the need to maintain order and preserve the facilities of the District during the conduct of such events, the Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested. In accordance with Board Policy 7440, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.

No alcoholic beverage or other controlled substance may be possessed, consumed, or distributed at any function sponsored by the District or at any function occurring on Board property.

Smoking and/or the use of tobacco and/or tobacco substitute products is prohibited at any time within any enclosed facility owned or leased or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco or nicotine (including synthetic nicotine), in addition to papers used to roll cigarettes, and/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, and any other smoking devices for burning tobacco or any other substances (See Policy 7434).

Such prohibition also applies to school grounds, and any school-related event.

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that shall be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of non-District audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event, shall obtain prior permission from the Superintendent.

All notices, signs, schedules, and other communications about school events shall contain the following statement:

"In accordance with State and Federal law, the District shall provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the Human Resources & Operations Director if they require a reasonable accommodation."

~~Revised 6/26/12~~
~~Revised 3/4/14~~

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Legal

R.C. 955.43, 1716.02, 1716.03

28 C.F.R. Part 35

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Vol. 41, No. 2 - January 2023 Revised EMERGENCY SITUATIONS AT SCHOOLS
Code	po8420 EH Options
Status	Draft
Adopted	May 1, 2007
Last Revised	May 4, 2023

Revised Policy - Vol. 41, No. 2

8420 - EMERGENCY SITUATIONS AT SCHOOLS

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, emergency situations ~~net~~ and man-made disasters do occur. Such emergencies are best met by preparedness and planning.

The Board directs that a system of emergency preparedness be developed that addresses the following goals and/or objectives:

- A. the health and safety of students and staff are safeguarded
- B. the time necessary for instructional purposes is not unduly diverted
- C. minimum disruption to the educational program occurs
- D. students are helped to learn self-reliance and trained to respond sensibly to emergency situations

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the applicable Emergency Management Plan (EMP). ~~plan for emergency preparedness.~~

The Board also directs that fire, tornado, and school safety drills be conducted during the school year in accordance with State law.

Fire drills or rapid dismissals shall be conducted no less than six (6) times a school year at the times and frequency prescribed by the State Fire Marshal with the first emergency evacuation drill being conducted within ten (10) days of the beginning of classes. However, no fire drills are required to be conducted in any month that a school safety drill is conducted. Tornado drills shall be conducted at least once a month ~~on a regular basis~~ during the tornado season (i.e., from April 1 to July 31) when school is in session. ~~In the spring.~~ Times and frequencies of drills must be varied. ~~(-) The Director shall verify the school building's doors and exits are unlocked during school hours.~~

~~**DRAFTING NOTE: Inclusion of this language is optional, but it is an accurate reflection of state law - R.G. 3237-73 which states: "In the case of schools, no director or person in charge of a school shall willfully neglect to keep the doors and exits of such building unlocked during school hours." This pertains to the doors and exits being unlocked from the inside, not the outside.**~~

In conjunction with fire drills or rapid dismissals, the Director shall instruct students on safety precautions to be taken in the case of a tornado alert or warning and shall designate appropriate locations to be used to shelter students in case of a tornado, tornado alert, or warning.

~~**BRACKETING NOTE: If a school does not have smoke detectors or a sprinkler system, fire drills or rapid dismissals must be conducted a minimum of fifteen to be conducted nine (9) times a school year. Such drills, however, may be combined with the three (3) required school safety drills, so long as at least one (1) school safety drill provides students with instruction in the procedures to follow in situations where students must be secured in the school building rather than rapidly evacuated (discussed below).]**~~

School safety drills shall be conducted at least three (3) times during each school year. During the school safety drills, students must be instructed in the appropriate procedures to follow in situations where students must be secured in their building or rapidly evacuated in response to:

- A. a threat to the school involving terrorism;
- B. a person in possession of a deadly weapon or dangerous ordnance on school property; and
- C. other acts of violence.

At least one (1) safety drill shall include a scenario where students must be secured in the school building rather than rapidly evacuated.

School safety drills (including drills and theoretical drills) shall be conducted in conjunction with the District's emergency management plan.

The Principal must conduct at least one (1) drill or rapid dismissal or one (1) school safety drill during each month of the school year. A drill or rapid dismissal may be conducted during the same month as a school safety drill. All building occupants must participate in the drill.

Additionally, the Principal shall conduct a theoretical school safety drill at least once during the school year to provide instruction to school faculty and staff regarding procedures to be followed in such situations. The theoretical drill does not need to include student participation and may be conducted at the required annual employee school safety drill training session.

Each safety drill shall be conducted in conjunction with law enforcement officials.

Prior to conducting the annual school safety drills, each Principal shall:

- A. provide advance written notice of each school safety drill (actual and theoretical) to the municipal or township police chief or other chief law enforcement officer (or in the absence of such officer, the county sheriff);
 - Such notice shall be provided no later than seventy-two (72) hours prior to the date the drill will be held, be sent by mail, facsimile, or electronic submission, and include the address of the school and the date and time the drill will be conducted.
- B. provide follow-up written certification of the date and time the drill was conducted during the previous school year, as well as the date and time each drill will be conducted during the current school year, to the municipal or township police chief or other chief law enforcement officer (or in the absence of such officer, the county sheriff);
 - The certification must be submitted by mail, facsimile, or electronically by December 5th of each calendar year.
- C. hold annual training sessions for school employees regarding the procedures to follow during school safety drills.

Each Principal shall keep a written record of the date and time of each drill conducted. The Director shall file a copy of any required fire drill records with the State Fire Marshal and, as applicable, the firefighting agency having jurisdiction to conduct inspections of the school building.

Procedures shall be developed for the handling of all emergency evacuations.

A.C. 1301:7-7-01, 1301:7-7-04, ~~3301-5-04~~4501:5-1-01
R.C. 3737.73

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Legal

A.C. 1301:7-7-01, 1301:7-7-04, 4501:5-1-01
R.C. 3737.73



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Revision of SCHOOL SAFETY
Code	po8400 EH Review Does the EMP apply to Career Centers?
Status	Draft
Adopted	February 3, 2004
Last Revised	May 4, 2023

8400 - SCHOOL SAFETY

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of District personnel, law enforcement agencies, and families. The Board further believes that school administrators, professional staff, and support staff and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

Emergency Management Plan (EMP)

To that end, the Superintendent shall develop and adopt a comprehensive Emergency Management Plan ("EMP") for each building under his/her control in the District. The EMP shall be submitted on standard forms developed and made available by the Ohio Department of Public Safety (ODPS). In developing the EMP for each building, the Superintendent shall involve community law enforcement and safety officials (including, but not limited to, law enforcement, fire, emergency medical personnel, mental health providers, local health departments, school safety and security contacts, and any local divisions having county-wide emergency management), parents/guardians of students who are assigned to the building, and teachers and nonteaching employees assigned to the building (hereinafter, collectively referred to as "stakeholders"). Each EMP shall contain the name, title (if applicable), contact information, and signature of each stakeholder (i.e., person involved in development of the EMP); the signature shall affirm the stakeholder was offered the opportunity to provide feedback (it does not mean or require that the stakeholder approve the EMP).

In developing the EMP, the Superintendent shall examine the environmental conditions and operations of each building to determine potential hazards to student and staff safety. The Superintendent shall further propose operating changes to promote the prevention of potentially dangerous problems and circumstances. The Superintendent shall incorporate remediation strategies into the EMP for any building where documented safety problems have occurred.

Each EMP will consist of ~~four~~(~~4~~)six (6) parts:

- A. The emergency operations plan shall consist of a single document to address all hazards that may negatively impact the school; including but not limited to, active shooter, hostage, bomb threat, act of terrorism, ~~bullying~~ ~~and any other natural or manmade~~ infectious diseases or pandemic, severe weather, bullying, threats of violence or threats to life, and any other natural, technological, or human-caused events that the Superintendent knew or should have reasonably known about that

compromise the health or safety of students, employees, administrators, or property. The document will include:

1. a hazard identification and risk analysis (i.e., a process to identify hazards and assess the vulnerability associated with each);
2. an all-hazards emergency operations plan organized around five (5) mission areas: prevention, protection, mitigation, response, and recovery;

The plan shall be ~~emphasize~~ consistent with the National Incident Management System (NIMS) principles.

3. the access and functional needs of the students, teachers, and staff;
4. education for students, staff, and administrators to avoid, deter, or stop an imminent crime or safety issue, threatened or actual;
5. procedures for notifying law enforcement, fire, EMS, emergency management, mental health providers, public health officials, and other outside experts who could assist in responding to and recovering from an emergency;

~~The plan shall be updated and revised at least every three (3) years from the previous date of compliance to reflect lessons learned and best practices to continually improve the plan. The emergency management test and actual emergencies at the school buildings will be a source for lessons learned.~~

6. a threat assessment plan developed as prescribed by Ohio Revised Code Section 5502.263, including a protocol for school threat assessment teams established pursuant to Ohio Revised Code Section 3313.669; **[DRAFTING NOTE: A building may use the model policy and protocol developed by the Department of Public Safety.]**

The plan shall be updated and revised at least every three (3) years from the previous date of compliance to reflect lessons learned and best practices to continually improve the plan. The areas of improvement identified in the emergency management test and actual emergencies at the school buildings will be a source for lessons learned.

7. the use of temporary door-locking devices as permitted by law.

B. A floor plan unique to each floor of the building.

C. A site plan that includes all building property and surrounding property.

D. An emergency contact information sheet.

- I Stakeholder signatures.
- Proof of completion of an approved threat assessment training program for each member of the building's threat assessment team.

The Superintendent shall submit an electronic copy of each EMP ~~s/he developed and adopted to the Ohio Department of Education (ODE)~~ building's EMP to the Director of Public Safety not less than once every three (3) years, whenever a major modification to the building requires changes to the procedures outlined in the EMP, and whenever the information on the emergency contact information sheet changes. ~~Not later than the date prescribed by ODE,~~ the Superintendent shall also file a copy of the current, updated EMP with the following:

A. each law enforcement agency that has jurisdiction over the school building; and

B. upon request, the local fire department, emergency medical service organization, and county emergency management agency serving the area in which the building is located.

The Superintendent will also file copies of updated EMPs with ~~ODE~~ and the above agencies within ten (10) days after ~~s/he adopts the revised EMP~~ the Director of Public Safety and the above agencies within ten (10) calendar days after adoption of the revised EMPs.:

~~The EMP is not a public record.~~ The District's EMPs are security records and not public records. The Superintendent shall keep a copy of the District's EMPs in a secure location.

~~The Superintendent shall prepare and conduct at least one (1) annual emergency management test, in accordance with rules adopted by the Ohio Department of Education (ODE). By July 1st of every year, the Superintendent shall review the EMPs ~~s/he previously developed and adopted, and certify in writing to the ODE that the EMPs are current and accurate.~~ The Superintendent shall annually review the District's previously developed and adopted EMPs and certify that the plan, emergency contact information sheet,~~

floor plan, and site plan are current and accurate. The certification shall be completed through the School Safety Plan Portal between January 1 and July 1 of each year.

~~The emergency management test must be a scheduled event; an actual emergency will not satisfy this requirement, even if an after-action report is produced. The emergency management test must be a tabletop, functional, or full-scale as defined in A.C. 3301.5-01, and each type shall be used once every three (3) years. It must include at least one (1) hazard from the hazard analysis in the EMP and at least one (1) functional content area. At least one (1) representative from law enforcement, fire, EMA, EMS, and/or behavioral health should be included. The Superintendent shall prepare and conduct at least one (1) emergency management test each year during the three (3) year annual review cycle, in accordance with rules adopted pursuant to Ohio Revised Code Section 5502.262(F). The Emergency Management tests must meet the following requirements: (1) be a scheduled event at least two (2) of the years; one (1) actual emergency may be used during the three (3) year plan cycle if an after-action report is produced with the involvement of stakeholders (i.e., at least one (1) representative from law enforcement, fire, EMA, EMS, and a mental health provider and public health official); (2) the type of test shall be a tabletop, functional or full-scale, as defined in O.A.C. 4501:5-1, and each type shall be used once every three (3) years; and (3) the test must include at least one (1) hazard from the hazard analysis identified in the emergency operations plan and at least one (1) functional content area. The test should include at least one (1) representative from law enforcement, fire, EMA, EMS, and a mental health provider and public health official.~~

Students may participate in the emergency management test at the discretion of the Principal. In deciding whether, and to what extent, to involve students in an emergency management test, the Superintendent and Principal should consider what benefit student inclusion in the emergency management test may have on the student population's preparedness for an emergency and to enhance the safety of students in the building. The Principal shall also consider age-appropriate participation, guidance, trauma-informed best practice, and training in preparation for students' participation in the test.

Parental consent is required prior to student participation in the emergency management test.

The Superintendent shall submit an after-action report to the ~~ODE~~Department of Public Safety no later than thirty (30) days after the emergency management test documenting the following: 1) date/time/weather/length of exercise; 2) the type of discussion/operations based exercise; 3) the scenario utilized; 4) the hazard(s) utilized (including providing safety data sheets, as appropriate); 5) the functional content area(s) utilized; and 6) the identification of at least three (3) strengths and at least three (3) improvement areas of the EMP discovered as a result of the emergency management test. The after-action report shall be submitted on standardized forms developed and made available by the Department of Public Safety.

The Superintendent shall grant access to each school building ~~under the control of~~ the District to law enforcement personnel and any local fire department, emergency medical service organization, and/or county emergency management agency that has requested a copy of the EMP, to enable such personnel and entities to conduct training sessions for responding to threats and emergency events affecting the school building. Such access shall be provided outside of student instructional hours and the Superintendent ~~or designee~~ shall be present in the building during the training sessions.

Prior to the opening day of each school year, the Superintendent shall inform each enrolled student and the student's parent/legal guardian of the procedures to be used to notify parents in the event of an emergency or a serious threat to safety. Any student that enrolled in the school after the annual notification, and their parent/legal guardian, shall be notified upon enrollment. Also, see Policy 8420 - Emergency Situations at Schools.

Threat Assessment

Behavioral threat assessment is a fact-based, systematic process designed to identify, assess, and manage potentially dangerous or violent situations. The threat assessment process shall be embedded within a comprehensive multilayered system of supports (MTSS) that involves interdisciplinary, collaborative partnerships focusing on prevention. The District will use a behavioral threat assessment model, including threat assessment teams, to address in a proactive manner the prevention of targeted violence by identifying areas of concern, gathering information, assessing the likelihood of violence, initiating appropriate interventions and violence mitigation strategies and provide ongoing evaluation to increase positive outcomes for individuals and enhance overall school safety. The aim of the process is to emphasize the provision of interventions and supports, and not just punishment. Ultimately, the primary purpose of a threat assessment is to address concerning behavior (including prohibited behaviors), respond to concerning communications, and minimize the risk of targeted violence at school.

As dictated by the Safety and Violence Education Students (SAVE Students) Act, the District will use a multidisciplinary decision-making process to conduct threat assessments and develop and implement interventions for students whose behavior indicates they may pose a risk of harm to the school community and/or themselves. Specifically, the Board directs the Superintendent to create a threat assessment team for each school building in the District serving grades six (6) through twelve (12). Each team shall be multidisciplinary, when possible; the Director will ordinarily serve as the team's leader and the team may include school administrators, mental health professionals (e.g., school psychologists, school counselors, social workers), school resource officers (where appropriate), and other relevant personnel (e.g., instructional staff). Each member of a threat assessment team is required to complete an approved threat assessment training program upon appointment and once every three (3) years thereafter. As noted above, the District shall include proof of completion of the approved training by each team member in the EMPs and annual certifications submitted to the Director of Public Safety. Per State law, threat assessment team members are not liable for damages in a civil action for injury, death, or loss to person or property allegedly arising from a team member's execution of duties related to school safety unless the team member's act or omission constitutes willful or wanton misconduct.

The Ohio School Safety Center (OSSC), which is part of the Ohio Department of Public Safety, has developed the Ohio School Behavioral Threat Assessment Model Policy and Protocol: A Guide for School Personnel and Law Enforcement. This protocol shall serve as the foundation of the District's efforts to identify students of concern so that their behaviors can be mitigated to the point that they no longer pose a threat.

The following individuals may be subject to a behavioral threat assessment:

- A. Students: current, former, and prospective
- B. Employees: current, former, and prospective
- C. Parents/guardians of students/non-custodial parents or relatives
- D. Persons who are (or have been) in a relationship with faculty, staff, or students
- E. Contractors, vendors, or other visitors
- F. Unaffiliated persons

Research shows that individuals who plan to commit violent acts against schools often share their plans with someone. Consequently, the District **DRAFTING NOTE-Select one (1) of the following options**

(→) has registered with the SaferOH tip line operated by the Department of Public Safety to facilitate the receipt of anonymous reports of concerning behavior and/or communications.

FOR1

(→) has entered into an agreement with an anonymous reporting program that meets the following requirements:

- 1. operates twenty-four (24) hours per day, seven (7) days per week;
- 2. forwards reported information to and coordinates with the appropriate school threat assessment teams and law enforcement and public safety agencies as required under the District's EMPS;
- 3. will be promoted in each District school to inform students about the reporting program and its reporting methodology; and
- 4. complies with Ohio Revised Code Sections 149.423 and 3319.321 and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g.

DRAFTING NOTE-If the District enters into an agreement with an anonymous reporting program provider, it must specify in the agreement that the provider must annually submit a report to the Department of Public Safety and the Department of Education identifying the number of anonymous reports made through the reporting program and the method by which they were received, disaggregated by school.

The Superintendent shall comply with all reporting requirements set forth in R.C. 3313.669 related to the District's (→) participation in the SaferOH tip line (→) use of an anonymous reporting program **[END OF OPTIONS]**.

[→] The Board authorizes the Superintendent to determine whether to designate a student-led violence prevention club for each school building in the District serving grades six (6) through twelve (12). If a student-led violence club is established in a building, it shall (1) be open to all members of the student body; (2) have at least one (1) identified adult adviser; (3) implement and sustain suicide and violence prevention and social inclusion training and awareness activities in a manner consistent with R.C. 3301.221; and (4) foster opportunities for student leadership development.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

~~The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and may include a school counselor, school psychologist, instructional personnel, and/or the School Resource Officer, where appropriate. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.~~

The Team will meet when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target self-harm or violence to others. If an inquiry indicates that there is a risk of self-harm or violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment, including the threshold for law enforcement;
- D. ~~defining the types of information that may be gathered during the assessment,~~ establishing assessment procedures that include practices for maintaining documentation, identifying sources of information, reviewing records, and conducting interviews;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who are responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation;-
 - F. identifying risk management options (e.g., interventions and supports, and the imposition of disciplinary consequences, as appropriate) to enact once an assessment is complete, including creating an individualized management plan to mitigate identified risks;
 - creating and promoting a safe school climate built on a culture of safety, respect, trust, and emotional support, and one that encourages communication and empowers students to share their concerns;
 - providing training for all stakeholders, including school personnel, students, parents, and law enforcement (as applicable).

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 - Student Records, and State and Federal law.

Safe and Drug-Free Schools

As a part of the EMP, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing Safe and Drug-Free Schools):

- A. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- B. security procedures at school and while students are on the way to and from school;

C. prevention activities that are designed to maintain safe, disciplined and drug-free environments;

D. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:

1. allows a teacher to communicate effectively to all students in the class;
2. allows all students in the class the opportunity to learn;
3. has consequences that are fair, and developmentally appropriate;
4. considers the student and the circumstances of the situation; and
5. is enforced accordingly.

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered persistently dangerous as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in AG 5113.02.

In addition, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law, the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

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 Revised 5/1/07
 Revised 4/13/10
 Revised 5/3/16
 Revised 5/7/19
 Revised 2/4/20

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Legal

A.C 4501:5-1-01

R.C. 3313.669, 3313.6610, 3313.6611, 5502.262, 5502.263 Ohio Department of Public Safety - Model Threat Assessment Plan

Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended
20 U.S.C. 6301 et seq.
Public Law 107-110



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Vol. 41, No. 2 - Technology Update - January 2023 Revised INFORMATION MANAGEMENT
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Revised Policy - Vol. 41, No. 2

8315 - INFORMATION MANAGEMENT

The Board of Education recognizes its responsibility, in certain circumstances, to maintain information created, maintained, or otherwise stored by the District outside the "Records Retention Schedule" in AG 8310A. In such situations, a "Litigation Hold" procedure will be used ~~to~~ identify and preserve information relevant to a specific matter. "Information" includes both paper documents and electronically stored information ("ESI"). When implementing the "Litigation Hold," the District will identify individuals in possession or custody of paper documents, ESI, and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the "Records Retention Schedule" in AG 8310A. The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a "Litigation Hold," which is under the control of the District, must be preserved in a readily accessible form and cannot be disposed of under the "Records Retention and Disposal" requirements of AG 8310E. Failure to comply with a Litigation Hold notice may result in ~~disciplinary~~ ~~and~~ ~~disciplinary~~ discipline, up to and including possible termination.

Instances where the Board must maintain information outside the "Records Retention Schedule" in AG 8310A include:

- A. when the Board has specific information and/or written notice from a parent/guardian, student, or person representing the parent/guardian or ~~student and~~ ~~parent~~ ~~of an intent to file an appeal of student discipline to State court;~~
- B. when the Board has specific information and/or written notice that litigation is imminent even though the litigation has not yet been filed in Federal or State court;
- C. when the Board is served with litigation including, but not limited to, notice of a lawsuit in Federal or State court, or notice of a student disciplinary appeal to State court;
- D. when the Board receives specific information and/or written notification from an employee, labor union, or other person of an intent to file a claim against the Board, its members, employees, or agents at an administrative agency such as the Equal Employment Opportunity Commission, Ohio Civil Rights Commission, State Employment Relations Board, U.S. Department of Education Office for Civil Rights, Ohio Department of Education Office for Exceptional Children or Office of Professional Conduct, State Personnel Board of Review, or a Civil Service Commission regarding a claim against the Board, its members, employees, or agents;

E. when the Board receives specific information and/or written notification from an administrative agency such as the Equal Employment Opportunity Commission, Ohio Civil Rights Commission, State Employment Relations Board, U.S. Department of Education Office for Civil Rights, Ohio Department of Education Office for Exceptional Children or Office of Professional Conduct, State Personnel Board of Review, or a Civil Service Commission regarding a claim filed against the Board, its members, employees, or agents;

F. when the Board receives written notification from a third party requesting that the Board maintain information that could be at issue in litigation or potential litigation involving ~~that~~ that third party;

G. when the Superintendent recommends the termination of an employee to the Board pursuant to R.C. 3319.16 and R.C. 3319.081, R.C. Chapter 124, or a labor contract;

H. when the Board explores, contemplates, or initiates litigation.

Definitions

"Documents" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound/audio recordings, images, video recordings, ~~recordings~~, images and other data or data compilations stored in any medium from which information can be obtained or translated if necessary.

"ESI" means any type of information that is created, used, and stored in digital form and accessible by digital means. It includes all data, digital documents or files, or other information contained on any media type (e.g., tape, hard disk drive, cloud storage, or some yet to be created storage technology). Specifically, it includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound/ audio recordings, images, video recordings, and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. Examples include: e-mails and their attachments, text and instant messages, communications conducted in ephemeral messaging applications or in workplace collaboration tools, word processing documents, spreadsheets, digital photographs/pictures, videos, application programs and data files, data/information stored in databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, digital scans (including TIFF files), PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsletters, directories, security and access information, legacy data, audio recordings, voicemails, phone/call logs, faxes, internet/browser histories, caches, cookies, or logs of activity on computer systems (whether internal to the District or external) that may have been used to process or store electronic data. ESI also includes data/information from cloud applications (e.g., educational or operational apps/services), electronic records of online activity (e.g., social media postings), and data generated or stored by devices connected to the Internet of Things (IoT). ~~ESI includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. It includes, but is not limited to, e-mails, e-mail attachments, instant messages, word processing files, spreadsheets, pictures, application program and data files, databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, TIFF files, PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsletters, directories, security and access information, legacy data, audio recordings, voice mails, phone logs, faxes, internet histories, caches, cookies or logs of activity on computer systems that may have been used to process or store electronic data.~~

"Electronic media" includes, but is not limited to, computer hard drives (including portable hard disk drives "HDD's"), floppy drives, disaster recovery media, and storage media (including DVD's, CD's, floppy discs, Zip discs/drives, Jazz discs/drives, USB memory drives, jump disc/drives, flash discs/drives, keychain discs/drives, thumb discs/drives, smart cards, microfilm, backup tapes, cassette tapes, cartridges, etc.) accessed, used, and/or stored on/in/through the following locations: networks and servers, whether internal or external (including the cloud); laptop and desktop work computers; home and personal computers; other computer systems; backup computers or servers; whether internal or external (including cloud storage); archives; mobile devices (e.g., mobile/cellular phones and tablet computers, personal digital assistants ("PDAs" - including Palm, BlackBerry, etc.); pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media also includes social media websites (e.g., Facebook, Twitter, LinkedIn) and any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy was first adopted into the future. ~~Laptop and desktop work computers, home and personal computers, other computer systems, backup computers or servers, archives, personal digital assistants ("PDAs" - including Palm, BlackBerry, etc.), pagers, firewalls, audit trails and logs, printers, copiers, scanners, digital cameras, photographic devices, and video cameras and devices. Electronic media shall also include any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy is adopted into the future.~~

Initiation and Removal of a "Litigation Hold"

The Board or the Superintendent may initiate a "Litigation Hold" under this policy. If the Superintendent initiates a "Litigation Hold," ~~the~~ the Superintendent or the Board's legal counsel will notify the Board of the reason the Litigation Hold was instituted and its scope. When implementing a Litigation Hold, the Board or Superintendent may utilize an Electronically Stored Information Team ("ESI Team"). The Board's legal counsel shall be involved in the implementation of the "Litigation Hold Procedure."

A "Litigation Hold" shall remain in place until removed/withdrawn by the Board. A "Litigation Hold" may be removed when the litigation or administrative agency matter has been resolved or can no longer be initiated. Any information maintained under this policy shall fall back under the "Records Retention Schedule" in AG 8310A once the "Litigation Hold" is removed/withdrawn.

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Legal F.R.C.P. 34, 37(F)
O.R.C.P. 34, 37(F)



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8390 - ANIMALS ON DISTRICT PROPERTY

Introduction

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy applies to all animals on District property, including service animals.

Definitions

A. **"Animal"**: includes any living creature that is not a human being.

B. **"Service animal"**: pursuant to 28 C.F.R. Section ~~35.104~~36.104, "means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."

The Americans with Disabilities Act (ADA) also defines a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (i) of the ADA.

(~~) "Emotional Support Animal": Emotional support animals provide comfort to individuals but are not trained to perform a specific job or tasks. This definition does not include psychiatric service animals who are properly trained and certified as a "service animal". (See 28 C.F.R. 36.104)~~

~~l ("Therapy Dog": Therapy dogs are dogs who go with their owners to volunteer in settings such as schools, hospitals, and nursing homes for the purpose of providing support, affection, and/or comfort. A therapy dog in a school setting may serve the function of assisting students in the learning process (e.g., improving communication and/or reading skills), helping to reduce stress, and/or providing comfort and affection to specific students or to a group of students. Therapy dogs are not service dogs and do not have the same special access as service dogs (source: American Kennel Club/AKC).~~

Vaccination, Licensing and/or Veterinary Requirements

Animals, including service animals, housed on or brought on to District property on a regular basis must meet every veterinary requirement set forth in State law and County regulation/ordinance, including, but not limited to, rabies vaccination or other inoculations required to be properly licensed.

Animals in Schools and Elsewhere on District Property

~~Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member who has a seizure disorder, or those that serve as service animals as required by Federal and State law.~~

~~Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Director may permit animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:~~

- ~~1. the staff member seeking approval to have an animal in his/her classroom shall:

 - provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
 - take precautions deemed necessary to protect the health and safety of students and other staff;
 - provide that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,
 - keep the surrounding areas in a clean and sanitary condition at all times.~~

~~1. ~~either staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.~~~~

~~Except where required by law, the presence of an animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.~~

Service Animals for Students

The student's need for and use of the service animal must be documented in the student's individual education plan (IEP) or Section 504 Plan.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare or supervision of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definition set forth in the ADA and this policy shall be under the control of its handler. A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

Required Documentation

The following documentation is required prior to a service animal being allowed at school or other Board property:

- A. Current IEP or Section 504 Plan that includes a provision regarding the use of a service animal.

B. Current satisfactory health certificate or report of examination from a veterinarian for the service animal as required by this policy for all animals that are regularly present on District property.

C. Criminal background check for the handler, if the handler is not the student, in the same manner as required of vendors, individuals, or other entities under contract with the Board by Policy 8142 - Criminal History Record Check for Contracted School Services.

The Director is responsible for determining whether the required documentation has been provided for the student's service animal. When the required documentation has been provided, the service animal will be permitted to accompany the student with a disability anywhere on the school campus where students are permitted to be.

Removing and/or Excluding a Student's Service Animal

In instances when a service animal has demonstrated that it is not under the control of the student or its handler, the Director is also responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

In instances when the service animal has demonstrated that it is not sufficiently housebroken, the Director shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Director shall notify the Superintendent when a service animal is removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Director's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in AG 2260.01B - Section 504/ADA - Complaint and Due Process Procedures.

The procedures set forth in AG 2260B - Complaint Procedures for Nondiscrimination and Equal Educational Opportunity/Access are not intended to interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint with the United States Department of Education's Office for Civil Rights.

Eligibility of a Student's Service Animal for Transportation

In some cases, as identified on the student's IEP or Section 504 Plan, there may be a need for a student with a disability and his/her accompanying service dog to access School District transportation. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.

Before a service animal is permitted to ride on a school bus or other Board-owned or leased vehicle, the student and his/her parents, or eligible student, and the handler, if s/he the handler is someone other than the student, shall comply with the following:

- A. The Principal shall meet with the student and his/her parents, or eligible student, and the handler, if s/he the handler is someone other than the student, and the driver and bus assistant, if any. The student and his/her parents, or eligible student, and the handler, if s/he the handler is someone other than the student, is responsible for providing information to the driver and bus assistant, if any, regarding critical commands needed for daily interaction and emergency/evacuation.
- B. The Director shall make arrangements for the student and his/her parents, or eligible student, and the handler, if s/he the handler is someone other than the student, to provide an orientation for students who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.
- C. The service animal must participate in bus evacuation drills with the student.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus.

While the bus/vehicle is in motion, the service animal shall remain positioned on the floor, at the student's feet. A representative of the Transportation Office will meet with the student and his/her parents, or eligible student, and the handler, if s/he the handler is someone other than the student, to determine whether the service animal should be secured on the bus/vehicle with a tether or harness.

Situations that would cause cessation of transportation privileges for the service animal include:

- A. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. the service animal urinates or defecates on the bus.

The student and his/her the student's parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the Principal.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy 1623, Policy 3123, and Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. As required of all animals under this policy, an employee with a disability who utilizes a service animal as an accommodation must provide a current satisfactory health certificate or report of examination from a veterinarian for the animal.

Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs, or activities- as vendors- or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should notify the Director that their service animal will accompany them during their visit.

As required of all animals under this policy, an individual with a disability who has a service animal will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal if they will visit an area of the District's facilities on a regular basis.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her their service animal in accordance with Policy 9160 - Public Attendance at School Events. If the individual with a disability will attend a regularly scheduled series of events with his/her their service animal, the individual with disabilities will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, which is required for all animals by this policy.

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Director may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- 1 the staff member seeking approval to have a non-service animal in their classroom shall:
 - 1 provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
 - 2 take precautions deemed necessary to protect the health and safety of students and other staff;
 - 3 provide that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and
 - 4 keep the surrounding areas in a clean and sanitary condition at all times;

5 other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

~~OPTIONAL LANGUAGE~~

Emotional Support Animals for Students

An emotional support animal is not granted the same access to school buildings and classrooms as service animals. Unless required by a student's IEP or Section 504 Plan, the District is not required to grant a student's request that the student be permitted to bring an emotional support animal to classes or on school grounds for any purpose. () The Superintendent may grant a student use of an emotional support animal on a case-by-case basis if necessary and not disruptive to the environment of other students.

Consistent with State and Federal law, authorization for an emotional support animal to be on District grounds may be suspended if the animal is the source of an allergic reaction, causes discomfort or distress to a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the animal to be on District grounds requires approval by the () Superintendent () (OTHER) _____.

[END-OF-OPTIONAL LANGUAGE]

[] [OPTION FOR ALLOWING CERTIFIED THERAPY DOGS ON DISTRICT GROUNDS]

Therapy Dogs

Therapy dogs are the personal property of the handler and are specially trained to help students in the assigned classroom, program, or school. Authorization for a therapy dog to be on District grounds may be granted by the () Superintendent () building director () (OTHER) _____ [END-OF-OPTIONS], provided the following conditions are met each year:

- 1. Documentation of certification as a therapy dog from the AKC, Intermountain Therapy Animals (R-E.A.D.), Alliance of Therapy Dogs, Bright and Beautiful Therapy Dogs, Love on a Leash, Pet Partners, Therapy Dogs International, or another certification program recognized by the AKC;
- 1. Documentation of an educational purpose for the therapy dog and a regular appraisal period for continuation.
- () Documentation that the therapy dog is not younger than one (1) year old and is properly licensed according to local requirements.
- [] Documentation from a licensed veterinarian that the therapy dog is current on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and does not pose a danger to the well-being of students or staff.
- 1. Documentation of an insurance policy that provides liability insurance for the therapy dog while on District grounds.
- Documentation that the handler has completed a background check consistent with Board policy and is prepared to be solely responsible for the therapy dog and the therapy dog's care, cleaning, feeding, and cleanup while on District grounds.
- () Agreement that the therapy dog and handler will abide by school rules and any specific rules for the therapy dog's presence on District grounds.

Authorization for a therapy dog to be on District grounds will be suspended if the therapy dog is the source of an allergic reaction, causes discomfort or distress to a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the therapy dog to be on District grounds requires approval by the () Superintendent () (OTHER) _____. Authorization for a therapy dog to be on District grounds may be withdrawn at any time by the Superintendent.

[END-OF-OPTIONS]

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Legal 28 C.F.R. 35.104

Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)
The Americans with Disabilities Act, as amended (ADA)

The Individuals with Disabilities Education Improvement Act (IDEIA)
R.C. 955.43
R.C. 1717.01



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Last Revised	May 4, 2023

Revised Policy - Vol. 41, No. 2

8305 - INFORMATION SECURITY

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This data/information may be in hard copy or digital format and may be stored in the District or offsite with a third party provider.

~~Data/Information~~Data/Information collected by the District shall be classified as Confidential, Controlled, or Published. ~~Data/Information~~Data/Information will be considered Controlled until identified otherwise.

Protecting District Information Resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board of Education members, staff members/employees, students, parents, contractors/vendors, and visitors who use District Information & Technology Resources (as defined in Bylaw 0100) ~~and Information Resources~~.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the data/information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees, granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04 F1) shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District Technology Resources on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to ~~him/her~~them or how they apply to ~~him/her~~them, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the Superintendent is charged with developing procedures that can ~~authorized to develop procedures that would~~ be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable information occurs.

The Superintendent shall require staff members to participate in training related to the internal controls applicable ~~the participation of staff members in appropriate training related to the internal controls pertaining~~ to the data/information that they collect and have access to, ~~to which they have access, and for which they are~~ would be responsible for the security protocols.

Third party contractors/vendors who require access to Confidential Data/Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of Information Resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and ~~retained~~ retained by the District at risk. Employees who violate this policy and/or its related administrative guidelines may be disciplined, ~~the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment and/or referral to law enforcement. Students who violate this Policy and/or its related administrative guidelines will be disciplined. AGs will be subject to disciplinary action, up to and including expulsion and/or referral to law enforcement. Contractors/vendors who violate this Policy and/or its related administrative guidelines may face termination of their business relationships with and/or legal action by the District. Parents and visitors who violate this Policy and/or its related administrative guidelines may be denied access to the District's Information & Technology Resources.~~

The Superintendent shall conduct a periodic assessment of risk related to the access to and security of the data/information collected and retained by the District.

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Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Revision of ADVERTISING AND COMMERCIAL ACTIVITIES
Code	po9700.01 EH
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Last Revised	May 4, 2023

9700.01 - ADVERTISING AND COMMERCIAL ACTIVITIES

The purpose of this policy is to provide guidance for the appropriate and inappropriate use of advertising or promoting of commercial products or services to students and parents in the schools.

"Advertising" comes in many different categories and forums and is defined as an oral, written, or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use, or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos, or tags for product or service identification purposes are not considered advertising.

The Board may permit advertising in District facilities or on District property in the following categories or forums in accordance with the guidance set forth herein:

A. Product Sales:

1. product sales benefiting a District, school, or student activity (e.g., the sale of beverages or food within school's);
2. exclusive agreements between the District and businesses that provide the exclusive right to sell or promote their products or services in the schools (e.g., pouring rights contracts with soda companies); and/or
3. fundraising activities (e.g., short term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club, or activity where the school receives a share of the profits.

B. Direct Advertising/Appropriation of Space:

1. signage and billboards in schools and school facilities;

C. Market Research:

2. determine whether the films or materials contain undesirable propaganda and are in compliance with the guidance as set forth above.

1. surveys or polls related to commercial activities;

2. internet surveys or polls asking for information related to commercial activities; and/or
3. tracking students' internet behavior and responses to questions calling for personal identification at one (1) or more websites.

It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit, or other non-school agency or organization, public or private, without the approval of the Board or its designee.

Any commercial advertising shall be structured in accordance with the General Advertising Guidance set forth below.

General Advertising Guidance

The following guidance shall be followed with respect to any form of advertising on school grounds or school property, including the District's website:

- A. When working together, schools and businesses shall protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
- C. The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic, or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- E. No advertisement shall promote any specific religion or religious, ethnic, or racial group, political candidate or ballot issue, and shall be non-proselytizing.
- F. No advertisement may contain libelous material.
- G. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. No advertisement shall be false, misleading, or deceptive.
- I. ~~Each~~To the extent feasible, each advertisement shall be reviewed in advance for age appropriateness.
- J. Advertisements may be rejected by the District if determined to be inconsistent with the educational objectives of the District, inappropriate, or inconsistent with the guidance set forth in this policy.
- K. All corporate support or activity shall be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and shall be age appropriate.
- L. Students shall not be required to advertise a product, service, company, or industry.
- M. Advertising shall not be permitted on the outside or the inside of school buses.
- N. The Superintendent or designee is responsible for screening all advertising ~~(s)~~ unless it is not feasible to do so, and the advertising is linked to a contract approved by the Board that expressly requires the vendor who is selecting and running the advertisement(s) to comply with these General Advertising Guidelines.
- O. The Superintendent or designee may require that samples of advertising be made available for inspection.
- P. The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- Q. Final discretion regarding whether to advertise and the content and value of the materials shall be with the Board.

Accounting

Advertising revenues shall be properly reported and accounted for:

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Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Revision of STUDENT ABUSE AND NEGLECT
Code	po8462 EH
Status	Draft
Adopted	March 4, 2014
Last Revised	May 4, 2023

8462 - STUDENT ABUSE AND NEGLECT

The Board is concerned with the physical and mental well-being of the students of this District and shall cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect shall immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting is required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

Each principal/program manager should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with. Board officials and employees shall report suspected abuse to a public children's services or local law enforcement agency even when the suspected abuser is another official or employee.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse/neglect of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

In accordance with law, the Board shall provide appropriate instruction on personal safety and assault prevention to all students in grades K-6, and also will provide developmentally appropriate instruction in child sexual abuse prevention to all students in grades K-6 ~~(7)~~ ~~annually~~. Instruction for students in grades seven (7) through twelve (12) will include developmentally appropriate instruction in sexual violence prevention education. The parents/guardians of students who receive instruction related to dating violence prevention and sexual violence prevention will be notified that it is required curriculum, that they may examine the instructional materials upon request, and that a student may be excused from the instruction at the parent's/guardian's written request.

In addition, the Superintendent shall provide a program of in-service education for all nurses, teachers, counselors, school psychologists, mental health providers, and administrators who work in the District's elementary, middle, and high schools and any other personnel that the Board determines appropriate. The in-service education program will include school safety, violence prevention including human trafficking content, youth suicide awareness, and prevention, prevention of child abuse, substance abuse, promotion of positive youth development, and a review of Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. The program shall include training on child sexual abuse prevention presented by law enforcement officers or prosecutors who have experience in handling cases involving child sexual abuse or child sexual violence.

The Board shall adopt or adapt an evidence-based awareness and prevention curriculum approved by the Ohio Department of Education (ODE), or alternatively will utilize a suicide awareness and prevention curriculum that has been developed in consultation with public or private agencies/persons involved in youth suicide awareness and prevention and that has been approved by the ODE.

The in-service education provided to middle and high District employees shall include training in the prevention of dating violence.

All newly-employed mental health providers, nurses, teachers, counselors, school psychologists and administrators who work in the District's elementary, middle, and high schools shall complete at least four (4) hours of in-service training within two (2) years of the date of employment.

Additional training must occur every two (2) years thereafter for suicide awareness and prevention, and every five (5) years thereafter for school safety, violence prevention, prevention of child abuse, prevention of substance abuse, and promotion of positive youth development.

The District shall be registered with the SaferOH tip line operated by the Department of Public Safety or shall enter into an agreement with an anonymous reporting program selected by the Board that meets the requirements set forth in law (R.C. 3313.6610).

The District shall submit data to the Ohio Department of Education (ODE), in a manner prescribed by the Department, and to the Department of Public Safety at the end of the first full school year of the District's participation in the anonymous reporting program, and at the end of each school year thereafter, disaggregated by the school.

The data shall be considered records and are not public records under R.C. 149.433.

The Superintendent will promote and inform students about the selected program and its reporting methods.

A law enforcement officer or children's services agency investigating child abuse or neglect may interview a student on school grounds only in accordance with Board Policy 5540.

- Revised 5/1/07
- Revised 6/2/09
- Revised 4/13/10
- Revised 9/7/10
- Revised 3/4/14
- Revised 2/4/20

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Legal R.C. 149.433, 2151.421, 3313.60, 3313.6610, 3319.073, 3319.321

20 U.S.C. 1232g



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Vol. 41, No. 2 - January 2023 Revised/Replacement VOLUNTEERS
Code	po8120 EH NEW Review options
Status	Draft
Adopted	May 4, 2023

Revised/Replacement Policy - Vol. 41, No. 2

~~3120-098120 - VOLUNTEERS~~

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

~~The Superintendent shall be responsible for reviewing community volunteers, reviewing their capabilities, and making appropriate placements. The District/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.~~

Volunteers for ~~Athletic~~Extra-Curricular Activities

Volunteers who direct, supervise, or coach a student activity program that involves athletics, routine or regular physical activity, or activities with health and safety considerations may be required to obtain a pupil activity permit issued by the Ohio Department of Education (ODE). As provided in ODE guidance, the District shall determine which staff members need to have a permit. However, in accordance with OHSAA General Regulations, coaches, paid and/or volunteer, in grades seven (7) through twelve (12) who do not possess the Pupil Activity Program/Coaching Permit shall not be permitted to coach at any level at an OHSAA member school. Individuals who have applied for a Permit but who have not yet been issued a valid credential shall not be permitted to interact with athletes, even under the supervision of a credentialled coach, until the Pupil Activity Permit number is formally issued.

These volunteers will submit to a background check and take courses as may be required by the Ohio Department of Education.

The cost of obtaining the permit will be ~~() at the Board's expense for () at the volunteer's expense~~ **[END OF OPTION]**.

General Requirements

The Superintendent is to inform each volunteer that they/they:

- A. are/is required to abide by all Board policies and District guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which they are/they is exposed except as authorized by law);

B. will be covered under the District's liability policy but the District can not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;

C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of their~~his/her~~ volunteer services;
D. may not accept compensation from any third party or source including, but not limited to, booster, parent, or other District support organizations; for the performance of their~~his/her~~ official duties as a volunteer on behalf of the Board.

Furthermore, the Superintendent shall inform all volunteers to display appropriate behavior at all times, and that they shall have to provide a set of fingerprints so that a criminal records check can be conducted at the Board's expense and that they shall have to pay the costs associated with the criminal records check either before they can begin their duties, or as a condition of continued service as a volunteer at the discretion of the Board.

Furthermore, the Superintendent shall inform all volunteers who work or apply to work unsupervised with children on a regular basis of the need to display appropriate behavior at all times, and that

~~**[NOTE-CHOOSE OPTION #1 OR #2]**~~

~~**[] OPTION #1**~~

~~they may be required to provide a set of fingerprints at any time so that a criminal records check can be conducted. If a criminal records check is then conducted, it will be done as a condition of continued service as a volunteer and will be at () the Board's FOR () the volunteer's [END OF OPTION] expense.~~

~~**[] OPTION #2]**~~

~~they will have to provide a set of fingerprints so that a criminal records check can be conducted () at the Board's expense () and that they will have to pay the costs associated with the criminal records check [END OF OPTION] either before they can begin their duties, or as a condition of continued service as a volunteer at the discretion of the Board.~~

~~**[NOTE- END OF OPTIONS]**~~

~~If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses listed below and/or described in R.C. 109.572 (A)(1),~~

~~() the volunteer will be informed either that the Board is no longer interested in maintaining their~~his/her~~ volunteer service or that the volunteer will be assigned to duties for which they~~s/he~~ will not work unsupervised with children.~~

~~() that volunteer will be informed that the Board will be notifying the parents of school children that they have~~s/he~~ has been convicted of one (1) of the offenses listed below and/or described in R.C. 109.572 (A)(1). Said notification of parents will identify the volunteer by name and will indicate that the Board has decided to continue to let the volunteer work with school children unsupervised on a regular basis. This notification shall be given to the parents on the date that the Board decides to continue to use the individual as a volunteer or the date when service to school children by the individual commences, whichever is later. [NOTE- THIS CHOICE NOT RECOMMENDED]~~

~~**[END OF OPTIONS]**~~

The Superintendent shall inform each volunteer of the District's appreciation for their~~his/her~~ time and efforts in assisting in the operation of the schools and for their~~his/her~~ understanding with regard to the need for all volunteers to be subject to possible criminal records check.

~~**Offenses**~~

No person is to be accepted or maintained **[NOTE: THIS SHOULD BE MODIFIED IF SECOND OPTION IN PRECEDING SECTION IS ELECTED]** as a volunteer if they have~~s/he~~ has been convicted of any of the following offenses:

- A. aggravated murder, murder, voluntary manslaughter, involuntary manslaughter
- B. felonious assault, aggravated assault
- C. failing to provide for a functionally impaired person

- D. aggravated menacing
- E. patient abuse or neglect
- F. kidnapping, abduction, child stealing, criminal child enticement
- G. rape, sexual battery, corruption of a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually oriented matter involving a minor, illegal use of minor in nudity-oriented material or performance
- H. aggravated robbery, robbery
- I. aggravated burglary, burglary
- J. abortion without informed consent
- K. endangering children
- L. contributing to the delinquency of children
- M. domestic violence
- N. carrying concealed weapons, having weapons while under disability, improperly discharging firearm at or into a habitation or school
- O. corrupting another with drugs
- P. trafficking in drugs
- Q. illegal manufacture of drugs or cultivation of marijuana
- R. funding of drug or marijuana trafficking
- S. illegal administration or distribution of anabolic steroids
- T. drug possession offenses (that are not a minor drug possession offense)
- U. placing harmful objects in or adulterating food or confection
- V. ~~(a)~~ a felony
- W. ~~(a)~~ an offense of violence
- X. ~~(a)~~ a theft offense (as defined in R.C. 2913.01)
- Y. ~~(a)~~ a drug offense (as defined in R.C. 2925.01, that is not a minor misdemeanor)

A.C. 3301-27-01
 R.C. 109.572, 109.574-7, 121.401-2, 3313.203, 3319.321, 3327.16
 20 U.S.C. 1232g
 34 C.F.R. Part 99
 OHSAA Bylaw 6-1-2; General Regulation 4

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Legal

A.C. 3301-27-01
 R.C. 109.572, 109.574-7, 121.401-2, 3313.203, 3319.321, 3327.16
 20 U.S.C. 1232g
 34 C.F.R. Part 99
 OHSAA Bylaw 6-1-2; General Regulation 4



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Vol. 41, No. 2 - Technology Update - January 2023 Revised STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.04 EH Use the template
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Adopted	December 4, 2001
Last Revised	May 4, 2023

Revised Policy - Vol. 41, No. 2

7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology directly affects ~~fundamentally~~ altered the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt ~~as a result~~ educators are continually adapting their means and methods of instruction and the way they approach student learning to incorporate the latest technologies ~~with diverse and unique resources available through the internet~~. The Board of Education provides District Information & Technology Resources (as defined by Bylaw 0100) (collectively, "District Information & Technology Resources") ~~technology and information resources (as defined by Bylaw 0100)~~ to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for ~~limited~~ educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system ~~does~~ not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated ~~limited~~ educational purpose.

The Board regulates the use of District ~~technology and information~~ Information & Technology Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines (), Policy 7544 and AG 7544, ~~END OF OPTION~~ and any applicable employment contracts and collective bargaining agreements govern the staff's use of District ~~technology information~~ Information & Technology Resources and ~~staff's~~ personal communication devices when they are connected to the District's Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 7530.02). ~~computer network, internet connection and/or online educational services/apps, or when used while the staff member is on Board owned property or at a Board sponsored activity (see Policy 7530-02).~~

FBI RAFFING NOTE: Choose the option in the preceding paragraph if above if the Superintendent recommends and the Board adopts Policy 7544.

Staff members are prohibited from using District ~~technology & information~~ Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines (e.g., making personal attacks and injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on a staff member's First Amendment rights. Because ~~the~~ District Information & Technology ~~technology and information~~ Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

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

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

Staff members are expected to use District Technology and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop resource-sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services/apps will be guided by Board Policy 2520 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District Information & Technology Resources provide students and staff with the opportunity to communicate with people from throughout the world. Access to such an incredible quantity and diversity of information and resources brings with it, however, certain unique challenges and responsibilities.

While the Board uses various technologies to limit the use of District Information & Technology Resources to only use/access online services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent users from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members of the Board to be able to technologically limit access through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen all materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps, access to the Internet because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. The Children's Internet Protection Act: Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be disciplined subject to disciplinary action, up to and including termination.

The Superintendent or _____ Designee may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been ~~inappropriately~~mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. ~~→~~The Superintendent or _____ Designee may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Directors are responsible for providing training so that staff under their supervision are knowledgeable about this policy and its accompanying guidelines.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

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

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Further, staff members shall monitor students' online activities while the students are at

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

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

The disclosure of personally identifiable information about students online is prohibited.

~~Building Directors are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media including in chat rooms and cyberbullying awareness and response. All users of District Technology All staff members who use District Information & Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. See Form 7540.04 F1.~~

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, staff members are required to comply with all District-established cybersecurity procedures (including, but not limited to, the use of multi-factor authentication (MFA), for which they have been trained. Directors are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

~~Staff will be assigned a District-provided school e-mail address that they are required to use for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District. **FEND-OF-OPTION**~~

~~With prior approval from the Superintendent or _____, staff may direct students who have been issued school assigned e-mail accounts to use those accounts when signing up/registering for access to various online educational services/apps that the students will utilize, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision. **FEND-OF-OPTION**~~

Staff members are responsible for good behavior when using District Technology Information Resources - i.e., behavior comparable to that expected when they are in physical classrooms and school buildings and at school-sponsored events. Because communication systems, school hallways, and other school premises and school-sponsored events/communications on the Internet are often public in nature, general rules for professional behavior and communication apply. The Board does not approve any use of District Technology Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guideline () and Policy 7544 and its accompanying guideline **FEND-OF-OPTION**.

~~**DRAFTING NOTE: Choose the preceding option if option above if the Superintendent recommends and the Board adopts Policy 7544.**~~

~~**NOTE: If the use of social media is authorized by Policy 7540 and Policy 7544, choose the appropriate following option to match that language.**~~

~~Staff members may only use District Information & Technology Resources to access or use social media if it is done for educational or business-related purposes. **FEND-OF-OPTION**~~

~~Staff members' use of District Information & Technology Resources to access or use social media is to be consistent with Policy 7544, and its accompanying guideline. **FEND-OF-OPTION**~~

~~**DRAFTING NOTE: Choose the following option to provide further direction to staff regarding the appropriate versus inappropriate use of social media.**~~

~~An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's personal communication device. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities. **FEND-OF-OPTION** General school rules for behavior and communication apply.~~

Use of Artificial Intelligence/Natural Language Processing Tools

Staff are permitted to use Artificial Intelligence and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy - e.g., it does not infringe on students' or staff members' privacy rights, violate their duty to maintain confidentiality related to personally identifiable information, etc.).

With respect to students, it is the Board's policy that they are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete school work. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to students' academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. Students' unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- 1 Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- 2 Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- 3 Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- 4 Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- 5 Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

~~FEND-OPTION1~~

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

The Board designates the Superintendent and _____ Designee as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District Technology Information & Technology Resources.

~~In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 0230. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality and/or laws or privacy laws related to the disclosure of student or employee personally identifiable confidential student or employee information may be disciplined.~~

~~Staff members retain rights of communication for collective bargaining purposes and union organizational activities.~~

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Legal PL. 106-554, Children's Internet Protection Act of 2000

18 U.S.C. 1460

18 U.S.C. 2246

- 18 U.S.C. 2256
- 20 U.S.C. 6777, 9134 (2003)
- 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
- 47 C.F.R. 54.500 - 54.523
- 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Vol. 41, No. 2 - Technology Update - January 2023 Revised CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN
Code	po8300 EH
Status	Draft
Adopted	December 5, 2017
Last Revised	May 4, 2023

Revised Policy - Vol. 41, No. 2

8300 - CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

The Continuity of Organizational Operations Plan (COOP) provides the District with the capability of conducting its essential operations under all threats and conditions, with or without warning. Having a plan to recover from any type of disaster regardless of the severity and consequences of the emergency is critical to the recovery of operations and minimizing the impact on the District's teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources.

Scope of the Continuity Plan

The primary objective of the COOP is to restore the District's critical operational functions and the learning environment as quickly as possible after a crisis or threat event occurs. A COOP contains critical and sensitive information that is confidential and exempt from public disclosure.

Planning for the continuity of operations of a school system in the aftermath of a disaster is a complex task. The current threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, cyberattacks, and terrorist attacks and threats, have increased the need for viable continuity capabilities and plans that enable the District to resume and continue the essential functions in an all-hazards environment across a full spectrum of emergencies. Such conditions have increased the importance of having continuity plans in place that provide stability of essential functions across the various levels of public government and private enterprises.

The planning and development of continuity of an organizational operations plan, as well as the ongoing review, testing, and revision of such a plan, is important for the overall District.

The District-wide plan describes how the District will respond as a total organization to a given emergency and describes the centralized resources and how they will be organized to implement command and control necessary to function during the life cycle of the event. Individual school and department plans contain the details related to the continuity plan for those specific sites and functional areas to prepare for an event, communicate throughout the duration of an event, assess the impact of an event on essential functions in the unit, respond to the event, and detail what will be done to recover from the event.

Preparation for, response to, and recovery from a disaster affecting administrative, educational, and support functions of the District's operations requires the cooperative efforts of external organizations, in partnership with the functional areas supporting the business of the District. This includes local government agencies, law enforcement, emergency management, medical services, and vendors necessary to District operations. The COOP outlines and coordinates all efforts by the District, in cooperation with

other local and State agencies and businesses, to restore the essential functions of the District to the target-level community post-disaster.

The Superintendent shall develop and recommend the COOP for Board of Education review and approval; however, the COOP shall be considered a confidential document not subject to release under State public records laws, and accordingly, no copies shall be provided for public review during the adoption process.

The Superintendent shall conduct review of the COOP.

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Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Revision of DISTRICT WEB ACCESSIBILITY, CONTENT, APPS, AND SERVICES
Code	PO7540.02 EH
Status	Draft
Adopted	December 4, 2001
Last Revised	May 4, 2023

7540.02 - DISTRICT WEB ACCESSIBILITY, CONTENT, APPS, AND SERVICES

A. Creating Content for Web Pages/Sites/Apps and Services

The Board authorizes staff members and students to create web pages/sites, apps, and services that shall be hosted on the Board's servers- (i.e., servers the Board pays to use or otherwise sanctions the use of) and/or published on the Internet. The web pages/sites, apps, and services shall reflect the professional image of the District, its employees, and students. The content of all pages shall be consistent with the Board's Mission Statement and staff-created web pages/sites, apps, and services are subject to prior review and approval of the Superintendent or designee. The creation of web pages/sites, apps, and services by students shall be done under the supervision of a professional staff member.

B. Purpose of Content of District Web Pages/Sites, Apps, and Services

The purpose of web pages/sites, apps, and services ~~hosted on the Board's servers~~covered by this policy is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web pages/sites, apps, and services:

1. Educate
Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.
2. Inform
Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.
3. Communicate
Content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be interested in and/or affected by District matters.

The information contained on the Board's web site should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or personally identifiable information relating to a student, the Board shall abide by the provisions of Board Policy 8330 - Student Records.

Under no circumstances is a web site, app, and/or service to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no web pages contained on the District's web site may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances is a staff member-created web page/site, app, and/or service, including personal web pages/websites, apps, and services, to be used to post student progress reports, grades, or any other similar class-related material. The Board maintains its own web site (e.g., Progressbook) that employees are required to use for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/websites (including, but not limited to, their Facebook, MySpace pages, Instagram, or Pinterest pages, or YouTube Channel(s), or TikTok sites) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

If a staff member creates a web page/website, app, and/or service related to the staff member's class, it shall be hosted on the Board's approved servers.

Unless the web page/site, app, and/or service contains student personally identifiable information, Board-sponsored web-sites, apps, and services that are created by students and/or staff members that are posted/published on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other web site users shall generally be given full access to the web sites, apps, and services created pursuant to this policy.

Web pages, apps, and services should reflect an understanding that both internal and external audiences shall be viewing the information.

~~School web pages/sites, apps, and services shall be located on Board-affiliated servers.~~ The District's website(s) and web pages, apps, and services must be hosted on Board-owned or District-affiliated servers.

The Board retains all proprietary rights related to the design of and content for its website(s) web pages/sites, apps, and services that are hosted on the Board's servers, absent written agreement to the contrary.

~~Students who want their class work to be displayed on the Board's web site shall have written parent permission and expressly license its display without cost to the Board.~~ In order for a student's school work (i.e., work that is created in a class, at school, or as part of a school-sponsored extracurricular activity) to be displayed on the Board's website, the student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) must provide written permission and expressly license its display without cost to the Board.

~~Prior written parent permission is necessary for a student to be identified by name on the Board's web site.~~ Likewise, prior written permission from a student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) is necessary for a student to be identified by name on the Board's website.

C. Website Accessibility

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except when doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

~~The District adopts this policy to fulfill this commitment and affirm its~~This policy reflects the Board's commitment and intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, 34 C.F.R. Part 104, Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. 12131, and 28 C.F.R. Part 35 in all respects.

1. Technical Standards

The District will adhere to the technical standards of compliance identified at [District's website]. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's (W3C's) -Web Content Accessibility Initiative – Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content.

2. Web Accessibility Coordinator

The Board designates its Technology Director or designee as the District's web accessibility coordinator. The Technology Director or designee is responsible for coordinating and implementing this policy.

The Board commits to providing the Web Accessibility Coordinator with sufficient resources and authority to coordinate and implement this policy and any corresponding policies subject to oversight by the Superintendent and the Board.

See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator's contact information.

3. Third Party Contract

Links included on the Board's websites, apps, and services that pertain to programs, benefits, and/or services must also meet the above criteria and comply with State and Federal law (e.g., copyright laws, CIPA, Section 504, ADA, and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing website, and other sources of online/digital content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's ~~web accessibility coordinator or~~Web Accessibility Coordinator(s) or designees will vet online content available on its website that is, apps, and services that are related to the District's programs, benefits, and/or services for compliance with this criteria for all new content ~~placed on the District's website after adoption of this policy published on the District's website, apps, and services after adoption of this policy.~~

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board's website(s) ~~for~~, apps, and services to:

- a. Recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites); or
- b. Websites, apps, and/or services that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party ~~websites may not contain age appropriate advertisements that are~~websites may contain advertisements that are not age-appropriate or consistent with the requirements of Policy 9700.01 and State and Federal law.

4. Regular Audits

The District, under the direction of the ~~web accessibility coordinator or designee,~~Web Accessibility Coordinator(s) or designee(s), will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.

This audit will occur no less than once every two (2) years.

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

5. Reporting Concerns or Possible Violations

~~If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the web accessibility coordinator with any accessibility concerns. s/he may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260-01 relating to Section 504 and Title II.~~If a person accessing the District's website(s), apps, or services (e.g., a student, prospective

student, employee, guest, or visitor) ("user") believes that the District has violated the technical standards identified above in its online content, the user may contact a/the Web Accessibility Coordinator with any accessibility concerns. The user may also file a formal complaint utilizing the procedures set out in Board Policy 2260.01 relating to Section 504 and Title II.

C. Instructional Use of Apps and Services

The Board authorizes the use of apps and services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

E. Training

The District will provide periodic training for its employees who are responsible for creating ~~or distributing information with online content~~ web content or distributing information online so that these employees are aware of this Policy and understand their roles and responsibilities with respect to web design and creation and/or uploading of documents, and multimedia content.

Such training shall be facilitated by an individual with sufficient knowledge, skill, and experience to understand and employ the technical standards set forth in Board policies.

E. One-Way Communication Using District ContentWebsite, Apps, and Services

~~The District is authorized to use web pages/sites.~~The Board approves the use of its website/web pages, apps, and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or Superintendent designates communications distributed via District web pages/sites, apps, and services to be one-way communication, public comments are not solicited or desired, and the website, app, or service is to be considered a nonpublic forum.

If the District uses an app and web service that does not allow the District to block or deactivate public comments, ~~(e.g., Facebook, which does not allow comments to be turned off, or Twitter, which does not permit users to disable private messages or mentions/retweets),~~ the District's use of ~~those~~ that apps and web service will be app and web service is subject to Policy 7544 – Use of Social Media, unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule, but it will not review or consider those comments.

~~Revised 8/5/03
Revised 6/2/09
Revised 5/3/16
Revised 5/7/19~~

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Legal

O.A.G. Opinion No. 2002-01

R.C. 9.03



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Revision of STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03 EH Consider AI options
Status	Draft
Adopted	December 4, 2001
Last Revised	May 4, 2023

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

District ~~Technology Resources~~ Information & Technology Resources include, but are not limited to, computers, file servers, laptops, software, e-mail, video equipment, AV equipment, public address systems, presentation equipment, telephones, voice mail systems, digital cameras, scanners, the local area network, the wide area network, and all equipment related thereto (collectively, "Technology Resources" or individually, "Technology Resource"). These resources are school property purchased with public funds or grant monies and are intended solely for use in furtherance of the mission of the District, to enhance the delivery of education, and to conduct necessary school business. Technology Resources may only be used for appropriate curricular and co-curricular purposes.

This policy sets forth the proper and acceptable uses of Technology Resources, electronic mail and communications and the Internet for all authorized users other than students and District employees. The use of any Technology Resource shall constitute acknowledgment and acceptance by the user of this policy and all other applicable Board policies and regulations.

Any authorized user who violates this policy, or allows others to do so, shall be immediately disconnected from all Technology Resources, may have ~~his/her~~ their Technology Resource use privileges permanently revoked, and may be removed from the District's facilities. Each authorized user shall sign a form to acknowledge he/she has read, understands, and shall comply with this Technology Resources Acceptable Use Policy. These forms shall be kept on file by the District as binding legal documents.

The Board reserves the right to modify this policy at any time. The Board may pursue criminal prosecution or civil action for any unauthorized use of Technology Resources or any violation of this policy when appropriate.

Technology Resources and Acceptable Use Policy Outline

- A. General Standards of Conduct for Use of Technology Resources,
- B. General Standards of Conduct for Electronic Mail and Communications,
- C. General Standards of Conduct for Internet Use,
- D. District Web Sites, and

E. Disclaimers.

Form: Authorized User Receipt and Acknowledgment

General Standards of Conduct for Use of Technology Resources

- A. Only software licensed to the Board and/or authorized in writing by the Coordinator of Information and Technology, or designee, shall be installed on Technology Resources. Installation of such software shall be performed only by authorized personnel to ensure that the software is (a) compatible with existing computer systems; (b) properly installed, maintained, used, and upgraded; (c) free from any computer virus; and (d) properly licensed. Installation of any other software, including but not limited to, shareware, freeware, public domain, or demonstration copies of software, is prohibited. Unscheduled audits of Technology Resources shall be periodically performed and any unlicensed or unapproved software shall be removed without notice.
- B. Only hardware licensed to the Board and/or authorized in writing by the Coordinator of Information and Technology, or designee, shall be installed on Technology Resources. Installation of such hardware shall be performed only by authorized personnel to ensure that the hardware is (a) compatible with existing computer systems; (b) properly installed, maintained, used, and upgraded; (c) free from any computer virus; and (d) properly licensed. Installation of any other hardware, including but not limited to, CPUs, mother boards, hard-drives, zip drives, video cards, memory, CD-ROMs, DVD-ROMs, SCSI cards, modems/routers, is prohibited. Memory based recording devices/media used for the transportation of information or enhancement devices (e.g., speakers, cameras) are permitted. The Board reserves the right to inspect or restrict such use should these devices/media contain material that may damage Technology Resources (e.g., viruses, malware, spam ware, spyware). Unscheduled audits of Technology Resources shall be periodically performed and any unlicensed or unapproved hardware shall be removed without notice.
- C. Technology Resource users shall not delete any software on the District's computers, copy any software owned by the District, or remove any hardware from the District's property without prior written permission from the Coordinator of Information and Technology.
- D. Technology Resource users may not deploy or install wireless access points without prior written permission from the Coordinator of Information and Technology.
- E. Network and system passwords ensure the security of critical and sensitive electronic data and are the first defense against unauthorized access. Only passwords issued by the Coordinator of Information and Technology, or designee, shall be used. Technology Resource users are prohibited from divulging their passwords to other individuals. Habitual loss or unauthorized disclosure of any password shall be subject to disciplinary action.
- F. Disruption of electronic services and interference with Technology Resources or electronic information (including but not limited to, uploading, or downloading damaging data or illegal software; tampering with hardware or software; vandalizing or destroying data; introducing or using computer viruses, worms, or Trojan horses; or attempting to gain access to restricted information or networks) are prohibited.
- G. Authorized users are prohibited from allowing any unauthorized person to use or operate any Technology Resource. Volunteers, aides, or other persons in the school for a specific school purpose may be authorized by the Coordinator of Information and Technology, or designee, to use Technology Resources only under the direction and direct supervision of a District employee. Technology Resource users shall shut down and secure in an appropriate fashion Technology Resources which are not in use.
- H. Any use of Technology Resources to facilitate illegal activity is prohibited. Technology Resources shall not be used to encourage or promote any activity prohibited by law or Board policy, rules, procedures, or regulations. Any misconduct or criminal activity discovered shall be referred to appropriate authorities.
- I. Use of the District's Technology Resources to access or transmit obscene, pornographic, or violent materials or to transmit materials likely to be threatening, offensive or objectionable is prohibited. Such prohibited materials include, but are not limited to, "hacking" materials; racist material or hate literature; terrorism instructions/directions or other dangerous information; profane or vulgar materials; threatening or inflammatory language; false or defamatory materials; disparagement of others based on race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation; and any materials that advocate violating other's rights. In the context of educational purposes, the District may allow research or investigation of some objectionable materials to allow students to be better prepared to recognize social harms and improve their ability to deal effectively therewith.
- J. Use of Technology Resources for political, commercial, or for-profit purposes, including fund-raising unless specifically authorized by the District administration, is prohibited.
- K. Unauthorized access, use, modification, alteration, vandalism or destruction of Technology Resources or electronic information is prohibited. Any inappropriate use of Technology Resources that may hinder future use is prohibited. Technology Resource users are expected to respect the District's property and to follow any instructions from the Coordinator of Information and Technology, or designee, regarding maintenance and care of equipment. Technology Resource users shall promptly notify the Coordinator of Information and Technology of any need for service to Technology Resources.

- L. Technology Resources may not be used in violation of Copyright laws. Any copyrighted material placed on any system connected to the District network without the author's permission shall be removed.
- M. Technology Resources may not be used in violation of privacy laws and the unauthorized disclosure, use or dissemination of personally identifiable information concerning students is prohibited. All Technology Resource users are required to protect themselves and others by not issuing or releasing any personal or confidential information via Technology Resources.
- N. The Coordinator of Information and Technology may establish and enforce quotas for usage of available space on the District network. Technology Resource users are expected to remain within allocated disk space and delete e-mail or other materials which take up excessive storage space.
- O. Technology Resource users shall immediately notify the Coordinator of Information and Technology if they identify any security problem.
- P. The District administration reserves the right to limit the times of access and to establish priorities among competing acceptable uses of Technology Resources.
- Q. All remote access and use of Technology Resources shall also be subject to all applicable requirements of this policy.

General Standards of Conduct for Electronic Mail and Communications:

There shall be no use of e-mail, chat room, bulletin Boards (such as myspace.com), instant messaging or other forms or systems of direct electronic communication by volunteers, aides or other persons in the school for a specific school purpose, either internal or external to the District network, without the prior written consent of the Coordinator of Information and Technology. If such consent is granted, the authorized user(s) shall be subject to the electronic mail and communications requirements that are applicable to District employees as set forth in this policy.

General Standards of Conduct for Internet Use:

- A. The General Standards of Conduct for Use of Technology Resources set forth above shall be equally applicable to all Internet use.
- B. Internet access over the District network may be provided only to District employees, students, individuals enrolled in Adult Education classes, and volunteers, aides, or other persons in the school for a specific school purpose when authorized by the Coordinator of Information and Technology, or designee. Student Internet access may be limited to specified times, as provided by the instructors and the District administration.
- C. Internet access over the District network is available only to support learning, to enhance instruction and to assist in the administration of the District. Internet access is to be used in a responsible, ethical, and legal manner. All authorized users are responsible for their actions and communications on the Internet.
- D. The District has implemented technology protection measures to block or filter materials which are obscene or harmful to minors. The District shall restrict, to the extent practicable and technically possible, access to offensive information and materials. Because Internet access provides connections to computer systems located all over the world, the District cannot, however, control the content of all information and materials available on the District network.
- E. The District administration shall determine whether any use of the network is inappropriate or unauthorized, or whether any Internet information and materials are objectionable.
- F. Instructional Staff should preview recommended sites and materials selected for inclusion in coursework. Sites should be appropriate in light of the age of the students and relevant to course objectives. Student Internet use shall be carefully monitored by District staff or authorized individuals. District staff and authorized individuals are expected to enforce all rules pertaining to student computer and Internet use and, if any instructional staff member becomes aware of student violations, he/she is expected to stop the activity and inform appropriate District administrators.
- G. All Technology Resource users shall promptly report to the Coordinator of Information and Technology or another appropriate District administrator any inappropriate information or material they encounter when using the Internet or which they believe may be available based on Internet usage by other individuals.
- H. Files downloaded from the Internet shall be scanned with virus detection software before being viewed or opened. Internet users are prohibited from accessing or retrieving any relay chat or other real-time or "live" communications unless there has been prior clearance by the Superintendent or designee. However, live communication for District business reasons within the District network is permissible.
- I. Internet peer-to-peer file sharing and torrent use are prohibited unless there has been prior clearance by the Superintendent or designee. However, file sharing for District business reasons within the District network is permissible.

- J. The downloading and installation of programs from the Internet is prohibited without the prior written approval of the Coordinator of Information and Technology or designee. Unauthorized programs shall be removed without notice.
- K. Information obtained via the Internet is not always reliable and should be verified for accuracy, quality, and completeness.
- L. Distribution of student information, using any personal Internet service provider, whether during or after school hours and whether on or off the District's premises, is a violation of student privacy and is subject to disciplinary action.
- M. For curricular reasons only, authorized users may access personal sites/pages if they reflect the professional image of the District and are consistent with the mission of the District.

District Websites

The District has established a Website, www.auburncc.org, and shall develop Web pages that present information about the District. The Superintendent or designee is responsible for maintaining the District Website and may establish Website Publishing rules to manage the posting of information to the District Website, the posting of any school, class or student Web pages, and the creation of links to or from outside sources. All Websites and pages (including links) hosted on the District network shall reflect the professional image of the District and be consistent with the mission of the District. Unauthorized Websites or pages may not be placed on the District network.

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.

D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Disclaimers

The District does not guarantee the privacy of any information, including but not limited to e-mail messages or electronic communications or files sent or received via Technology Resources. Any person utilizing any Technology Resource understands and agrees that he/she is specifically waiving any expectations of privacy in communications, data and other information stored, displayed, accessed, communicated, or transmitted thereon. The District reserves and shall exercise the right to access, monitor, review, audit, log and intercept computer activity, Internet use, e-mail, electronic communications, and other Technology Resource use by any users, at all times and without notice. The District may edit or remove any materials from Technology Resources which are determined to be objectionable. If any misconduct or criminal activity is discovered, the information or communications may be used to document such conduct and may be referred to the District administration and appropriate authorities. The use of a District provided password or code does not restrict the District's right to access, monitor, review, audit, log, and intercept electronic information or communications.

The District denies any responsibility for the accuracy, quality, or completeness of any information available over the Internet. Furthermore, the District assumes no responsibility for any costs, liabilities or damages incurred through use of Technology Resources.

Technology Resource users are responsible for archiving and backing-up all electronic information and communications which need to be retained. The District makes no guarantee that the functions or services provided by or through the District network shall be error free or without defect. The District is not responsible for any damages incurred due to loss of data or delays in or interruption of services.

The Coordinator of Information and Technology may investigate any unusual activity involving Technology Resources and may periodically report to the Superintendent or designee on the manner in which Technology Resources are being used.

~~Revised 3/14/06~~

~~Revised 3/2/10~~

~~Revised 6/26/12~~

~~Revised 5/3/16~~

~~Revised 2/6/19~~

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Legal

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

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

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

18 U.S.C. 1460

18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6777, 9134 (2003)
47 C.F.R. 54.500 – 54.523



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Revision of TECHNOLOGY PRIVACY
Code	po7540.01 EH
Status	Draft
Adopted	September 2, 1997
Last Revised	May 4, 2023

7540.01 - TECHNOLOGY PRIVACY

District Information & Technology Resources (as defined in Bylaw 0100) are considered the Board's property (whether physical objects or digital assets, including those accessible online) and ~~District Technology Resources~~ include, but are not limited to, computers, file servers, laptops, software, e-mail, video equipment, AV equipment, public address systems, presentation equipment, telephones, voice mail systems, digital cameras, scanners, the local area network, the wide area network, and all equipment related thereto (collectively, "Technology Resources" or individually, "Technology Resource"). These resources are school property purchased with public funds or grant monies and are intended solely for use in furtherance of the mission of the District, to enhance the delivery of education, and to conduct necessary school business. Technology Resources may only be used for appropriate curricular and co-curricular purposes.

This policy sets forth the proper and acceptable uses of Technology Resources, electronic mail and communications and the Internet for District employees. The use of any Technology Resource shall constitute acknowledgment and acceptance by the user of this policy and all other applicable Board policies and regulations.

Technology Resources and assigned network access, Internet access and e-mail access passwords are tools provided to District employees to assist in the performance of their job responsibilities and should be treated accordingly. Any District employee who violates this policy, or allows others to do so, may have his/her user access privileges revoked and shall be subject to disciplinary action, up to and including termination of employment. Any employee who is licensed by the State Board may be subject to disciplinary action by the State Board for any use of technology that constitutes unprofessional conduct under the Licensure Code of Professional Conduct for Ohio Educators (adopted March 11, 2008). Each employee shall sign a form to acknowledge ~~he/she/they~~ have read, understands, and shall comply with this Technology Resources Acceptable Use Policy. These forms shall be kept on file by the District as binding legal documents.

The Board reserves the right to modify this policy at any time. The Board may pursue criminal prosecution or civil action for any unauthorized use of Technology Resources or any violation of this policy when appropriate.

A. Technology Resources and Acceptable Use Policy Outline

1. General Standards of Conduct for Use of Technology Resources,

2. General Standards of Conduct for Electronic Mail and Communications,
3. General Standards of Conduct for Internet Use,
4. District Web Sites, and
5. Disclaimers.

Form: Employee Receipt and Acknowledgment

B. General Standards of Conduct for Use of Technology Resources:

1. Only software licensed to the Board and/or authorized in writing by the Coordinator of Information and Technology, or designee, shall be installed on Technology Resources. Installation of such software shall be performed only by authorized personnel to ensure that the software is (a) compatible with existing computer systems; (b) properly installed, maintained, used and upgraded; (c) free from any computer virus; and (d) properly licensed. Installation of any other software, including but not limited to, shareware, freeware, public domain, or demonstration copies of software, is prohibited. Unscheduled audits of Technology Resources shall be periodically performed and any unlicensed or unapproved software shall be removed without notice.
2. Only hardware licensed to the Board and/or authorized in writing by the Coordinator of Information and Technology, or designee, shall be installed on Technology Resources. Installation of such hardware shall be performed only by authorized personnel to ensure that the hardware is (a) compatible with existing computer systems; (b) properly installed, maintained, used, and upgraded; (c) free from any computer virus; and (d) properly licensed. Installation of any other hardware, including but not limited to, CPUs, motherboards, hard drives, zip drives, video cards, memory, CD-ROMs, DVD-ROMs, SCSI cards, modems/routers, is prohibited. Memory based recording devices/media used for the transportation of information or enhancement devices (e.g., speakers, cameras) are permitted. The Board reserves the right to inspect or restrict such use should these devices/media contain material that may damage Technology Resources (e.g., viruses, malware, spam ware, spyware). Unscheduled audits of Technology Resources shall be periodically performed and any unlicensed or unapproved hardware shall be removed without notice.
3. Technology Resource users shall not delete any software on the District's computers, copy any software owned by the District, or remove any hardware from the District's property without prior written permission from the Coordinator of Information and Technology.
4. Technology Resource users may not deploy or install wireless access points without prior written permission from the Coordinator of Information and Technology.
5. Network and system passwords ensure the security of critical and sensitive electronic data and are the first defense against unauthorized access. Only passwords issued by the Coordinator of Information and Technology, or designee, shall be used. Technology Resource users are prohibited from divulging their passwords to other individuals. Habitual loss or unauthorized disclosure of any password shall be subject to disciplinary action.
6. Disruption of electronic services and interference with Technology Resources or electronic information (including but not limited to, uploading, or downloading damaging data or illegal software; tampering with hardware or software; vandalizing or destroying data; introducing or using computer viruses, worms or Trojan horses; or attempting to gain access to restricted information or networks) are prohibited.
Disruption of electronic services and interference with Technology Resources or electronic information (including but not limited to, uploading, or downloading damaging data or illegal software; tampering with hardware or software; vandalizing or destroying data; introducing or using computer viruses, worms, or Trojan horses; or attempting to gain access to restricted information or networks) are prohibited.
7. Authorized users are prohibited from allowing any unauthorized person to use or operate any Technology Resource. Volunteers, aides, or other persons in the school for a specific school purpose may be authorized by the Coordinator of Information and Technology, or designee, to use Technology Resources only under the direction and direct supervision of a District employee. Technology Resource users shall shut down and secure in an appropriate fashion Technology Resources which are not in use.
8. Any use of Technology Resources to facilitate illegal activity is prohibited. Technology Resources shall not be used to encourage or promote any activity prohibited by law or Board policy, rules, procedures, or regulations. Any misconduct or criminal activity discovered shall be referred to appropriate authorities.
9. Use of the District's Technology Resources to access or transmit obscene, pornographic, or violent materials or to transmit materials likely to be threatening, offensive or objectionable is prohibited. Such prohibited materials include, but are not limited to, "hacking" materials; racist material or hate literature; terrorism instructions/directions or other dangerous information; profane or vulgar materials; threatening or inflammatory language; false or defamatory materials;

disparagement of others based on race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation; and any materials that advocate violating other's rights. In the context of educational purposes, the District may allow research or investigation of some objectionable materials to allow students to be better prepared to recognize social harms and improve their ability to deal effectively therewith.

10. Use of Technology Resources for political, commercial, or for-profit purposes, including fund-raising unless specifically authorized by the District administration, is prohibited.
11. Unauthorized access, use, modification, alteration, vandalism or destruction of Technology Resources or electronic information is prohibited. Any inappropriate use of Technology Resources that may hinder future use is prohibited. Technology Resource users are expected to respect the District's property and to follow any instructions from the Coordinator of Information and Technology, or designee, regarding maintenance and care of equipment. Technology Resource users shall promptly notify the Coordinator of Information and Technology of any need for service to Technology Resources.
12. Technology Resources may not be used in violation of Copyright laws. Any copyrighted material placed on any system connected to the District network without the author's permission shall be removed.
13. Technology Resources may not be used in violation of privacy laws and the unauthorized disclosure, use or dissemination of personally identifiable information concerning students is prohibited. All Technology Resource users are required to protect themselves and others by not issuing or releasing any personal or confidential information via Technology Resources.
14. The Coordinator of Information and Technology may establish and enforce quotas for usage of available space on the District network. Technology Resource users are expected to remain within allocated disk space and delete e-mail or other materials which take up excessive storage space.
15. Technology Resource users shall immediately notify the Coordinator of Information and Technology if they identify any security problem.
16. The District administration reserves the right to limit the times of access and to establish priorities among competing acceptable uses of Technology Resources.
17. All remote access and use of Technology Resources shall also be subject to all applicable requirements of this policy.

C. General Standards of Conduct for Electronic Mail and Communications:

1. The General Standards of Conduct for Use of Technology Resources set forth above shall be equally applicable to electronic mail and messenger system use by District employees.
2. In order to prevent the introduction of viruses or other harmful data or software into the District's computers and network, extreme caution should be exercised before opening any attachments to any incoming e-mail. If an e-mail attachment is not expected, is from an unknown source, or is an executable file (ending with .EXE or .COM), the attachment should not be opened and should be deleted immediately.
3. Sending or forwarding unsolicited e-mail, chain letters or "spam" is prohibited. Global transmissions to large contact groups are also discouraged due to the strain placed on network resources.
4. E-mail and electronic communications are written records which can be duplicated and altered at shall. E-mail and messenger systems are not confidential or private, and all District employees should exercise common sense and restraint in their use of not only e-mail and other forms of electronic communication. All users shall be aware that use of Technology Resources for both business and personal reasons may constitute public records under applicable laws and regulations.
5. The use of e-mail or electronic communications to convey student information is prohibited, whether during or after school hours and whether on or off the District's premises, unless secured and approved by the Information and Technology Department. Instructional staff and the District administration may authorize the release of directory information about students, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.
6. School employees shall not use free Internet e-mail providers (e.g., Hotmail, Juno) to obtain an e-mail address or to send or receive e-mail from Technology Resources.

D. General Standards of Conduct for Internet Use:

1. The General Standards of Conduct for Use of Technology Resources set forth above shall be equally applicable to all Internet use.

2. Internet access over the District network may be provided only to District employees, students, individuals enrolled in Adult Education classes, and volunteers, aides, or other persons in the school for a specific school purpose when authorized by the Coordinator of Information and Technology, or designee. Student Internet access may be limited to specified times, as provided by the instructors and the District administration.
3. Internet access over the District network is available only to support learning, to enhance instruction and to assist in the administration of the District. Internet access is to be used in a responsible, ethical and legal manner. All District employees are responsible for their actions and communications on the Internet.
4. The District has implemented technology protection measures to block or filter materials which are obscene or harmful to minors. The District shall restrict, to the extent practicable and technically possible, access to offensive information and materials. Because Internet access provides connections to computer systems located all over the world, the District cannot, however, control the content of all information and materials available on the District network.
5. The District administration shall determine whether any use of the network is inappropriate or unauthorized, or whether any Internet information and materials are objectionable.
6. Instructional Staff should preview recommended sites and materials selected for inclusion in coursework. Sites should be appropriate in light of the age of the students and relevant to course objectives. Student Internet use shall be carefully monitored by District staff or authorized individuals. District staff and authorized individuals are expected to enforce all rules pertaining to student computer and Internet use and, if any instructional staff member becomes aware of student violations, he/she is expected to stop the activity and inform appropriate District administrators.
7. All Technology Resource users shall promptly report to the Coordinator of Information and Technology or another appropriate District administrator any inappropriate information or material they encounter when using the Internet or which they believe may be available based on Internet usage by other individuals.
8. Files downloaded from the Internet shall be scanned with virus detection software before being viewed or opened. Internet users are prohibited from accessing or retrieving any relay chat or other real-time or "live" communications unless there has been prior clearance by the Superintendent or designee. However, live communication for District business reasons within the District network is permissible.
9. Internet peer-to-peer file sharing and torrent use are prohibited unless there has been prior clearance by the Superintendent or designee. However, file sharing for District business reasons within the District network is permissible.
10. The downloading and installation of programs from the Internet is prohibited without the prior written approval of the Coordinator of Information and Technology or designee. Unauthorized programs shall be removed without notice.
11. Information obtained via the Internet is not always reliable and should be verified for accuracy, quality, and completeness.
12. Distribution of student information, using any personal Internet service provider, whether during or after school hours and whether on or off the District's premises, is a violation of student privacy and is subject to disciplinary action.
13. For curricular reasons only, authorized users may access personal sites/pages if they reflect the professional image of the District and are consistent with the mission of the District.

E. District Websites

The District has established a Website, www.auburncc.org, and shall develop Web pages that present information about the District. The Superintendent, or designee, is responsible for maintaining the District Website and may establish Website Publishing procedures to manage the posting of information to the District Website, the posting of any school, class or student Web pages, and the creation of links to or from outside sources. All Websites and pages (including links) hosted on the District network shall reflect the professional image of the District and be consistent with the mission of the District. Unauthorized Web sites or pages may not be placed on the District network.

F. Disclaimers

The District does not guarantee the privacy of any information, including but not limited to e-mail messages or electronic communications or files sent or received via Technology Resources. Any person utilizing any Technology Resource understands and agrees that he/she is specifically waiving any expectations of privacy in communications, data and other information stored, displayed, accessed, communicated, or transmitted thereon. The District reserves and shall exercise the right to access, monitor, review, audit, log and intercept computer activity, Internet use, e-mail, electronic communications, and other Technology Resource use by District

employees at all times and without notice. The District may edit or remove any materials from Technology Resources which are determined to be objectionable. If any misconduct or criminal activity is discovered, the information or communications may be used to document such conduct and may be referred to the District administration and appropriate authorities. The use of a District provided password or code does not restrict the District's right to access, monitor, review, audit, log, and intercept electronic information or communications.

The District denies any responsibility for the accuracy, quality, or completeness of any information available over the Internet. Furthermore, the District assumes no responsibility for any costs, liabilities or damages incurred through use of Technology Resources.

Technology Resource users are responsible for archiving and backing-up all electronic information and communications which need to be retained. The District makes no guarantee that the functions or services provided by or through the District network shall be error free or without defect. The District is not responsible for any damages incurred due to loss of data or delays in or interruption of services.

The Coordinator of Information and Technology may investigate any unusual activity involving Technology Resources and may periodically report to the Superintendent or designee on the manner in which Technology Resources are being used.

Auburn Career Center



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Revision of TECHNOLOGY
Code	po7540 EH
Status	Draft
Adopted	December 4, 2001
Last Revised	May 4, 2023

7540 - TECHNOLOGY

The Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations within the school system.

However, the use of the ~~District's network and technology resources~~ District Information & Technology Resources by students is a privilege, not a right. As a prerequisite, students and their parents shall sign and submit a Student Network and Internet Acceptable Use and Safety form. (See also, Board Policy 7540.03)

The Superintendent shall develop and implement a written District Technology Plan (DTP). Procedures for the proper acquisition of technology shall be set forth in the DTP. The DTP shall also provide guidance to staff and students about making safe, appropriate, and ethical use of the ~~District's network(s)~~ District Information & Technology Resources, as well as inform both staff and students about disciplinary actions that shall be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

Further safeguards shall be established so that the Board's ~~investment in both hardware and software achieves the benefits of technology~~ expenditure of public funds to acquire, operate, and maintain District Information & Technology Resources achieves the desired benefits and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media, which is defined in Bylaw 0100, to interact with others online; ~~interacting with other individuals in chat rooms or using other messenger apps, or through blogs, audios (e.g., podcasts), and videos; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.~~

Staff use of District-approved social media platforms/sites shall be consistent with Policy 7544.

Students must comply with all Board policies when using ~~District Technology Resources~~ District Information & Technology Resources to access and/or use District-approved social media.

~~Revised 3/2/10~~

~~Revised 6/26/12~~

~~Revised 5/7/19~~

Auburn Career Center



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Revision of REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS
Code	po5610 EH
Status	Draft
Adopted	July 1, 1990
Last Revised	May 4, 2023

5610 - REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

This policy governs student discipline at District educational services/schools/programs. Nothing in this policy supersedes the home school's rights and/or obligations to disciplined students pursuant to the home school's policies, administrative guidelines, and applicable rules and regulations.

This policy governs student discipline at District educational services/schools/programs. Nothing in this policy supersedes the home school's rights and/or obligations to discipline students pursuant to the home school's policies, administrative guidelines, and applicable rules and regulations.

The Board recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless ~~his/her~~the student's behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In determining whether a student is to be suspended or expelled, District Administrators shall use a preponderance of evidence standard. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Board Policy 2465, "Suspension/Expulsion of Disabled Students.")

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Board Policy 5610.03 "Emergency Removal")

B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) business days. ~~Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights."~~ If at the time an out-of-school suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent shall not apply any remaining part of the period of the suspension to the following school year. The Superintendent may instead require the pupil to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The pupil shall be required to begin the pupil's community service or alternative consequence during the first full week day of summer break. The District may develop an appropriate list of alternative consequences. In the event that a pupil fails to complete community service or the assigned alternative consequence, the District may determine the next course of action, which shall not include requiring the pupil to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension, and receive at least partial credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of ~~his/her~~the student's suspension.

C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights." When deciding whether or not a student will be expelled or permanently excluded under this policy, the Superintendent shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e., "Litigation Hold")) created and/or received as part of an investigation.

1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, ~~to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board,~~ except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extracurricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921 (a)(3) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which shall or is designated to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of such weapons, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other similar device.

A knife capable of causing serious bodily injury is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in ~~his/her~~their sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. ~~Applicable~~applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the ~~child~~student to be a manifestation of the student's disability);

b. ~~The~~the degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of student's intent and awareness regarding possession of the firearm or knife capable of causing serious bodily injury; and/or

c. ~~The~~the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems; and/or

2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

a. would be a criminal offense if committed by an adult; and

b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by- case basis as specified below. The student need not be prosecuted or convicted of a criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the ~~the~~student to be a manifestation of the student's disability); and/or
- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

3. Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted or any criminal act to be expelled under this provision.

The Superintendent may, in ~~the~~their sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's education needs; and/or
- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Board Policy 5610.01 - Permanent Exclusion of Nondisabled Students)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and ~~his~~the student's parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

Suspension or Expulsion of Students in Grades Pre-Kindergarten through 3Three (3)

~~Beginning with the 2019-2020 school year, except~~ Except as permitted by law, suspension or expulsion proceedings shall not be initiated against a student in any of grades Pre-K through 3 unless the student has committed the following acts:

- A. The student brings a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, ~~an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, or possesses a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board.~~
- B. The student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act: 1) would be a criminal offense if committed by an adult; and 2) results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6).
- C. The student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.
- D. The student engages in behavior of such a nature that suspension or expulsion is necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, and/or other school employees.

Prior to suspending or expelling a student in any of grades Pre-K through 3, the Superintendent and/or designee shall, whenever possible, consult with a mental health professional under contract. If the events leading up to the student's suspension or expulsion from school indicate that the student is in need of additional mental health services, the Superintendent and/or designee or the District's mental health professional shall assist the student's parent or guardian with locating providers or obtaining such services, including referral to an independent mental health professional, provided such assistance does not result in a financial burden to the District or the student's school.

If a student in any of grades Pre-K through 3 is suspended or expelled, the student shall be afforded the same notice and hearing, procedural, and educational opportunities as set forth in Board policy and the law. The suspension or expulsion of a student in any of grades Pre-K through 3 shall not limit the Board's responsibilities with respect to the provision of special education and related services for such a student in accordance with Board policy and the law. Further, the Board shall not be limited in its authority to issue an in-school suspension to a student in any of grades Pre-K through 3, provided that the in-school suspension is served in a supervised learning environment.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, ~~the~~ the Superintendent may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension shall comply with due process and the Student Code of Conduct/Student Discipline Code.

Unless otherwise specified above, the Board authorizes the Superintendent to hold a suspension or expulsion in abeyance, and/or to reduce a suspension or expulsion in whole or in part, pending the student's meeting of specified criteria, which may include but not be limited to alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion shall be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio District or an out-of-state District, if the student's expulsion period set by the other District has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Board Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio District, if the student's suspension period set by the other District has not expired. The suspended student shall first be offered an opportunity for a hearing. ~~before the Board.~~

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under ~~Postsecondary Enrollment Options~~ the College Credit Plus Program at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Board Policy 2271 under R.C. 3313.613 to deny high school credit for ~~postsecondary~~ College Credit Plus courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following year.

A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

- ~~Revised 4/5/03~~
- ~~Revised 9/5/09~~
- ~~Revised 12/4/03~~
- ~~Revised 12/02~~
- ~~Revised 2/3/04~~
- ~~Revised 12/7/05~~
- ~~Revised 12/4/18~~
- ~~Revised 5/7/19~~

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Legal

- R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.662, 3313.663
- R.C. 3313.664, 3313.668, 3321.13 (B)(3) and (C), 3327.014
- 18 U.S.C. Section 921
- 20 U.S.C. 3351, 20 U.S.C. 7151, 20 U.S.C. 8921



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Vol. 41, No. 2 - Tobacco - January 2023 Revised TOBACCO USE PREVENTION
Code	po7434 EH Review options
Status	Draft
Adopted	July 1, 1990
Last Revised	May 4, 2023

Revised Policy - Vol. 41, No. 2

7434 - USE OF TOBACCO ON SCHOOL PREMISES TOBACCO USE PREVENTION

The Board of Education is committed to providing students, staff, and visitors with a tobacco, nicotine, vapor/aerosol, and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, including the effects of secondhand smoke and vapor/aerosol exposure, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco or nicotine (including synthetic nicotine), in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, and any other lighted smoking devices for burning tobacco or any other substance.

~~The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snuff; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL," "NOY," "BREZZE," "Puff Bar," etc.); e-cigar, e-pipe, vape pen, or e-hookah; any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices, regardless of nicotine content (including, but not limited to, "JUULS," "NOY," "Puff Bar," etc.); but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.~~

~~In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco, nicotine, or tobacco substitute products at all times.~~

~~() (twenty four hours a day, seven (7) days a week) **END OF OPTION**~~

~~within any enclosed facility owned or 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;~~

~~() athletic facilities; and~~

~~() any school-related event;~~

~~() on or off Board premises;~~

~~() except at designated times;~~

~~() and in designated areas as defined in statute and by Ohio's Smoke Free Workplace Program;~~

~~END OF OPTIONS~~

~~The Superintendent shall require the posting of signs as required by R.C. 3794.06 and as specified by the Ohio Department of Health.~~

~~Advertising/Promotion~~

~~In accordance with Policy 9700-01, tobacco advertising is prohibited on school grounds, in all school sponsored publications, and at all school sponsored events. **END OF OPTION**~~

~~**Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles, are not permitted on school grounds, in school vehicles, or at school sponsored events. **END OF OPTION****~~

~~Notice and Postings~~

~~Signage and other notices and postings shall be as required by R.C. 3794.06 and as provided by the Ohio Department of Health. **END OF OPTION**~~

~~Enforcement~~

~~Violations of this policy may result in removal from school property or the school activity in accordance with Policy 9150—School Visitors. **END OF OPTION**~~
Board Policy 1615 applies to the public and shall be considered incorporated herein.

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Legal A.C. 3701-52

R.C. 2923.12, 3313.20, 3313.47, 3313.751, 3794 et seq.

20 U.S.C. 6081 et seq., 20 U.S.C. 7182

U.S.D.O.E. Memorandum, 1995



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Revision of HEALTH SERVICES
Code	po5310 EH Compare to template. Citation added
Status	Draft
Adopted	May 3, 2022
Last Revised	May 4, 2023

5310 - HEALTH SERVICES

The Board may require students of the District to submit to periodic health examinations.

The District may provide or request parents to provide vision and/or audiometric screening.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student; or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts; or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Unless the physical examination or screening is permitted or required by an applicable laws and regulations, parents may refuse to allow the Board to administer a nonemergency, invasive physical examination, or screening upon written notification to the Board within five (5) days after receipt of the Board's annual public notice.

To the extent applicable, any student who has been removed from a physical education class, ~~or~~athletic practice, or competition; by a teacher, coach, or referee because the student is exhibiting ~~has exhibited~~ signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to any physical education class, ~~or~~athletic practice, or competition; for which the teacher, coach, or referee is responsible on the same day the student is removed. Thereafter, the student shall not be permitted to return to the activity for which the teacher, coach, or referee is responsible until both of the following occur: ~~with both of the following occur;~~

A. The student's condition is assessed by (1) a physician; (2) a licensed healthcare professional healthcare provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2), to assess such a student; or (3) a licensed health care professional, each of whom must meet the minimum education requirements established by rules adopted under R.C. 3707.521 by the professional's licensing agency.

B. The student receives written clearance that it is safe to return to physical education class, athletic practice, or competition; from the physician or the licensed healthcare professional who assessed the student's condition ~~a physician or other healthcare provider authorized by the Board, in accordance with requirements set forth in R.C. 3313.539(E)(2) to grant such a clearance.~~

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Legal R.C. 2305.231, 3707.521, 3313.50, 3313.68 et seq., 3313.539

A.C. 3301-35-03 (D)

20 U.S.C. 1232(h)



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Revision of DUE PROCESS RIGHTS
Code	po5611 EH
Status	Draft
Adopted	December 4, 2007
Last Revised	May 4, 2023

5611 - DUE PROCESS RIGHTS

~~This policy governs student discipline at District educational services/schools/programs--Nothing in this policy supersedes the home school's rights and/or obligations to disciplined students pursuant to the home school's policies, administrative guidelines, and applicable rules and regulations.~~

This policy governs student discipline at District educational services/schools/programs. Nothing in this policy supersedes the home school's rights and/or obligations to discipline students pursuant to the home school's policies, administrative guidelines, and applicable rules and regulations.

The Board recognizes that students have limited constitutional right when it comes to their education.

Accordingly, the Board establishes the following procedures which Board Administrators shall use when dealing with students:

A. Student subject to suspension:

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student shall be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt shall be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator shall notify the parents, guardians, or custodians of the student and the Treasurer/CFO of the Board. The notice shall include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer/CFO of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice to

suspend. If the offense is one for which the District may seek permanent exclusion, then the notice shall contain that information.

5. Notice of this suspension shall also be sent to the:
- a. Superintendent;

b. Board Treasurer/CFO;

c. student's school record (not for inclusion in the permanent record).

6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record shall be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

Notice of appeal shall be filed, in writing, with the Treasurer/CFO or the Superintendent within five (5) calendar days after the date of the notice to suspend.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

B. Students subject to expulsion:

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent shall give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.

2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice shall state the time and place to appear, which shall not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

3. Within one (1) school day of the expulsion, the Superintendent shall notify the parents, guardians, or custodians of the student and Treasurer/CFO of the Board. The notice shall include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice shall contain that information.

Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee.

A verbatim record shall be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

Notice of appeal shall be filed, in writing, within ~~fourteen (14)~~five (5) calendar days after the date of the Superintendent's decision to expel with the Treasurer/CFO of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board shall act in public.

Appeal to the Court

Under applicable laws and regulations, the decision of the Board may be further appealed to the Court of Common Pleas.

C. Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Board Policy 5610.03 – Emergency Removal.

D. Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Board Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

E. Students subject to suspension from bus riding/transportation privileges:

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Board Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

In determining whether disciplinary action set forth in this policy is to be implemented, Board Administrators shall use a preponderance of evidence standard. Further, any individual charged with making a disciplinary determination under this policy shall retain all documents, electronically stored information (“ESI”), and electronic media (as defined in Policy 8315 - Information Management (i.e., “Litigation Hold”)) created and/or received as part of an investigation. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that shall facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely in a supervised learning environment. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extra-curricular activities.

Revised 12/4/18

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Legal R.C. 3313.20, 3313.66, 3313.661



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Revision of USE OF TOBACCO
Code	po4215 EH
Status	Draft
Adopted	July 1, 1990
Last Revised	May 4, 2023

4215 - USE OF TOBACCO

Board Policy 1615 applies to the classified staff and shall be considered incorporated herein.

Legal

R.C. 3313.20, 3313.47, 3313.751, 3794 et seq.
20 U.S.C. 6081 et seq., 20 U.S.C. 7182
A.C. 3701-52



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Revision of PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325 EH
Status	Draft
Adopted	May 3, 2016
Last Revised	May 4, 2023

6325 - PROCUREMENT - FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board policies, and administrative procedures.

The Treasurer/CFO shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small and minority businesses and women's business enterprises, for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Board Policy 6320.

When required by Federal program legislation, all Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Board Policy 1130, Board Policy 3113 and Board Policy 4113 – Conflict of Interest.

The District shall avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements, where appropriate, for procurement or use of common or shared goods and services.

Competition

All procurement transactions for the acquisition of property or services required under a Federal award shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgment. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids, or

requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive pricing practices between firms or between affiliated companies.
- D. noncompetitive contracts to consultants that are on retainer contracts;
- E. organizational conflicts of interest;
- F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; or
- G. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list continuously.

The District shall require that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language

The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated, and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board shall not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall utilize the following methods of procurement:

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources as determined appropriate by the Board.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment, which amounts to \$250,000, and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which shall exceed \$50,000.

In order for sealed bidding to be feasible, the following conditions shall be present:

- a. a complete, adequate, and realistic specification or purchase description is available;
- b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- c. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of applicable laws and regulations and Board Policy 6320. Bids shall be solicited from a minimum of three (3) adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- b. The invitation for bids shall include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
- c. All bids shall be opened at the time and place prescribed in the invitation for bids; bids shall be opened publicly.
- d. A firm fixed price contract award shall be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- e. The Board reserves the right to reject any or all bids for sound documented reason.

D. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
2. Proposals shall be solicited from a minimum of three (3) adequate number of sources.
3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications- based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms are a potential source to perform the proposed effort.

E. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. the item is available only from a single source;
2. the public exigency or emergency for the requirement shall not permit a delay resulting from competitive solicitation;
3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and/or
4. after solicitation of a number of sources, competition is determined to be inadequate.

F. Noncompetitive Purchases Through Educational Service Centers (Districts)

Under State law, the Board may enter into a contract with another educational service center ("District") that authorizes the other District to make purchases for supplies, materials, equipment, and services or the delivery of services on the Board's behalf. These contracts promote operational efficiency and cost savings, and further enhance the educational experience for our students. Purchases made through such contracts are exempt from competitive bidding.

The Board may apply for approval from ODE to use a noncompetitive purchasing method to procure personnel-based services from another District only when the following criteria are met:

1. The other District posts a list of all services it provides including costs of these services on its website;
2. The other District has been designated as "high performing" by the Ohio Department of Education, and
3. ODE as the passthrough state entity has determined that the other District was substantially in compliance with all audit rules and guidelines during the most recent audit conducted by the Auditor of State.

The Treasurer/CFO will submit an application and any required documentation to ODE on the designated form requesting approval for use of a noncompetitive purchasing method for personnel services. Purchases will not be made until the application is approved. Notice of approval will be maintained by the Treasurer/CFO.

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis isare dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time-and-materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. ~~Time-and-materials~~ A time-and-materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District shall award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov, collecting a certification from the vendor, or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request for Proposals ("RFP"s) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District maintains records sufficient to detail the history of all procurements. These records shall include, but are not necessarily limited to the following: rationale for the method of procurement; selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

~~Revised-6/6/17~~

~~Revised-12/4/18~~

~~Revised-5/7/19~~

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Legal R.C. 3313.843 - 3313.846

2 C.F.R. 200.317 - .326, Appendix II to Part 200

2 C.F.R. 200.520



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Vol. 41, No. 2 - Tobacco - January 2023 Revised TOBACCO USE PREVENTION
Code	po5512 EH Replacement
Status	Draft
Adopted	July 1, 1990
Last Revised	May 4, 2023

Revised Policy - Vol. 41, No. 2

5512 - ~~USE OF TOBACCO~~ TOBACCO USE PREVENTION

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco, nicotine, vapor/aerosol, and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, including the effects of secondhand smoke and vapor/aerosol exposure, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco or nicotine (including synthetic nicotine), in addition to papers used to roll cigarettes, and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, or other heated smoking devices for burning tobacco or any other substance.

The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL," "NOY," "BREZE," "Puff Bar," etc.); e-cigar, e-pipe, vape pen, or e-hookah; any product that contains tobacco or is derived from tobacco; ~~contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULS," "NOY," "Puff Bar," etc.); but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.~~

~~In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco or tobacco substitute products by students at all times.~~

~~() Twenty-four (24) hours a day, seven (7) days a week) **END OF OPTION**~~

on Board premises, in Board-owned vehicles, within any indoor facility owned, leased, or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

~~[] 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,~~
- ~~() athletic facilities, and~~
- ~~() any school-related event,~~
- ~~() on or off Board premises.~~

~~**FEND-OF-OPTIONS]**~~

~~**[] Advertising/Promotion**~~

~~In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school sponsored publications, and at all school sponsored events. **FEND-OF-OPTION]**~~

~~[] Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles, are not permitted on school grounds, in school vehicles, or at school sponsored events. **FEND-OF-OPTION]**~~

~~**[] Notification**~~

~~Signage "No Tobacco" signs will be posted throughout the District as required by R.C. 3794.06 and as specified by the Ohio Department of Health. Students will be provided notice of this policy through student handbooks. **FEND-OF-OPTION]**~~

~~[] District vehicles will display the international "No Smoking" insignia. **FEND-OF-OPTION]**~~

~~[] Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. **FEND-OF-OPTION]**~~

~~[] School programs will include a written reminder of the tobacco-free policy. **FEND-OF-OPTION]**~~

~~**[] Educational Programming**~~

~~Tobacco use prevention education shall be coordinated with the other components of the school health program () and shall be evidence based, age appropriate, and culturally responsive. **FEND-OF-OPTION]** Staff responsible for teaching tobacco use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver education programming. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program specific activities. Education will include instruction on the harmful effects of and legal restrictions against tobacco, media and electronic smoking devices, as part of the health education curriculum, including My Life My Quit Youth Cessation Program. () Implementation may be aligned with Positive Behavioral Intervention Supports (PBIS) and incorporated with ongoing educational reinforcement as part of Tier 1 (and of subsequent tiers) PBIS strategies, as appropriate. **FEND-OF-OPTION]**~~

~~**Enforcement**~~

~~Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.~~

~~R.C. 2151.87, 3313.20, 3313.47, 3313.60(A)(5), 3313.66, 3313.751
20 U.S.C. 6081 et seq., 20 U.S.C. 7182~~

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~~Legal R.C. 2151.87, 3313.20, 3313.47, 3313.60(A)(5), 3313.66, 3313.751~~

20 U.S.C. 6081 et seq., 20 U.S.C. 7182



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Vol. 41, No. 2 - January 2023 Rescind VOLUNTEERS
Code	p04120.09 EH Rescind and replace with p08120
Status	
Adopted	July 1, 1990
Last Revised	May 3, 2022

Rescind Policy - Vol. 41, No. 2

~~4120.09 VOLUNTEERS~~

~~The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the classified staff responsible for the conduct of those programs and activities.~~

~~The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/he shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.~~

~~The Superintendent is to inform each volunteer that s/he:~~

- ~~1. is required to abide by all Board policies and District guidelines while on duty as a volunteer (including, but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law);~~
- ~~2. will be covered under the District's liability policy but the District can not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;~~
- ~~3. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;~~
- ~~4. may not accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the Board.~~

~~Furthermore, the Superintendent shall inform all volunteers who work or apply to work unsupervised with children on a regular basis of the need to display appropriate behavior at all times, and that **[NOTE- CHOOSE OPTION #1 OR #2]**~~

~~**[] [OPTION #1]**~~

they may be required to provide a set of fingerprints at any time so that a criminal records check can be conducted. If a criminal records check is then conducted, it will be done as a condition of continued service as a volunteer and will be at () the Board's expense () the volunteer's expense.

[END OF OPTION #1]

[] [OPTION #2]

they will have to provide a set of fingerprints so that a criminal records check can be conducted () and that they will have to pay the costs associated with the criminal records check **[END OF OPTION]** either before they can begin their duties, or as a condition of continued service as a volunteer at the discretion of the Board.

[NOTE: END OF OPTION #2]

If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses listed below and/or described in R.C. 109.572 (A)(1), **[CHOOSE ONE OPTION]**

() the volunteer will be informed either that the Board is no longer interested in maintaining his/her volunteer service or that the volunteer will be assigned to duties for which s/he will not work unsupervised with children.

[OR]

() that volunteer will be informed that the Board will be notifying the parents of school children that s/he has been convicted of one of the offenses listed below and/or described in R.C. 109.572 (A)(1). Said notification of parents will identify the volunteer by name and will indicate that the Board has decided to continue to let the volunteer work with school children unsupervised on a regular basis. This notification shall be given to the parents on the date that the Board decides to continue to use the individual as a volunteer or the date when service to school children by the individual commences, whichever is later. **[NOTE: THIS CHOICE NOT RECOMMENDED]**

The Superintendent shall inform each volunteer of the District's appreciation for his/her time and efforts in assisting in the operation of the schools and for his/her understanding with regard to the need for all volunteers to be subject to possible criminal records check.

Offenses

No person is to be accepted or maintained **[NOTE: THIS SHOULD BE MODIFIED IF SECOND OPTION IN PRECEDING SECTION IS ELECTED]** as a volunteer if s/he has been convicted of any of the following offenses:

- / aggravated murder, murder, voluntary manslaughter, involuntary manslaughter
- ! felonious assault, aggravated assault, assault
- (failing to provide for a functionally impaired person
- ! aggravated menacing
- ! patient abuse or neglect
- kidnapping, abduction, child stealing, criminal child enticement
- (rape, sexual battery, corruption of a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually-oriented matter involving a minor, illegal use of minor in ruddy-oriented material or performance
- ! aggravated robbery, robbery
- aggravated burglary, burglary

- ~~abortion without informed consent~~
- ~~endangering children~~
- ~~contributing to the delinquency of children~~
- ~~domestic violence~~
- ~~carrying concealed weapons, having weapons while under disability, improperly discharging firearm at or into a habitation or school~~
- ~~corrupting another with drugs~~
- ~~trafficking in drugs~~
- ~~illegal manufacture of drugs or cultivation of marijuana~~
- ~~funding of drug or marijuana trafficking~~
- ~~illegal administration or distribution of anabolic steroids~~
- ~~drug possession offenses (that are not a minor drug possession offense)~~
- ~~placing harmful objects in or adulterating food or confection~~
- ~~(-) a felony~~
- ~~(-) an offense of violence~~
- ~~(-) a theft offense (as defined in R.C. 2913.01)~~
- ~~(-) a drug offense (as defined in R.C. 2925.01, that is not a minor misdemeanor)~~

~~☉ Neola 2008~~

Legal R.C. 109.574-7, 121.401-2, 3327.16, 3313.203, 3319.321

20 U.S.C. 1232g, 34 C.F.R. Part 99



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	USE OF TOBACCO
Code	po3215 EH
Status	Draft
Adopted	July 1, 1990
Last Revised	May 4, 2023

3215 - USE OF TOBACCO

Board Policy 1615 applies to the ~~class~~professional-staff and shall be considered incorporated herein.

Legal R.C. 3313.20, 3313.47, 3313.751, 3794 et seq.
20 U.S.C. 6081 et seq., 20 U.S.C. 7182
A.C. 3701-52



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Vol. 41, No. 2 - January 2023 Rescind VOLUNTEERS
Code	po3120.09 EH Rescind - replaced with po8120
Status	
Adopted	December 4, 2001
Last Revised	May 3, 2022

Rescind Policy - Vol. 41, No. 2

~~3120.09—VOLUNTEERS~~

~~The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.~~

~~The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/he shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.~~

~~The Superintendent is to inform each volunteer that s/he:~~

- ~~1 is required to abide by all Board policies and District guidelines while on duty as a volunteer (including but not limited to, the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which s/he is exposed except as authorized by law);~~
- ~~1 will be covered under the District's liability policy but the District can not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;~~
- ~~(will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;~~
 - ~~1 may not accept compensation from any third party or source including, but not limited to booster, parent, or other District support organizations for the performance of his/her official duties as a volunteer on behalf of the Board;~~

~~Furthermore, the Superintendent shall inform all volunteers who work or apply to work unsupervised with children on a regular basis of the need to display appropriate behavior at all times, and that **[NOTE-CHOOSE OPTION #1 OR #2]**~~

~~**[1] OPTION #1]**~~

~~() they may be required to provide a set of fingerprints at any time so that a criminal records check can be conducted. If a criminal records check is then conducted, it will be done as a condition of continued service as a volunteer and will be at () the Board's expense. () the volunteer's expense.~~

~~**END OF OPTION #1]**~~

~~**[] [OPTION #2]**~~

~~() they will have to provide a set of fingerprints so that a criminal records check can be conducted () at the Board's expense () and that they will have to pay the costs associated with the criminal records check. **END OF OPTION]** either before they can begin their duties, or as a condition of continued service as a volunteer at the discretion of the Board.~~

~~**END OF OPTION #2]**~~

~~If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses listed below and/or described in R.C. 109.572 (A)(1),~~

~~() the volunteer will be informed either that the Board is no longer interested in maintaining his/her volunteer service or that the volunteer will be assigned to duties for which s/he will not work unsupervised with children.~~

~~() that volunteer will be informed that the Board will be notifying the parents of school children that s/he has been convicted of one of the offenses listed below and/or described in R.C. 109.572 (A)(1). Said notification of parents will identify the volunteer by name and will indicate that the Board has decided to continue to let the volunteer work with school children unsupervised on a regular basis. This notification shall be given to the parents on the date that the Board decides to continue to use the individual as a volunteer on the date when service to school children by the individual commences, whichever is later. **[NOTE: THIS CHOICE NOT RECOMMENDED]**~~

~~The Superintendent shall inform each volunteer of the District's appreciation for his/her time and efforts in assisting in the operation of the schools and for his/her understanding with regard to the need for all volunteers to be subject to possible criminal records check.~~

~~**Offenses**~~

~~No person is to be accepted or maintained **[NOTE: THIS SHOULD BE MODIFIED IF SECOND OPTION IN PRECEDING SECTION IS ELECTED]** as a volunteer if s/he has been convicted of any of the following offenses:~~

~~/ aggravated murder, murder, voluntary manslaughter, involuntary manslaughter~~

~~! felonious assault, aggravated assault, assault~~

~~(failing to provide for a functionally impaired person~~

~~[aggravated menacing~~

~~! patient abuse or neglect~~

~~kidnapping, abduction, child stealing, criminal child enticement~~

~~(rape, sexual battery, corruption of a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually-oriented matter involving a minor, illegal use of minor in mildly-oriented material or performance~~

~~! aggravated robbery, robbery~~

~~aggravated burglary, burglary~~

~~abortion without informed consent~~

~~! endangering children~~

- I contributing to the delinquency of children
- N domestic violence
- l carrying concealed weapons, having weapons while under disability, improperly discharging firearm at or into a habitation of school
- C corrupting another with drugs
- trafficking in drugs
- Q illegal manufacture of drugs or cultivation of marijuana
- f funding of drug or marijuana trafficking
- ; illegal administration or distribution of anabolic steroids
- drug possession offenses (that are not a minor drug possession offense)
- l placing harmful objects in or adulterating food or confection
- ` (~~l~~) a felony
- V (~~l~~) an offense of violence
-) (~~l~~) a theft offense (as defined in R.C. 2913.01)
- * (~~l~~) a drug offense (as defined in R.C. 2925.01, that is not a minor misdemeanor)

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Legal

R.C. 109.574-7, 121.401-2, 3327.16, 3313.203, 3319.321
 20 U.S.C. 1232g, 34 C.F.R. Part 99



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Vol. 41, No. 2 - Tobacco - January 2023 Revised TOBACCO USE PREVENTION
Code	po1615 EH New to District. Review
Status	Draft
Last Revised	May 4, 2023

Revised Policy - Vol. 41, No. 2

1615 - USE OF TOBACCO BY ADMINISTRATORS TOBACCO USE PREVENTION

The Board of Education is committed to providing students, staff, and visitors with a tobacco, nicotine, vapor/aerosol, and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, including the effects of secondhand smoke and vapor/aerosol exposure, particularly in connection with second-hand smoke, are well established. Further, providing a non-smoking and a tobacco-free environment is consistent with the responsibilities of administrators and staff to be ~~our~~ positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, or nicotine (including synthetic nicotine), in addition to papers used to roll cigarettes and/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, and any other lighted smoking devices for burning tobacco or any other substances.

The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means- including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL," "NJOT," "BREZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL," "NJOT," "Puff Bar," etc.); but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

~~In order to protect students and staff who choose not to smoke or use tobacco from an environment hostile to them, and because the Board does not condone smoking or the use of tobacco, the~~ Board prohibits the use of tobacco or tobacco substitute products by ~~administrators~~ employees at all times

~~() (twenty-four (24) hours a day, seven (7) days a week) **END OF OPTION**~~

within any enclosed facility owned, ~~or~~ leased, or contracted for by the Board, and in 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,~~

~~() athletic facilities, and~~

~~() any school-related event,~~

~~() on or off Board premises~~

~~() except at designated times~~

~~() and in designated areas as defined in statute and by Ohio's Smoke-Free Workplace Program.~~

~~**[END OF OPTIONS]**~~

~~The Superintendent shall require the posting of signs as required by R.C. 3794.06 and as specified by the Ohio Department of Health.~~

~~**[] Advertising/Promotion**~~

~~in accordance with Policy 9700-01, tobacco advertising is prohibited on school grounds, in all school sponsored publications, and at all school sponsored events. **[END OF OPTION]**~~

~~[] Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles, are not permitted on school grounds, in school vehicles, or at school sponsored events. **[END OF OPTION]**~~

~~**[] Education and Training**~~

~~Training will be provided on this policy and associated resources. Information will be provided on cessation resources, including the free Ohio Tobacco Quit Line. **[END OF OPTION]**~~

~~**Enforcement**~~

~~Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board.~~

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Legal A.C. 3701-52

R.C. 3313.20, 3313.47, 3313.751, 3794 et seq.

20 U.S.C. 6081 et seq., 20 U.S.C. 7182



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Vol. 41, No. 2 - January 2023 Revised TECHNICAL CORRECTIONS
Code	po0131.1 EH NEW Review
Status	Draft
Last Revised	May 4, 2023

Revised Bylaw - Vol. 41, No. 2

0131.1 - TECHNICAL CORRECTIONS

Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include:

- ↔ consolidation of sections;
- ↔ transfer of sections;
- ↔ combining or dividing sections;
- ↔ renumbering subsections, sections, chapters, and titles;
- ↔ corrections or additions for grammatical or typographical errors;
- ↔ alterations and omissions; and/or
- ↔ updating the name(s) of the individual(s) who serve as District Compliance Officer(s), as long as the position/title remains the same as listed in the applicable Board policy,

not affecting the constructions or meaning of those sections, subsections, chapters, titles, or policies as a whole.

Should the Board of Education choose to make such technical corrections, it may be accomplished by resolution as part of the consent agenda without going through the normal policy adoption procedure.

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Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Vol. 41, No. 2 - January 2023 Revised HOMEBOUND INSTRUCTION PROGRAM
Code	po2412 EH New. Probably not needed unless CTC provides
Status	Draft
Last Revised	May 4, 2023

Revised Policy - Vol. 41, No. 2

2412 - HOMEBOUND INSTRUCTION PROGRAM

This policy governs the instructional program at District educational services/schools/programs. Nothing in this policy supersedes the home school's rights and/or obligations pursuant to the home school's policies, administrative guidelines, and applicable rules and regulations.

The Board of Education may provide individual instruction to students who are unable to attend classes because of accident, illness, or disability.

Documentation of the medical condition shall be done through a physician licensed to practice in this State who shall:

- A. certify existence of a medical condition requiring homebound instruction;
- B. state the probable duration of the confinement.

Applications must be approved by the _____ Superintendent.

~~Prior to a student on an IEP being placed in the homebound instruction program under this policy, the IEP team shall meet to temporarily amend the student's IEP. The program of homebound instruction for students with disabilities shall be in accordance with the terms of the student's amended IEP. In accordance with R.C. 3323.12, five (5) hours of home instruction shall be equivalent to attendance for five (5) school days. IEP.~~

~~Teachers providing homebound instruction shall hold an Ohio teaching license appropriate for the level of instruction for which the assignment is made. Ordinarily, the District will provide one (1) hour of instruction for each school day that the student is participating in a homebound instruction program. The Superintendent may approve additional instructional time, on a case-by-case basis, when the circumstances warrant it. The amount of instructional time shall be limited to five (5) hours per week for non-disabled students, and shall be in accordance with the revised IEP for students with disabilities.~~

~~Instruction will not be provided when:~~

- A. ~~(→)the instructor's presence in the place of a student's confinement presents a hazard to his/her~~their health;

- B. ~~(f)~~ a parent or other adult in authority is not at home with the student during the hours of instruction;
- C. ~~(f)~~ the condition of the student is such as to preclude ~~his/her~~their benefit from such instruction.

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Legal R.C. 3323.12



Book	Policy Manual
Section	Matt & Ed Reviewed
Title	Revision of COLLEGE CREDIT PLUS PROGRAM
Code	po2271 EH Also updated citation
Status	Draft
Adopted	July 1, 1991
Last Revised	May 4, 2023

2271 - COLLEGE CREDIT PLUS PROGRAM

The Board of Education recognizes the value to students and to the District for students to participate in programs offered by accredited colleges and universities in Ohio.

The Board will approve participation by students who apply to the participating college or university (institute of higher education or IHE) and meet the IHE's and relevant academic program's established standards for admission, enrollment, and course placement. Participating students will be eligible to receive secondary credit for completing any of these programs. To be eligible, students must be in seventh, eighth, ninth, tenth, eleventh, or twelfth grade and must either be remediation-free in one (1) of the assessments established under R.C. 3345.061(F) or meet an alternative remediation-free eligibility option as defined by the Chancellor of Higher Education in consultation with the Superintendent of Public Instruction. Students who participated in the College Credit Plus ~~program~~Program before September 30, 2021 and who qualified to participate in accordance with prior law by scoring within one (1) of the required assessments and having a cumulative high school grade point average of at least 3.0, or alternatively receiving a recommendation from a school counselor, principal, or career-technical program advisor, may remain eligible to participate.

In addition, under Federal and State law, male students who are eighteen (18) years of age or older and who are classified as an Ohio resident by the public college or university they are attending through the College Credit Plus program are required to be registered with the Selective Service System. Participating male students are required to provide their Selective Service number to the public college or university within thirty (30) days of their 18th birthday. If such students do not submit their Selective Service number, they will not be considered a College Credit Plus participant for that current semester or term and will be responsible for any tuition, textbooks, or fees associated with the classes for which they are enrolled.

Underperforming and Ineligible Students

If a student participating in the College Credit Plus Program under the option set forth in R.C. 3365.06 (B) either: A) fails to maintain a grade point average of 2.0 or higher in the college courses taken through the College Credit Plus Program; or B) withdraws from, or receives no credit for two (2) or more courses in the same term, the student will be considered an underperforming student. If a student maintains underperforming student status for two (2) consecutive terms of enrollment, the student will be deemed "ineligible."

Probation

Immediately after determining a student has obtained underperforming student status, the Superintendent shall place the student on probation within the College Credit Plus Program and notify the underperforming student, his/her the student's parents, and each IHE in which the student is enrolled of his/her the student's status. The underperforming student and his/her their parents shall also be notified of the following requirements for continued participation in the Program while on probation:

- A. The student shall only enroll in one (1) college course during any term.
- B. The student shall refrain from enrolling in a college course in the same subject as a college course in which the student earned a grade of "D" or "F" or for which the student received no credit.
- C. If the student had registered for more than one (1) college course for the next term prior to being placed on probation, the student shall request each IHE in which s/he the student is enrolled to dis-enroll the student from those courses that conflict with the terms of his/her the student's probationary status.
 1. If a student elects to remain enrolled in one (1) course for the next term, s/he the student shall inform the IHE of the course in which the student would like to remain enrolled.
 2. If the student fails to dis-enroll from any courses that conflict with his/her the student's probationary status, the Superintendent shall immediately notify the student and his/her the student's parents that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and his/her the student's parents shall also be advised that the student shall be deemed an ineligible student and dismissed from the program for the next term in accordance with the dismissal procedures set forth below.
- D. If a student takes a course after being placed on probation and such course raises the student's cumulative grade point average to 2.0 or higher in the college courses taken through the College Credit Plus Program, the student shall be removed from probation. The student may participate in the Program without restrictions unless s/he the student is declared to be an underperforming student again.
- E. If a student takes a course after being placed on probation and such course does not raise the student's cumulative grade point average to 2.0 or higher in the college courses taken through the College Credit Plus Program, the student shall be dismissed from the Program in accordance with the dismissal procedures set forth below.

Dismissal

If a student is deemed ineligible to participate in the College Credit Plus Program, s/he the student will be dismissed from the Program. The Superintendent shall notify the ineligible student, his/her the student's parents, and each IHE in which the student is enrolled of his/her the student's dismissal. The ineligible student and his/her parents shall also be notified that the student shall not take any college courses through the Program following his/her the student's dismissal.

If the student had registered for more than one (1) college course for the next term prior to being dismissed from the Program, the student shall request each IHE in which s/he the student is enrolled to dis-enroll the student from the Program.

If the student fails to dis-enroll following his/her the student's dismissal from the Program, the Superintendent shall immediately notify the student and his/her the student's parents that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and his/her their parents shall also be advised that the Superintendent shall extend/continue the student's dismissal from the Program for an additional term.

Reinstatement

Following one (1) term of dismissal a student may submit a request to the Superintendent to be reinstated to the College Credit Plus Program. Summer shall only be counted as a term if the student is enrolled in one (1) or more high school courses during the summer. Upon receipt of the reinstatement request, the student's full high school and college academic record will be reviewed to determine whether the student has achieved academic progress and whether s/he the student will be reinstated on probation or without restriction.

Reinstatement on Probation: In order to be reinstated to the College Credit Plus Program on probation, the student must meet the academic progress criteria as determined by the Superintendent.

If the student fails to demonstrate academic progress as defined above, the Superintendent shall extend/continue the student's dismissal for an additional term(s). During the dismissal period, the student shall remain ineligible to participate in the College Credit Plus Program until academic progress is achieved.

Appeals

Any student, who is dismissed from the College Credit Plus Program or prohibited from taking a course in which the student earned a grade of "D" or "F" or for which the student received no credit, may appeal the decision to the Superintendent. The appeal must be filed within five (5) business days after the student is notified of the dismissal or prohibition against taking a course. Upon receiving the appeal, the Superintendent must immediately notify each IHE in which the student is enrolled that the student has filed an appeal.

When reviewing a student's appeal, the Superintendent shall consider any extenuating circumstances separate from the student's academic performance that may have affected or otherwise impacted the student's status in the College Credit Plus Program. After considering such information, the Superintendent may:

- A. allow the student to participate in the Program without restrictions;
- B. allow the student to take a course in which the student earned a grade of "D" or "F" or for which the student received no credit;
- C. allow the student to participate in the Program on probation; or
- D. maintain the student's dismissal from the Program.

The Superintendent shall issue a decision on the student's appeal within ten (10) business days after the date the appeal is filed. The Superintendent's decision shall be final and the Superintendent shall immediately provide notification of the decision to each IHE in which the student is enrolled.

- A. If the Superintendent decides to continue the student's dismissal from the College Credit Plus Program and the student is enrolled in an Institution of Higher Education, such IHE shall permit the student to withdraw from all courses in which the student is enrolled without penalty. The Board shall not be required to pay for such courses.
- B. If the Superintendent fails to issue a timely decision after the date the appeal is made and the student is enrolled in an Institution of Higher Education, such IHE shall permit the student to withdraw from all courses in which the student is enrolled without penalty. If the decision is issued after the IHE's no-fault withdrawal date, the Board shall be required to pay for such courses.

Children of Military Families

Children of military families enrolled in College Credit Plus Program who must withdraw from the program due to their parent's stationing orders shall be provided the option to complete the coursework in an online format, if possible, or withdraw from the program without academic or financial penalty.

Home-Schooled Students

If a home-schooled student participating in the College Credit Plus Program is placed on probation or dismissed from the Program, the parent of the student shall be responsible for notifying each IHE in which the student is enrolled of such probation or dismissal.

The Board will provide information about the College Credit Plus Program prior to February 1st to all students enrolled in grades six (6) through eleven (11) and their parents. The Board will also promote the College Credit Plus Program on its website, including the details of the Board's current agreements with partnering IHEs.

All students must meet the requirements for participating in the College Credit Plus Program.

The Board shall deny high school credit for the College Credit Plus Program courses, any portion of which are taken during the period of a student's expulsion. If the student has elected to receive credit for course(s) toward fulfilling graduation requirements as well as the College Credit Plus Program credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.

When a student is expelled, the Board directs the Superintendent to send written notice of the expulsion to any college in which the expelled student is enrolled under R.C. 3365.03 (College Credit Plus Program) at the time the expulsion is imposed. This notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a policy under R.C. 3313.613 to deny high school credit for College Credit Plus Program courses taken during an expulsion. If the expulsion period is later extended, the Superintendent shall notify the college of the extension.

The Board will collect, report, and track program data annually in accordance with data reporting guidelines adopted by the Chancellor and the Superintendent of Public Instruction pursuant to R.C. 3365.15.

The Superintendent shall establish the necessary administrative guidelines to comply with State law which will thereafter be properly communicated to both students and their parents. The Superintendent shall also establish guidelines and procedures for the awarding of credit and the proper entry of a student's transcript and other records of ~~the~~the student's participation in a College Credit Plus Program.

Revised 3/4/14
Revised 2/6/18
Revised 8/7/18

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Legal

R.C. 3313.613, 3345.32, 3365.036, 3365.01 through 3365.09

A.C. 3333-1-65.13

**Auburn
Career Center**



Attachment Item #20

*Adult Workforce
Student Handbook
SY23-24*

Auburn Career Center



Adult Workforce Education Student Handbook 2023-2024

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

CONSUMER DISCLOSURE

Auburn Career Center is required by Federal Law to disclose the following 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 Student Financial Aid webpage, 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 BOARD OF EDUCATION MEMBERS

Mr. Erik Walter, President
Dr. Susan Culotta, Vice-President
Mrs. Jean Brush
Mr. Kenneth Cahill
Mr. Geoffrey Kent
Ms. Sherry Maruschak
Mr. Roger Miller
Mr. Paul Stefanko
Mr. Keith Strever
Mrs. Mary Wheeler

AUBURN ADMINISTRATION

Dr. Brian Bontempo
Superintendent
Ms. Sherry Williamson
Treasurer
Mr. Jeff Slavkovsky
Executive Director of Career & Technical Education
Ms. Michelle Rodewald
Director of Adult Workforce Education &
Business Partnerships
Mr. Cory Hutter
Assistant Director of Adult Workforce Education
Mr. David Leone
Director of Curriculum & Instruction

Contents

CONSUMER DISCLOSURE	1
AUBURN VOCATIONAL BOARD OF EDUCATION MEMBERS	1
AUBURN VOCATIONAL BOARD OF EDUCATION MEMBERS	1
AUBURN ADMINISTRATION	1
AUBURN ADMINISTRATION	1
OFFICE STAFF PHONE EXTENSION LIST	9
DIRECTORY OF ADULT WORKFORCE EDUCATION PERSONNEL	10
ADULT WORKFORCE EDUCATION CALENDAR	11
AUBURN CAREER CENTER	11
Campus	11
Equipment.....	11
ACCREDITATION AND AFFILIATIONS	12
Accreditation	12
Additional Accreditations/Associations and Professional Boards.....	12
EQUAL OPPORTUNITY- POLICY	12
ADMISSIONS PROCEDURES	13
Eligibility for Admission for Full-Time (600 clock hours or more) programs.....	13
Eligibility for Admission for Part-Time (less than 600 clock hours) programs.....	Error!
Bookmark not defined.	
Adult Diploma Option Programs.....	13
Admissions Process.....	13
Readmission Policy.....	14
TUITION	14
Withdrawal and Refund Policy**	14
Refunds for Classes Cancelled by Auburn Career Center	15
Refunds for Students Who Withdraw On or Before the First Day of Class	15
Refund Policy for Programs That Are Less Than 200 Clock Hours	15
Refund Policy for Programs That Are 200 Clock Hours or More	15
PAYMENT OPTIONS	16
Cash Option.....	16
Enrollment Agreement.....	16

Pell Grant Only Option.....	16
FINANCIAL AID	17
Statement of Philosophy.....	17
Statement of Principles.....	17
Financial Aid Office Personnel Code of Conduct.....	19
Financial Aid Academic Good Standing and Satisfactory Progress Policy	20
What Title IV Financial Aid Programs are Available?	20
Financial Aid Office Contact Information.....	21
Federal Pell Grant Program.....	21
Federal Loan Programs - William D Ford Federal Direct Loan Program	21
Entrance and Exit Loan Counseling Sessions	22
Sample Monthly Loan Payment.....	22
Student Loan Information:	24
Entrance Counseling, Master Promissory Note (MPN) and Exit Counseling Requirements:	24
Loan Servicer Providers:	25
Default Prevention:.....	25
Plan Evaluation:	26
Student Resources:	26
School Resources:.....	26
Default Prevention	26
General Connections	26
OTHER FINANCIAL AID.....	27
Workforce Innovation and Opportunity Act and Community Action Organization (WIOA/CAO).....	27
Veterans Administration (VA).....	27
SCHOLARSHIPS	28
EMPLOYER PAYMENTS.....	29
WHAT IS MY DEPENDENCY STATUS?	29
PROFESSIONAL JUDGMENT & SPECIAL CIRCUMSTANCES POLICY	29
Basic Guidelines.....	29

Unusual Circumstances Allowed.....	30
EXCEPTIONAL CIRCUMSTANCES POLICY FOR INCREASE UNSUBSIDIZED LOANS	32
WHAT WILL MY EDUCATION COST?	33
HOW IS ELIGIBILITY DETERMINED?.....	33
OTHER ELIGIBILITY REQUIREMENTS	33
WHAT MUST I DO TO CONTINUE TO RECEIVE FINANCIAL AID FUNDS?	34
DEDUCTION OF TUITION AND FEES.....	34
HOW ARE FUNDS DISBURSED?	34
HOW ARE REFUND CHECKS PROCESSED?	34
AUTHORIZATION TO RETAIN OVERAGE(S).....	36
LEAVE OF ABSENCE POLICY.....	36
CONFIRMATION OF CITIZENSHIP	36
WHAT ARE MY RIGHTS & RESPONSIBILITIES FOR RECEIVING FINANCIAL AID?	37
Student’s Rights	37
Student’s Responsibilities.....	38
General Verification Policies And Procedures.....	38
Correction Procedure	38
Referral of Overpayments and Fraud Cases	39
Policies/Procedures Under Family Educational Rights & Privacy Act (FERPA).....	39
Family Educational Rights & Privacy Act (FERPA).....	40
Release of Student Records.....	40
Financial Aid Confidentiality Policy.....	40
ATTENDANCE	41
Attendance Policy.....	41
Reporting an Absence.....	41
Make-Up Days	41
Excessive Absence.....	Error! Bookmark not defined.
Interruption for Unsatisfactory Attendance	41
Make-Up Work.....	41
ACADEMIC QUALITY.....	42
School Year	42

Grading Policy	42
Auburn Practical Nursing Program Grading Policy	43
Emergency Medical Technician Grading Policy	43
Paramedic Grading Policy	43
Grievance Procedure	43
Transfer Policy	44
Career Technical Credit Transfer (CT2)	44
Policy for Granting Credit for Previous Education and Training.....	45
Emergency Medical Technician	46
Paramedic	46
All Other Programs	46
Auburn Certificates.....	46
STUDENT RESPONSIBILITIES.....	47
Auburn’s Philosophy	47
Student Code of Conduct	47
Administrative Removal of a Student	53
Dress Code.....	53
Cell Phone Usage/Texting In Class.....	54
Firearms	54
Food and Drink.....	54
Drug-Free/Alcohol-Free Campus	54
Harassment.....	55
Other Violations of the Anti-Harassment Policy	55
Sexual Harassment.....	55
Race/Color Harassment	56
Religious Creed Harassment.....	57
National Origin Harassment	57
Disability Harassment	57
Reports and Complaints of Harassing Conduct.....	57
Informal Process for Addressing Complaints of Harassment.....	58

Formal Process for Addressing Complaints of Harassment.....	58
Sanctions and Monitoring Harassment.....	59
Sales and Solicitation	60
Progressive Discipline	60
Sanctions.....	60
STUDENT SUPPORT SERVICES.....	62
Academic Support.....	62
Disability Services.....	62
Career Resources.....	63
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)	63
Warning.....	63
Probation	63
Appeal Process	63
Reinstatement.....	64
Interruptions, Course Incompletes, Withdrawals	644
Course Repetition.....	64
Failure of Classes – Returning to Continue Program of Training.....	64
HEALTH	64
Accidents or Illness.....	64
Communicable and Infectious Diseases	64
Emergency Medical Authorization Forms	65
Health Risks Associated With Alcohol.....	65
SAFETY.....	66
Video Surveillance.....	66
In Case of Fire.....	66
Safety Drills for: Fire, Tornado, Lock Down, and Disaster	66
Safety Regulations.....	66
Shop Regulation	66
SCHOOL OPERATIONS.....	67
Grievance Procedures for Nondiscrimination and Equal Opportunity/Access.....	67

Grievance Policy	688
Privacy/Confidentiality	68
Parking.....	69
Change of Address/Phone Number	69
Security.....	69
School Closing.....	69
Protection and Privacy of Student Records.....	69
Transcripts	69
Crisis Management	70
Voter Registration	70
Constitution Day	70
Civil and Criminal Penalties for Violation of Federal Copyright Laws	70
TECHNOLOGY	71
Student Network and Internet Acceptable Use and Safety.....	71
Media Services.....	71
ALUMNI INFORMATION	71
CLERY ACT INFORMATION.....	71
PROGRAM DESCRIPTIONS.....	72
GENERAL EDUCATION COURSE DESCRIPTIONS.....	76
APPENDICES.....	80
STUDENT REQUEST FOR WITHDRAWAL	81
LEAVE OF ABSENCE FORM.....	82
TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT	83
TRANSCRIPT REQUEST	84
MAKE-UP DAY NOTIFICATION	85
MAKE-UP DAY NOTICE FORM.....	86
STUDENT CODE OF CONDUCT INFORMATION SIGNED AGREEMENT	87

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 your 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 Student and Career Services Office to assist you with your interviewing skills, job-hunting skills, exit resume, and assembling your portfolio. In some programs, an internship opportunity may be 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 to be available to continue to help succeed in your career pathway.

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

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

Sincerely,

Dr. Brian Bontempo
Superintendent

OFFICE STAFF PHONE EXTENSION LIST

440.357.7542

Director of Adult Workforce Education Ms. Michelle Rodewald x8028

Assistant Director of Adult Workforce Education..... Mr. Cory Hutter x8236

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.....X8276

Administrative Assistant: Ms. Jessica Brown.....X8112

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

Career Advisor & Student Services: Ms. Laura Barwidi X8090

Financial Aid Ms. Shelley Barto X8326

Auburn Aspire Program

Director of ASPIRE & Assessment Ctr. Ms. Blair SuttlesX8237

Administrative Assistant Ms. Michelle NaroX8027

Business Partnerships

Director of Business Partnerships Mr. Andrew KelnerX8018

Customized Training

Contract Coordinator Mr. Cory HutterX8236

EMS/Paramedic/Firefighter Training

Director of Public Safety Mr. Sean DavisX8026

Industrial Trades

Director of Industrial Trades Mr. Cory HutterX8236

Health Care

Director of Practical Nursing Ms. Karen HowellX8366

Resource Officer

Lake Co. Sheriff's Dept. Personnel Officer on DutyX8111

Assessment Center

Administrative Assistant Ms. Michelle Naro.....X8027

DIRECTORY OF ADULT WORKFORCE EDUCATION PERSONNEL

Auburn Practical Nursing Program

Director of Practical NursingKaren Howell (khowell@auburncc.org)

Dental Assistant

Director of Practical NursingKaren Howell (khowell@auburncc.org)

Instructor.....Angela Eckman (aeckman@auburncc.org)

Emergency Medical Technician

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

Emergency Medical Technician.....Carmen Tibaldi (ctibaldi@auburncc.org)

Emergency Medical Technician (customized training).....Gene Lutz (elutz@auburncc.org)

Emergency Services Telecommunicator

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

Instructor.....Barton Eland (beland@auburncc.org)

Instructor.....Savanna Brown (sbrown@auburncc.org)

Firefighter 1 & 2

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

Firefighter Instructor.....Mike Fearing (mfearing@auburncc.org)

Firefighter Instructor.....Jason Benton (jbenton@auburncc.org)

Firefighter Instructor.....Edward Koziol (ekoziol@auburncc.org)

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

Firefighter Instructor.....Brian Valletto (bvalletto@auburncc.org)

Fire Inspector

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

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

HVAC

Director of Industrial Trades.....Cory Hutter (chutter@auburncc.org)

Instructor.....Lewis Fletcher (lfletcher@auburncc.org)

Industrial Electricity - Electrical Training

Director of Industrial Trades.....Cory Hutter (chutter@auburncc.org)

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

Machining/CNC

Director of Industrial Trades.....Cory Hutter (chutter@auburncc.org)

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

Instructor (CNC Machining).....Al Large (alarge@auburncc.org)

Paramedic

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

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

Paramedic.....Mathew Urie (murie@auburncc.org)

Small Engine Repair

Director of Industrial Trades.....Cory Hutter (chutter@auburncc.org)

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

State Tested Nurse Aide

Director of Practical NursingKaren Howell (khowell@auburncc.org)

Instructor.....Kristine Shreves (kshreves@auburncc.org)

Welding

Director of Industrial Trades.....Cory Hutter (chutter@auburncc.org)

Instructor.....Scott Slagle (sslagle@auburncc.org)

ADULT WORKFORCE EDUCATION CALENDAR

2023-2024

District Closed ~ No Classes

September 4	Labor Day
October 5	Student/Parent/Teacher Conference (High School)
October 13	NEOEA Day
November 20	District Open House
December 20 – January 2, 2024	Winter Break
January 15	Martin Luther King Day
January 31	Program Information Night
February 19	President's Day
March 25 –April 1	Break
May 15	New Student Orientation (High School)
May 27	Memorial Day
June 19	Juneteenth
July 4	Independence 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. As a result, various programs, services, and facilities have evolved to fill those needs. Auburn has six buildings on its campus including the main building, Technology Learning Center, Industrial Arts Building, Horticulture Center, Fire Training Ground, and Annex totaling approximately 170,000 square feet. It includes 24 classrooms and 26 hands-on labs. Auburn Career Center is a nonsmoking facility located in Concord Township.

Equipment

Auburn Career Center is equipped with a state-of-the-art Welding lab and Industrial Arts lab for HVAC and Machining/CNC that provides the most current technology in the field. Our Public Safety programs use a brand new Fire Simulation Tower, a full-service ambulance, an entire house as well as a fire truck as part of their training. Our Practical Nursing program has a lab with four beds for clinical demonstrations and simulations. Additionally, Auburn Career Center has 10 labs for Industrial Training, IT, and Health Careers. Computer access is available to every student at a 1:1 ratio.

ACCREDITATION AND AFFILIATIONS

Accreditation

In 2015, Auburn Career Center became fully accredited with the Council on Occupational Education (C.O.E.) and received the highest recommendation of a six-year accreditation. The Council on Occupational Education is a national accrediting agency recognized by the United States Department of Education assuring 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 Health
- Ohio Department of Public Safety
- Auburn's Paramedic Program is accredited through the Commission on Accreditation of Allied Health Education Programs



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 our application, registration, recruitment, appointment, promotion, payment, training, or other educational and employment practices.

ADMISSIONS PROCEDURES

Eligibility for Admission

1. Incoming students taking advantage of any Title IV funding must have a High School Diploma or a General Education Development High School Equivalency Diploma (GED).

Auburn requires that all transcript copies, the high school diploma, or certificate MUST be translated into English by an authorized certifying official at an official translation service and notarized. The English translation must be prepared on official business letterhead stationery. English translations on plain copy paper are not acceptable.

2. Admissions into any Public Safety, Auburn Licensed Practical Nursing, or State Tested Nurse Aide programs have admission requirements which may include additional items such as: pretesting, background check, physical, TB test, and letters of recommendation. These requirements are listed in our requirements for enrollment page on our website.

Adult Diploma Option Programs

1. Several programs are open to persons without a high school diploma who want to earn an industry credential and at the same time earn the General Education Development High School Equivalency Diploma (GED).
2. Students who enroll in an Adult Diploma option program must first attend Aspire for a minimum of 12 hours, pass an ACT WorkKeys® Assessment with a score of 14 or higher, and sign up for a Safe Account through the Ohio Department of Education. Auburn Career Center staff can help you through the process.
3. Once you complete the items listed in #2, you can then register for an adult diploma option class FREE of charge including all supplies, books, and uniforms.
4. After successfully earning the industry credential, and completing the course according to the course syllabus, you will simultaneously earn your GED.

Admissions Process

1. Contact the Adult Workforce Education Administrative Office at 440.357.7542 X8276. Complete the registration form, the enrollment agreement, and the registration payment over the phone, in person, U.S. mail or via email, or online at www.auburncc.org.
 - To send the completed registration form and enrollment agreement 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 and enrollment agreement via email, include the credit card number to Adult Workforce Education Office to lkamis@auburncc.org or jbrown2@auburncc.org

(Continued)

Admissions Process (cont'd)

2. Prospective students are encouraged to make an appointment with our adult administrative assistants or appropriate program director to review registration steps, address course selection questions, and discuss payment options.
3. Students who are interested in funding their institutional costs through financial aid can speak with Auburn's Financial Aid Specialist, Shelley Barto: 440.357.7542 X8326 or sbarto@auburncc.org.
4. Students who plan to take the Auburn Practical Nursing program, Paramedic, Firefighter 1 & 2, Emergency Medical Technician, Public Safety Academy, or Emergency Services Telecommunicator courses are required to take an assessment and meet the minimum scores needed for placement.
5. The Auburn Practical Nursing program, Paramedic, Firefighter 1 & 2, Emergency Medical Technician, Public Safety Academy, or Emergency Services Telecommunicator programs have additional requirements for enrollment. These requirements are found on the requirements for enrollment page on our website, in course syllabi and application packets.

Readmission Policy

Students who withdraw from a program before completing, are dismissed due to grades, attendance, or 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 director. The petition must include how the student will be successful and address any attendance/grade/behavior issues during their prior attendance. The course instructor or program administrator and the Director of Adult Workforce Education will review the petition and grant or deny re-enrollment. The decision of the course instructor 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 second day of class unless they have completed an Enrollment Agreement or are funding their costs through Federal Financial Aid or some other accepted means such as Job & Family Services.

Withdrawal and Refund Policy**

Note: 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 Adult Workforce Education Student Request for Withdrawal form (. The Adult Workforce Education Office can provide this form. Students who are unable to physically submit the Workforce Education Withdrawal Form must contact the Adult Workforce Education Office 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.

(Continued)

Withdrawal and Refund Policy (cont'd)

Auburn Career Center's Refund Policy does not mean students who withdraw will be given a refund. The student's 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 the Return of Title IV Funding (page 31) calculation done on any disbursed Federal Financial Aid. Before withdrawing, students should talk to the Financial Aid Specialist to see how their disbursed Federal funds will be impacted. Similarly, students receiving Veterans Administration (VA) benefits for schooling or monthly stipends are subject not only to Auburn's Refund Policy but also to the VA guidelines. Before withdrawing, students should talk to our Financial Aid Specialist to see how their disbursed VA funds will be impacted.

Refunds for Classes Cancelled by Auburn Career Center

Classes that are canceled by Auburn Career Center before the program's 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 program's 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 program's planned start date.

Refund Policy for Programs That Are Less Than 200 Clock Hours

After the first day of class, any funds that Auburn Career Center has expended for the student's program will be charged to the student. The tuition will be refunded on a prorated basis based on the amount of tuition paid and the percentage of the program hours elapsed during the scheduled payment period. **Students who complete 50% of their scheduled program are not eligible for a prorated refund of their tuition.**

Refund Policy for Programs That Are 200 Clock Hours or More

Students who withdraw after the first day of class or are Administratively Withdrawn will be evaluated to see if they are eligible for a prorated refund of their program cost. Tuition refunds will be prorated based upon the amount of tuition paid and the percentage of the program completed by the student. **Students who 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. The calculation to determine the percentage of a program completed by a student is the number of hours a student has attended up to the date of withdrawal divided by the total number of hours in the program.

Example: A student withdraws from a 200 clock hour program after attending the first 90 hours of the program, which is 45% of the program hours. If the tuition for the program is \$1000, the fees \$100, and the book \$50, as long as the student paid all charges, the student would receive a refund of \$550 from Auburn Career Center when he/she withdraws. If the student withdrew after 100 hours, they would not receive a refund.

Please Note:

- Students who are removed from a class or program due to 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. Students receiving Veterans Administration monthly stipend benefits while attending Auburn may be required to repay some or all of those benefits.
- 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

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 you pay by check and the funds are not available in the account and the check returned unpaid, the student will only be allowed to pay through debit, credit card, or cash or removed from class.

Enrollment Agreement

All students are required to complete an Enrollment Agreement for the program cost 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 16th of each month, throughout the term of the class. The first payment must be made on or before the 16th of the first month of class or the student can be Administratively Withdrawn.

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 days may result in withdrawal from the program.

Pell Grant Only Option

Students who are Pell Grant eligible (verified by the Financial Aid Specialist) but do not want to use Federal Direct Student Loans to pay their balance are required to complete an Enrollment Agreement with credit/debit card information for the balance of the tuition.

FINANCIAL AID

Statement of Philosophy

The philosophy of student financial aid at Auburn Career Center supports the 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.

The following are the guiding principles of the student aid programs at Auburn Career Center.

- A. The primary purpose of student financial aid is to assist 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. **Students who are in default from previous financial aid loans are not qualified for additional assistance until resolving this with your previous student loan servicing provider.**
- B. This school 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 the Auburn Career Center Financial Aid program shall be to provide financial assistance to accept 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 assets and earnings, including appropriate borrowing against future earnings.
5. Financial aid will be offered only after determining that the resources of the family are insufficient to meet the student's educational expenses.
6. The amount of any type of self-help expected from students will be related to the circumstances of the individual.

Statement of Principles (cont'd)

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 for their program.

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 ethically and professionally and in keeping with organizational policies and procedures as well as relevant federal, state, and accreditation requirements.
2. The student financial aid officer will provide counseling for students and parents and/or spouse 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. 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.

Financial Aid Office Personnel Code of Conduct (cont'd)

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.

Financial Aid Office Personnel Code of Conduct (cont'd)

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 Specialist 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 make the first month's payment according to their Enrollment Agreement, or they will be unable to attend class. If a student does not have their financial aid completed by the start of the second month of their program, they must continue to make monthly payments until their financial aid is completed.

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. The FAFSA can be completed any time after October 1st but should be done no later than May 1st 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.).

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 need to apply with FAFSA for **both award years** to take advantage of all available financial aid.

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.

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 and attendance 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 then contact the Financial Aid Office at 440.357.7542 X8326 for an appointment to review eligibility.

Note: Financial aid is not automatic. STUDENTS MUST FILE THE FAFSA TO RECEIVE TITLE IV AID.

Financial Aid Office Contact Information

Financial Aid Office: 440.357.7542 X8326

Shelley Barto, Financial Aid Specialist

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 the school where students are encouraged to apply for the Federal Pell Grant Program. The Pell Grant is a federal grant given with no repayment expected. 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 online at www.fafsa.gov or a paper application may be used, available at public places such as a library. Not all students will qualify for a Federal Pell Grant.

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

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 clock 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 subsidized & \$6,000 unsubsidized) for a first-year independent student. Repayment of the principle 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 the 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 funds on behalf of the student, the parent must also complete entrance counseling and the Master Promissory Note online at www.studentaid.gov.

Some of the information a borrower must provide is 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 that the student or borrower must read and sign.

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

All federal loans will be 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 will be 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 online at: <https://studentaid.gov/entrance-counseling/>

Sample Monthly Loan Payment

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.

Sample Monthly Loan Payments

Amount Borrowed	Number of Payments	5.00% Mo. Pymt	6.00% Mo. Pymt	7.00% Mo. Pymt	8.25% Mo. Pymt	9.00% Mo. Pymt
\$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

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SAMPLE MONTHLY PAYMENTS (cont'd)

Amount Borrowed	Number of Payments	5.00% Mo. Pymt	6.00% Mo. Pymt	7.00% Mo. Pymt	8.25% Mo. Pymt	9.00% Mo. Pymt
\$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

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 canceled because:

- Your school closed before you completed your program.
- Your school 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 school 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 canceled 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 deceased student, the loan will be canceled if a family member or other representative provides acceptable documentation to the student's service provider. 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.

Default Management Plan

Student Loan Information:

Students are advised when completing his/her entrance counseling that unlike grants, a loan is money that must be repaid. Students are informed that a student borrower, is legally obligated to repay his/her loan(s), so we encourage students to fully read and understand the terms and conditions before accepting a loan(s). Students must repay loans even if he/she do not complete the program. Auburn Career Center will complete an R2T4 form (Return of Financial Aid) to calculate how much a student has earned in student loan(s) and if any loan(s)/Pell Grant needs to be returned to the Department of Education. (when withdrawal is completed).

The first requirement for obtaining a federal loan at Auburn Career Center is completing a FAFSA application (Free Application for Federal Student Aid) at fafsa.gov. To be eligible for financial aid at Auburn Career Center (ACC) the programs must be a minimum of 600 clock hours or more. The Financial Aid Specialist will encourage the student to make knowledgeable decisions when applying for student loan(s). It is recommended to only borrow the amount of funds needed to successfully complete his/her education.

Entrance Counseling, Master Promissory Note (MPN) and Exit Counseling Requirements:

Federal regulations mandate all first-time Federal Direct Loan borrowers receive Entrance Counseling before their loan(s) may be processed. This requirement is completed by meeting with the Financial Aid Specialist and/or completing the Entrance Counseling online at www.studentaid.gov. Failure to complete the online counseling will result in the loan(s) being cancelled. Students are responsible for his/her outstanding financial balance to the school.

Entrance Counseling walks the student through the Federal Direct Loan Process and explains his/her rights and responsibilities as a borrower. When meeting with the Financial Aid Specialist, the Entrance Counseling is discussed and any questions answered that the student may have at that time. The Entrance Counseling must be completed before a loan disbursement is made.

In addition, a Master Promissory Note (MPN) is required to be completed before any Federal Direct Loans are disbursed to the students account. As defined by the U.S. Department of Education, the MPN is a “legal document” in which the student promises to repay his/her loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of their loans. The student should complete the Master Promissory Note (MPN) online at www.studentaid.gov.

Exit Counseling will also be required to complete at www.studentaid.gov prior to graduation or a withdrawal of a program. This helps the school and the Federal Loan Provider get the most current contact information from the student.

Loan Servicer Providers:

Auburn Career Center (ACC) works together with the lenders of the Federal Direct Loans. Students are advised not to ignore his/her loan servicer provider’s calls, emails or mailings. If a student moves or changes his/her contact information, they will need to contact their loan servicer provider and also the school to update his/her information. Borrowers who fail to notify his/her loan servicer provider of these changes, may incur additional charges for missed or late payments and could be at risk of severe penalties for student loan default.

Collection of Information and Accurate Reporting of Student Status Changes:

Auburn Career Center validates the students address, email and phone number at the time of completion of his/her program. This provides the lender information for a student in the event the lender needs to verify student information.

The Financial Aid Specialist reports to National Student Loan Data System (NSLDS) in January, March, May, July, September and November as mandated by the Department of Education. The Financial Aid Specialist will report any enrollment changes that occur between the scheduled reporting dates to NSLDS as they occur.

Default Prevention:

Communication of information relevant to the prevention and management is a department effort. The Financial Aid Specialist, the Student Service Office and the Adult Director of Adult Workforce, and teachers here at ACC monitor a student’s success.

Adult staff including: student services, adult directors, teachers, the financial aid specialist and the third party servicer all monitor the students’ grades and attendance records. If needed these groups work together to provide intervention and remediation students in need.

The Financial Aid Specialist will access NSLDS data to identify any delinquent borrowers more than 50 days delinquent. A letter will be mailed out to any delinquent borrower providing guidance to avoid default. The letter will include:

1. Name, phone number and the website of the loan servicer
2. The number of days the student is in default
3. Contact information for ACC for additional help.
4. In the case a student does not respond to the letter, an email and phone call will be made to contact the student.

Plan Evaluation:

The Financial Aid Specialist along with the Adult Education Director will review the school's official Cohort Default rate annually.

The school acknowledges it may face serious consequences due to a high default rate. This could include the loss of participation in the Direct Loans and/or Pell Grant programs. The Financial Aid Specialist and Adult Education Director will monitor the Cohort Default Rate and make adjustments to this plan if necessary to reduce the default rate.

If deemed necessary, Auburn Career Center may contract with a third party to assist delinquent students. Third parties have resources in skip tracing that the school does not and is able to locate students and follow up on delinquencies.

Student Resources:

Manage Loans: Entrance Counseling, Exit Counseling, Annual Student Loan Acknowledgement, Loan Simulator, Consolidate Loans, Online Loan Repayments, Avoid Default.
<http://studentaid.gov/>

National Student Loan Data System for Students: View your federal loans, grants and aid overpayments.
<http://nsldsfa.ed.gov/nslds SA/>

Attorney General's Student Loan Center Ohio:
<http://www.ohioattorneygeneral.gov/individuals-and-families/consumers/Student-Loan-Center>

School Resources:

Enrollment Reporting and Data Accuracy:
NSLDS Date Entered Repayment Report, Schools Repayment Information Loan Details Report and Enrollment Reporting System Summary Report.
<http://nslds.ed.gov>

Default Prevention

Cohort Default Rate Guide for information on challenges, adjustments and appeals:
<http://ifap.ed.gov/default-prevention-resource-information>

General Connections

Information for Financial Aid Professionals (IFAP) Library with publications, training, tools, references, laws:
<http://ifap.ed.gov>

U.S. Department of Education Default Prevention and Management Team
Fsa.schools.default.management@ed.gov or 220.377.4259

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 (Ohio Means Jobs Office).

A student on WIOA/CAO should be aware that the student will be responsible to pay for any tuition and other school-related expenses not covered by the WIOA Program.

Veterans Administration (VA)

Veterans, active duty service persons, reservists, or otherwise eligible 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 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) to cover educational costs and related expenses not covered directly by the VA.

A Covered Individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill® benefits.

- Auburn permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:
 1. The date the payment from the VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

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Veterans Administration (VA) (cont'd)

- Auburn will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the Department of Veterans Affairs under Chapter 31 or 33.

In 2017, the Harry W. Colmery Veterans Educational Assistance Act (Colmery Act), established that all School Certifying Official's (SCO's) employed by covered educational Institutions offering courses of education approved for VA funding must meet training requirements set forth by the VA or the institution may be disapproved for funding. The law classified an SCO as an employee of an educational institution with primary responsibility for certifying Veteran enrollment at the educational institution.

The Colmery Act also prohibits an educational institution with 100 or more eligible students from using the reporting fees for or merging with the amounts available for the general fund of the educational institution, and reiterated that any reporting fee paid to an educational supporting program for veterans.

GI Bill® leadership has regularly met with SCO's, school leadership, and other stakeholders to discuss how the GI Bill® is administered and what programmatic changes can be made to improve the GI Bill® student experience. A frequent topic during these discussions is overall SCO workload and responsibilities, and the appropriate SCO to GI Bill® student ratio. With the input and feedback received from these engagements, VA is recommending educational institutions adopt a ratio of (1) full-time SCO to every 200 GI Bill® students.

The VA understands the importance and impact that this ratio may have on the resources made available for GI Bill® students and their dependents. This information is a recommendation only and should be used by educational institution's leadership as guidance. This number should be adjusted as appropriate by the educational institution to reflect additional duties the SCO is responsible for beyond certifying GI Bill® enrollments including the administration of the other Veteran Education Programs.

Questions related to this recommendation can be sent to FOREVERGIBILL.VBAVACO@va.gov.

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 as tuition and (sometimes also fees) payment. The student must submit the proper paperwork to the Financial Aid Office, such as the name of the 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. Students can contact the Adult Office for additional Auburn Education Foundation scholarship opportunities.

Note: The student will be responsible to pay for any tuition and other school-related expenses not paid 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, purchase order (if applicable) etc. to invoice for payment.

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, 1999
- You will be working on a master's or doctorate program in the school year 2022-2023
- 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, 2022, and June 30, 2023
- You have dependents (other than children or spouse) that receive more than half their support from you now through June 30, 2023.
- 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 decide 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, a verification must be completed first. The student's SAR/ISIR may need to be corrected before applying any professional judgment adjustments.

(Continued)

Basic Guidelines (cont'd)

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 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 (FAO) 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
- Canceled checks
- Request for Special Consideration Form completed by the student and signed by the financial aid officer.
- Reprocessed Student Aid Report/Institutional Student Information Record (SAR/ ISIR)

- 2) Lower income in the 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 FAO must determine the total annual income for the student from January 1 thru December 31 and reprocess the SAR/ISIR with projected income for the year.

Required Documentation:

- Copy of monthly unemployment benefits statement
- Copy of recent pay stub
- Other documents used to calculate the projected annual income
- Request for Special Consideration Form completed by the student and signed by the financial aid officer

- 3) Recent Unemployment: Student recently lost his/her job. Same requirements as lower income in the current year than last year.

- 4) Loss of Unemployment Compensation: Student's unemployment benefits have run out. The Financial Aid officer must calculate the total amount of income for the year including the unemployment benefits received and any projected additional income from January 1st to December 31st.

Required Documentation

- Copy of unemployment benefit statement
- Copy of letter indicating benefits have been exhausted

(Continued)

Unusual Circumstances Allowed (cont'd)

- 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 that 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 with whom 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:** One of the student's parents has died or the last surviving parent has died or the independent student's spouse has died after the student has completed the FAFSA. If the student's last surviving parent has died after the student applied, 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.

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.

Required Documentation

- Official death notice
- Obituary
- Signed Statement

- 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 copy of parent's official college transcript

(Continued)

Unusual Circumstances Allowed (cont'd)

- 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 the 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 Specialist, Shelley Barto.

Required Documentation

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

Note: The aid officer may rely on a dependency override performed by another institution.

EXCEPTIONAL CIRCUMSTANCES POLICY FOR INCREASE 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
- d) The parent's income is limited to public assistance or disability benefits and the aid office has documented that the parents 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 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
- Letters from third-party, non-relatives
- Letter or other documentation from Bankruptcy Court
- Income information from Public Assistance agency
- 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 lifestyles, 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 HVAC Program:

Tuition for the full program	\$5,800.00
Fees	\$500.00
Textbooks	\$418.00
Tools	\$1,190.00
Supplies	\$508.00
Certifications	\$58.00
Total	\$8,474.00

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, you must 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 or more in length.
- Be attending at least half-time, which is a minimum of 12 hours per week
- Not be in default on a Federal Loan received at any school
- Be making satisfactory academic progress. See 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 or Master's Degree.

OTHER ELIGIBILITY REQUIREMENTS (cont'd)

- 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?

To continue to receive Financial Aid funds, a student must make *satisfactory academic progress* following 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 900 clock hours over 52 weeks, which is the Award Year definition used by the school for all of its programs. Funds are divided into two (2) payment periods consisting of $\frac{1}{2}$ of the clock hours and weeks of the student's program. In the first payment period, the student will be issued one (1) disbursement that will total $\frac{1}{2}$ 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 estimated 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 a student receives a disbursement of aid that 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 fourteen (14) days of the disbursement that caused the credit balance on their account. Additional questions regarding refund checks can be discussed with the Financial Aid Specialist, Shelley Barto.

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 complement 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.

The order in which Title IV program funds must be returned, and does it correctly match the following:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants

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.

- Grants must be disbursed within 45 days.
- Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond.
- All post-withdrawal disbursements are applied to the student account first, and any resulting credit balance will be returned to the student within fourteen (14) days.
- If the R2T4 calculation results in a credit balance on the student's account, the credit balance must be disbursed as soon as possible and no later than fourteen (14) days after the calculation of R2T4.

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 assures 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 Adult Workforce Education 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. A student must apply in writing and the Adult Workforce Education Director must approve the leave. A sample form can be found in the Appendices at 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.

In any event, the Auburn Career Center will not make 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 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 which could result in an indictment under the 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 be aware of and 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 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 the student's 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.

Family Educational Rights & Privacy Act (FERPA)

Under authority FERPA, the school has established a policy for the release of student and/or graduation information.

Release of Student Records

Eligible students requesting the release of student record(s) must contact the Director of Adult Workforce Education or Career & Student Services Office. The Adult Workforce Education Director or designee shall provide a form to the eligible student to be completed and signed. Any request to release the student's record by anyone other than the eligible student will require a FERPA Release form completed by the eligible student giving permission to release the information. Generally, a 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

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

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.

Auburn has an Excused Absence Policy

Board Policy at Auburn Career Center defines an excused absence as:

- Personal Illness (a written physician's statement verifying the illness may be required)
- Appointment with a health care provider
- Illness in family necessitating the presence of the student
- Quarantine of the home
- Death in the Family,
- Necessary work at home due to absence or incapacity of parent(s)/Guardian
- Observation or celebration of bona fide religious holiday
- Emergency situation as determined by the Director
- Medically necessary leave for a pregnant student
- Absences due to a student being homeless

Students cannot miss more than 10% of their clock hour program in excused absences for successful completion.

Some programs regulated by state or federal agencies, such as Emergency Medical Technician, Auburn Practical Nursing, Paramedic, and Public Safety Academy may have requirements that are more stringent. In such cases, Auburn will follow the more stringent requirements for issuing any portfolio or certificate.

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.

Make-Up Work and Make-Up Days

It is the responsibility of the student to check with his/her instructor(s) regarding any coursework missed. Students should discuss missed coursework immediately upon return from an absence. Make-Up work should be completed within the time frame given to the student by the instructor. Under some limited circumstances, students may have to utilize make-up days. These circumstances include days missed due to a school closing, sickness, personal reasons, absence of an instructor, an emergency declared by law enforcement or homeland security authorities, transportation issues. Students may be approved to use make-up days on an individual basis.

Interruption for Unsatisfactory Attendance

If a student's excused absences exceed 10% percent of the scheduled hours in the program or a student's absences do not meet the regulations or are out of compliance in a state-regulated program, and they are receiving financial aid or any other benefits, they will be reported to the VA, WIA, BVR, PELL, or appropriate funding agency which will interrupt the payment of benefits at that point. The student is responsible for tuition regardless of the circumstances of an absence. Student financial aid may need to be prorated and the student will owe the difference.

ACADEMIC QUALITY

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.

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

Each instructor has his/her unique grading procedure. This is essential due to the diversity of our programs. 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 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 Auburn Practical Nursing, Paramedic, etc.) the percentage will be dictated by the program and may be higher than 70%. A list of competencies will be provided to the student in writing at the beginning of the school year.

Note: The above Attendance and Grade policies apply to:

1. Title IV and non-Title IV recipients as well as full time and part-time students
 - For programs lasting one year or less, teachers will complete a student attendance and grade evaluation at the end of each payment period.
 - For all other programs, teachers will complete an annual student and attendance grade evaluation which must correspond with the end of a payment period.

2. ACC is required to ensure that students receiving federal student aid are making adequate progress toward completing their program. Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period. The number of payment periods is based upon the number of hours in the program. The following are examples of payment periods: - 900 hours: two payment periods (450, after 450) - 600 hours: two payment periods (300, after 300)
 - Once it is determined that a student is not meeting SAP, a Financial Aid Notice will be sent to the student. In order for the student to continue receiving financial aid, the student must maintain SAP according to the following standards:
 - Qualitative
 - Student must maintain a cumulative grade of "Average" 73% or above
 - Students must be working toward the completion of a specific program.
 - Quantitative
 - Student must complete within 111% of the normal length of the program (Maximum Timeframe to Complete a Program).
 - Student must maintain a cumulative 90% attendance percentage
3. Students will receive notification if they are failing

Auburn Practical Nursing Program Grading Policy

See the Auburn Practical Nursing Program Student Handbook for the current year.

Emergency Medical Technician Grading Policy

See the Emergency Medical Technician Program Student Handbook for the current year.

Paramedic Grading Policy

See the Paramedic Program Student Handbook for the current academic year.

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 Director. In the event there is no Program Director, 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 affecting 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.

Grievance Procedure (Cont'd)

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.
9. 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

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) will be acceptable. The determination will be made based on the compatibility with program requirements for the academic year, the grade earned, and are subject to the 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.

Career Technical Credit Transfer (CT²)

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 (CT²) facilitates technical course guarantees and supports students to do the following: take equivalent technical courses anywhere within the public education 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.

CT² is a collaborative effort of the Ohio Department of Education 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.

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 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 later than 60 days before 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(s) 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 no more than 50% of the program.
3. The Program Director 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 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 the percentage of hours from the overall program. Textbook credit will be given based on 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.

Emergency Medical Technician

Transfer Students: In general, Emergency Medical Technician students may not transfer into the program from another program. Students who did not complete the program must reapply and start over except with the permission of the Director of Public Safety.

Paramedic

Transfer Students: In general, Paramedic students may not transfer into the program from another program. Students who did not complete the program must reapply and start over except with the permission of the Director of Public Safety.

All Other Programs

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

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 local Board Policy, and when applicable, other state regulatory agencies. Passing a vocational course does not necessarily qualify a student to receive a career and technical certificate. Students must also have satisfactory academic progress and satisfactory attendance to qualify for a certificate.

STUDENT RESPONSIBILITIES

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 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.

Students share responsibility with the instructional staff for learning. Students should come to class prepared by reading lessons or assignments, completing homework, or studying for assessments. Good study habits are essential for success.

All students have a responsibility for helping others to learn by being respectful. During class, students should ask questions, participate in the activities, and help others to understand. Students should not be having casual conversations during the class. Casual talking may disturb others who are trying to hear what the instructor is saying and can be disruptive to the learning process for others.

Students are responsible for taking care of the equipment, materials, and personal items in the classroom. Eating and drinking are 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.

Education is effective when there is a positive atmosphere in the classroom and students are focused on learning. Courtesy and cooperation are essential.

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

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 that 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 the 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.

(Continued)

Student Code of Conduct (Cont'd)

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 described in the technology agreement is prohibited. The Technology Agreement is found on page 96.
6. **Disorderly Conduct:** is defined as the behavior of anyone (parent, citizen, adult, or minor) becoming disruptive at school or a school event, or dangerous to the individual or others at the 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, a 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

- 1st 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
 - 1st conviction and the amount of crack possessed exceeds 5 grams.
 - 2nd conviction and the amount of crack possessed exceeds 3 grams
 - 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram

Student Code of Conduct (Cont'd)

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 1st offense, up to 5 years for 2nd and subsequent offenses

18.U.C.933(g)

- Ineligible to receive or purchase a firearm
- 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 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.
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.

Student Code of Conduct (Cont'd)

13. Harassment, Intimidation, Aggressive Behavior (including Bullying/Cyberbullying):

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 the 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.

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

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 "cyberbullying"), such as the following:

- 1) Posting slurs on websites where students congregate or on web blogs (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 websites 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 an 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, vaping pens and vaping apparatus, 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 the authorization of the administration.

Student Code of Conduct (Cont'd)

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 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 learning process will be subject to disciplinary action and may result in removal from the program.

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.

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:

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Fax: 770.396.3790
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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, some restrictions will apply to all students.

Clothing is expected to be clean and in good repair. Clothing or jewelry which 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 the use of uniforms, hats, 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.

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 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.

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, airsoft guns, slingshots, 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.

Food and Drink

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

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 that 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.

Harassment

It is the policy of the Board of Education to maintain an educational 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).

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.

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 creating discomfort and/or humiliation to another.
8. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's 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. The 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 charges and/or with respect to the application of this policy to District employees or other adult members of the School District community.

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.

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.

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.

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 or 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.

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.

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.

Formal Process for Addressing Complaints of Harassment

While the formal complaint process may serve as the first step to the 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 timelines 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 (Michelle Rodewald, Director Adult Education Workforce is a complaint coordinator), 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 the 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 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 such other manner as deemed appropriate by the Board or its designee.

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

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.

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 housewares, 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.

Progressive Discipline

If the behavior of a student conflicts with policies and procedures outlined in 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.

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, including 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 before 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.

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:

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STUDENT SUPPORT SERVICES

Academic Support

Program Directors are available to address questions related to programs offered at Auburn Career Center and academic difficulties associated with a student's progress.

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 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 Career & 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 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..

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 Emergency Medical Technician Basic handbooks). Unless otherwise noted in the Auburn Practical Nursing, Paramedic, or Emergency Medical Technicians 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.

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.

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. Emergency Medical Technician, 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.

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 Specialist 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 Specialist are final.

Reinstatement

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

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.

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).

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 either the Director of Public Safety, the Director of Practical Nursing, or the Director of Adult Workforce Education, in addition to the career & student services coordinator to re-enroll after the failure of a program. For financial aid or VA benefits 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

HEALTH

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.

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 airborne 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:

1. HIV (human immunodeficiency virus);
2. AIDS (acquired immune deficiency syndrome);
3. AIDS-related complex (condition);
4. HAV, HBV, HCV (Hepatitis A, B, C);
5. Other diseases 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.

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.

Health Risks Associated With Alcohol

Alcohol consumption causes several 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

Video Surveillance

The interior and exterior of Auburn Career Center are 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.

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.

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.

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.

Shop Regulation

1. No Workforce Education student shall work in the shop without the supervision of the

- instructor.
2. Work will be done within the 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

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.

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
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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. Situations that a student may file a grievance include any item(s) so guaranteed by local, state or federal law, as well as disciplinary issues. Students may not file a grievance relative to school 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 are 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.

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

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.

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.

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 deliver messages and/or correspondence in the event the student has changed an address or phone number.

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.

School Closing

The Workforce Education Division of Auburn Career Center adheres to a school calendar for scheduled holidays. The calendar may be accessed at the school website or by asking for a copy from the Adult Workforce Education Office. Unscheduled school closings will be announced over television stations or online. Our school closing announcements will be listed as Auburn Career Center Adult Workforce Education. Unscheduled 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 unscheduled school closing hours must be made up with a scheduled make-up day. Students who choose not to attend a scheduled make-up day will be counted as absent.

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 [Family Educational Rights and Privacy Act \(FERPA\)](#).

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.

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 the 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 before 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.

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.

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
5. The Ohio SOS website provides a [complete list of locations](#) to obtain a copy of the Ohio Voter Registration Form.

Constitution Day

On September 17, 2022, 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 17th falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

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 copyrighted 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

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.

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.auburncc.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.

PROGRAM DESCRIPTIONS

Machining/CNC

Course Description

Clock Hours: 665

Work in the high-demand, high-tech field of machining/CNC, and enjoy stable employment in the dynamic environment of manufacturing. A partnership with leading manufacturers in the area delivers a state-of-the-art manufacturing training program. The course begins at Auburn and ends with an PAID INTERNSHIP! Modules include Machining I, Machining II, CNC Operations and Internship. **Certifications:** 10-Hour OSHA General Industry Certification test is included (required before starting).

HVAC

Course Description

Clock Hours: 600

This comprehensive HVAC technician course covers electrical processes, refrigeration, cooling and A/C, heating, heat pumps, installation, air distribution, and hydronic. The EPA Section 608 Certification for CFC Refrigeration Recovery/Recycling and OSHA 10-Hour General Industry Certification tests are included.

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. Welding certifications available. Tools and safety equipment listed are required within the first week of class: clear safety glasses, welding hood (automatic or standard lens), welding jacket or fire retardant welders long sleeve shirt, leather work boots, pants (preferably jeans or fire retardant pants (NO NYLON CLOTHING), full leather welding gloves, chipping hammer, two wire brushes (one large and one small tooth brush size), Welder MIG pliers, and one pair of vise grip pliers or channel lock pliers. Recommended that student bring extra clear protectives lenses for welding hood. Welding certifications are available at an additional cost per test. OSHA 10-Hour General Industry Certification test is included. **Certifications:** SMAW 1" Groove Weld Test, SMAW ASME Section IX B & PV Code Pipe Weld Test. 10-Hour OSHA General Industry Certification. FCAW A36 1" 3G Groove OR GMAW A36 1" Groove. GTAW 1/8" 304 2F Fillet Weld Test Stainless Steel or Aluminum.

Industrial Electricity -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. Learning is directed toward achieving the highly recognized NIDA certification. OSHA 10-Hour General Industry Certification test is included. Students are responsible to have a multi-meter and safety glasses prior to the start of class.

Auburn Practical Nursing Program

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 Lakeland's Associate Degree program. **Note:** online coursework is also part of this program.

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 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 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 the 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 safely preparing and administering 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).

State Tested Nurse Aide

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.

Dental Assistant

Course Description

Clock Hours: 80

Dental Assisting is a fast-paced, rewarding career with a great salary and excellent working hours.

Auburn Career Center is offering a 10-week Adult Dental Assistant Program in our new Dental Assistant classroom and lab that is affordable and convenient. Our program focuses on infection control, chairside assisting, dental materials and radiology. You will be prepared to work in the field. Student will need to provide uniforms and proper footwear

Emergency Services Telecommunicator

Course Description

Clock Hours: 600

Emergency Services Telecommunicator, is designed to give you the job skills necessary for successful employment. Society and communications are becoming increasingly more mobile and accessible. With that mobility, the ability to access 9-1-1 services at any time and in any place has become a constant, and the need for consistent training for the Telecommunicator has been recognized by the emergency response community.

An Emergency Services Telecommunicator (EST) is a public safety dispatcher or 911 operator whose duties and responsibilities include: answering, receiving, transferring, and dispatching functions related to 911 calls; dispatching law enforcement officers, fire rescue services, emergency medical services, and other public safety services to the scene of an emergency; providing real-time information from federal, state, and local crime databases; supervising or serving as the command officer to a person or persons having such duties and responsibilities.

Emergency Medical Technician

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 you to take the National Registry of Emergency Medical Technicians certification examination. Our Emergency Medical Technician 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 This program is also available to students who would like to simultaneously earn their high school equivalency.

Paramedic

Course Description **Clock Hours: 1020**

This intensive, 1200-hour class-hour course meets the new National Standard 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 skills learned. Successful completion of this exam is necessary for State of Ohio Paramedic certification. **Prerequisites:** Emergency Medical Technician or Advanced Emergency Medical Technician

Public Safety Academy

Course Description **Clock Hours: 624**

This program covers Emergency Medical Technician, Anatomy & Physiology, EKG Technician and Firefighter 1 & 2 and prepares you to take the Ohio Department of Emergency Medical Services certification(s) and National Registry as well as prepares you to move into the Paramedic program after successful completion of the academy.

Additional fees may apply for immunizations, fingerprints and certification testing. **Certifications:** Emergency Medical Technician, EKG Technician and Firefighter 1 & 2

Firefighter 1 & 2

Course Description **Clock Hours: 300**

Firefighter 1 & 2 training and education program is designed to train students for an entry-level position into the fire service. A student who has successfully completed the Firefighter 1 & 2 course is eligible to take the certification examination. Additional fees may apply for immunizations, fingerprints and drug screening. ODPS#302 **Prerequisites:** A valid AHA CPR and First Aid Card or OPDS EMS Card.

Certifications: 244 ODPS Firefighter Certification, 16 EVOC Course

GENERAL EDUCATION COURSE DESCRIPTIONS

Residential Wiring

Course Description

Clock Hours: 48

This course covers the basics of residential wiring, including boxes, runways, cabling, service panels, and NEC code application. **Certifications:** 10-Hour OSHA General Industry Certification test is included (required before starting).

Small Engine Repair

Course Description

Clock Hours: 48

Training on repairing small engines. Lawnmower engines, motorboats, and recreational vehicles. Work with engines, ignition systems, electrical circuits, fuel systems, two-stroke, four-stroke, and outboard engines. **Certifications:** 10-Hour OSHA General Industry Certification test is included (required before starting).

General Automotive Maintenance

Course Description

Clock Hours: 24

Learn how to conduct routine maintenance on your vehicle including brakes, tires, fluids and general automotive performance troubleshooting.

Bathroom Remodel

Course Description

Clock Hours: 72

In this class, you will cover all aspects of a full bathroom remodel to give a real world experience for your own bathroom remodel or other home improvements. Topics include: Plumbing, Electrical, Drywall Hanging and Taping, Flooring, Shower Tiles, Cabinetry and Trim, and Paint and finish features. You get hands-on experience in all topic areas as your class creates a working bathroom in our Construction Lab.

Anatomy & Physiology

Course Description

Clock Hours: 80

This course (in-person and online) is a combination of Anatomy & Physiology and Medical Terminology that enables you to understand the structures and functions of the human body as well as the terminology of how they relate. Objectives include, but not limited to, support and movement, control and coordination, continuity of life, root words and medical terminology, and patient care.

EKG Technician

Course Description

Clock Hours: 40

This course is designed for an aspiring health care learner who is motivated to become an EKG Technician. The course will provide you the knowledge and understanding of the utilization of the electrocardiogram machines, anatomy & physiology of the heart, medical disease processes & terminology, electrocardiography, and echocardiography as well as other objectives. EKG technicians are responsible for interpreting the data output, ruling out artifacts and glitches while evaluating the patient's heart rate, blood flow, and more.

Fire Inspector

Course Description

Clock Hours: 80

This course uses the International Association of the Fire Chiefs Fire Inspector Principles and Practice 1st Edition book, Ohio Fire Code, and Ohio Building Code. You do not have to purchase the codebooks if your sponsoring department or you have the current up-to-date Ohio Fire Code and Ohio Building Code books. The course is a mix of didactic and practical application.

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: 48**

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. To receive a certificate of completion, students must demonstrate competency over the knowledge psychomotor skills outlined in the program through written and practical testing.

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. Student must be 18 years of age and out of high school. This class contains strenuous physical activity. Physical required by first class. ODPS #302

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. Course includes one certification test. Tools and safety equipment that are required within the first week of class: clear safety glasses, welding hood (automatic or standard lens), welding jacket or fire retardant welders long sleeve shirt, leather work boots, pants (preferably jeans or fire retardant pants (NO NYLON CLOTHING), full leather welding gloves, chipping hammer, two wire brushes (one large and one small tooth brush size), Welder MIG pliers, and one pair of vise grip pliers or channel lock pliers. Recommended that student bring extra clear protectives lenses for welding hood. **Certifications:** 10-Hour OSHA General Industry Certification; 1" Plate Certification

TIG Welding

Course Description **Clock Hours: 124**

Fundamentals of GTAW (TIG) welding includes safe, proper use of welding equipment and set up on AC/DC polarities, proper gas ratios and types, proper wire selection and tungsten selections for different types of metals including steel, stainless steel, and aluminum (light gauge to 1/8") material, and introduction to pulse welding. A 10-Hour OSHA online safety certification is required before classes begin. Welding instruction also requires some online work outside of class. One certification test included with course. Additional certifications available with instructor's approval at an additional cost. Contact the Adult Workforce Education Office for the tools and safety equipment required within the first week of class. **Certifications:** 10-Hour OSHA General Industry Certification; T-Filet Certification

Advanced Topics

Course Description

Clock Hours: 124

Fundamentals of welding pipe with the SMAW mode of welding, proper set of welding equipment and tools, proper welding electrode selections, proper pipe joint set up, and proper techniques of welding pipe joints and cover pass' in the flat 1G, horizontal 2G, vertical 3G, overhead 4G, and 6G 45 degree positions. Safety, one 2" pipe certification test comes with this course and others are optional if approved by the instructor for extra testing fees. Welding instruction will also require online work outside of class. Contact the Adult Workforce Education Office for the tools and safety equipment required within the first week of class. **Certifications:** 10-Hour OSHA General Industry

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. All tools and safety equipment listed are required within the first week of class includes clear safety glasses, welding hood (automatic or standard lens), welding jacket or fire retardant welders long sleeve shirt, leather work boots, pants (preferably jeans or fire retardant pants (NO NYLON CLOTHING), full leather welding gloves, chipping hammer, two wire brushes (one large and one small tooth brush size), Welder MIG pliers, and one pair of vise grip pliers or channel lock pliers. Recommended that student bring extra clear protectives lenses for welding hood.

Certification: 10-Hour OSHA

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 classes begin. Safe and proper use of shop fabrication equipment, blue print reading and welding symbol recognition, some online work will be assigned outside of class. Tools and safety equipment that are required within the first week of class: clear safety glasses, welding hood (automatic or standard lens), welding jacket or fire retardant welders long sleeve shirt, leather work boots, pants (preferably jeans or fire retardant pants(NO NYLON CLOTHING), full leather welding gloves, chipping hammer, two wire brushes (one large and one small tooth brush size), Welder MIG pliers, and one pair of vise grip pliers or channel lock pliers. Recommended that student bring extra clear protectives lenses for welding hood. **Prerequisite:** Stick Welding or equivalent work experience based upon an evaluation by our program instructors. **Certifications:** 10-Hour OSHA General Industry Certification; 1" Plate Certification

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

Note: Auburn continues to offer programs that meet the need of the community. Courses may be added or deleted throughout the school year.

APPENDICES

Auburn Career Center



ADULT WORKFORCE EDUCATION STUDENT REQUEST FOR WITHDRAWAL

Today's Date: _____

Name: _____

Complete Address: _____

Email: _____ Phone: _____

Name and Address of Employer: _____

Email: _____ Phone: _____

Title or Position: _____

Program enrolled in: _____

Reason for withdrawal: _____

Date of withdrawal: _____

Last Date of Attendance: _____

Student's Signature: _____

Director of Adult Workforce Education or Designee: _____



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 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. 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: _____

Adult Director Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Financial Aid Administrative Assistant Student File Instructor



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-ROMs 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 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

Student Name: _____ Date: _____

Birth Date: _____ Phone: _____

Program: _____

Date Entered: _____

Date Withdrawn: _____

Date Completed: _____

Records requested: _____ Transcript _____ Certificate

Send Official Transcript to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

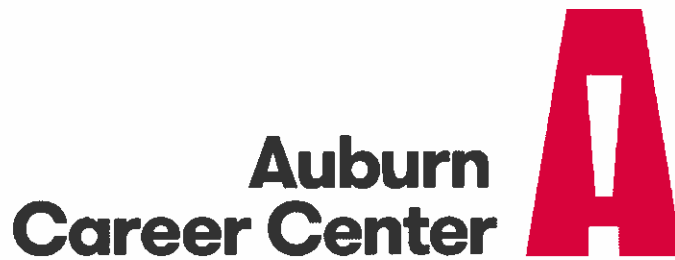
Phone: _____

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

MAKE-UP DAY NOTIFICATION

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.

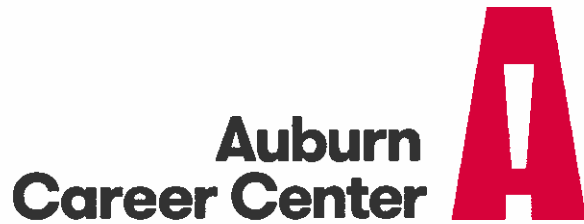
Be advised that failure to complete make-up days may result in a failing grade for the class, not receiving a certificate of completion, or other additional penalties particular to your program. Students are expected to comply with any attendance policies for their program and to make up any days missed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

Days missed that may be 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 canceled. 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 X8159.

Sincerely,

Michelle Rodewald
Director of Adult Workforce Education & Business Partnerships



**ADULT 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



**ADULT WORKFORCE EDUCATION
STUDENT HANDBOOK**

**STUDENT CODE OF CONDUCT INFORMATION SIGNED AGREEMENT
2023-2024**

I have read all of the information included in the Workforce Education Student Handbook 2021-2022 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: _____

**Auburn
Career Center**



Attachment Item #21

*Adult Workforce
Calendar
SY23-24*

2023-2024

Auburn Career Center Adult Workforce Calendar

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	24	26
27	28	29	30	31		

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



Days Marked in Yellow are Holiday/Vacation/No School

**Auburn
Career Center**



Attachment Item #25A

*Training Provider
Agreement with Lake
County JFS*

LAKE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

***Training Provider Agreement
Amendment***

Agreement Number: 2023-03

Amendment #: 29

Name of Training Provider: Auburn Vocational School District
Address: 8140 Auburn Road
Concord Township, OH 44077

Contact Person: Brian Bontempo

Voice Telephone Number: 440-357-7542, extension 8011
FAX Number: 440-357-0310

E-Mail Address: bbontempo@auburncc.org

Name(s) of Approved
Training Program(s):
**Auburn Practical Nursing
Emergency Medical Technician
Machining/CNC
Paramedic w/ A&P
Firefighter 1&2
HVAC Technician
Welding
Certified Production Technician
Public Safety Academy
Emergency Services Telecommunicator
Industrial Electricity-Electrical Training**

LAKE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

Training Provider Agreement Amendment

This Agreement is made between the Lake County Department of Job and Family Services (hereinafter LCDJFS) and:

Auburn Vocational School District

(hereinafter Training Provider), the parties to this Agreement, for the purpose of providing occupational training services to LCDJFS participants under Workforce Innovation and Opportunity Act (WIOA) effective July 1, 2015. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

Amendment Provisions

The purpose of this Amendment is to update the program list and to amend program rates and fees. Please see the following pages for a list of the approved programs, their contact hours, and costs. This modification shall become effective when executed by both parties. All changes are printed in bold print. The totals listed reflect an estimate of the total program cost.

Program Name: Auburn Practical Nursing

Credit/Clock Hours: 1,200

Program Duration: N/A

Type of Attainment Given: License

Program Prerequisites: Work Keys Test Scores

Tuition Fee(s): \$13,288.00

Registration Fee: \$45.00

Pre-Screening Fee: \$100.00

Book Fee(s): \$355.00

Supplies/Material Fee(s): \$550.00

Tool Fee(s): \$200.00

Testing/Exam Fee(s): \$355.00

Graduation Fee(s): \$200.00

Other Fee(s): \$3061.00

-Math class \$100; Software license \$2321; Student Service \$230; Uniform \$200; Accuclass \$50; Acemap \$70; Invisible Body \$40 First Aid/CPR \$50;

Total: \$18,254.00

Program Name: EMT

Credit/Clock Hours: 220

Program Duration: 24 weeks

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$1,430.00

Registration Fee: \$45.00

Pre-Screening Fee: \$70.00

Book Fee(s): \$250.00

Supplies/Material Fee(s): \$100.00

Testing/Exam Fee(s): \$80.00

Graduation Fee(s): \$0.00

Other Fee(s): \$538.00

-Uniform Shirt \$100, Electronic Resource Fee \$150, Physical/ Drug Test/Chest X-Ray/
Immunizations (MMR, TB Test, Rubeola/Rubella/Varicella Titer) \$268

Total: \$2,513.00

Program Name: Machining/CNC

Credit/Clock Hours: 665

Program Duration: 42 weeks

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$7542.00

Registration Fee: \$45.00

Pre-Screening Fee: \$0.00

Book Fee(s): \$151.00

Supplies/Material Fee(s): \$1,500.00

Testing/Exam Fee(s): \$0.00

Graduation Fee(s): \$0.00

Other Fee(s): \$262.00

-OSHA Certification-\$32, Student Fee-\$230

Total: \$9500.00

Program Name: Paramedic w/ A&P

Credit/Clock Hours: 1100

Program Duration: 49 weeks

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$6,730.00

Registration Fee: \$45.00

Pre-Screening Fee: \$70.00

Book Fee(s): \$750.00

Supplies/Material Fee(s): \$200.00

Testing/Exam Fee(s): \$125.00

Graduation Fee(s): \$0.00

Other Fee(s): \$1,563.00

-Electronic Resource Fee \$200; Virtual Reality Training \$120 Uniform Shirt \$100; Anatomy and Physiology \$875; Chest X-ray, Immunization/Physical/Drug Screen \$268

Total: \$9,483.00

Program Name: Firefighter 1&2

Credit/Clock Hours: 300

Program Duration: 30 weeks

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$2,955.00

Registration Fee: \$45.00

Pre-Screening Fee: \$70.00

Book Fee(s): \$200.00

Supplies/Material Fee(s): \$350.00

Testing/Exam Fee(s): \$0.00

Graduation Fee(s): \$0.00

Other Fee(s): \$1,018.00

-SCBA-Bunker Gear Rental \$700, Uniform Shirts \$50. Chest X-ray/Drug Test/Physical and Immunizations \$268

Total: \$4,638.00

Program Name: HVAC Technician

Credit/Clock Hours: 600

Program Duration: 38 weeks

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$6,543.00

Registration Fee: \$45.00

Pre-Screening Fee: \$0.00

Book Fee(s): \$377.00

Supplies/Material Fee(s): \$700.00

Tool Fee(s): \$1,546.00

Testing/Exam Fee(s): \$27.00

Graduation Fee(s): \$0.00

Other Fee(s): \$262.00

-OSHA-\$32, Student Fee-\$230

Total: \$9,500.00

Program Name: Welding

Credit/Clock Hours: 620

Program Duration: 39 weeks

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$6,777.00

Registration Fee: \$45.00

Pre-Screening Fee: \$0.00

Book Fee(s): \$25.00

Supplies/Material Fee(s): \$1,500.00

Testing/Exam Fee(s): \$711.00

Graduation Fee(s): \$0.00

Other Fee(s): \$442.00

-OSHA - \$32; U/LINC Learning Module \$180, Student Services Fee \$230

Total \$9,500.00

Program Name: Certified Production Technician

Credit/Clock Hours: 160

Program Duration: 5 Months

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$1,863.00

Registration Fee: \$45.00

Pre-Screening Fee: \$0.00

Book Fee(s): \$0.00

Supplies/Material Fee(s): \$59.00

Testing/Exam Fee(s): \$321.00

Graduation Fee(s): \$0.00

Other Fee(s): \$249.00

-Program Software License \$149, Student Fee \$100

Total \$2,537.00

Public Safety Academy

Credit/Clock Hours: 624

Program Duration: 12 Months

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$5,435.00

Registration Fee: \$45.00

Pre-Screening Fee: \$70.00

Book Fee(s): \$755.00

Supplies/Material Fee(s): \$535.00

Testing/Exam Fee(s): \$117.00

Graduation Fee(s): \$0.00

Other Fee(s): \$1,478.00

-Electronic Resource Fee \$100; Virtual Reality Training \$70, Uniform Shirt \$150; Bunker Gear Rental \$300; SCBA Rental \$400; TB \$11; Titers/Physical/Drug Screen \$257, NREMT Process Support \$165

Total \$8,435.00

Emergency Services Telecommunicator

Credit/Clock Hours: 600

Program Duration: 8 Months

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$5,976.00

Registration Fee: \$45.00

Pre-Screening Fee: \$70.00

Book Fee(s): \$120.00

Supplies/Material Fee(s): \$0.00

Testing/Exam Fee(s): \$0.00

Graduation Fee(s): \$0.00

Other Fee(s): \$366.00

-Electronic Resource Fee \$100, Student Fee \$100, Uniform \$100, Headset \$50, CPR/FA Card & Mask \$16

Total \$6,577.00

Industrial Electricity-Electrical Training

Credit/Clock Hours: 320

Program Duration: 20 weeks

Type of Attainment Given: Industry Recognized Certificate/Credential

Program Prerequisites: None

Tuition Fee(s): \$4063.00

Registration Fee: \$45.00

Pre-Screening Fee: \$0.00

Book Fee(s): \$139.00

Supplies/Material Fee(s): \$121.00

Testing/Exam Fee(s): \$0.00

Graduation Fee(s): \$0.00

Other Fee(s): \$432.00

-Amatrol Activation Fee \$170; OSHA Certification Fee \$32; Student Fee \$230

Total \$4,800.00

**Auburn
Career Center**



Attachment Item #25B

*Lake County – OMJ
Center MOU Budget*

Auburn Career Center

WIOA Title II Adult Education and Literacy (Section 206)

Brian Bontempo, Superintendent, Auburn Career Center

 5-31-23
Signature Date

State Fiscal Year:	SFY2024 - SA Fiscal Year 2024	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:	Auburn Career Center	Report Option:	Detail
Group1:	Partner		

Partner: Auburn Career Center

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	760.50
	Sub-Total:	760.50
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	20.01
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	37.79
	Other - (Equipment)	33.34
	Postage - (Postage)	37.79
	Telephone System - (Telecommunications)	35.57
	Sub-Total:	164.50
Facilities	Lease - (Lease Agreement)	208.95
	Sub-Total:	208.95
Miscellaneous	Other - (Other)	79.84
	Sub-Total:	79.84
Outreach/Marketing	Brochures and printed materials - (Printing)	3.11
	Sub-Total:	3.11
	Total:	1,216.90
	OMJ Total:	1,216.90

State Fiscal Year:	SFY2025 - SA Fiscal Year 2025	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:	Auburn Career Center	Report Option:	Detail
Group1:	Partner		

Partner: Auburn Career Center

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	823.28
	Sub-Total:	823.28
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	21.00
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	39.29
	Other - (Equipment)	35.00
	Postage - (Postage)	39.66
	Telephone System - (Telecommunications)	37.33
	Sub-Total:	172.28
Facilities	Lease - (Lease Agreement)	208.87
	Sub-Total:	208.87
Miscellaneous	Other - (Miscellaneous)	83.80
	Sub-Total:	83.80
Outreach/Marketing	Brochures and printed materials - (Printing)	3.27
	Sub-Total:	3.27
	Total:	1,291.50
	OMJ Total:	1,291.50

State Fiscal Year:	SFY2024 - SA Fiscal Year 2024	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Auburn Career Center

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	760.50
	Sub-Total:	760.50
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	20.01
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	37.79
	Other - (Equipment)	33.34
	Postage - (Postage)	37.79
	Telephone System - (Telecommunications)	35.57
	Sub-Total:	164.50
Facilities	Lease - (Lease Agreement)	208.95
	Sub-Total:	208.95
Miscellaneous	Other - (Other)	79.84
	Sub-Total:	79.84
Outreach/Marketing	Brochures and printed materials - (Printing)	3.11
	Sub-Total:	3.11
	Total:	1,216.90

State Fiscal Year:	SFY2024 - SA Fiscal Year 2024	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Lake Metropolitan Housing

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	760.50
	Sub-Total:	760.50
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	20.01
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	37.79
	Other - (Equipment)	33.34
	Postage - (Postage)	37.79
	Telephone System - (Telecommunications)	35.57
	Sub-Total:	164.50
Facilities	Lease - (Lease Agreement)	208.95
	Sub-Total:	208.95
Miscellaneous	Other - (Other)	79.84
	Sub-Total:	79.84
Outreach/Marketing	Brochures and printed materials - (Printing)	3.11
	Sub-Total:	3.11
	Total:	1,216.90

State Fiscal Year:	SFY2024 - SA Fiscal Year 2024	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Lakeland Community College

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	1,521.00
	Sub-Total:	1,521.00
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	40.01
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	75.58
	Other - (Equipment)	66.68
	Postage - (Postage)	75.58
	Telephone System - (Telecommunications)	71.13
	Sub-Total:	328.98
Facilities	Lease - (Lease Agreement)	417.90
	Sub-Total:	417.90
Miscellaneous	Other - (Other)	159.69
	Sub-Total:	159.69
Outreach/Marketing	Brochures and printed materials - (Printing)	6.22
	Sub-Total:	6.22
	Total:	2,433.79

State Fiscal Year:	SFY2024 - SA Fiscal Year 2024	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: LCDJFS - TANF/IM

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	444,892.13
	Sub-Total:	444,892.13
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	11,703.01
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	22,106.31
	Other - (Equipment)	19,505.33
	Postage - (Postage)	22,106.31
	Telephone System - (Telecommunications)	20,805.82
	Sub-Total:	96,226.78
Facilities	Lease - (Lease Agreement)	122,234.66
	Sub-Total:	122,234.66
Miscellaneous	Other - (Other)	46,708.98
	Sub-Total:	46,708.98
Outreach/Marketing	Brochures and printed materials - (Printing)	1,820.25
	Sub-Total:	1,820.25
	Total:	711,882.80

State Fiscal Year:	SFY2024 - SA Fiscal Year 2024	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: LCDJFS - WIOA Programs

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	30,419.97
	Sub-Total:	30,419.97
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	800.21
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	1,511.54
	Other - (Equipment)	1,333.70
	Postage - (Postage)	1,511.54
	Telephone System - (Telecommunications)	1,422.62
	Sub-Total:	6,579.61
Facilities	Lease - (Lease Agreement)	8,357.92
	Sub-Total:	8,357.92
Miscellaneous	Other - (Other)	3,193.77
	Sub-Total:	3,193.77
Outreach/Marketing	Brochures and printed materials - (Printing)	124.46
	Sub-Total:	124.46
	Total:	48,675.73

State Fiscal Year:	SFY2024 - SA Fiscal Year 2024	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Lifeline, Inc.

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	760.50
	Sub-Total:	760.50
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	20.01
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	37.79
	Other - (Equipment)	33.34
	Postage - (Postage)	37.79
	Telephone System - (Telecommunications)	35.57
	Sub-Total:	164.50
Facilities	Lease - (Lease Agreement)	208.95
	Sub-Total:	208.95
Miscellaneous	Other - (Other)	79.84
	Sub-Total:	79.84
Outreach/Marketing	Brochures and printed materials - (Printing)	3.11
	Sub-Total:	3.11
	Total:	1,216.90

State Fiscal Year:	SFY2024 - SA Fiscal Year 2024	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS - WP/TAA/UC

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	22,814.98
	Sub-Total:	22,814.98
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	600.16
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	1,133.66
	Other - (Equipment)	1,000.27
	Postage - (Postage)	1,133.66
	Telephone System - (Telecommunications)	1,066.96
	Sub-Total:	4,934.71
Facilities	Lease - (Lease Agreement)	6,268.44
	Sub-Total:	6,268.44
Miscellaneous	Other - (Other)	2,395.33
	Sub-Total:	2,395.33
Outreach/Marketing	Brochures and printed materials - (Printing)	93.35
	Sub-Total:	93.35
	Total:	36,506.81

State Fiscal Year:	SFY2024 - SA Fiscal Year 2024	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS-Veterans' Programs

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	7,604.99
	Sub-Total:	7,604.99
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	200.05
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	377.89
	Other - (Equipment)	333.42
	Postage - (Postage)	377.89
	Telephone System - (Telecommunications)	355.65
	Sub-Total:	1,644.90
Facilities	Lease - (Lease Agreement)	2,089.48
	Sub-Total:	2,089.48
Miscellaneous	Other - (Other)	798.44
	Sub-Total:	798.44
Outreach/Marketing	Brochures and printed materials - (Printing)	31.12
	Sub-Total:	31.12
	Total:	12,168.93

State Fiscal Year:	SFY2024 - SA Fiscal Year 2024	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Opportunities for Ohioans with Disabilities

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	22,814.98
	Sub-Total:	22,814.98
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	600.16
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	1,133.66
	Other - (Equipment)	1,000.27
	Postage - (Postage)	1,133.66
	Telephone System - (Telecommunications)	1,066.96
	Sub-Total:	4,934.71
Facilities	Lease - (Lease Agreement)	6,268.44
	Sub-Total:	6,268.44
Miscellaneous	Other - (Other)	2,395.33
	Sub-Total:	2,395.33
Outreach/Marketing	Brochures and printed materials - (Printing)	93.35
	Sub-Total:	93.35
	Total:	36,506.81

State Fiscal Year:	SFY2024 - SA Fiscal Year 2024	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: VANTAGE Aging

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	760.50
	Sub-Total:	760.50
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	20.01
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	37.79
	Other - (Equipment)	33.34
	Postage - (Postage)	37.79
	Telephone System - (Telecommunications)	35.57
	Sub-Total:	164.50
Facilities	Lease - (Lease Agreement)	208.95
	Sub-Total:	208.95
Miscellaneous	Other - (Other)	79.84
	Sub-Total:	79.84
Outreach/Marketing	Brochures and printed materials - (Printing)	3.11
	Sub-Total:	3.11
	Total:	1,216.90

State Fiscal Year:	SFY2024 - SA Fiscal Year 2024	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Director, Workforce Development Board

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	7,604.99
	Sub-Total:	7,604.99
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	200.05
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	377.89
	Other - (Equipment)	333.42
	Postage - (Postage)	377.89
	Telephone System - (Telecommunications)	355.65
	Sub-Total:	1,644.90
Facilities	Lease - (Lease Agreement)	2,089.48
	Sub-Total:	2,089.48
Miscellaneous	Other - (Other)	798.44
	Sub-Total:	798.44
Outreach/Marketing	Brochures and printed materials - (Printing)	31.12
	Sub-Total:	31.12
	Total:	12,168.93

State Fiscal Year:	SFY2024 - SA Fiscal Year 2024	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: United Labor Agency

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	30,419.97
	Sub-Total:	30,419.97
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	800.21
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	1,511.54
	Other - (Equipment)	1,333.70
	Postage - (Postage)	1,511.54
	Telephone System - (Telecommunications)	1,422.62
	Sub-Total:	6,579.61
Facilities	Lease - (Lease Agreement)	8,357.92
	Sub-Total:	8,357.92
Miscellaneous	Other - (Other)	3,193.77
	Sub-Total:	3,193.77
Outreach/Marketing	Brochures and printed materials - (Printing)	124.46
	Sub-Total:	124.46
	Total:	48,675.73

State Fiscal Year:	SFY2024 - SA Fiscal Year 2024	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: United Labor Agency - RESEA Program

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	15,209.99
	Sub-Total:	15,209.99
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	400.10
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	755.77
	Other - (Equipment)	666.85
	Postage - (Postage)	755.77
	Telephone System - (Telecommunications)	711.31
	Sub-Total:	3,289.80
Facilities	Lease - (Lease Agreement)	4,178.96
	Sub-Total:	4,178.96
Miscellaneous	Other - (Other)	1,596.89
	Sub-Total:	1,596.89
Outreach/Marketing	Brochures and printed materials - (Printing)	62.23
	Sub-Total:	62.23
	Total:	24,337.87
	OMJ Total:	938,225.00

State Fiscal Year:	SFY2025 - SA Fiscal Year 2025	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Auburn Career Center

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	823.28
	Sub-Total:	823.28
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	21.00
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	39.29
	Other - (Equipment)	35.00
	Postage - (Postage)	39.66
	Telephone System - (Telecommunications)	37.33
	Sub-Total:	172.28
Facilities	Lease - (Lease Agreement)	208.87
	Sub-Total:	208.87
Miscellaneous	Other - (Miscellaneous)	83.80
	Sub-Total:	83.80
Outreach/Marketing	Brochures and printed materials - (Printing)	3.27
	Sub-Total:	3.27
	Total:	1,291.50

State Fiscal Year:	SFY2025 - SA Fiscal Year 2025	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Lake Metropolitan Housing

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	823.28
	Sub-Total:	823.28
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	21.00
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	39.29
	Other - (Equipment)	35.00
	Postage - (Postage)	39.66
	Telephone System - (Telecommunications)	37.33
	Sub-Total:	172.28
Facilities	Lease - (Lease Agreement)	208.87
	Sub-Total:	208.87
Miscellaneous	Other - (Miscellaneous)	83.80
	Sub-Total:	83.80
Outreach/Marketing	Brochures and printed materials - (Printing)	3.27
	Sub-Total:	3.27
	Total:	1,291.50

State Fiscal Year:	SFY2025 - SA Fiscal Year 2025	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Lakeland Community College

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	1,646.56
	Sub-Total:	1,646.56
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	41.99
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	78.57
	Other - (Equipment)	69.99
	Postage - (Postage)	79.33
	Telephone System - (Telecommunications)	74.66
	Sub-Total:	344.54
Facilities	Lease - (Lease Agreement)	417.74
	Sub-Total:	417.74
Miscellaneous	Other - (Miscellaneous)	167.61
	Sub-Total:	167.61
Outreach/Marketing	Brochures and printed materials - (Printing)	6.53
	Sub-Total:	6.53
	Total:	2,582.98

State Fiscal Year:	SFY2025 - SA Fiscal Year 2025	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: LCDJFS - TANF/IM

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	481,618.90
	Sub-Total:	481,618.90
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	12,283.48
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	22,981.92
	Other - (Equipment)	20,472.73
	Postage - (Postage)	23,202.73
	Telephone System - (Telecommunications)	21,837.73
	Sub-Total:	100,778.59
Facilities	Lease - (Lease Agreement)	122,188.36
	Sub-Total:	122,188.36
Miscellaneous	Other - (Miscellaneous)	49,024.67
	Sub-Total:	49,024.67
Outreach/Marketing	Brochures and printed materials - (Printing)	1,910.51
	Sub-Total:	1,910.51
	Total:	755,521.03

State Fiscal Year:	SFY2025 - SA Fiscal Year 2025	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: LCDJFS - WIOA Programs

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	32,931.21
	Sub-Total:	32,931.21
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	839.90
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	1,571.41
	Other - (Equipment)	1,399.84
	Postage - (Postage)	1,586.51
	Telephone System - (Telecommunications)	1,493.18
	Sub-Total:	6,890.84
Facilities	Lease - (Lease Agreement)	8,354.76
	Sub-Total:	8,354.76
Miscellaneous	Other - (Miscellaneous)	3,352.11
	Sub-Total:	3,352.11
Outreach/Marketing	Brochures and printed materials - (Printing)	130.64
	Sub-Total:	130.64
	Total:	51,659.56

State Fiscal Year:	SFY2025 - SA Fiscal Year 2025	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Lifeline, Inc.

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	823.28
	Sub-Total:	823.28
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	21.00
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	39.29
	Other - (Equipment)	35.00
	Postage - (Postage)	39.66
	Telephone System - (Telecommunications)	37.33
	Sub-Total:	172.28
Facilities	Lease - (Lease Agreement)	208.87
	Sub-Total:	208.87
Miscellaneous	Other - (Miscellaneous)	83.80
	Sub-Total:	83.80
Outreach/Marketing	Brochures and printed materials - (Printing)	3.27
	Sub-Total:	3.27
	Total:	1,291.50

State Fiscal Year:	SFY2025 - SA Fiscal Year 2025	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS - WP/TAA/UC

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	24,698.40
	Sub-Total:	24,698.40
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	629.92
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	1,178.56
	Other - (Equipment)	1,049.88
	Postage - (Postage)	1,189.88
	Telephone System - (Telecommunications)	1,119.88
	Sub-Total:	5,168.12
Facilities	Lease - (Lease Agreement)	6,266.07
	Sub-Total:	6,266.07
Miscellaneous	Other - (Miscellaneous)	2,514.09
	Sub-Total:	2,514.09
Outreach/Marketing	Brochures and printed materials - (Printing)	97.98
	Sub-Total:	97.98
	Total:	38,744.66

State Fiscal Year:	SFY2025 - SA Fiscal Year 2025	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: ODJFS-Veterans' Programs

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	8,232.80
	Sub-Total:	8,232.80
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	209.97
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	392.85
	Other - (Equipment)	349.96
	Postage - (Postage)	396.63
	Telephone System - (Telecommunications)	373.29
	Sub-Total:	1,722.70
Facilities	Lease - (Lease Agreement)	2,088.69
	Sub-Total:	2,088.69
Miscellaneous	Other - (Miscellaneous)	838.03
	Sub-Total:	838.03
Outreach/Marketing	Brochures and printed materials - (Printing)	32.66
	Sub-Total:	32.66
	Total:	12,914.88

State Fiscal Year:	SFY2025 - SA Fiscal Year 2025	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Opportunities for Ohioans with Disabilities

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	24,698.40
	Sub-Total:	24,698.40
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	629.92
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	1,178.56
	Other - (Equipment)	1,049.88
	Postage - (Postage)	1,189.88
	Telephone System - (Telecommunications)	1,119.88
	Sub-Total:	5,168.12
Facilities	Lease - (Lease Agreement)	6,266.07
	Sub-Total:	6,266.07
Miscellaneous	Other - (Miscellaneous)	2,514.09
	Sub-Total:	2,514.09
Outreach/Marketing	Brochures and printed materials - (Printing)	97.98
	Sub-Total:	97.98
	Total:	38,744.66

State Fiscal Year:	SFY2025 - SA Fiscal Year 2025	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: VANTAGE Aging

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	823.28
	Sub-Total:	823.28
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	21.00
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	39.29
	Other - (Equipment)	35.00
	Postage - (Postage)	39.66
	Telephone System - (Telecommunications)	37.33
	Sub-Total:	172.28
Facilities	Lease - (Lease Agreement)	208.87
	Sub-Total:	208.87
Miscellaneous	Other - (Miscellaneous)	83.80
	Sub-Total:	83.80
Outreach/Marketing	Brochures and printed materials - (Printing)	3.27
	Sub-Total:	3.27
	Total:	1,291.50

State Fiscal Year:	SFY2025 - SA Fiscal Year 2025	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: Director, Workforce Development Board

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	8,232.80
	Sub-Total:	8,232.80
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	209.97
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	392.85
	Other - (Equipment)	349.96
	Postage - (Postage)	396.63
	Telephone System - (Telecommunications)	373.29
	Sub-Total:	1,722.70
Facilities	Lease - (Lease Agreement)	2,088.69
	Sub-Total:	2,088.69
Miscellaneous	Other - (Miscellaneous)	838.03
	Sub-Total:	838.03
Outreach/Marketing	Brochures and printed materials - (Printing)	32.66
	Sub-Total:	32.66
	Total:	12,914.88

State Fiscal Year:	SFY2025 - SA Fiscal Year 2025	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: United Labor Agency

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	32,931.21
	Sub-Total:	32,931.21
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	839.90
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	1,571.41
	Other - (Equipment)	1,399.84
	Postage - (Postage)	1,586.51
	Telephone System - (Telecommunications)	1,493.18
	Sub-Total:	6,890.84
Facilities	Lease - (Lease Agreement)	8,354.76
	Sub-Total:	8,354.76
Miscellaneous	Other - (Miscellaneous)	3,352.11
	Sub-Total:	3,352.11
Outreach/Marketing	Brochures and printed materials - (Printing)	130.64
	Sub-Total:	130.64
	Total:	51,659.56

State Fiscal Year:	SFY2025 - SA Fiscal Year 2025	Expense Type:	All
Cost Pool:	All	MOU Budget Status:	Approved
Partner:		Report Option:	Detail
Group1:	Partner		

Partner: United Labor Agency - RESEA Program

Cost Pool	Expense Type	Budget Amount
Center Personnel	Other - (Shared Staff Salaries & Benefits)	16,465.60
	Sub-Total:	16,465.60
Equipment and Supplies (Partner Use)	Office Equipment Maintenance and Repairs - (Maintenance Agreements)	419.95
	Office Supplies (paper, pencils, etc.) - (Office Supplies)	785.71
	Other - (Equipment)	699.92
	Postage - (Postage)	793.26
	Telephone System - (Telecommunications)	746.59
	Sub-Total:	3,445.43
Facilities	Lease - (Lease Agreement)	4,177.38
	Sub-Total:	4,177.38
Miscellaneous	Other - (Miscellaneous)	1,676.06
	Sub-Total:	1,676.06
Outreach/Marketing	Brochures and printed materials - (Printing)	65.32
	Sub-Total:	65.32
	Total:	25,829.79
	OMJ Total:	995,738.00

**Auburn
Career Center**



Attachment Item #25C

*Technology Services
Agreement with
EduTech Group, LLC*

TECHNOLOGY SERVICES AGREEMENT

This Technology Services Agreement (“Agreement”) is entered into between EduTech Group, LLC, a California limited liability company (“EduTech”), 130-A Cochran St., Simi Valley, CA 93065, and Auburn Vocational School District Board of Education (“Board”), 8221 Auburn Road, Concord, Ohio 44077 (collectively, “Parties”).

WHEREAS EduTech is an education technology company focused on delivering curated Edtech products and Technology services to US schools public and private;

WHEREAS Board is an Ohio school district board of education that provides high quality education to students within its designated territory; and

WHEREAS the Parties desire to formalize this Agreement to allow EduTech to provide the delivery of Technology services pursuant to this Agreement.

NOW THEREFORE, in consideration of the mutual promises and obligations contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. TECHNOLOGY SERVICES AND PERSONNEL

- a. **Technology Services:** EduTech shall provide Board the Technology services (“Technology Services”) as set forth in Exhibit A, which is attached hereto and incorporated herein.
- b. **Exclusions and Third-Party Services:** Unless otherwise specifically stated on Exhibit A, Board expressly acknowledges that the Technology Services do not include any services related to security, such, as for example, the prevention or mitigation of computer viruses, data hacks, and cyber intrusions, and that Board is solely responsible for ensuring the security of its own data and computer systems. Board further acknowledges that the Technology Services may require the availability of certain platforms and services that are provided and maintained by third-parties (e.g., Google, Microsoft, Facebook, Twitter, etc.), and which platforms and services are subject to their own terms of use and policies. EduTech assumes no responsibility or liability for any interruption or termination of those third-party platforms or services, or for any changes to their terms of use or policies.
- c. **Employees:** All technology personnel provided by EduTech pursuant to this Agreement shall remain EduTech employees. Without limitation to the foregoing, EduTech shall be responsible for, with respect to its own employees, all hiring practices, employee evaluations, and employee compensation and benefits paid to its employees,

- d. **Facilities and Equipment:** During the term of this Agreement, EduTech personnel may enter Board facilities and access Board equipment solely for the purpose of performing the Technology Services consistent with the terms of this Agreement. Board disclaims any warranty, guarantee, or representation with respect to the nature and condition of the facilities and equipment.
- e. **Materials and Supplies:** Board shall provide the software, equipment, systems, materials, and supplies necessary for EduTech to perform the Technology Services. EduTech shall advise Board regarding any additional software, equipment, systems, materials and supplies that may be necessary for EduTech to perform the Technology Services. All software, equipment, and systems purchased or otherwise provided by Board under this Agreement shall remain the property of Board. Board hereby represents and warrants that EduTech shall have full right and license (including any licenses from third-parties) to use any software, equipment, systems, materials, or supplies provided by Board for the purpose of performing the Technology Services to the extent permitted by law.
- f. **Access and Use:** Board shall provide EduTech personnel with the necessary access, workspace, passwords, and codes to provide the Technology Services.
- g. **Cooperation:** All Board personnel shall cooperate with EduTech in implementing the Technology Services, and Board shall comply with all reasonable requests of EduTech necessary to the performance of EduTech's duties under this Agreement. However, under no circumstances shall EduTech personnel manage, direct, discipline, transfer, suspend, lay off, recall, promote, discharge, assign, reward, evaluate, or otherwise supervise Board personnel.

2. PAYMENT AND REIMBURSEMENT

- a. In exchange for the Technology Services to be provided during the initial thirty-six (36) month term of this Agreement, the District shall pay to EduTech the sum of Four Hundred Fifty-five Thousand Dollars and Zero Cents (\$455,000.00), payable in quarterly installments as listed in Exhibit B, with each installment due no later than one calendar month prior to the end of the quarter pursuant to the payment schedule attached hereto and incorporated herein as Exhibit B.
- b. Board shall reimburse EduTech upon request for all reasonable and ordinary out-of-pocket expenses incurred by EduTech specifically on behalf and for the benefit of Board and upon the written approval of Board.

- c. All payments tendered by Board under this Agreement shall be made payable to “EduTech Group, LLC” and delivered to EduTech Group, LLC, 130-A Cochran St., Simi Valley, CA, 93065.

3. TERM

The term of this Agreement shall be Thirty-six (36) months, commencing as of the date of this Agreement. This Agreement shall be subject to termination as provided in Section 4 below.

4. TERMINATION

A. Board’s failure to make payment when due shall constitute a breach of this Agreement. If such breach is not cured within five (5) calendar days, then EduTech may, at its option, elect to either (i) suspend all Technology Services until all past due amounts are paid during which time EduTech shall remain entitled to payment as though EduTech had provided the Technology Services; or (ii) terminate this Agreement, effective immediately, at which time any outstanding balance due on the date of termination shall be made on a pro rata basis. Notwithstanding the foregoing, EduTech’s failure to exercise either of these remedies shall not constitute a waiver of the same.

B. EduTech’s failure to perform any obligation under this Agreement shall constitute a breach of this Agreement. If such breach is not cured within five (5) calendar days or less depending on the breach, then Board may, at its option, elect to terminate this Agreement, effective immediately. Notwithstanding the foregoing, Board’s failure to exercise either of these remedies shall not constitute a waiver of the same.

5. CRIMINAL RECORDS CHECKS ON EMPLOYEES

EduTech shall ensure that all applicable criminal records/background check laws and any hiring restriction imposed by those laws are adhered to and satisfied.

6. CONFIDENTIALITY/EDUCATION AND STUDENT RECORDS

a. The Parties acknowledge that, in the course of performing their obligations under this Agreement, the Parties may obtain certain confidential and proprietary information about the other party including, but not limited to, student personally identifiable information which is designated as confidential under applicable laws (“Confidential Information”). The Parties agree that the Parties shall only use Confidential Information of the other party in the performance of their respective obligations under this

Agreement and that the Parties shall not, at any time during or following the term of this Agreement, divulge, disclose, or communicate any Confidential Information to any other person, firm, corporation, or organization or otherwise use the Confidential Information for any purpose whatsoever without the prior written consent of the disclosing party.

- b. Confidential Information does not include information which is: (a) in the public domain other than by a breach of this Agreement on the part of the recipient; (b) rightfully received from a third-party without any obligation of confidentiality; (c) rightfully known to the recipient without any limitation on use or disclosure prior to its receipt from the disclosing party; (d) independently developed by the recipient; or (e) disclosed pursuant to the order or requirement of a court, administrative agency, or other government body.

7. RELATIONSHIP BETWEEN THE PARTIES

- a. **Independent Contractor:** This Agreement is made with EduTech as an independent contractor and not as an employee or affiliate of Board.
- b. **Separate Entities:** At all times, the relationship of the Parties shall be as separate entities.
- c. **Not a Joint Venture:** Nothing contained in this Agreement shall be deemed to be interpreted as a partnership or joint venture or any other arrangement whereby one party is authorized to act as an agent for another.
- d. **Employees:** Employees of the Parties shall remain employees of their respective employers and such employers shall have supervisory and all other responsibility for its respective employees.
- e. **Liability:** Each party is liable for the conduct of its own employees, as well as for conduct done at the direction of its own employees.

8. NO THIRD-PARTY BENEFICIARY

This Agreement is only for the benefit of the Parties and shall not be construed as or deemed to operate as an agreement for the benefit of any third-party or parties, and no third-party or parties shall have a right of action or obtain any right to benefits or position of any kind for any reason whatsoever.

9. ASSIGNMENT

The Parties shall not assign or otherwise transfer any of their interests, rights, or obligations in or under this Agreement without the prior written consent of the other party.

10. NOTICES

- a. **Notices:** All notices, requests, demands, and other communications required or permitted to be given under this Agreement shall be in writing and mailed postage prepaid by certified or registered mail to the appropriate address indicated below.

EduTech: EduTech Group, LLC
 c/o President/General Manager
 130-A Cochran St.
 Simi Valley, CA

Board: Auburn Vocational School District Board of
 Education
 c/o Treasurer
 8221 Auburn Road
 Concord, Ohio 44077

- b. **Delivery:** All notices, requests, demands, and other communications shall be deemed to have been given at the time when delivered via registered or certified mail, postage prepaid, and addressed to the party at the address set forth above, or to such changed address as a party may have fixed by notice to the other party hereto; provided, however, that any change of notice of address shall be effective only upon receipt.

11. DISPUTES

Should a dispute arise regarding the terms or services rendered under this Agreement, the Parties agree they shall meet at a mutually beneficial time and location and attempt, in good faith, to resolve the dispute through discussion.

12. WAIVER

The failure of any party to insist on strict compliance with this Agreement, or to exercise any right or remedy hereunder, shall not constitute a waiver of any rights contained herein or estop any party from thereafter demanding full and complete compliance therewith, nor prevent any party from exercising any right or remedy in the future.

13. FORCE MAJEURE

No party shall be deemed to be in breach or default of any provision of this Agreement by reason of a delay or failure in performance due to acts of God, acts of governments, wars, riots, strikes, accidents in transportation, or other causes beyond the control of the Parties.

14. AMENDMENT

No modifications, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and signed by both parties.

15. GOVERNING LAW

This Agreement shall be governed by and construed under the laws of the State of Ohio. Venue for any action regarding this Agreement shall be any court of competent jurisdiction located in Lake County, Ohio.

16. ENTIRE AGREEMENT

This Agreement constitutes the complete and exclusive Agreement between the Parties. No other promises or agreements of any kind have been made to cause the Parties to execute this Agreement.

17. INSURANCE/RESPONSIBILITY

a. **Limitation of Liability:** Each party shall only be responsible for the payment of claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of their respective employees or agents in connection with the performance of the services for which they may be held liable under applicable law.

b. **Insurance and Attorney Fees:** Each party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this Agreement. In the event a lawsuit is brought by a third-party against a party in connection with the Technology Services, each Party shall each be responsible for its own attorney fees and costs associated with such litigation.

18. EXECUTION IN COUNTERPARTS: This Agreement may be executed in counterparts, each of which shall be deemed an original and both of which together shall constitute one Agreement. True and correct copies, including facsimile, electronic, or PDF copies of signed counterparts, may be used in place of originals for any purpose and shall have the same force and effect as an original.

[Signature Page to Follow]

FOR EDUTECH GROUP, LLC:

President/General Manager

Date

FOR AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Board President (In Official Capacity Only)*

Date

Superintendent (In Official Capacity Only)*

Date

Treasurer (In Official Capacity Only):*

Date

*This Agreement has no legal effect absent Board action

**AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION
R.C. 5705.41 AND R.C. 5705.412 CERTIFICATES**

We certify that the Auburn Vocational School District Board of Education has in effect for the remainder of the fiscal year and succeeding fiscal years the authorization to levy taxes including the renewal or replacement of existing levies, which when combined with the estimated revenues from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the Auburn Vocational School District Board of Education to maintain all personnel and programs for all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year. We additionally certify that the amount required to meet the obligation of the fiscal years in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

Board President (In Official Capacity Only)

Treasurer (In Official Capacity Only)

Superintendent (In Official Capacity Only)

Technology Services Agreement

EXHIBIT A
TECHNOLOGY SERVICES

During the term and at the times specified in the Agreement to which this Exhibit A is attached, EduTech shall provide the following Technology Services:

- Information Technology Director
 - Management of engineers and technicians providing services to the school
 - Technology Planning
 - Technology Project Management
 - Technology Purchasing
 - Advise on all purchases that use or contain technology
- Technology Programs Manager
 - Manage all aspects of 1:1 Deployment
 - Device inventory and management
 - Device repair
 - Device parts inventory and management
 - Device application management
 - Google Management Console Services
 - Creation of accounts
 - Management of all Google apps
- Network Operation Engineer
 - Monitor and repair network equipment
 - Implement networking best practices for performance and security
 - Configure and install new network equipment
 - Maintain and update school servers
 - Configure and install new servers
 - Maintain network firewall and filter
- Break/Fix Technician
 - Troubleshooting and repairs of classroom technology
 - Troubleshooting and repairs of non 1:1 computing devices
 - On site resource for EduTech engineers and technicians
- Supplemental Staff
 - Technicians and interns available for certain resource intensive projects such as large scale deployments of Chromebooks or mass imaging of user desktops

Any changes or additions to the above services shall be made in writing signed by both parties. District acknowledges and agrees that any such changes or additions to the above services may result in an increase to the regular compensation owed to EduTech under the Agreement.

EduTech Initials: _____ Date: _____

District Initials: _____ Date: _____

Technology Services Agreement

EXHIBIT B
INITIAL TERM – PAYMENT SCHEDULE

Period	Months During Period	Payment Due Date	Payment Due
1	July 1, 2023 – September 30, 2023	July 1, 2023	\$36250.00
2	October 1, 2023 – December 31, 2023	September 1, 2023	\$36250.00
3	January 1, 2024 – March 31, 2024	December 1, 2023	\$36250.00
4	April 1, 2024 – June 30, 2024	March 1, 2024	\$36250.00
5	July 1, 2024 – September 30, 2024	July 1, 2024	\$38750.00
6	October 1, 2024 – December 31, 2024	September 1, 2024	\$38750.00
7	January 1, 2025 – March 31, 2025	December 1, 2024	\$38750.00
8	April 1, 2025 – June 30, 2025	March 1, 2025	\$38750.00
9	July 1, 2025 – September 30, 2025	July 1, 2025	\$38750.00
10	October 1, 2025 – December 31, 2025	September 1, 2025	\$38750.00
11	January 1, 2026 – March 31, 2026	December 1, 2025	\$38750.00
12	April 1, 2026 – June 30, 2026	March 1, 2026	\$38750.00
		TOTAL	\$455,000.00

EduTech Initials: _____ Date: _____

District Initials: _____ Date: _____

+

**Auburn
Career Center**



Attachment Item #25D

ACEware Systems, Inc.

*Support and
Maintenance
Agreement*



ACEware Systems, Inc.

Support and Maintenance (SMA) Terms and Conditions

With your paid Invoice, you are entitled to the inclusions listed below. At the conclusion of the Agreement period listed on your invoice, ACEware Systems, Inc. will send a renewal notice and invoice to you. You may elect to renew the SMA or decline and receive service on a per call basis at the hourly rate in effect for that calendar year. **Software upgrades are not available without a current SMA.**

SMA Inclusions:

As part of this SMA, the user support staff at ACEware Systems, Inc. remain available to answer any and all questions related to the ACEware product(s) you have. In addition, this SMA provides you:

- A dedicated ACEware user support specialist responsible for providing technical support to you.
- Email and telephone support.
- Complimentary upgrades to your software package.
- Access to the customers-only section of the Service Provider's web site, which provides online help resources and archived webinars.
- Discounts on ACEware trainings.
- Annual web-based team consultation (60 minutes).

SMA Exclusions:

The following situations are not covered under the SMA:

- Recovery of data resulting from, but not limited to: user error, hardware failure, improper backup procedures, and allowing other software to access the Student Manager database files without the prior authorization from ACEware Systems.

Note: As a fee-based service, ACEware Systems will make every effort to recover data but is not able to guarantee success.

- Support for network connections, email server configuration, firewall configuration, user account creation or printer setup.
- Technical support for software created by entities other than ACEware Systems

Remote Access to Customer Systems

For optimal service, the installation and use of screen sharing software such as Zoom or Windows Quick Access is recommended to allow a support specialist's computer to connect with your computer. If your unit/department cannot, or will not, allow use of this method of support, an additional 5% surcharge will be added to your support agreement. You will be contacted to discuss this issue before the surcharge is applied.

Customization & Fee-based Services

ACEware Systems offers customization services on a fee basis. Software programs are designed to accommodate customized procedures created by ACEware Systems without voiding your Support and Maintenance Agreement. Customized procedures may increase the cost of the SMA, and are only guaranteed with the current version of the software. Contact your ACEware technician for a quote on a custom project. Fee based services include, but are not limited to:

- Updating a customized screen or procedure.
- Multiple installations of Student Manager or ACEweb; one installation of each is provided with purchase of the software.
- Training of new staff members. Each Customer should have training processes in place. Additionally, you may direct staff to the Service Provider's website, which contains resources that are specific to new users.
- Preparing customized reports.

ACEware Systems, Inc.

Auburn Career Center

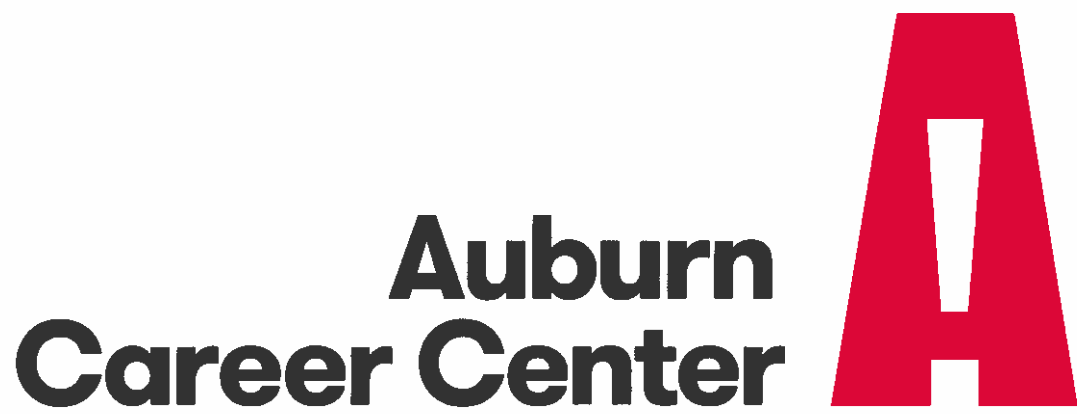
05/15/2023

By: Sharon Brookshire
President, Operations

Date

By: Customer's Authorized Representative Date

Please print name and title below:



Attachment Item #25E

*Training Agreement
with “MAGNET”*



Training Agreement

This Training Agreement (“Agreement”) is entered into by and between the Auburn Vocational School District Board of Education (“Auburn”), which operates the Auburn Career Center, and The Manufacturing Advocacy and Growth Network (“MAGNET”) located at 1800 E 63rd Street, Cleveland, OH 44103 (collectively the “Parties”) to set forth the training that Auburn will provide for students enrolled in the MAGNET Early Career Early College Program (“Students”).

A. General Information

Specifically, the Parties agree that Auburn is to provide its Certified Production Technician (CPT) program (“Training”) consisting of fifty-two (52) three (3)-hour sessions segmented into four phases as requested by MAGNET and shown in Attachment I.

This Agreement covers Phase 2 for twenty-four (24) Students and will consist of thirteen (13) three-hour sessions in CPT Module 2 Quality Practices and Measurement. The Students will start and end Module 2 Quality Practices and Measurement on mutually agreeable dates.

The cost for the Phase 2 Training is three thousand nine hundred twenty-five dollars (\$3,925) based on twenty-four (24) Students. This cost includes enrollment, instructor costs, office overhead, supplies, instructor mileage, and Certified Production Technician testing.

In addition, for Students who are retaking the Module 1 test, the cost is \$25 per test, which will be included in the invoice for this Module.

B. Responsibilities of Auburn Career Center

1. Auburn is to pay its instructor costs, including mileage, for the Training, the CPT testing and certification cost, and the cost of all supplies.
2. Auburn is to use its performance and attendance tracking systems to monitor the status of the Students. Auburn is to provide certificates of completion for those Students who pass the program with a minimum of 3.0 G.P.A. and a minimum of 90.0% attendance.
3. Michelle Rodewald, Director of Adult Workforce Education and Business Partnerships, Cory Hutter, Director of Industrial Trades, or another Auburn designee will provide oversight of the Training.

C. Responsibilities of MAGNET

1. MAGNET will provide classroom space and have the Students complete an Auburn Enrollment Application on the first day of the Training.

(Continued)

MAGNET Early College Early Career – Auburn Career Center CPT Training Agreement (cont'd)

C. Responsibilities of MAGNET (continued)

2. MAGNET will provide laptops for use by the Students in the classroom.

D. Responsibilities of Students

1. All Students must comply with the policies, procedures, and practices of the MAGNET Early Career Early College program. Violations can have consequences up to and including permanent removal from the program as determined in coordination with the MAGNET Early Career Early College program personnel.

E. Terms of Agreement

Termination. Either party may terminate this Agreement by providing ten (10) calendar days prior written notice to the other party.

Entire Agreement. This Agreement and any appendices, exhibits, or attachment hereto, as amended from time to time in accordance with this Agreement contains the entire agreement of the Parties and supersedes all prior agreements and understandings, whether written or otherwise between Auburn and MAGNET relating to the subject matter hereof. No representations, inducements, promises, or agreements, oral or otherwise, which are not contained herein, shall be of any force or effect.

Assignment. This Agreement is not assignable in whole or in part by either party but is binding on any corporate successor of either party.

Governing Law. This Agreement shall be interpreted and governed by the laws of the State of Ohio and all disputes arising therefrom shall be subject to the sole jurisdiction of the courts of the State of Ohio.

Amendments. Amendments to this Agreement, including modifications of any of the terms and conditions herein, shall be effective only upon written consent signed respectively by authorized representatives of Auburn and MAGNET, both of who shall be individuals designated as having the authority to bind Auburn and MAGNET, respectively, in contract.

(Continued)

Attachment I



**MAGNET Early College Early Career
Certified Production Technician Training Phases**

	Module 1	Module 2	Module 3	Module 4
	Safety	Quality Practices & Measurements	Manufacturing Processes & Production	Maintenance Awareness
Phase 1	X			
Phase 2		X		
Phase 3			X	
Phase 4				X

**Auburn
Career Center**



Attachment Item #25F

*Contract Services
Agreement with LEAF*

CONTRACTED SERVICES AGREEMENT between LEAF (Lake/Geauga Educational Assistance Foundation) and **Auburn Career Center** for the 2023-2024 School Year.

LEAF proposes best practices to assist our partner high schools in the delivery of educational services that enhance and support students and families in your district with post-secondary pathways.

LEAF Advisory Delivery Model

- scheduled on-site meetings with students face-to-face, in groups or in one-on-one meetings
- works within the educational delivery model that your school district chooses (full on-site delivery, full virtual delivery, or a hybrid version)

Fall Financial Aid Nights Delivery Model

- on-site Financial Aid Information Nights
- virtual Financial Aid Nights via Google Meet

Evening FAFSA Filing Session Delivery Model

- Group FAFSA Filing Assistance Nights by appointment and in conjunction with your High School Counseling Department.

Ohio Career Information System (OCIS) access

- subscription (paid by LEAF) to an internet-based system of accurate and comprehensive occupational, post-secondary education and financial aid information
- available for counselors, teachers and administrators in contract schools

LEAF-funded Scholarships

- Access to scholarships funded by LEAF donors and LEAF special events, such as the Umbrella Project, are available to students in contract school districts

LEAF Information Delivery Model

- Publications
 - Senior LEAFlet
 - Junior LEAFlet
 - Career LEAFlet
- e-Newsletters – (minimum of 16) on educational topics for the districts parents/students for students in all grades containing year-appropriate information
- Resource Guide for Pathway Success (RGPS) *in booklet format*
 - mailed directly to the parents of your junior and senior students
 - information relevant to planning for success post-secondary education
 - contains the Virtual LEAF Information Session schedule
- Virtual Information Sessions
 - Topics include: college application tips and timelines, career and college research, scholarships, SAT/ACT test prep, college planning, planning for your future, financial aid, loan options, alternatives to 4-year college (trades, military, manufacturing), etc.
 - upon your request, LEAF may present a requested topic solely relevant to the students/parents within your school district
- Handouts that pertain to a variety of topics that are of interest to your students/families.
- Resource Center access for student/family convenience. Hours will be charged to your contract.

LEAF Advisors are trained and qualified to deliver any one or all of the services identified in this contract. LEAF will provide any of the services at your discretion and direction, as your contracted time permits. LEAF will track, document and provide 2023-2024 program service statistics to your district.

CONTRACT - PLEASE COMPLETE and RETURN

Standard Agreement Language

This agreement is between LEAF (Lake/Geauga Educational Assistance Foundation), a nonprofit career and college access advising organization and **Auburn Career Center, 8221 Auburn Road, Concord Township, OH 44077**. LEAF will assign a trained career and college access, financial aid advisor to **Auburn Career Center, 8140 Auburn Road, Concord Township, OH 44077**. She/he will provide services to the student population at your school during the 2023-2024 school year, as outlined below.

LEAF Advisory Contract Hours for 2023-2024 school year

60 hours @ \$60.00/hour

TOTAL FEE \$3,600

**Up to 3.5% of contracted hours may be used by the advisor for calamity or PTO time.*

Responsibilities of Client School District

1. Provide LEAF advisor with a safe and private location with access to telephone and internet;
2. Access to high school students on an individual, group and virtual basis;
3. Access for Advisors to read-only student class schedule, grade point average information, and parent/student email addresses;
4. Access to high school student directory information for download in August (name, address, phone, cell, birthdate, and email addresses for both for student and primary parent) to use for information sharing;
5. Access to the school specific crisis plan and attendance at the crisis safety all-staff training.

Purchase Order # _____

Paying by check? Y / N

Paying by Credit Card? Y / N (note that additional processing fees are incurred by the school district)

WHERE LEAF SHOULD SEND THE INVOICE:

Contact: _____ Title: _____

School District _____

Address _____

City _____ State _____ ZIP _____

e-mail: _____ Telephone: _____

Signatures on Next Page

Authorization by both parties: Please sign and date this contract, **retain one for your records and return one electronically to admin@leaf-ohio.org by May 1, 2023.** An invoice with the agreed-upon advisory hours will be generated after July 1, 2023 and **payment is due by August 1, 2023.**

LEAF



Date: May 5, 2023

Patricia G. Egan, MBA, CFRE
Executive Director

Auburn Career Center

Signature

Date: _____

Printed name

Telephone: _____

Title

email address

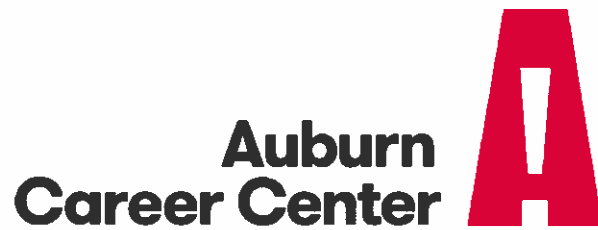


**Auburn
Career Center**



Attachment Item #25G

*Customized Training
Agreement with
Berkshire Local School
District*



Customized Training Agreement

This Training Agreement (“Agreement”) is entered into by and between the Auburn Vocational School District Board of Education (“Auburn”), which operates the Auburn Career Center, and Berkshire Local School District (“Berkshire”) located at 14259 Claridon Troy Road Burton, Ohio 44021 to set forth the training that Auburn will provide for Berkshire employees (“Students”).

A. General Information

Specifically, the Parties agree that Auburn is to provide its **Medium & Heavy Technician Program** (“Training”) at Berkshire’s facility located at 14259 Claridon Troy Road, Burton, OH 44021. The Training consists of two hundred seventy (270) total hours of classroom and laboratory training. This Training Program is to be operated during the 2023-2024 regular Berkshire High School day and student calendar (August 16, 2023 – May 21, 2024). From time to time the calendar may be modified to meet the unique needs of the Training Program. Any calendar change must be agreed upon by both parties.

The base cost for the program is \$12,974.02 independent of the number of Students and the per Student cost for OSHA-10 certification, books, and supplies is \$433 per student as shown in ATTACHMENT I. The maximum number of Students for Diesel 1 and Diesel 2 combined is thirty (30). An additional fee will be assessed for instructor certification and background check, not to exceed \$400 (Nocti/ACTE training).

B. Responsibilities of Auburn Career Center

1. Auburn is to pay its instructor costs for the Training and mileage and provide books, supplies, and testing. Ensure that the instructor meets the minimum qualifications to teach the class including any pre-determined credential(s) or certification.
2. Auburn is to provide certificates of successful completion of hours and resumes for those students who complete the program. Auburn will work with local business partners to help provide related job opportunities for students.
3. Auburn is to provide grades for those students who complete the program.
4. Cory Hutter, Auburn’s Assistant Director of Adult Workforce Education, or his Auburn designee, is to provide oversight of the Training. If a designee is established, Berkshire Principal will be notified of the designee and their contact information. Provide supervision and support as needed.

Berkshire Local School District – Auburn Career Center Training Agreement (cont'd)

5. Ensure that instructor has necessary CPR/First Aid requirements.
6. Ensure instructor is set up with an Auburn Career Center email.

C. Responsibilities of Berkshire

1. Berkshire is to provide Auburn with the registration information shown in ATTACHMENT II at least ten (10) business days before the Training begins.
2. Berkshire is to provide Students with necessary instructional support and personal protective equipment specified by Auburn.
3. Berkshire is to provide onsite supervision for this program in the same manner it would for any other Berkshire class. Due to the location of this program, Berkshire will provide the instructor with the necessary means to communicate with the Berkshire main office or the Auburn designee at all times.
4. Any High School credits that are awarded are at the discretion of the Berkshire Board of Education.
5. Berkshire is to accept all donations for the program.
6. Berkshire is responsible for providing a substitute when one is needed. Any long term substitute (3 or more consecutive day) will be filled in collaboration with the Auburn Career Center.
7. Ensure that the instructor is included in any communication system established for Campus information including safety requirements and updates.

D. Responsibilities of Students

1. All Students must comply with the policies, procedures, and practices expected of Berkshire Students. Violations can have consequences up to and including permanent removal from the program as determined by the Assistant Director of Adult Workforce Education or the Director of Adult Workforce Education and Business Partnerships in coordination with the Berkshire Principal.

E. Terms of Agreement

Termination. Either party may terminate this Agreement by providing ten (10) calendar days prior written notice to the other party.

Entire Agreement. This Agreement and any appendices, exhibits, or attachment hereto, as amended from time to time in accordance with this Agreement contains the entire agreement of the Parties and supersedes all prior agreements and understandings, whether written or otherwise between Auburn and Berkshire relating to the subject matter hereof. No representations, inducements, promises, or agreements, oral or otherwise, which are not contained herein, shall be of any force or effect.

Assignment. This Agreement is not assignable in whole or in part by either party but is binding on any corporate successor of either party.

Governing Law. This Agreement shall be interpreted and governed by the laws of the State of Ohio and all disputes arising therefrom shall be subject to the sole jurisdiction of the courts of the State of Ohio.

Amendments. Amendments to this Agreement, including modifications of any of the terms and conditions herein, shall be effective only upon written consent signed respectively by authorized representatives of Auburn and Berkshire, both of whom shall be individuals designated as having the authority to bind Auburn and Berkshire, respectively, in contract.

IN WITNESS WHEREOF, the parties execute this Agreement by a person who warrants that they have the authority to execute this agreement.

FOR BERKSHIRE LOCAL SCHOOL DISTRICT:

Signature

Date

Printed Name, Title

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Brian Bontempo, Superintendent (official capacity only)*

Date

Sherry Williamson, Treasurer (official capacity only)*

Date

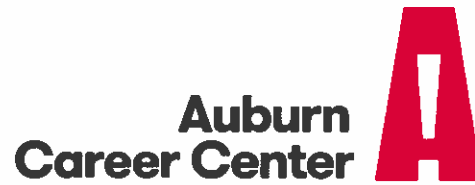
*This Agreement has no legal effect absent Board action



ATTACHMENT I

Berkshire High School
270-Hour Medium & Heavy Truck Technician Program
Independent of the Number of Students

Instructor Prep Cost Included	Cost Type	
	Base Cost	\$12,974
	Cost/Student	\$433



ATTACHMENT II

Adult Workforce Education Enrollment Application

Information Required

Last Name, First Name, M. I.: _____

Birth Date: _____

Age: _____

SSN: _____

Gender: _____

Home Mailing

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____

Cell Phone: _____

Email: _____

**Auburn
Career Center**



Attachment Item #25H

*Public Safety Affiliation
Agreement*

23-24 SY



2023-2024 School Year Affiliation Agreement
Public Safety Programs Student Training Internship Learning Program

This Affiliation Agreement (“Agreement”) is entered into on this 3rd day of May, 2023, by and between Auburn Vocational School District Board of Education (“Auburn Career Center”), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and **Ashtabula Township Fire Department**(“Affiliate Organization”), which is located at **2718 N Ridge Rd E, Ashtabula, OH 44004** (collectively, “Parties”).

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education (e.g., Public Safety Education) and desires to obtain learning internships for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide learning internships at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

1. General Provisions

- a. The primary purpose of the learning internship is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and tasks shall be planned and managed utilizing the learning internship program for each student.
- d. The coordinating educator program lead instructor and mentor/supervisor shall jointly develop and update the learning internship program for each student.
- e. The length of student assignments shall be by mutual decision between the Parties.
- f. Any student may withdraw and/or transfer from a training station after providing appropriate notification when it will enhance the student’s educational opportunities.
- g. [Intentionally Left Blank.]

2023-2024 School Year Affiliation Agreement
Public Safety Programs Student Training Internship Learning Program

- h. All complaints should be addressed to and resolved by the program Director of Public Safety Education and assigned mentor/sponsor.
- i. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- j. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- k. All applicable confidentiality laws shall be observed by the Parties.

2. Student Provisions

- a. Students shall uphold the policies, rules, and regulations of both the Affiliate Organization and Auburn Career Center. For example, the students shall conform to the rules and regulations of the Affiliate Organization and follow all directives of Affiliate Organization staff. By way of further example, the students are also to follow all general regulations and minimum safety standards including, but not limited to, fire safety procedures, hazardous material, and sanitation and safety management.
- b. Student actions, attitudes, and appearance shall reflect positively on both the Affiliate Organization and Auburn Career Center. For example, the students shall wear appropriate attire mutually agreed upon between the Affiliate Organization and Auburn Career Center.
- c. Students shall provide advance notification of absence to both the Affiliate Organization and program lead instructor.
- d. Students shall attend functions that show appreciation for the Affiliate Organization.
- e. [Intentionally Left Blank.]
- f. Students shall complete and submit records of learning internship experiences as required by the Auburn Career Center.

- g. Student clinical activities shall be chosen and completed as designated by the program lead instructor and assigned mentor/sponsor.
- h. [Intentionally Left Blank.]
- i. If students are unable to meet the requirements of the described learning internships, a conference between the program lead instructor and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.
- j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.
- k. No student shall ever be considered employees of either the Affiliate Organization or Auburn Career Center and, as a result, no student shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by either the Affiliate Organization or Auburn Career Center.
- l. No student shall ever to be considered as manpower including, but not limited to, at a dispatch position, scene manpower, and/or ambulance crew.
- m. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

3. Parent/Guardian Provisions of High School Students

- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
- b. Parents/Guardians are responsible for providing and approving any and all transportation to and from the internship site for the high school students.
- c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
- d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

4. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and internship environment needed for the students assigned to the learning internship program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
- c. [Intentionally Left Blank.]
- d. The Affiliate Organization shall assign a supervisor/mentor who shall work with the program lead instructor in developing each student's learning agreement and evaluating each student.
- e. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
- f. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of the learning internship program assignments.
- i. The Affiliate Organization may request Auburn Career Center to withdraw a student from the learning internship program if the performance and/or behavior of the student is unsatisfactory and/or disruptive.
- j. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the learning internship program if the student's health status is a detriment to the student's successful completion of the learning internship program.
- k. The Affiliate Organization shall appoint a liaison to coordinate and communicate with the program lead instructor as needed.
- l. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the learning internship program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.

5. Auburn Career Center Provisions

*2023-2024 School Year Affiliation Agreement
Public Safety Programs Student Training Internship Learning Program*

- a. The Auburn Career Center shall provide a coordinating educator/ program lead instructor to coordinate and communicate – on a weekly basis – with the Affiliate Organization.
- b. The program lead instructor shall periodically observe and evaluate each student’s learning internship performance.
- c. The program lead instructor shall assist the students in securing an appropriate learning internship experience.
- d. The program lead instructor shall counsel each student about the student’s progress.
- e. The program lead instructor shall determine each student’s final grade for any credit granted.
- f. The program lead instructor shall reinforce learning internship experiences through mentorship or educational activities.
- g. The program lead instructor shall fairly enforce policies, rules, and regulations.
- h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.

6. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.

- g. This Agreement is for a term of the 2022-2023 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.


FOR ASHTABULA TWP. FIRE :

 TRAINING OFFICER 5.4.23
Fire Department Official Date

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____, Superintendent (official capacity)* Date

_____, Treasurer (official capacity)* Date


_____, Director of Public Safety Education (official capacity)* 5/4/2023
Date

* This Agreement has no legal effect absent Board action