

Auburn Career Center



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

High School Student Handbook and Code of Conduct 2022-2023

Attitude
Respect
Responsibility

Auburn Career Center
8140 Auburn Road, Concord Twp., Ohio 44077
440.357.7542 or 800.544.9750
www.auburncc.org

Forward

This handbook was developed to answer many of the commonly asked questions that students and parents/guardians may have during the school year regarding specific information about Auburn Career Center, policies and procedures, the Student Code of Conduct and how a student can achieve their goals and take advantage of the many opportunities while obtaining a career and technical education. This Handbook and Student Code of Conduct replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and Auburn Career Center's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board of Education policies and administrative guidelines are available on the Auburn Career Center website at www.Auburncc.org.

Student Responsibilities

Auburn Career Center's rules and procedures are designed to allow all students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules. Students must arrive at school on time, prepared to learn, participate and be responsible for their education. If, for some reason, this is not possible, please contact the school for assistance. Parents and students are encouraged to build a two-way link with their student's teacher(s) and any support staff (administrator, counselor, intervention specialist, teacher's assistant, aide, etc...).

Welcome to Auburn Career Center

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

We are excited that you chose to pursue your career and technical education at Auburn Career Center. This will be a valuable part of your high school education and our Auburn Staff welcomes you to what we think will be the best educational experience of your high school years. You have chosen the school that will increase your technical competencies in your chosen program, enhance your personal skill sets, expand your academic competencies, and prepare you for real-world work experiences. You will have the advantage of learning a career readiness and employability skills curriculum with the potential to earn college credit with articulated courses, college credit plus and credit transfer courses while successfully completing your program with a minimum of a B average, passing exams and/or earning industry credentials or certifications.

I encourage you to take advantage of the many opportunities at Auburn to empower yourself through internship experiences, mock interviews, Drug Free Clubs of America, Student Leadership and participation in Career and Technical Student Organization competitions (SkillsUSA, FCCLA, FFA, DECA, Educators Rising). Your education at Auburn Career Center will excel you in your chosen career pathway. You will build your resume, document your real-world projects, earn industry credentials and gain letters of recommendations from local business partners. Various projects and community service activities will provide you the opportunity of enriching your community and the start of becoming a productive citizen. Your positive **attitude** will help guide you to success in your program.

You and your parents should read this handbook to ensure that you have a solid understanding of Auburn's policies, procedures, school rules, and all that you can achieve during your time here. **Respect** for yourself, your peers and staff are the foundation of this handbook. **Please note that our Student Code of Conduct will be enforced starting the first day of classes at Auburn Career Center.** We believe that every student is personally **responsible** for their actions and should follow the established guidelines found in the handbook and code of conduct.

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

Chris Mitchell
Director of High School

HIGH SCHOOL PHONE EXTENSION LIST

Auburn District Offices and Contacts

Attendance Office	Mrs. Carol Szoka..... 440.358.8023
Board Office	Mrs. Lori Smith 440.358.8010
District Receptionist/Administrative Asst.	Ms. Jessica Brown..... 440.357.7542/0
Counselor Office	Mrs. Leslie Machuta 440.358.8034
Business Partnership/Enrollment Office	Ms. Erica Anderson 8402
High School Office	Mrs. Diane Buchs 8113

High School Staff

Mrs. Stacy Allen	Workforce Readiness Coordinator 8239
Ms. Dorothy Bentley	Intervention Specialist 8275
Captain John Blauch	Emergency Medical Services A 8238
Mrs. Rachel Boehnlein	Emergency Medical Services B 8238
Ms. Kaitlin Boyd	School Counselor 8014
Mr. Larry Brown	Teaching Assistant..... 8238
Mr. Justin Bruno	Automotive Collision Repair 8234
Mrs. Laura Ciszewski	Technology & Engineering Design 8136
Mr. John Schein	Advanced Manufacturing 8197
Mr. Keith Conn	Electrical Engineering Prep 8383
Mrs. Beth Cueni	Technology Literacy..... 8224
Mrs. Angela Eckman	Dental Assistant Technology 8384
Mr. Gregg Evans	Intervention Specialist 8196
Mr. Jason Gardner	Pro Web and Gaming Design 8386
Mrs. Barb Gordon	Enrollment Specialist 8110
Mr. Dennis Harvey	Architecture & Project Management 8230
Mr. Chris Hastings	Intervention Specialist 8192
Mr. Robert Hill	Construction 8208
Ms. Brandi Holland	Cosmetology 8217
Mrs. Shelby Kaminski	VOSE Coordinator 8151
Mrs. Nanci Kasten	On-line English 8134
Mr. Andrew Kelner	Director of Business Partnerships 8018
Mr. Rodney Kozar	Interactive Multimedia Technology 8207
Mr. David Leone	Director of Curriculum and Instruction 8030
Mrs. Justine Malvicino	Career Guidance Advisor..... 8215
Mrs. Jane Metrisin	Teaching Professions Pathway 8280
Mr. Chris Mitchell	Director of High School 8060
Mrs. Angela Nelson	Marketing & Business Applications 8221
Ms. Sarah Noble	School Counselor 8031
Mrs. Robin Nunes	On-line English 8283
Deputy Mike Reed	School Resource Officer..... 8111
Mr. Wayne Reed	HVAC 8389
Mr. David Richards	Plant, Turf and Landscape Management 8362
Mr. Jared Rogge	Welding 8242
Mrs. Amy Ryan	Culinary Arts 8117
Deputy Scott Sitz	Criminal Justice & Security..... 8306
Mr. Scott Slagle	Production Welding Technology..... 8122

Mr. Darrin Spondike	Computer Networking Technology	8243
Mrs. Chris Tredent	Patient Care Technician	8223
Ms. Cayley Volpin	Career Development/Enrollment Specialist.....	8401
Mr. Tom Welk	Automotive Technology	8218
Mrs. Stephanie Wiencek	Career Assessment/Intervention Specialist.....	8191
Mrs. Stacey Yarnell	Allied Health Technology	8257

Important Calendar Dates

August 17 (Wednesday)	First Day of School
September 2 (Friday)	Staff In-Service Day (no students)
September 5 (Monday)	Labor Day
October 14 (Friday)	NEOEA Day
November 23 – 25 (Wednesday – Friday)	Thanksgiving Break
December 21 – January 2 (Wednesday – Monday).....	Winter Break
January 16 (Monday)	Martin Luther King Day
February 20 (Monday)	President’s Day
March 20 – 24 (Monday – Friday)	Spring Break
April 7, 10 (Friday – Monday)	Easter Break
May 24 (Wednesday).....	Last Day of Classes for Second Year Students
May 26 (Friday)	Last Day of Classes for First Year Students

Places To Go

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

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Family Education Rights and Privacy Act (FERPA)

Auburn Vocational School District maintains many student records including both directory information and confidential information. Directory information includes: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities; dates of attendance; date of graduation; or awards received. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent/guardian.

Parents/guardians may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found at www.auburncc.org.

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

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

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

Student Records

Protection of Pupil Rights Amendment (PPRA)

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

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

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

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

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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses FERPA@ED.Gov or PPRA@ED.Gov.

Attendance

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

School Day/Bell Schedule

First year students:

Doors Open at 8:00 a.m.
First Bell rings at 8:15 a.m.
Class Starts at 8:18 a.m. – 10:53 a.m.

Second year students:

Doors Open/First Bell 10:55 a.m.
Class 10:58 a.m. – 2:28 p.m.
First Lunch 11:00 a.m. – 11:30 a.m.
Second Lunch 11:35 p.m. – 12:05p.m.
Third Lunch 12:10 p.m. - 12:40 p.m.

Absence Reporting Procedures

Parents/guardians **MUST** call Auburn Career Center Attendance Office at 440.358.8023 or email cszoka@auburncc.org and state the following information clearly:

1. Name of parent/guardian calling
2. The student's name (please spell last name)
3. The student's program area and associate school (you must call associate school if absent there as well).
4. Date(s) and reason for absence
5. Number where parent/guardian may be reached

A phone call or written note from a parent/guardian is required within 24 hours of a student's return to school to change the absence(s) from unexcused to excused. The attendance office voicemail can be reached 24 hours a day by calling 440.358.8023.

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

If a student is unexcused absent during a school day and a parent/guardian call or note is not received, an automated calling system will call the student's home phone number beginning at 9:15 a.m. for first year students or 1:00 p.m. for second year students to alert parents of their student's absence. This also serves as a reminder that a call must be received by the Auburn Career Center Attendance Office in order to excuse the absence.

Checkmate Attendance Kiosk

Auburn Career Center utilizes Checkmate attendance software as part of the attendance process. Students arriving late or needing an early dismissal from school will be required to "check-in" using the Checkmate Kiosk. The "late" Checkmate Kiosk is located at the High School Office and late students will need to get their admittance pass to class there. Late students will not be allowed into class without an admittance slip. Students who need an early dismissal will be required to "check-out" using the Checkmate kiosk in the High School Office as well. Second year students may be required to "check-in" as part of the attendance process to be marked present if they are in first lunch.

Absence Classifications

- **Early Dismissal**

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

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

- **Excused Absence**

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

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

- **Field Trips**

Educational field trips may be scheduled during regular school hours. Students are not permitted to participate in a field trip unless there is written permission from a parent/guardian and the student has their emergency medical form on file at Auburn. Phone call approvals may not be accepted for field trips.

- **Planned Absences**

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

- **Tardiness**

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

- **Unexcused Absence/Class Cutting/Tuancy**

Class cutting is an absence of 20 minutes or more from any assigned periods. Unexcused absence is any absence that does not meet one of the reasons listed in the Excused Absence section of the handbook or is not an approved planned absence. A student with an unexcused absence will be considered truant and no credit will be earned for work missed during those days. An unexcused absence exists when a student is absent from school with his/her parent's knowledge, but for a reason deemed to be unacceptable by the administration. (Example: oversleeping, missed bus, car trouble, etc.). Students may not be permitted to make up work for credit when their absence is unexcused. Tuancy is defined as an absence from school and/or any part of class without parent's and/or a school official's knowledge or permission. Tuancy may result in disciplinary action, forfeiture of any opportunity to make up work for credit, Juvenile Court filing, loss of driving privileges, and/or participation in any student clubs, CTSO's, Business Partnership Programs, etc.

- **Employability/Participation Points/Grade**

Employability, as defined in the program syllabus, is part of the student's overall grade. When students are absent, they miss a substantial amount of content. Students who miss class may find their grades negatively

affected. The expectation is that students are present and engaged in their educational experience. A student may earn employability points by attending their program regularly, following the student handbook/code of conduct, being in uniform, staying on task and actively participating in class and lab work. The goal of assessing employability is to prepare students for the workforce. Employability will be regularly evaluated and interventions will be put in place for students who need additional supports.

- **Excessive Absences and Habitual Truant**

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

- **38 or more hours in a month without legitimate excuse**
- **65 or more hours in a school year without legitimate excuse**

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

30 or more consecutive hours without legitimate excuse

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

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

- **Withdrawal**

A student must notify his/her Auburn or Associate School counselor if they wish to withdraw from their Auburn program. Any student who withdraws from Auburn must pick up his/her supplies, equipment and personal belongings within 30 days. All personal belongings will be disposed of after 30 days of the student's withdrawal date. Any student who has 15 consecutive days of unexcused/truant absence may be withdrawn by Auburn.

- **Making Up Missed Work Due to Absence/Suspension**

Students who have an excused or unexcused absence can make-up the work they missed for that absence. Students will have a minimum of 2 days to make-up work, for full credit, for each day they missed. It is the student's responsibility to check with each teacher the day the student returns from an absence to arrange to get course content or any missed assignments or tests and to establish due dates for missed assignments. Should a student miss the make-up deadline, it is up to the discretion of the teacher to determine the amount of credit awarded for missed work due to an absence.

Students who have been suspended from school or referred to PBIS will have the opportunity to make-up academic/written work for full credit at Auburn Career Center. Students who are expelled from school may not make-up any work for credit during the time of the expulsion.

Due to the nature of authentic learning experiences and work created for a lab environment in career and technical education, it may not always be possible to recreate missed assignments for make-up when a student is absent (excused or unexcused) or suspended. The teacher will provide the lab assignment or an alternative assignment will be provided to subsidize for work missed during an absence or suspension at equal credit.

- **Associate School Exams**

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

- **Associate School Not in Session/Calamity Days**

It is strongly recommended that students attend their classes at Auburn when their Associate School is not in session. **Only when associate districts are closed, Auburn students are not counted absent, if they do not attend.** However, students are still required to make up work and content they may have missed. Bus transportation is provided from school to school when Auburn is in session and the Associate School is not.

This does not include calamity days. **Busses may not run on calamity days, especially if the calamity day is weather related.** A calamity day is defined as a day in which classes are cancelled for some reason beyond the control of the school district (snow days/inclement weather, power outages, medical emergencies, etc...) **Only when associate districts are closed, Auburn students are not counted absent.** Students may attend Auburn, if open, and their Associate School is closed for a calamity day. If the calamity day is weather related, we recommend students/parents use extreme caution if traveling to Auburn. Remember the student will not be marked absent and will be able to make up any work/content missed.

Students are expected to attend Auburn if their Associate School is having a virtual or remote learning day as the school is in session.

- **Assemblies at Associate Schools**

Students are allowed to attend assemblies at their associate school and it will not be counted as an absence provided they are authorized by their associate school to attend. **Failure to sign in and/or out at the associate school and Auburn Career Center for assemblies at the associate school may result in an unexcused absence and/or disciplinary action.**

General Information

Auburn Certificates

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

Auburn Honors Certificate Requirements

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

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

Auburn Distinction Certificate Requirements

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

Auburn Merit Certificate Requirements

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

Auburn Completion Certificate Requirements

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

Auburn Perfect Attendance Certificate Requirements

- ✓ Awarded for one and two years of perfect attendance
- ✓ 100% perfect attendance- documented in all periods of all program time
- ✓ No unexcused/excused absences, tardies, early dismissals
- ✓ **Perfect means perfect!**

Industry Credentials/Certifications

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

Board of Education Policies and Procedures

The Board of Education has established policies and procedures that pertain to students, staff and school operations. These policies and procedures may be updated throughout the school year and are available on-

line at <https://go.boarddocs.com/oh/aubcc/Board.nsf/Public> and take precedent over any policy listed in this handbook.

Building Entry/Exit Procedures

Auburn Career Center is dedicated to maintaining a safe and secure campus. All students are expected to enter and exit through their designated/assigned program entrance. Once on campus, students are not permitted to leave the parking lot, building or grounds. Students who drive must park their vehicle at their assigned parking area and enter the building immediately. Do not open doors for anyone. All visitors must sign in at the main entrance/reception area.

Business Partnership Program

Internships

Participation in a Business Partnership Internship includes the following requirements:

- ✓ Participate in Auburn's mock interviews
- ✓ Attend and complete CTE testing or National Certification testing
- ✓ Complete weekly logs and turn in every Thursday to the Business Partnership Office

The Director of Business Partnerships handles all internship plans and the process to get a student out on internship. Students wishing to participate on an internship should be referred to the Director of Business Partnerships. Program Internships are an educational opportunity that prepares a student for workforce employment and transition to post-secondary education. An internship is a privilege and not for all students. During the internship, students will apply academic, employability, and technical skills in the workplace. Internship sites must be related to the students' career training program. Internships will be scheduled in coordination with the students' academic schedule and coursework. They will take place up to three days (Monday, Wednesday and Friday) a week during the student's time at Auburn. **All paperwork must be completed and signed prior to any student starting an internship!**

Recommended Requirements:

Auburn students will meet the following criteria to be eligible:

- ✓ 2.5 GPA in Auburn program
- ✓ 90% attendance at Auburn
- ✓ On track for Graduation
- ✓ Teacher recommendation
- ✓ Teacher, Director(s) of High School and Business Partnerships and student develop Individualized Training Plan
- ✓ Complete resume and cover letter

*****Students may be removed from internships due to academic, disciplinary or attendance issues.*****

Apprenticeship

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

Career Shadowing and College Visit/Technical School Day

Students participate in a one (1) day event shadowing an occupation of interest or visiting a college or technical school of interest. If students are not participating in career shadowing or college/technical school

visitation on this day, then they are participating as a Sophomore Visit Day Host in their classroom and must have permission from their instructor or be a member of Auburn STARS or a Student Ambassador.

Mock Interviews

Students practice interviewing and present resumes to Auburn business partners and program Advisory Board members. Students may be required to participate in this before any Business Partnership Programs begin.

Cafeteria/Breakfast/Lunches

Students will have time to eat their breakfast at Auburn upon arrival to school. Breakfast and other food items will be available for purchase for students when they arrive and before school starts. There will be three lunch periods provided only for second year students to eat. First year students will eat lunch at their Associate Schools. Second year students may bring their own lunches and drinks to school for lunch. However, Administration has the right to search and seize any lunch and/or drinks as well as containers brought into Auburn. All food and drinks must be consumed in the cafeteria or designated areas unless receiving permission from an Auburn staff member. Students must follow all Auburn Student Code of Conduct rules, policies and procedures while eating.

Lunch Schedule

First Lunch- 11:00 a.m. – 11:30 a.m.

Second Lunch- 11:35 a.m. – 12:05 p.m.

Third Lunch- 12:10 p.m. – 12:40 p.m.

Breakfast and lunches can be purchased at Auburn in the Cafeteria and Atrium (breakfast only).

Students may not order food and have it delivered to Auburn without permission from a school administrator. If this occurs, administration has the right to confiscate food, dispose of it properly, and may also issue discipline.

Free and Reduced Lunch

Families should apply for free and reduced lunch each year, even though they may not eat meals at Auburn. Families must apply at both their Associate School and Auburn. An on-line application for Auburn is available or you request a copy of the application in the High School Office. **The Free and Reduced Lunch application also determines financial assistance with any school fees.**

College Credit Plus and College Credit

College Credit Plus, otherwise known as CCP, allows high school students to earn credits through Ohio institutions of high education. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students.

Auburn Career Center currently offers CCP in the following career-technical programs: Allied Health Technology; Marketing and Business Applications; and Patient Care Technician.

For more information, please review the Auburn Career Center College Credit Plus Guide Book at www.auburncc.org.

Also known as **CT2, the Ohio Career-Technical Credit Transfer Initiative** is a response to the Ohio General Assembly (House Bill 66) mandate that commonly agreed-upon, industry-based secondary/adult career-technical coursework receive college credit for parallel courses by state-supported colleges and universities. This is a joint collaborative of the Ohio Department of Education and the Ohio Department of Higher Education.

An articulation agreement is a formal contract between Lakeland Community College and a secondary school which sets forth all the terms and conditions of a Tech Prep program at both the high school and college levels. Among the many items addressed are:

- Entrance requirements and program standards at both high school and college.
- Courses for which students may earn college credit while they are still in high school.
- Courses a Tech Prep student may take in college.

An Auburn Career Center student can participate in any one or all of these options combined in order to maximize their credits toward college.

Credit Flexibility

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

Dress Code

All programs have Auburn program attire or uniforms to be worn every day. Program appropriate footwear is required. Students must comply with all personal protection equipment necessary for their program. When not in uniform (arriving and departing the school building) students should abide by the following dress code:

- Students are expected to dress in a professional manner while on school district property or representing the school off-campus.
- It is expected that the personal grooming and dress of students at Auburn Career Center will reflect good judgment. Bodies and clothing should be neat and clean. Following the code, administration will determine what is permissible and what is inappropriate.
- Clothing material should not be too sheer or too tight and opaque fabric must cover chest, genitals and buttocks.
- Tops must cover the midriff (front and back) at all times and provide full coverage on the sides (fabric covering rib cage).
- Shoulder straps must be a minimum of width of the Student ID.
- Bottoms should cover from the waist to a minimum of the length of the Student ID above the top of the knee.
- Clothing that is ripped, torn, or has holes exposing skin may be deemed unprofessional as well.
- No undergarments should be visible at any time.

- Any apparel or accessory that graphically or symbolically may be deemed offensive, obscene, vulgar, libelous or promotes sex, racism, inequality, violence, weapons, tobacco, drugs or alcohol is unacceptable and will not be permitted.
- Hats are allowed to be worn on campus but may only be worn in lab/classrooms at the discretion of the instructor. Hats and other headwear must allow the face to be visible to staff and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- Extraneous articles hanging from clothing such as chains, or any item that may be construed as a safety hazard, will not be permitted.
- One ear must be free from earbuds/headphones at all times.

If students are in violation of the dress code, they will be allowed to change, call for appropriate clothing, provided with alternative clothing/uniform or be placed in Workforce Readiness until the dress code violation is resolved. Disciplinary action may be rendered for repeat dress code violations. Loss of employability points may occur, which may negatively impact grades. If provided alternative clothing or uniform, the student must return the item or may be charged to replace the item.

Driving and Parking

Driving to school and parking on premises is a privilege, not a right. Students must complete an Auburn parking permit application to drive and park at Auburn Career Center. **Applications can be completed online through the Infinite Campus Portal. Students who drive and park without a permit or permission may be subject to discipline under the code of conduct, and will be issued a \$5 temporary fee on their Auburn account.** Permanent parking permit cost \$30 for the school year. Replacement fee for a lost or stolen tag is \$10.

- One-day temporary parking permits are \$5 for each day issued. These are issued as a special circumstance or if an emergency resulting in a student driving arises and a parent has notified the High School Office. Parking fees are non-refundable. **A student may obtain up to three (3) temporary permits per semester. Any student who exceeds this limit will be required to purchase a permanent tag.**
- Ohio law requires valid driver's license and proof of liability insurance to be kept on file with the application.
- Parking permits are non-transferable and must be visible at all times in vehicle.
- Students must park in their designated program parking area. This will be assigned when the permit is approved.
- All drivers shall obey safe driving practices. Administration reserves the right to revoke driving privileges for reckless operation or driving related issues of any kind. There will be no refunds for a permit that is revoked.
- Auburn assumes no responsibility for theft or damage to vehicles or their contents. Vehicles should remain locked at all times.
- Permit parking tag must be displayed on the rearview mirror with the front showing through the windshield at all times while on school property.
- A parking permit is to be used only by the permit holder.
- Students are not to visit the parking lot during regular school hours, including lunch.
- **No loitering is allowed in any vehicle or in any Auburn parking lot. When students arrive at school, they are to park, lock their cars, and enter the building immediately.**
- Student drivers are required to stop when hailed by any Auburn staff member.

- All drivers shall obey the traffic flow when exiting any Auburn parking lot and maintain the 10-mph speed limit on school grounds and 20-mph school zone on Auburn Road.
- Squealing tires, revving engines, honking horns or general reckless operation may result in loss of driving privileges.
- All vehicles entering school property are subject to search and inspection. Failure to comply with a reasonable search will be considered insubordination and may result in further discipline.
- Any vehicle illegally parked without a permit on Auburn property may be subject to discipline.
- Students must maintain good academic, behavioral and financial standing at Auburn and their Associate School to obtain and keep a parking permit.
- If a student's parking privileges are suspended/revoked as a result of the violation of driving/parking regulations or behavioral issues, no fees will be refunded.
- A violation of regulations can result in the loss of driving privileges. The amount of time is determined by individual circumstances but can result in losing driving privileges for the remainder of the school year.
- Any student(s) suspended from their associate high school transportation system cannot drive or ride with other Auburn students to Auburn. An alternative transportation arrangement must be made by the student and his/her parents/guardians in the event of such suspension.
- Students are to follow all Ohio Bureau of Motor Vehicles Laws. Parents/Guardians and students are reminded that Ohio Revised Code Section 4507.071 limits the number of passengers who can ride with a driver holding a probationary license.

Administration has the right to ask students to remove or cover any stickers, flags, or displays on student vehicles in an Auburn parking lot that is deemed inappropriate, offensive or may disrupt the educational process. Administration retains the right to interpretation of what content may be considered inappropriate, offensive or disruptive to the educational process and will make the final decision on whether an item is permissible or not. Students who refuse to comply with this rule may lose their driving/parking privileges and may be subject to further discipline under the Auburn Student Code of Conduct.

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

When a student misses their bus to Auburn, a parent/guardian must contact the High School Office to provide permission to drive to Auburn that day. Report immediately to the High School Office to secure a one-day temporary parking permit for a \$5.00 fee. Students may be issued up to three (3) temporary permits per semester.

Emergency Medical Forms

Students are required to have an **emergency medical form** on file with the High School Office as soon as they report to Auburn Career Center. Emergency medical forms need to be completed online through the Auburn Career Center Infinite Campus Portal. These forms are vital to a student's health and well-being as they can alert staff to any medical conditions that may arise while the student is in school. They also contain important contact information in case of an emergency. Parents/Guardians are encouraged to contact the High School Office with any information regarding medical conditions or if they have questions or concerns. A student may not be able to participate in lab without an emergency medical form on file, **especially if there is a safety concern. If an emergency medical form is not received within two weeks of the start of school, the student may not be able to participate in lab due to safety concerns.**

Equal Education Opportunity

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

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

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

Fees

Students will be provided necessary textbooks, equipment and materials for courses of instruction without cost whenever possible. In accordance with State law, Auburn charges specific fees for programs. Fees for programs may include but are not limited to uniforms, tools, equipment, program specific instructional materials, parking and other school related costs.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment/supplies, textbooks, technology and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

School fees may be waived in situations where there is financial hardship and/or the student has qualified for the free and reduced lunch program.

Students can avoid fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits and/or attending and participating in Auburn's Completion Ceremony. Fees and fines can be paid online through the Auburn Infinite Campus portal, in the High School Office or Treasurer's Office.

Grades

Auburn Grading Policy

A 90-100

B 80-89

- C 70-79
- D 60-69
- F 59 and below

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

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

- 3.5 - 4.0 = A
- 2.5 - 3.49 = B
- 1.5 - 2.49 = C
- 0.5 - 1.49 = D
- Below .50 = F

Grading Periods

Quarter 1- August 17, 2022 – October 18, 2022

Quarter 2- October 18, 2022 – December 20, 2022

Quarter 3- January 3, 2023 – March 17, 2023

Quarter 4- March 27, 2023 – May 26, 2023

Student performance is viewed as business/industry would view an employee while working on the job. The quality of tasks completed, time required, participation, attitude and consistency of effort are all a part of being at Auburn and one's grade. Instructors are encouraged to have an employability/participation or daily grade as part of a student's overall grade. This grade can consist of attendance, participation, attitude, behavior, dress code/uniform, etc...Each instructor and program will have their own criteria for this grade and it is designed to be an overall reflection of a student's performance in a workplace environment.

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

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

Incompletes

An incomplete may be given for those students who have excused absences. The student will have one (1) day for each day of excused absence to make up missed work, up to ten (10) days. Lab time may not be made up. An incomplete grade issued on a report card may be changed to a letter grade if work is made up within ten (10) days. After ten (10) days, any work not made up may receive zero (0) or partial credit.

Failure Policy

- If a student fails quarters one and two of their first or second year, they cannot return to Auburn for the second semester.
- If a student fails two quarters in their first year, they cannot return for their second year.

- If a student fails the first and third quarter OR second and third quarter an intervention meeting will be held to determine option for the fourth quarter:
 - Student can return back to his/her Associate High School.
 - Student can remain at Auburn for the fourth quarter with the opportunity to earn partial credit for the school year (must pass fourth quarter) but must be approved by Auburn and the Associate High School.

Withdrawal Policy

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

Report Cards and High School Transcripts

Report Cards and High School Transcripts are issued by the student's associate high school. Auburn issues grades to the associate school and the associate school grants credit for classes taken at Auburn Career Center. This includes Auburn academic classes.

Harassment and Bullying

Board Policy 5517 - ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that 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 discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. 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, and professional and classified staff, as well as 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:

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

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;

- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. 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.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. 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:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. 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.

- D. 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 innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. 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.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. 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.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

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 also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

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/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry 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 national origin or ancestry, 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; 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 disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. 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.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Director believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory

harassment based on a Protected Class, the Director shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Director shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Director informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Jeff Slavkovsky
Executive Director of Career & Technical Education
440.357.7542
8221 Auburn Road, Concord Twp., OH 44077

Michelle Rodewald
Director of Business Partnerships
440.357.7542
8140 Auburn Road, Concord Twp., OH 44077
mrodewald@auburncc.org

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks, in the School District Annual Report to the public, and/or on the School District's web site.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to

stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students 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 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.

Students 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. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome

and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator in the school the student attends; 2) to the Superintendent or other District-level employee; and/or 3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns.

Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, Director, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity

surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Director, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. A Director will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;

- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation 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 or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights 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 related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). 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 end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;

- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and exculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Health Services

In the event of an individual or school-wide emergency, parent(s)/guardians(s) will be notified. **Please keep contact information up-to-date with the school. This can be done via the Parent Portal of Infinite Campus through Auburn's website www.auburncc.org.**

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

circumstances, the Lake County General Health District may be notified and require an investigation regarding a student illness. Auburn personnel will work with the LCGHD and may need to share information. Auburn will work with the LCGHD to protect student information and respect confidentiality.

Administration of Medication

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed. A physician's written request and the student's parent or guardian's written release (Request to Dispense Medication form) must be submitted to the High School Office indicating the name, dosage and frequency of medication to be administered and the name of the doctor prescribing the medication and date it was prescribed before a student is to begin taking any medication during school hours. **All such medication must be kept in its original container, registered, and stored in a locked cabinet in the Reception Office.** [O.R.C. 3313.713] It is the student's responsibility to report to the office at the proper time to receive his/her medication. Any medications for Diabetes, epi-pens and/or in-halers must have a signed physician's request on file for the student to carry.

Control of Casual-Contact Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, Covid-19, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

Control of Non-casual-Contact Communicable Diseases

The School District has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

Control of Blood-Borne Pathogens

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and

must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

Utilizing tools and/or equipment where an accident or injury may occur.

Healthcare Programs where the drawing of blood may occur for training purposes.

Preparedness for Toxic and Asbestos Hazards

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

Identification (ID) Badges

Students are expected to wear their ID badges at all times while at Auburn Career Center. Failure to do so may result in a loss of employability/participation points or disciplinary action. ID badges will function as a student's hall pass and will be used to sign in for attendance purposes. If a student does not have their ID badge, they may not be able to leave class for security purposes and may need to purchase a new one in the student services office for \$5.00.

Lockers

Students may be given hallway lockers and they are assigned by program. Many programs also have lockers inside of their labs that may be used by students. Lockers remain in the control of the school and are subject to search by school administrators at any time for contraband, harmful or dangerous substances, or weapons when necessary for the maintenance of the educational process or to protect the health, safety, and welfare of students. Lockers are school property and students are responsible for keeping them clean and orderly. The school district cannot be responsible for articles stolen from lockers. Lockers are to be locked at all times and lockers and combinations are not to be shared with others.

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

Online Academic Courses

Auburn students utilize Schoology to access the following courses:

English 11 – NCAA Accredited

English 12 – NCAA Accredited

College and Career Readiness English 10, 11, and 12 grade

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

Online Academic Classes are presented in the Schoology Learning Platform. All of the content will be available in Schoology and can be accessed at any time. Content in Schoology will be presented via prose, video presentation, interactive video presentations, website interaction, visual graphics displays, etc.

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

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

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

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

Perry Power Plant Relocation or Other Emergency Evacuation

The students will be bused to Mentor Ridge Elementary School. Ridge Elementary School is located at 7860 Johnnycake Ridge (Route 84), Mentor, across from the Great Lakes Mall. Students may be picked up at Ridge Elementary School. Any student not picked up by 8:00 p.m. will be transported to Willoughby South High School located at 5000 Shankland Road. Students that drive to Auburn will be allowed to use their vehicle to leave the premises but will be encouraged not to go home if their home is within the danger zone. This zone will depend on where the accident is located and the severity. Please keep in mind that students attend Auburn from Cuyahoga, Lake and Geauga Counties. Thus, students are coming to Auburn from a large geographic area and some students will be able to go directly home if they drove.

Positive Behavior Intervention and Support (PBIS)

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

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

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

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

Safety and Security

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the building.
- Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- As many unneeded outside doors as possible are locked during the school day.
- A person is stationed at the main entrance of the building to greet visitors check visitors in, and guide them to the office.
- Students are required to carry identification badges with them at all times in school or on school property.
- All District employees are to wear photo-identification badges while at Auburn Career Center.
- Students and staff should not let outsiders in the building through unapproved doors.
- A School Resource Officer (SRO) is employed at Auburn and on-site through the normal school day and after school events.
- Video surveillance is utilized at Auburn for safety and security purposes.

Safety Assessment and Intervention (SAI) Team

Auburn Career Center has created and implemented a Safety and Assessment Intervention Team designed to prevent school violence and address threat assessment at the school. The SAI Team and Auburn works in partnership with Sandy Hook Promise, a national organization dedicated to ending school shooting and violence.

The SAI Team consists of the following members:

Jeff Slavkovsky, Executive Director of Career & Technical Education
Chris Mitchell, Director of High School
Mike Reed, SRO & Lake County Sherriff's Deputy
Dorothy Bentley, Intervention Specialist
Robin Nunes, Online English Instructor
Kaitlin Boyd, School Counselor
Angela Nelson, Marketing & Business Applications Instructor

Safety Drills

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

In the event of an individual or school-wide emergency, parent(s)/guardians(s) will be notified. **Please keep contact information up-to-date with the school via the Infinite Campus Parent Portal on the Auburn website.**

School Counselors

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

School Resource Officer

In an effort to promote a safe and secure learning environment, Auburn will have a school resource officer available to students in cooperation with the Lake County Sherrif's Office. The officer may help students or parents with any problems that require law enforcement attention.

Search and Seizure/Interrogations

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

Drug Search of School Property Including Lockers and Parking Lot

The administration is authorized to utilize any drug detection methods as well as canines, whose reliability and accuracy for sniffing out contraband has been established, to aid in the search for contraband in school-owned property and automobiles parked on school property. An indication by the dog that

contraband is present on school property or an automobile shall be cause for a further search by school officials. Seized contraband will be placed in a secure area by administration or turned over to any law enforcement officer after proper notation and receipt. The administration will exercise its dual responsibility to discipline student offenders and to offer help for them and their family.

Student Clubs

- AWT Robots**- open to all
- Drug Free Clubs of America** – open to all
- Gay-Straight Alliance**- open to all
- National Technical Honors Society** - invitation
- SADD** – open to all
- STARS** – application process
- Student Ambassadors** – application process
- Student Leadership Team** – open to all

Student Fees

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

- Driving/Parking Permits
- Auburn Completion Ceremony

Student Data/Learning Management Software

- **Infinite Campus**- Auburn Career Center uses Infinite Campus to manage student information. This includes but is not limited to student/parent/guardian contact information, grades, attendance, disciplinary, fees, and parking permits. Parents/Guardians must create their own portal account for Auburn in order to have access to their student’s Auburn information. Students will also have their own account and access to their Auburn Infinite Campus information that is separate from the portal access.
- **Schoology**- Schoology is Auburn’s learning management software that instructors use to deliver program curriculum content online for student access. Students will be given an Auburn Schoology account that contains important content for learning. Content can range from reading and written assignments, videos, and assessments among other things.

Student Organizations (CTSO’s)

DECA – Distributive Education Clubs of America – Marketing & Business Applications

Educators Rising – Teaching Professions Pathway

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

National FFA – Plant, Turf and Landscape Management

SkillsUSA – Advanced Manufacturing, Allied Health Technology, Criminal Justice & Security, Dental Assistant Technology, Electrical Engineering Prep, Architecture and Project Management, Automotive Collision Repair, Automotive Technology, Computer Networking, Technology Engineering & Design, Construction, Cosmetology, Emergency Medical Services, HVAC, Production & Welding Technologies, Interactive Multimedia Technology, Pro Web Gaming & Design, Patient Care Technician, and Welding

Students with Disabilities

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

Auburn Career Center does not identify or evaluate students for disabilities. However, Auburn Career Center does appropriately services students with identified disabilities from the Associate School District who are eligible and affording access to appropriate educational accommodations identified in the student's Individual Education Program (IEP) or Section 504 Plan. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services at Auburn Career Center. However, those services and accommodations can look different due to the Career and Technical Educational learning environment in Auburn programs. Auburn Career Center works with all partner Associate School Districts in delivering Special Education Services to identified students with disabilities. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. **Contact Shelby Kaminski, VOSE Coordinator, at 440.357.7542 x8151** to inquire about Special Education services at Auburn Career Center.

Student Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines and be approved by an Auburn Administrator.

Material cannot be displayed if it:

- is obscene to minors or libelous, or can be perceived pervasively indecent, offensive or vulgar;
- advertises any product or service not permitted to minors by law;
- intends to be insulting or harassing;
- intends to incite fighting; or
- presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- Administration has the final say and approval of material of expression.

- Administration also has the right to remove any material of expression not approved or deemed appropriate for a school environment.
- Disciplinary action may be issued to any student not following procedures for displaying free expression or issuing, posting or in any other way of communicating any material on Auburn Career Center property or grounds not approved or deemed inappropriate for a school.

Technology

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

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

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

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

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

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

world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled or by passed by the use of proxy servers or personal cell phone networks at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

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

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

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

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

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

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

Building Directors are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will

provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

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

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

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

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

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

P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6777, 9134 (2003)
47 .F.R. 54.500 – 54.523
Revised 2/6/18

Electronic Equipment

While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the director, the classroom teacher, and/or supervising adult. Examples of prohibited devices include but, are not limited to lasers, laser pens or pointers, radios, speakers, laptops, and/or gaming systems.

Video Surveillance

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

Visitors

All visitors are required to enter through the front entrance, check in at the Reception Office and provide State ID card that will be used to create a visitor's pass. Parents/Guardians who need to speak or meet with their student must register at the Reception Office and the student will be brought to them.

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

Student Code of Conduct

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

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

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

The Student Code Of Conduct Applies:

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

In addition, this Code of Conduct includes:

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

Auburn Career Center shall respect the Student Code of Conduct at each partner Associate High School. When a student is issued an out-of-school suspension or an expulsion from a partner Associate High School, Auburn Career Center will honor the disciplinary action, meaning it is reciprocal. If a student is suspended/expelled from the Associate High School they are suspended/expelled at Auburn Career Center as well. The same goes if a student is suspended/expelled at Auburn Career Center they are suspended/expelled at the partner Associate School. The violation does not have to correspond to Auburn Career Center's Student Code of Conduct.

Student Code of Conduct-

1. **Lockers, Book Bags, Purses and Personal Items/Valuables** - These items are to be stored in the student's hall locker outside of the classroom. Lockers are to be locked and combinations are not to be shared. Students should not share lockers or access another student's locker. Students should not access another student's locker or any school/personal items. Lockers are expected to be clean and organized. Food and drink may only be stored in appropriate containers for lunch and never left in lockers.
2. **Classroom Rule Violation** – Each learning environment has different rules for students that are developed by the instructor. These rules are for the safe and orderly operation of that learning environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code of Conduct.
3. **Technology Violation** – Misuse of the school technology e.g., computers, tablets, chromebooks, Auburn network, internet and/or disclosing password or login information as described in the technology agreement is prohibited. **(See Student Education Technology Acceptable Use and Safety pg. 47)**
4. **Academic Dishonesty/False Reporting** – Cheating on a test/quiz, copying assignments, plagiarism, lying or altering records/documents will be considered academic dishonesty. **Forgery/Falsifying Communication** will also be treated as a violation of dishonesty. No credit will be earned for the work and/or discipline may be assigned to the student as well. This also includes students who make false statements, claims or provide any false information to a staff member or students or that in any way defames or damages the reputation of another student or staff member.

5. **Disorderly Conduct** – Defined as when the behavior of anyone (parent/guardian, citizen, adult or minor) becomes disruptive at school or at a school event or dangerous to the individual or others at the event, school authorities have the right, authority, and affirmative obligation to take action. If such behavior is merely disruptive of the event, the individual(s) will be warned that they must stop the disruptive behavior or they will be instructed to leave. If the warning does not settle the matter, the individual(s) may be instructed to leave the premises. Failure to obey these instructions technically creates a trespass, and the offender(s) may be removed by the proper authorities.
6. **Disruption, Interference, or Obstruction of the Educational Process** – Any student behavior, actions, or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, class/program, assemblies, field trips, and other school events.
7. **Dress Code** – It is the policy of the Auburn Board of Education to recognize the rights and privileges of each student in the matter of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. **See Dress Code on pg. 19.** Students may be required to wear Auburn uniform/attire or dress specifically for their program. Students are issued ID badges while in school and should wear them or have with them at all times.
8. **Drugs, Alcohol and Counterfeit-Controlled Substance** – Students shall not use, possess, transmit, sell or offer to sell, buy or attempt to buy, or conceal alcoholic beverages, narcotics or other drugs including counterfeit drugs, look-a-like, prescription, Over-the-Counter or any paraphernalia capable of being used to use drugs. Evidence of use or possession of alcohol or drugs at school or a school-related event is a violation of the Code of Conduct. “Vapes”, e-cigarettes, Juuls, and look-alikes may be considered under “paraphernalia capable of being used to use drugs.”
9. **Food/Beverages** – Consumption of food and beverages is only permitted in the Cafeteria and certain designated areas of the school. Beverages in bottles with screw tops or permanent lids only are permitted in the classroom by the discretion of the instructor. Fast food containers or any cups with pop top lids are not permitted. Students may be told to discard any drink/food that does not meet requirements for class.
10. **Gambling** – Games of chance, which include wagering, gambling, etc., are not permitted.
11. **Harassment/Threatening/Aggressive Behavior (including Bullying/Cyberbullying)** – Harassment, threatening, intimidation, or bullying behavior by a student in the Auburn Vocational School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying,” in accordance with O.R.C. 3313.666, means any intentional written, verbal, graphic or physical act including electronically transmitted acts, i.e., Internet, social media, cell/smart phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:

- A. causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of student's personal property; and
 - B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students. **(For the complete policy see page 19)**
12. **Hazing** – No student shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student, or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, while under the jurisdiction of the school. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen this prohibition.
13. **Identification** – All students must promptly, upon request, identify themselves to school staff and show their school id badge in an appropriate manner, in school buildings, on school grounds, or at school-sponsored events. Students should wear their Auburn ID badges at all times.
14. **Insubordination/Disrespect** – Failure to comply with directions of school employees during any period of time when under their authority or supervision. Disrespectful behavior toward any staff member is also being insubordinate and includes but is not limited to profanity, argumentative behavior, not following directions, and rudeness.
15. **Out-of-Bounds/Loitering** – Being any place on the school grounds where the student has no expressed or written permission to be. This includes the parking lot. Students are expected to enter the school immediately upon their arrival (either by bus or car) and may not leave the school or grounds without permission. The driveway crossing the creek/pond area is strictly off limits to all unauthorized students.
16. **Panic Inducing Behavior** – Any behavior that has the potential to cause or causes a panic situation is strictly forbidden. Any student that induces panic by way of words or deeds will be subject to discipline and/or reported to the authorities.
17. **Parking/Driving Violation** – No student may drive to Auburn Career Center without a parking permit from Auburn Career Center. Students must follow all traffic laws and may not drive recklessly or in an unsafe manner while on the school grounds. Students will be expected to park in designated lots for their program location and wing. Students who do not follow the driving and parking procedures may lose their parking permit and be designated for additional discipline. See the Driving and Parking section on pg. 19.
18. **Personal Communication Devices/Cell/Smart Phones** – Student cell/smart phones are to be turned off, kept out of sight and not used during class time of the school day. "Using" refers to, not only the making and/or receiving of calls, but also sending messages, taking pictures, making recordings, posting to social media sites, etc..., <https://go.boarddocs.com/oh/aubcc/Board.nsf/Public> Policy number 5136.

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

On a repeated cell/smart phone violation, the phone may be confiscated and kept by the administration until the student's parent(s)/guardian claim it from the office. Additional disciplinary action could result, such as; warnings, parental notification and conferences, suspension, expulsion, and/or referral to law enforcement if the violation involves an illegal activity. **Contents of cell phones may be searched** if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

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

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

19. **Off-school Misconduct-** Any conduct/action/behavior that interferes with or can be reasonably expected to substantially disrupt the educational process in or at Auburn Career Center or any school function. Such misconduct includes, but is not limited to, threatening or harassment of students or school personnel through any means out of school, including cyberbullying and are listed earlier in this handbook. This also can include any inappropriate, obscene or discriminatory language or comments, verbal or non-verbal, directed at or received by Auburn students via electronic means including text message, social media or any other electronic means utilizing technology or smart phone.
20. **Obscene Content/Pornography Possession** – Possessing, pandering, reviewing inappropriate, sexually explicit or obscene material/pornography is prohibited. This includes on any smart/cell phone or technology device e.g., computer, tablet, chromebook, etc.... Administration retains the right to interpretation of any material and will make the final decision on said material. Administration may refer cases or situations to law enforcement to see if any violations of law occurred with potential obscene content or pornography possession.
21. **Profanity and Obscene Behavior** – Written or verbal language, as well as gestures and actions of an obscene nature, are prohibited.
22. **Repeated Violations of the Student Code of Conduct** – Students who engage in acts that violate this Student Code of Conduct, whether disciplined or not for previous violations, may be subject to further and more severe discipline, including suspension or expulsion for subsequent violations. While the individual offense may not warrant such severe disciplinary measures, repeated violations of the same and/or similar Code provisions may result in severe disciplinary measures at the sole discretion of the administrator. Continued minor violations of different areas of this Code may also result in more severe disciplinary actions as well.
23. **Refusing to Accept Discipline** – Students failing to comply with disciplinary consequences may face additional consequences for such action.

24. **Safety Violation** – Students who do not observe safety procedures and behave in an unsafe manner may be immediately removed from program labs, and or classrooms, and referred for discipline. Disciplinary consequences for blatantly unsafe behavior will be dealt with to the full extent of Auburn’s disciplinary code. This includes horseplay in the class or lab, using equipment or supplies in an unsafe manner or in a manner for which they were not intended for use, The OSHA standards of individual safety will be followed.
25. **Smoking, Vaping or Possession of Tobacco Products** – Smoking, vaping or chewing of tobacco products on school buses, in the school building, on or near school grounds, or at any school-sponsored activities is illegal (O.R.C. 3313.751). Students will not be permitted to have tobacco products or other cigarette products in their possession (in pockets, purses, cars etc...), even if the tobacco products were not being used. Likewise, any tobacco-free chew or snuff, as well as smokeless, electronic cigarettes, juuls and vapes are not permitted. All tobacco products and/or look-alike tobacco products will be confiscated and dealt with in a disciplinary manner. Vapes, Juuls, e-cigarettes that are confiscated may be disposed of by administration. “Vapes”, e-cigarettes, Juuls, and look-alikes may be considered under “paraphernalia capable of being used to use drugs.” Any student possessing these material may be subject to discipline under section 8 of this code of conduct.
26. **Theft, or Knowingly Receiving or Possessing Stolen Property/Unauthorized Possession of School or Private Property** – A student will not knowingly possess unauthorized school or private property, unless granted explicit permission. Unauthorized taking of property of another person or receiving or possessing such property is also prohibited. Students caught stealing will be disciplined and may be reported to law enforcement officials. Auburn is not responsible for personal property.
27. **Truancy/Persistent Absence or Tardiness** – Students shall not be absent/tardy from school without permission from either school or parent/guardian. Failure to comply with attendance procedures may result in referral to the attendance intervention team or the proper juvenile court.
28. **Trespassing** – Although schools are public facilities, the law allows the Board to restrict access to school property. Examples of trespassing include: being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the administration.
29. **Unauthorized Bodily Contact (Level I, II, III, IV)** – The act of physically touching, hitting or making physical threats to a student or employee of the school district or any person while on school property or while attending an event under the jurisdiction of the school.
- Level I:** Public display of affection (consensual)
 - Level II:** Pushing, shoving, inappropriate touching/grabbing (non-consensual), horseplay
 - Level III:** Students have physical altercation, but end altercation on their own
 - Level IV:** Physical altercation had to be stopped by bystander/school personnel or causing bodily harm

30. **Unauthorized Fire** – Any use of fire for purposes not related to instruction in the program is prohibited.
31. **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.
32. **Vandalism and/or Destruction of Property** – A student shall not cause or attempt to cause damage, destruction, defacement of any school property or private property during a school activity, function or event off school grounds. Such action can result in payment for repair or replacement. In addition, littering anywhere on school property is not permitted.
33. **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.
34. **Weapons** – The Board of Education prohibits students from possessing, storing, making or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle. Unless otherwise authorized by law, pursuant to O.R.C. Section 2923.122, no person shall knowingly possess, have under the person’s control, convey or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

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

Disciplinary Options

- **Phone call/contact from teacher**
- **Verbal Warning of possible disciplinary action**
- **Verbal/written apology**
- **Conference involving parent(s)/guardian(s), student, teacher and other school officials**
- **Alternative Assignment/Work in Program**
Students who violate Student Code of Conduct at Auburn may be asked to complete an assignment related to their program, the specific violation, both or a specific duty in class as a consequence.
- **Revocation of Parking Permit and/or School Privileges/Programs**
Any student who violates the Code of Conduct at Auburn can be subject to revocation of their parking privileges either temporarily or permanently. This may include removal from any Business Partnership Program involvement (internship, mentoring, etc...), CTSO’s, Student Clubs or any other school activity or event.

- **Employability/Participation Points**

Auburn Career Center prepares students for the work place. Students may be disciplined by the removal of points earned in the section of the employability/participation grade of their program. This grade is designed to be a reflection of the student's ability to function in a workplace environment and is based on many criteria such as attendance, behavior, proper uniform, and being prepared for class, etc....

- **PBIS/Workforce Readiness Referral**

Students may be removed from their program for a period of time to serve a PBIS/Workforce Readiness referral. Students will be asked to reflect on their violation and behavior and may have to complete an alternative assignment related to the violation as well as the work they are missing while out of their program.

- **Prohibition from extracurricular activities and/or Business Partnership Programs**

Students who violate the Code of Conduct may be removed from student club/CTSO's participation, activities, competitions and events. Students may also be removed from or have limited participation in work based learning activities such as internships, mentoring, shadowing or volunteer opportunities.

- **Community Service**

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

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

- **Referred to legal authority**

Certain violations of the Student Code of Conduct may also be violations of Ohio Revised Code and may be subject to investigation and prosecution by local authorities. Auburn Administration may be subject to refer acts to these legal authorities and cooperate with any legal investigation.

- **Other measures as deemed necessary and appropriate for school operation**

- **Emergency Removal of a Student**

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

- **Suspension**

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

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

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

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

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

- **Expulsion (recommendation for)**

Expulsion is the removal of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place. Specific offenses involving firearms and knives shall result in the student's expulsion for one (1) year. The term of that expulsion may be reduced to less than one (1) year by the Superintendent for the reasons listed in Policy [5610](#) so long as the modification is made in writing. Specific offenses involving violent conduct may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent. Bomb threats may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent.

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

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

- **Due Process Rights- Policy 5611**

The Board of Education recognizes that students have limited constitutional rights when it comes to their education.

Accordingly, the Board establishes the following procedures:

A. Student subject to suspension:

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

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will 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 will 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, Director, or other administrator will notify the parents, guardians, or custodians of the student. The notice will 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 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 will contain that information.

5. Notice of this suspension will also be sent to the:

- a. Superintendent;
- b. 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 Director, Assistant Director, 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.

7. **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 will 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.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend.

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

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 will 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 will state the time and place to appear, which must 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 will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will 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. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will 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 will be granted a hearing before the Board or its designee.

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

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent.

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

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

Appeal to the Court

Under State law, the decision of the Board or its designee 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 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 Policy 5610.01 - Permanent Exclusion of Nondisabled Students.

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

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

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will 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 within a school setting. 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 noninterscholastic extra-curricular activities.

AUBURN VOCATIONAL SCHOOL BOARD OF EDUCATION MEMBERS

Mr. Erik Walter - **President**, ESC of the Western Reserve
Dr. Susan Culotta, - **Vice President**, ESC of the Western Reserve
Mrs. Jean Brush, ESC of the Western Reserve
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AUBURN ADMINISTRATION

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Mrs. Sherry Williamson, Treasurer
Mr. Jeffrey Slavkovsky, Executive Director of Career & Technical Education
Mr. Chris Mitchell, Director of High School
Mr. David Leone, Director of Curriculum & Instruction
Mr. Andrew Kelner, Director of Business Partnerships

ASSOCIATE SCHOOLS

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

***THIS FORM TO BE COMPLETED ON LINE THROUGH INFINITE CAMPUS PORTAL**

**Auburn Career Center
Student/Parent Handbook, Code of Conduct, Technology Agreement and**

Student Photography/Video Release 2022-2023

I have read all of the information included in the Auburn Student/Parent **HANDBOOK** and **CODE OF CONDUCT** for the 2022-2023 school year and understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of Auburn.

Parent/Guardian

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

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

Student

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

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

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

The Board retains the right to use a photograph and/or video recording in which High School Student's image appears, taken in accordance with this Release, for the purposes described in this Release, subsequent to High School Student's enrollment in the Auburn Career Center. Parent/Guardian does hereby forever release and discharge the Board, the Auburn Career Center, its officers, employees, agents, successors and assignees from any and all claims arising out of or in connection with the Board's use of photography and/or video recordings in which High School Student's image appears, on its website and in brochures or other promotional materials, including, without limitation, any and all demands, causes, actions, suits, costs, expenses, liabilities, and damages whatsoever.

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