

Auburn Vocational School District BOARD OF EDUCATION

Minutes of September 3, 2024

The September 3, 2024 regular meeting of the Auburn Vocational School District was called to order by Mr. Miller at 6:30 p.m.

The following members were present:

Mr. Albright	Dr. Culotta	Mr. Kent	Ms. Rayburn
Mrs. Brush	Mrs. Gaskins	Miss Maruschak	Mrs. Wheeler
Mr. Cahill	Mr. Hach	Mr. Miller	

Administrators: Brian Bontempo, Sherry Williamson, Victoria DePasquale and Jeff Slavkovsky

132-24 Approve Agenda

A motion was made by Mrs. Gaskins and seconded by Ms. Rayburn to approve the September 3, 2024 agenda.

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

133-24 Approve Minutes of the August 8, 2024 Regular Meeting

A motion was made by Mr. Hach and seconded by Dr. Culotta to approve the minutes of the August 8, 2024 Regular Board meeting.

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Kent, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Abstain: Mr. Hach and Miss Maruschak
Mr. Miller declared the motion passed

Administrative Report

- OSBA Capital Conference (November 10-12, 2024)

Facilities Update

- Jeff Slavkovsky gave an update to the Board

Public Participation – None

Render Financial Reports

ORC 3313.29-The treasurer shall render a statement to the board and to the superintendent of the school district, monthly, or more often if required, showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the assets and liabilities of the school district. The financial statements for the period ending July 31, 2024 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (Attachment Item #8)

No Action Required.

134-24 Approve Permanent Appropriations for Fiscal Year 2024-2025

A motion was made by Mrs. Wheeler and seconded by Mrs. Brush to approve the permanent appropriations for fiscal year 2024-2025. (Attachment Item #9)

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

135-24 Approve District Organizational Chart 2024-2025

A motion was made by Mr. Miller and seconded by Mrs. Gaskins to approve the district organizational chart for the 2024-2025 school year, for the purpose of Auburn's Practical Nursing accreditation for the Ohio Board of Nursing. (Attachment Item #10)

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

136-24 Human Resources

A motion was made by Mrs. Gaskins and seconded by Mr. Kent to approve the following Resolution to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplemental, Substitutes, Separations and Student Intern positions. (Attachment Item #11)

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

137-24 Approve Practical Nursing Student Handbook for 2024-2025 School Year

A motion was made by Mr. Kent and seconded by Miss Maruschak to approve the Practical Nursing Handbook for the 2024-2025 school year. After the motion was made Mr. Miller motioned and Mr. Hach seconded to approve the Practical Nursing Handbook for the 2024-2025 school year pending corrections to pages 14 & 25. (Attachment Item #12)

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

138-24 Approve Adult Workforce Education Student Handbook for 2024-2025 School Year

A motion was made by Mrs. Gaskins and seconded by Dr. Culotta to approve the Adult Workforce Education Student Handbook for the 2024-2025 school year. (Attachment Item #13)

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

139-24 Approve Annual Report to the Board of Nutrition Standards in the District

A motion was made by Mrs. Gaskins and seconded by Mrs. Wheeler to approve the 2024-2025 school year, the district is in compliance and enforcing all nutrition standards as outlined in state law and USDA regulations. These standards are detailed in Board policies: 8500 Food Services; 8510 Wellness; 8531 Free and Reduced Price Meals; 8540 Vending Machines; and 8550 Competitive Food Sales.

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None
Mr. Miller declared the motion passed

140-24 Approval of Consent Agenda

A motion was made by Mrs. Gaskins and seconded by Mr. Kent to approve that Item #16 A-F be approved as a consent motion

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None
Mr. Miller declared the motion passed

141-24 Contract/Affiliation Agreement

A motion was made by Mrs. Gaskins and seconded by Mr. Kent to approve the following contract and/or affiliation agreement(s):

- A. *Customized Training Agreement with Berkshire Local School District (Attachment Item #16A)*
- B. *MOU between Auburn Career Center and the Ohio Department of Higher Education (Attachment Item #16B)*
- C. *First Amendment to Standard Training Agreement between The Lubrizol Corporation and Auburn Career Center (Attachment Item #16C)*
- D. *Public Safety Affiliation Agreement(s) 24-25 SY (Attachment Item #16D)*
 - 1. *University Heights Fire Department*
 - 2. *East Cleveland Fire Department*
- E. *Educator Career Pathways Affiliation Agreement(s) SY24-25 (Attachment Item #16E)*
 - 1. *Berkshire Local School District*
 - 2. *Kenston Local Schools*
 - 3. *Kirtland Local Schools*
 - 4. *Painesville City Local Schools*
 - 5. *Riverside Local Schools*
 - 6. *Willoughby-Eastlake City Schools*
- F. *High School Affiliation Agreement(s) SY24-25 (Attachment Item #16F)*
 - 1. *Air Technical Industries*
 - 2. *Component Repair Technologies, Inc.*
 - 3. *D&S Automotive Collision & Restyling*
 - 4. *Kennington Electric*
 - 5. *Lintern Corporation*

6. *Selectric NE, LLC*
7. *Western Reserve Drafting, LLC*
8. *Lake Erie College*
9. *Sisters of Notre Dame*

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

142-24

Executive Session

A motion was made by Mrs. Gaskins and seconded by Dr. Culotta to recess into consecutive executive sessions at 7:02 p.m. for the purposes of; (1) preparing for and reviewing negotiations with public employees concerning their compensation and/or other terms and conditions of their employment and (2) the dismissal, discipline or complaint of a public employee or official pursuant to R.C. 121.22 (G)(1) . Upon conclusion of these executive sessions, the Board President shall gavel the Board back into open session at this location. All matters discussed in these executive sessions are designated to the public officials and employees as confidential pursuant to R.C. 102.03(B) because of the status of the proceedings and/or the circumstances under which the information will be received, and preserving its confidentiality is necessary to the proper conduct of government business.

Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed

Return to public session at 7:45 p.m.

143-24

Adjourn

A motion was made by Mrs. Wheeler and seconded by Mr. Hach to adjourn the meeting at 7:46 p.m.


Roll Call: **Ayes:** Mr. Albright, Mrs. Brush, Mr. Cahill, Dr. Culotta, Mrs. Gaskins, Mr. Hach, Mr. Kent, Miss Maruschak, Mr. Miller, Mrs. Rayburn, and Mrs. Wheeler

Nays: None

Mr. Miller declared the motion passed




Treasurer


Board President

**Auburn
Career Center**



Attachment Item #8

Financial Reports

Auburn Career Center
Bank Reconciliation
July 31, 2024

Dollar Bank - Main Depository	\$ 15,623,309.46
Huntington	\$ 79,473.46
O/S checks - a/p	\$ (278,155.10)
O/S checks - p/r	\$ (78.00)
Payroll Accum (O/S)-Checks NI	\$ (354.62)
Payroll Adjustment	\$ 1,533.84
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	15,426,266.04
Health Care Deductible Pool - Dollar	\$ 3,621.09
Star Ohio	\$ 366,755.55
Star Ohio - CT E	\$ 835,270.51
Net Available Cash	\$ 16,631,913.19
Investments:	
Wells Fargo	\$ 2,646,977.09
Total Investments	\$ 2,646,977.09
Balance per bank	\$ 19,278,890.28
Balance per books	\$ 19,278,890.28
	\$ -

Investments Report

Institution	Amount
Wells Fargo	\$ 2,646,977.09

Auburn Career Center
Adult Workforce Education - Program Budget History Report
 Prepared: July 31, 2024

	Receivable FY25		FY25		FY24		FY23		FY22		FY21		FY20	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Programs														
Patient Centered Care (Nursing)	\$ 166,500	\$ 49,784	\$ 33,666	\$ 289,864	\$ 286,299	\$ 256,157	\$ 244,327	\$ 130,164	\$ 246,754	\$ 311,228	\$ 255,529	\$ 289,220	\$ 308,720	\$ 49,138
EMT Basic	\$ 193,680	\$ 15,631	\$ 20,568	\$ 461,124	\$ 218,831	\$ 203,547	\$ 184,032	\$ 124,243	\$ 97,103	\$ 111,177	\$ 76,269	\$ 38,603	\$ 49,138	\$ 175,630
EMT Paramedic	\$ 264,864	\$ 45,628	\$ 17,911	\$ 441,507	\$ 316,010	\$ 355,646	\$ 270,504	\$ 255,858	\$ 235,740	\$ 224,297	\$ 218,159	\$ 152,100	\$ 175,630	\$ 3,727
Adult Education (Hrly Programs)	\$ 15,000	\$ 14,721	\$ 3,015	\$ 59,111	\$ 20,223	\$ 77,050	\$ 19,605	\$ 20,928	\$ 14,674	\$ 18,383	\$ 10,644	\$ 7,906	\$ 3,727	\$ -
Customized - Telecommunicator	\$ 30,000	\$ -	\$ -	\$ 34,400	\$ 44,293	\$ 36,000	\$ 18,888	\$ 34,023	\$ 27,537	\$ 59,262	\$ 51,923	\$ -	\$ -	\$ -
Customized Machining - D.I.T	\$ 30,000	\$ -	\$ -	\$ 1,989	\$ -	\$ -	\$ 2,054	\$ 30,100	\$ 21,114	\$ 42,130	\$ 8,219	\$ -	\$ -	\$ -
HVAC Refrigeration	\$ 93,000	\$ 503	\$ -	\$ 185,848	\$ 77,095	\$ 109,144	\$ 67,271	\$ 182,588	\$ 51,505	\$ 152,447	\$ 90,485	\$ 171,854	\$ 74,138	\$ -
Ground Transportation Maintenance (Auto Tech)	\$ 2,000	\$ -	\$ -	\$ 38,943	\$ 11,688	\$ 12,806	\$ (6,332)	\$ 3,559	\$ 1,965	\$ 654	\$ -	\$ 1,273	\$ 1,873	\$ 22,523
DC and AC Electronic Circuits (Electrical)	\$ 72,000	\$ 6,810	\$ 4,346	\$ 107,916	\$ 40,308	\$ 73,886	\$ 35,032	\$ 82,924	\$ 30,193	\$ 38,422	\$ 27,591	\$ 42,388	\$ 22,523	\$ -
Manufacturing Operations (Indust Maint)	\$ 10,000	\$ -	\$ -	\$ 951	\$ 174	\$ -	\$ -	\$ 16	\$ -	\$ -	\$ -	\$ 2,655	\$ 3,427	\$ 45
Structural Systems (Facilities Management & Bldg Tech)	\$ -	\$ -	\$ -	\$ 315	\$ -	\$ 289	\$ -	\$ 1,502	\$ -	\$ 281	\$ -	\$ -	\$ 45	\$ -
Manufacturing Capstone (Machine Trades)	\$ 39,546	\$ -	\$ 2,959	\$ 99,474	\$ 72,680	\$ 109,448	\$ 48,920	\$ 64,019	\$ 22,949	\$ 94,802	\$ 37,274	\$ 71,162	\$ 25,277	\$ -
Gas Metal Arc Welding	\$ 79,440	\$ 10,610	\$ 8,004	\$ 144,174	\$ 90,728	\$ 128,213	\$ 80,246	\$ 74,429	\$ 45,409	\$ 107,055	\$ 48,564	\$ 116,325	\$ 28,379	\$ -
Firefighter I	\$ 425,528	\$ 53,897	\$ 61,545	\$ 385,897	\$ 504,711	\$ 428,600	\$ 294,550	\$ 205,278	\$ 270,407	\$ 144,914	\$ 122,666	\$ 83,202	\$ 110,875	\$ 2,435
TIG Welding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,605)	\$ 4,800	\$ -
Certified Production Tech.	\$ 63,000	\$ 3,570	\$ 817	\$ 39,670	\$ 34,603	\$ 69,559	\$ 25,327	\$ 87,092	\$ 59,139	\$ 4,994	\$ 13,232	\$ -	\$ -	\$ -
CTX	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 109	\$ 109	\$ 6,615	\$ 6,615	\$ 144,632	\$ 65,641	\$ -	\$ -	\$ -
STNA	\$ 26,000	\$ -	\$ -	\$ -	\$ 1,843	\$ 13,236	\$ 22,945	\$ 6,758	\$ 7,313	\$ 10,272	\$ 10,953	\$ 20,132	\$ 8,687	\$ -
Dental Assistant	\$ 29,000	\$ 5,640	\$ -	\$ 29,921	\$ 19,174	\$ 21,620	\$ 16,270	\$ 21,014	\$ 8,563	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,589,558	\$ 206,795	\$ 152,900	\$ 2,321,104	\$ 1,786,660	\$ 1,900,310	\$ 1,324,348	\$ 1,331,109	\$ 1,146,980	\$ 1,164,951	\$ 1,037,543	\$ 1,001,588	\$ 814,874	\$ 186,715
Program Profit/Loss			53,896		582,444		575,961		184,129		427,408			
Assessment	\$ 15,000	\$ 4,086	\$ 3,693	\$ 19,447	\$ 9,709	\$ 21,134	\$ 7,551	\$ 12,542	\$ 13,203	\$ 6,788	\$ 6,715	\$ 7,501	\$ 6,942	\$ -
Lifetime Learning/GED	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,023	\$ -
Resale	\$ 100,000	\$ 17,573	\$ 5,232	\$ 94,576	\$ 78,590	\$ 74,975	\$ 73,590	\$ 99,899	\$ 75,473	\$ 81,538	\$ 58,886	\$ 63,651	\$ 56,818	\$ -
One Stop	\$ 115,000	\$ 21,659	\$ 8,925	\$ 114,023	\$ 88,299	\$ 96,609	\$ 81,241	\$ 112,441	\$ 90,676	\$ 89,675	\$ 67,226	\$ 81,090	\$ 74,782	\$ 6,308
Total			12,734		25,724		15,668		21,764		22,449			
ABLE Profit/Loss														
Front Office														
Revenue	\$ 406,258	\$ 2,265	\$ 56,036	\$ 595,962	\$ 736,049	\$ 444,217	\$ 530,721	\$ 377,090	\$ 522,827	\$ 243,133	\$ 188,810	\$ 336,718	\$ 269,657	\$ 72,121
Salaries/Benefits	\$ 14,429	\$ 14,429	\$ 124,779	\$ 125,803	\$ 111,233	\$ 38,111	\$ 8,854	\$ 18,408	\$ 18,408	\$ 18,408	\$ 18,408	\$ 18,408	\$ 18,408	\$ 18,408
Services	\$ 3,761	\$ 3,761	\$ 15,045	\$ 15,045	\$ 15,045	\$ 15,045	\$ 15,045	\$ 15,045	\$ 15,045	\$ 15,045	\$ 15,045	\$ 15,045	\$ 15,045	\$ 15,045
Supplies	\$ 2,272	\$ 2,272	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ 406,258	\$ 2,265	\$ 76,099	\$ 595,962	\$ 914,142	\$ 444,217	\$ 831,570	\$ 377,090	\$ 764,625	\$ 243,133	\$ 485,554	\$ 336,718	\$ 465,755	\$ 105,579
Miscellaneous														
Total			(74,234)		(318,180)		(387,353)		(387,535)		(243,422)		(129,047)	
Front Office Over/Under														
All Adult Workforce	\$ 2,110,816		(7,604)		289,989		204,076		(181,642)		206,436		63,976	
FYTD Advances Returned					205,000		100,000		100,000		200,000		100,000	
AWFE Long Term Loan Balance Owed to Gen Fund					450,000		655,000		755,000		855,000		1,055,000	

Auburn Career Center
Monthly History Comparison-General Fund
July 31, 2024

	Monthly Comparison			Avg Chg	Annual Comparison			Remain 2025	Budget Expended
	July FY23	July FY24	June FY24		Actual 2023	June FY24	Budget 2025		
Revenue									
Real Estate	\$ 1,931,255	\$ 2,336,465	\$ 2,096,134		\$ 6,722,749	\$ 7,283,941	\$ 7,283,941	\$ 5,187,807	29%
Tangible Personal (PU)	\$ -	\$ -	\$ -		\$ 325,973	\$ 473,726	\$ 473,726	\$ 473,726	0%
Foundation	\$ 178,541	\$ 178,167	\$ 271,557		\$ 2,632,320	\$ 3,176,442	\$ 3,176,442	\$ 2,904,885	9%
Homesite & Rollback	\$ -	\$ -	\$ -		\$ 920,149	\$ 983,549	\$ 983,549	\$ 983,549	0%
Other	\$ 13,920	\$ 86,111	\$ 82,778		\$ 759,416	\$ 1,379,840	\$ 1,379,840	\$ 1,297,062	6%
Subtotal	\$ 2,123,716	\$ 2,600,743	\$ 2,450,469		\$ 11,360,607	\$ 13,297,498	\$ 13,297,498	\$ 10,847,029	18%
Expense									
Salaries	\$ 318,458	\$ 338,367	\$ 323,591	0.9%	\$ 4,119,768	\$ 3,996,695	\$ 3,996,695	\$ 3,673,104	8%
Benefits	\$ 104,233	\$ 57,953	\$ 154,839	61.4%	\$ 1,908,053	\$ 1,818,191	\$ 1,818,191	\$ 1,663,352	9%
Purchased Services	\$ 166,076	\$ 269,344	\$ 232,683	24.3%	\$ 1,368,524	\$ 1,672,435	\$ 1,672,435	\$ 1,439,752	14%
Supplies	\$ 48,627	\$ 37,635	\$ 12,551	-44.6%	\$ 739,327	\$ 881,209	\$ 881,209	\$ 868,658	1%
Capital Outlay/Equipment	\$ 40,934	\$ 1,227	\$ 257,064	10380%	\$ 546,551	\$ 593,260	\$ 593,260	\$ 336,196	43%
Other	\$ 12,025	\$ 9,963	\$ 8,299		\$ 142,885	\$ 149,524	\$ 149,524	\$ 141,225	6%
Subtotal	\$ 690,352	\$ 714,489	\$ 989,028		\$ 8,825,107	\$ 9,111,313	\$ 9,111,313	\$ 8,122,286	11%
Revenue/Expense (Operating Balance)	\$1,433,364	\$1,886,254	\$1,461,442		\$2,535,500	\$4,186,185	\$4,186,185		
Other Uses									
Budget Reserve								\$ 1,486,046	
Advances Returned	\$ 27,525	\$ 390,312	\$ 147,112		\$ 27,525	\$ 390,312	\$ 390,312	\$ 390,312	
Advances Out	\$ -	\$ -	\$ -		\$ 390,312	\$ 147,112	\$ 100,000	\$ 100,000	
Transfers	\$ 209,230	\$ 208,947	\$ 347,859		\$ 1,368,237	\$ 1,672,928	\$ 1,343,105	\$ 1,343,105	
Subtotal	\$ (181,705)	\$ 181,365	\$ (200,746)		\$ (1,731,024)	\$ (1,429,728)	\$ (2,538,839)		
Beginning Cash	\$ 10,115,939	\$ 10,920,414	\$ 13,676,871		\$ 12,716,105	\$ 14,588,218	\$ 13,676,871	\$ 13,676,871	
Ending Cash	\$ 11,367,598	\$ 12,988,033	\$ 14,937,566		\$ 10,920,414	\$ 13,676,871	\$ 11,187,201		
Encumbrances	\$ 1,352,009	\$ 1,207,501	\$ 1,605,828		\$ 216,984	\$ 233,320			

This is an unaudited financial report.

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MYD Expended	Encumbrance	FYTD Unencumbered
Code 001 GENERAL							
Code 002 BOND RETIREMENT	\$ 9,546,395.45	\$ 233,319.86	\$ 9,779,715.31	\$ 1,336,886.21	\$ 1,336,886.21	\$ 1,605,828.21	\$ 6,837,000.89
Code 003 PERMANENT IMPROVEMENT	\$ 1,009,006.00	\$ 0.00	\$ 1,009,006.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,009,006.00
Code 004 BUILDING	\$ 299,700.00	\$ 0.00	\$ 299,700.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 299,700.00
Code 006 FOOD SERVICE	\$ 236,129.03	\$ 2,132,996.38	\$ 2,369,125.41	\$ 371,936.85	\$ 371,936.85	\$ 1,758,059.53	\$ 239,129.03
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 112,615.05	\$ 195.00	\$ 112,810.05	\$ 3,752.54	\$ 3,752.54	\$ 10,800.00	\$ 98,257.51
Code 011 ROTARY-SPECIAL SERVICES	\$ 14,678.00	\$ 0.00	\$ 14,678.00	\$ 0.00	\$ 0.00	\$ 11,712.50	\$ 2,965.50
Code 012 ADULT EDUCATION	\$ 1,512.00	\$ 0.00	\$ 1,512.00	\$ 59.59	\$ 59.59	\$ 0.00	\$ 1,452.41
Code 018 PUBLIC SCHOOL SUPPORT	\$ 2,342,682.58	\$ 172,762.38	\$ 2,515,444.96	\$ 238,323.26	\$ 238,323.26	\$ 463,484.70	\$ 1,813,637.00
Code 019 OTHER GRANT	\$ 1,794.00	\$ 33,004.00	\$ 34,798.00	\$ 7,029.89	\$ 7,029.89	\$ 26,896.13	\$ 871.98
Code 022 DISTRICT CUSTODIAL	\$ 53,536.17	\$ 0.00	\$ 53,536.17	\$ 0.00	\$ 0.00	\$ 0.00	\$ 53,536.17
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 19,745.14	\$ 250.00	\$ 19,995.14	\$ 250.00	\$ 250.00	\$ 0.00	\$ 19,745.14
Code 070 CAPITAL PROJECTS	\$ 0.00	\$ 4,831.85	\$ 4,831.85	\$ 1,229.26	\$ 1,229.26	\$ 3,602.59	\$ 0.00
Code 200 STUDENT MANAGED ACTIVITY	\$ 350,000.00	\$ 0.00	\$ 350,000.00	\$ 2,250.00	\$ 2,250.00	\$ 80,071.43	\$ 267,678.57
Code 495 CAREER TECHNICAL CONSTRUCTION FUND	\$ 71,211.84	\$ 358.22	\$ 71,570.06	\$ 125.95	\$ 125.95	\$ 0.00	\$ 71,444.11
Code 499 MISCELLANEOUS STATE GRANT FUND	\$ 3,207,834.89	\$ 325,295.30	\$ 3,533,130.19	\$ 82,374.74	\$ 82,374.74	\$ 242,920.56	\$ 3,207,834.89
Code 501 ADULT BASIC EDUCATION	\$ 94,620.61	\$ 2,500.00	\$ 97,120.61	\$ 296.40	\$ 296.40	\$ 2,500.00	\$ 94,324.21
Code 507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND	\$ 79,845.81	\$ 30,672.58	\$ 110,518.39	\$ 102,537.61	\$ 102,537.61	\$ 18,922.60	\$ (10,941.82)
	\$ 46,232.11	\$ 17,616.70	\$ 63,848.81	\$ 50,883.58	\$ 50,883.58	\$ 14,416.80	\$ (1,451.57)

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTD Expended	Encumbrance	FYTD Unencumbered
Code 524 VOC ED: CARL D. PERKINS - 1984							
	\$ 22,186.46	\$ 41,159.88	\$ 63,346.34	\$ 63,689.55	\$ 63,689.55	\$ 21,605.34	\$ (21,948.55)
Code 599 MISCELLANEOUS FED. GRANT FUND							
	\$ 0.00	\$ 6,145.00	\$ 6,145.00	\$ 0.00	\$ 0.00	\$ 6,145.00	\$ 0.00
Grand Total	\$ 17,509,725.14	\$ 3,001,107.15	\$ 20,510,832.29	\$ 2,261,625.43	\$ 2,261,625.43	\$ 4,266,965.39	\$ 13,982,241.47

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 001 GENERAL									
001-0000	GENERAL FUND	\$ 13,676,870.62	\$ 2,597,581.78	\$ 2,597,581.78	\$ 1,336,886.21	\$ 1,336,886.21	\$ 14,937,566.19	\$ 1,605,828.21	\$ 13,331,737.98
		\$ 13,676,870.62	\$ 2,597,581.78	\$ 2,597,581.78	\$ 1,336,886.21	\$ 1,336,886.21	\$ 14,937,566.19	\$ 1,605,828.21	\$ 13,331,737.98
Code 003 PERMANENT IMPROVEMENT									
003-9024	PERMANENT IMPROVEMENT-OFCC PROJECT	299,700.00	0.00	0.00	0.00	0.00	299,700.00	0.00	299,700.00
		\$ 299,700.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 299,700.00	\$ 0.00	\$ 299,700.00
Code 004 BUILDING									
004-0000	CONSTRUCTION FUND	107,703.95	5,416.67	5,416.67	0.00	0.00	113,120.62	0.00	113,120.62
004-9023	\$3.1 MILLION BOND APPR 6/24/22	2,261,421.46	0.00	0.00	371,936.85	371,936.85	1,889,484.61	1,758,059.53	131,425.08
		\$ 2,369,125.41	\$ 5,416.67	\$ 5,416.67	\$ 371,936.85	\$ 371,936.85	\$ 2,002,605.23	\$ 1,758,059.53	\$ 244,545.70
Code 006 FOOD SERVICE									
006-0000	LUNCHROOM	11,824.30	0.00	0.00	3,752.54	3,752.54	8,071.76	10,800.00	(2,728.24)
		\$ 11,824.30	\$ 0.00	\$ 0.00	\$ 3,752.54	\$ 3,752.54	\$ 8,071.76	\$ 10,800.00	\$ (2,728.24)
Code 009 UNIFORM SCHOOL SUPPLIES									
009-0000	UNIFORM SUPPLY	14,653.00	25.00	25.00	0.00	0.00	14,678.00	11,712.50	2,965.50
		\$ 14,653.00	\$ 25.00	\$ 25.00	\$ 0.00	\$ 0.00	\$ 14,678.00	\$ 11,712.50	\$ 2,965.50
Code 011 ROTARY-SPECIAL SERVICES									
011-0000	CUSTOMER SERVICE	1,512.00	0.00	0.00	59.59	59.59	1,452.41	0.00	1,452.41
		\$ 1,512.00	\$ 0.00	\$ 0.00	\$ 59.59	\$ 59.59	\$ 1,452.41	\$ 0.00	\$ 1,452.41
Code 012 ADULT EDUCATION									
012-0000	ADULT EDUCATION	586,601.31	230,719.18	230,719.18	234,323.26	234,323.26	582,997.23	460,574.70	122,422.53
012-9024	ADULT EDUCATION - TALENT READY	55,559.34	0.00	0.00	4,000.00	4,000.00	51,559.34	0.00	51,559.34
012-9225	ADULT EDUCATION - SHORT TERM CERT.	3,037.00	0.00	0.00	0.00	0.00	3,037.00	2,910.00	127.00
		\$ 645,197.65	\$ 230,719.18	\$ 230,719.18	\$ 238,323.26	\$ 238,323.26	\$ 637,593.57	\$ 463,484.70	\$ 174,108.87
Code 018 PUBLIC SCHOOL SUPPORT									
018-0000	PRINCIPAL FUND	33,298.00	1,500.00	1,500.00	7,029.89	7,029.89	27,768.11	26,896.13	871.98
		\$ 33,298.00	\$ 1,500.00	\$ 1,500.00	\$ 7,029.89	\$ 7,029.89	\$ 27,768.11	\$ 26,896.13	\$ 871.98
Code 019 OTHER GRANT									
019-0000	SCHOLARSHIP	47,000.00	0.00	0.00	0.00	0.00	47,000.00	0.00	47,000.00
019-914R	ROBOT DONATIONS	6,536.17	0.00	0.00	0.00	0.00	6,536.17	0.00	6,536.17
		\$ 53,536.17	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 53,536.17	\$ 0.00	\$ 53,536.17
Code 022 DISTRICT CUSTODIAL									
022-9020	DISTRICT AGENCY FY20	619.22	0.00	0.00	0.00	0.00	619.22	0.00	619.22
022-9021	DISTRICT CUSTODIAL FY21	5,012.91	0.00	0.00	0.00	0.00	5,012.91	0.00	5,012.91

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Incumbrance	Unencumbered Balance
022-9022	DISTRICT CUSTODIAL FY22	\$ 3,682.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,682.00	\$ 0.00	\$ 3,682.00
022-9023	DISTRICT CUSTODIAL FY23	78.00	0.00	0.00	0.00	0.00	78.00	0.00	78.00
022-9024	DISTRICT CUSTODIAL FY24	45.00	0.00	0.00	0.00	0.00	45.00	0.00	45.00
022-9998	ABLE CONSORTIUM	4,491.34	0.00	0.00	0.00	0.00	4,491.34	0.00	4,491.34
022-9995	SCHOLARSHIP FUNDS	6,066.67	0.00	0.00	250.00	250.00	5,816.67	0.00	5,816.67
Code 024 EMPLOYEE BENEFITS SELF INS.		\$ 19,995.14	\$ 0.00	\$ 0.00	\$ 250.00	\$ 250.00	\$ 19,745.14	\$ 0.00	\$ 19,745.14
024-0000	EMPLOYEE BENEFITS SELF INSURANCE	4,831.85	0.00	0.00	1,229.26	1,229.26	3,602.59	3,602.59	0.00
Code 070 CAPITAL PROJECTS		\$ 4,831.85	\$ 0.00	\$ 0.00	\$ 1,229.26	\$ 1,229.26	\$ 3,602.59	\$ 3,602.59	\$ 0.00
070-9017	BUILDING SITE IMPROVEMENT - CAPITAL OUTLAY	15,551.81	350,000.00	350,000.00	2,250.00	2,250.00	363,301.81	80,071.43	283,230.38
Code 200 STUDENT MANAGED ACTIVITY		\$ 15,551.81	\$ 350,000.00	\$ 350,000.00	\$ 2,250.00	\$ 2,250.00	\$ 363,301.81	\$ 80,071.43	\$ 283,230.38
200-901A	ALLIED HEALTH TECHNOLOGIES	644.92	0.00	0.00	0.00	0.00	644.92	0.00	644.92
200-902A	Adv Manufacturing II	70.00	0.00	0.00	0.00	0.00	70.00	0.00	70.00
200-903A	COMPUTER NETWORKING & TECHNOLOGY	231.04	0.00	0.00	0.00	0.00	231.04	0.00	231.04
200-907A	INT MULTIMEDIA II	1,534.15	0.00	0.00	0.00	0.00	1,534.15	0.00	1,534.15
200-911A	PRACTICAL NURSING ADULT	829.83	0.00	0.00	0.00	0.00	829.83	0.00	829.83
200-912A	AUTO TECHNOLOGY I & II	3,447.73	0.00	0.00	0.00	0.00	3,447.73	0.00	3,447.73
200-915A	LANDSCAPE HORT	43,296.72	0.00	0.00	0.00	0.00	43,296.72	0.00	43,296.72
200-917A	INFORMATION SUPPORT & SERVICES JR & SR	43.11	0.00	0.00	0.00	0.00	43.11	0.00	43.11
200-924A	WELDING II	439.04	0.00	0.00	0.00	0.00	439.04	0.00	439.04
200-925A	MAINT & ENVIR SERVICES	6,972.78	0.00	0.00	0.00	0.00	6,972.78	0.00	6,972.78
200-927A	EMERGENCY MEDICAL SERVICES	563.75	0.00	0.00	0.00	0.00	563.75	0.00	563.75
200-940A	CULINARY ARTS I & II	3,338.80	0.00	0.00	122.63	122.63	3,216.17	0.00	3,216.17
200-945A	TEACHING PROF PATHWAYS I & II	175.16	0.00	0.00	0.00	0.00	175.16	0.00	175.16
200-950A	S.A.D.D.	801.97	0.00	0.00	0.00	0.00	801.97	0.00	801.97
200-982A	INTERNET PROG & DEV JR & SR	1,016.25	0.00	0.00	0.00	0.00	1,016.25	0.00	1,016.25
200-985A	AUTOMOTIVE COLLISION REPAIR #2	407.51	0.00	0.00	(6.68)	(6.68)	414.19	0.00	414.19

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
200-987A	CONSTRUCTION II	\$ 1,025.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,025.50	\$ 0.00	\$ 1,025.50
200-990A	SKILLS USA	902.29	0.00	0.00	0.00	0.00	902.29	0.00	902.29
200-992A	COSMETOLOGY #1 / HOLLAND JR & SR	1,234.30	0.00	0.00	10.00	10.00	1,224.30	0.00	1,224.30
200-995A	PATIENT CARE TECHNICIAN JR & SR	204.70	0.00	0.00	0.00	0.00	204.70	0.00	204.70
200-996A	ELECTRICAL ENGINEERING	11.57	0.00	0.00	0.00	0.00	11.57	0.00	11.57
200-998A	DISTRICTWIDE STUDENT TRAVEL	3,165.83	1,213.11	1,213.11	0.00	0.00	4,378.94	0.00	4,378.94
Code 495 CAREER TECHNICAL CONSTRUCTION FUND		\$ 70,356.95	\$ 1,213.11	\$ 1,213.11	\$ 125.95	\$ 125.95	\$ 71,444.11	\$ 0.00	\$ 71,444.11
495-9024	CAREER TECHNICAL CONSTRUCTION FUND	901,503.30	0.00	0.00	82,374.74	82,374.74	819,128.56	242,920.56	576,208.00
495-9224	CAREER TECHNICAL CONSTRUCTION FUND	12,016.09	4,125.86	4,125.86	0.00	0.00	16,141.95	0.00	16,141.95
Code 499 MISCELLANEOUS STATE GRANT FUND		\$ 913,519.39	\$ 4,125.86	\$ 4,125.86	\$ 82,374.74	\$ 82,374.74	\$ 835,270.51	\$ 242,920.56	\$ 592,349.95
499-9024	ADULT - SUPER RAPIDS GRANT	92,120.61	0.00	0.00	296.40	296.40	91,824.21	0.00	91,824.21
499-9224	OHIO SAFETY GRANT FY24	2,500.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00
Code 501 ADULT BASIC EDUCATION		\$ 94,620.61	\$ 0.00	\$ 0.00	\$ 296.40	\$ 296.40	\$ 94,324.21	\$ 2,500.00	\$ 91,824.21
501-924A	ASIPRE FY24	30,672.58	29,747.05	29,747.05	102,537.61	102,537.61	(42,117.98)	18,922.60	(61,040.58)
Code 507 ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND		\$ 30,672.58	\$ 29,747.05	\$ 29,747.05	\$ 102,537.61	\$ 102,537.61	\$ (42,117.98)	\$ 18,922.60	\$ (61,040.58)
507-923D	DODD	12,787.70	0.00	0.00	43,104.54	43,104.54	(30,316.84)	12,537.80	(42,854.64)
507-924G	OHIO PATHWAYS TO GRADUTION FY24	4,829.00	0.00	0.00	7,779.04	7,779.04	(2,950.04)	1,879.00	(4,829.04)
Code 524 VOC ED: CARL D. PERKINS - 1984		\$ 17,616.70	\$ 0.00	\$ 0.00	\$ 50,883.58	\$ 50,883.58	\$ (33,266.88)	\$ 14,416.80	\$ (47,683.68)
524-924Q	VOC ED: CARL D. PERKINS - FY24	21,580.34	0.00	0.00	26,427.91	26,427.91	(4,847.57)	21,580.34	(26,427.91)
524-924R	VOC ED: CARL D. PERKINS - FY24	19,579.54	0.00	0.00	37,261.64	37,261.64	(17,682.10)	25.00	(17,707.10)
Code 599 MISCELLANEOUS FED. GRANT FUND		\$ 41,159.88	\$ 0.00	\$ 0.00	\$ 63,689.55	\$ 63,689.55	\$ (22,529.67)	\$ 21,605.34	\$ (44,135.01)
599-923S	K-12 SCHOOL SAFETY GRANT	6,145.00	0.00	0.00	0.00	0.00	6,145.00	6,145.00	0.00
Grand Total		\$ 6,145.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,145.00	\$ 6,145.00	\$ 0.00
		\$ 18,320,187.06	\$ 3,220,328.65	\$ 3,220,328.65	\$ 2,261,625.43	\$ 2,261,625.43	\$ 19,278,890.28	\$ 4,266,965.39	\$ 15,011,924.89

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
Type: ACCOUNTS_PAYABLE										
Default Payment Type: Check										
34693	60869	ACCOUNTS_PA	Check	7/2/2024	U S POSTAL SERVICE	7745 RECONCILED	7/8/2024			\$ 2,500.00
34710	60870	ACCOUNTS_PA	Check	7/16/2024	LAKE COUNTY DEPARTMENT	1435 RECONCILED	7/18/2024			35,980.00
34718	60880	ACCOUNTS_PA	Check	7/17/2024	ILLUMINATING COMPANY	925 RECONCILED	7/25/2024			21,502.75
34774	60881	ACCOUNTS_PA	Check	7/17/2024	VERIZON WIRELESS	41745 RECONCILED	7/24/2024			57.00
34729	60882	ACCOUNTS_PA	Check	7/17/2024	O'REILLY AUTOMOTIVE, INC	40813 RECONCILED	7/25/2024			207.09
34739	60883	ACCOUNTS_PA	Check	7/17/2024	GATEWAY PRODUCTS RECYCLING INC	42362 RECONCILED	7/18/2024			108.00
34711	60884	ACCOUNTS_PA	Check	7/17/2024	FOOD FOR THOUGHT INC	8777 RECONCILED	7/19/2024			1,044.25
34736	60885	ACCOUNTS_PA	Check	7/17/2024	ANNA DOMINGUES FONSECA	42809 OUTSTANDING				250.00
34752	60886	ACCOUNTS_PA	Check	7/17/2024	DOMINION ENERGY OHIO	4003 RECONCILED	7/24/2024			2,021.85
34724	60887	ACCOUNTS_PA	Check	7/17/2024	CAAHP	41555 RECONCILED	7/23/2024			600.00
34759	60888	ACCOUNTS_PA	Check	7/17/2024	JOHN D. PREUER & ASSOCIATES	7053 RECONCILED	7/22/2024			1,397.32
34773	60889	ACCOUNTS_PA	Check	7/17/2024	LAKE COUNTY LANDSCAPE	41427 OUTSTANDING				5,202.40
34737	60890	ACCOUNTS_PA	Check	7/17/2024	STRYKER SALES LLC	42760 RECONCILED	7/22/2024			3,469.84
34715	60891	ACCOUNTS_PA	Check	7/17/2024	LINCOLN ELECTRIC CO.	984 RECONCILED	7/19/2024			1,505.04
34741	60892	ACCOUNTS_PA	Check	7/17/2024	PACIFIC ONESOURCE INC	41552 RECONCILED	7/22/2024			13,983.00
34722	60893	ACCOUNTS_PA	Check	7/17/2024	COMDOC INC.	8170 RECONCILED	7/22/2024			2,895.21
34730	60894	ACCOUNTS_PA	Check	7/17/2024	AMERICAN EXPRESS	40915 RECONCILED	7/22/2024			75.00
34747	60895	ACCOUNTS_PA	Check	7/17/2024	CHARTER COMMUNICATIONS	13042 RECONCILED	7/24/2024			95.37
34733	60896	ACCOUNTS_PA	Check	7/17/2024	AT&T	171 RECONCILED	7/23/2024			1,611.38

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34725	60897	YABLE ACCOUNTS_PA Check		7/17/2024	DATA RECOGNITION CORPORATION E GROUP INC	7104 OUTSTANDING 40037 RECONCILED				\$ 1,789.17 428.00
34755	60898	YABLE ACCOUNTS_PA Check		7/17/2024	FORGE FIRE & COMPANY LLC ABM	42495 RECONCILED 42305 RECONCILED		7/26/2024 7/22/2024		10,450.00 18,367.42
34772	60900	YABLE ACCOUNTS_PA Check		7/17/2024	MAJOR WASTE DISPOSAL ELECTRIC APPLIANCE	570 RECONCILED 282 RECONCILED		7/25/2024 7/22/2024		88.20 195.00
34760	60901	YABLE ACCOUNTS_PA Check		7/17/2024	UNITED PARCEL SERVICE ESSENTIAL EDUCATION	2108 RECONCILED 41738 RECONCILED		7/29/2024 7/22/2024		39.60 1,290.00
34775	60902	YABLE ACCOUNTS_PA Check		7/17/2024	MICHAEL P REED PRECIOUS CARGO	42590 RECONCILED 13744 RECONCILED		7/22/2024 7/19/2024		400.00 1,380.00
34764	60903	YABLE ACCOUNTS_PA Check		7/17/2024	CHARDON LABORATORIES INC LAKE COUNTY TREASURER	42783 RECONCILED 8426 RECONCILED		7/19/2024 7/18/2024		580.00 5,980.73
34751	60904	YABLE ACCOUNTS_PA Check		7/17/2024	LAKE CTY DEPT OF JOB & FAMILY PACTRAP LLC	13530 RECONCILED 41658 RECONCILED		7/24/2024 7/23/2024		204.09 237.00
34732	60905	YABLE ACCOUNTS_PA Check		7/17/2024	ACEWARE SYSTEMS, INC. EMS LINQ INC	40106 RECONCILED 41766 RECONCILED		7/29/2024 7/24/2024		6,500.00 7,671.35
34717	60906	YABLE ACCOUNTS_PA Check		7/17/2024	GA BUSINESS PURCHASER LLC GAZETTE NEWSPAPERS	42508 RECONCILED 11455 RECONCILED		7/25/2024 7/19/2024		1,597.28 97.00
34719	60907	YABLE ACCOUNTS_PA Check		7/17/2024	IDENTITSYS, INC. WILLO TRANSPORTATION	10770 RECONCILED 12426 RECONCILED		7/25/2024 7/24/2024		1,130.00 654.00
34746	60908	YABLE ACCOUNTS_PA Check		7/17/2024						
34776	60909	YABLE ACCOUNTS_PA Check		7/17/2024						
34728	60910	YABLE ACCOUNTS_PA Check		7/17/2024						
34743	60911	YABLE ACCOUNTS_PA Check		7/17/2024						
34714	60912	YABLE ACCOUNTS_PA Check		7/17/2024						
34721	60913	YABLE ACCOUNTS_PA Check		7/17/2024						
34742	60914	YABLE ACCOUNTS_PA Check		7/17/2024						
34738	60915	YABLE ACCOUNTS_PA Check		7/17/2024						

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34712	60917 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	KARLOVEC MEDIA GROUP	1614 RECONCILED	7/31/2024			\$ 1,500.00
34753	60918 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	SC STRATEGIC SOLUTIONS	41786 RECONCILED	7/24/2024			10,964.89
34744	60919 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	CITY OF PAINESVILLE	215 RECONCILED	7/19/2024			913.25
34768	60920 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	COPYLEAKS, INC	42414 RECONCILED	7/31/2024			2,190.00
34756	60921 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	AUBURN CAREER CENTER	499 VOID			7/29/2024	5,000.00
34761	60922 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	LEAF	1519 RECONCILED	7/19/2024			2,000.00
34713	60923 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	TOTAL QUALITY TESTING INC	40323 RECONCILED	7/26/2024			2,705.00
34767	60924 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	XEROX FINANCIAL SERVICES	1081 RECONCILED	7/22/2024			4,698.21
34758	60925 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	USI INSURANCE SERVICES, LLC	41563 RECONCILED	7/22/2024			61,917.00
34762	60926 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	OHIO ASSOCIATION OF SCHOOL BUSINESS OFFICIALS	8216 RECONCILED	7/23/2024			1,061.00
34766	60927 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	MCGOWN & MARKLING CO., L.P.A	12253 RECONCILED	7/19/2024			1,596.98
34726	60928 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	GOVERNMENT FINANCE OFFICERS ASSOCIATION	42498 RECONCILED	7/23/2024			160.00
34757	60929 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	EDUTECH GROUP LLC	42335 RECONCILED	7/26/2024			38,750.00
34749	60930 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	PENN CARE INC	8957 RECONCILED	7/19/2024			379.40
34734	60931 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	TIMECLOCK PLUS LLC	42500 RECONCILED	7/22/2024			5,555.17
34740	60932 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	AT&T	41770 RECONCILED	7/23/2024			200.35
34748	60933 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	CAREERSAFE	12972 RECONCILED	7/23/2024			3,200.00
34765	60934 ACCOUNTS_PA	CHECK	YABLE	7/17/2024	WM CORPORATE SERVICES INC	734 RECONCILED	7/25/2024			425.17
34731	60935 ACCOUNTS_PA	CHECK		7/17/2024	GENE	640 RECONCILED	7/19/2024			3,657.00

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34735	60936	ACCOUNTS_PA	Check	7/17/2024	PTACHEK & SON WEX BANK	41338	RECONCILED	7/23/2024		\$ 179.70
34727	60937	ACCOUNTS_PA	Check	7/17/2024	OHIO SCHOOLS COUNCIL	672	RECONCILED	7/18/2024		3,275.00
34750	60938	ACCOUNTS_PA	Check	7/17/2024	PA SOLUTIONS LLC	41342	RECONCILED	7/18/2024		2,086.76
34716	60939	ACCOUNTS_PA	Check	7/17/2024	EXSCAPE DESIGNS, LLC	41963	RECONCILED	7/18/2024		1,061.67
34769	60940	ACCOUNTS_PA	Check	7/17/2024	ACTIVE PLUMBING SUPPLY CO.	304	RECONCILED	7/18/2024		662.70
34745	60941	ACCOUNTS_PA	Check	7/17/2024	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	7/18/2024		4,154.20
34771	60942	ACCOUNTS_PA	Check	7/17/2024	QUILL CORP	855	RECONCILED	7/18/2024		32.28
34763	60943	ACCOUNTS_PA	Check	7/17/2024	ELSEVIER	11447	RECONCILED	7/18/2024		3,274.50
34723	60944	ACCOUNTS_PA	Check	7/17/2024	WOLTERS KLUWER INC	10129	RECONCILED	7/18/2024		10,873.75
34720	60945	ACCOUNTS_PA	Check	7/17/2024	ADVANCED GAS & WELDING	13407	RECONCILED	7/18/2024		18,254.64
34793	60952	ACCOUNTS_PA	Check	7/29/2024	CHARTER COMMUNICATIONS	13042	OUTSTANDING			1,134.00
34803	60953	ACCOUNTS_PA	Check	7/29/2024	OOMA AR CHANNEL	42815	OUTSTANDING			679.23
34834	60954	ACCOUNTS_PA	Check	7/29/2024	PRINT MANAGEMENT PARTNERS	10816	OUTSTANDING			4,740.00
34824	60955	ACCOUNTS_PA	Check	7/29/2024	SME	11554	OUTSTANDING			4,700.00
34821	60956	ACCOUNTS_PA	Check	7/29/2024	GENE PTACHEK & SON	640	RECONCILED	7/31/2024		1,780.00
34811	60957	ACCOUNTS_PA	Check	7/29/2024	TTX INC	41663	RECONCILED	7/30/2024		4,375.44
34791	60958	ACCOUNTS_PA	Check	7/29/2024	PACIFIC ONESOURCE INC	41552	OUTSTANDING			120,360.00
34810	60959	ACCOUNTS_PA	Check	7/29/2024	CHARDON LABORATORIES INC	42783	RECONCILED	7/31/2024		580.00
34798	60960	ACCOUNTS_PA	Check	7/29/2024	FIRST COMMUNICATIONS LLC	10610	OUTSTANDING			16.42

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34790	60961 ACCOUNTS_PA YABLE	Check		7/29/2024	HAAS FACTORY OUTLET	13302 OUTSTANDING				\$ 600.00
34813	60962 ACCOUNTS_PA YABLE	Check		7/29/2024	LEAF	1519 OUTSTANDING				3,720.00
34815	60963 ACCOUNTS_PA YABLE	Check		7/29/2024	FIRE-SAFETY SERVICE, INC.	40316 OUTSTANDING				5,340.00
34823	60964 ACCOUNTS_PA YABLE	Check		7/29/2024	HOWELL RESCUE	42492 RECONCILED	7/31/2024			1,175.00
34805	60965 ACCOUNTS_PA YABLE	Check		7/29/2024	SYSTEMS INC GENERAL PEST CONTROL CO.	11210 OUTSTANDING				244.02
34820	60966 ACCOUNTS_PA YABLE	Check		7/29/2024	MAKERBOT INDUSTRIES LLC	40121 RECONCILED	7/30/2024			296.40
34799	60967 ACCOUNTS_PA YABLE	Check		7/29/2024	SHERWIN WILLIAMS	334 OUTSTANDING				91.55
34812	60968 ACCOUNTS_PA YABLE	Check		7/29/2024	COLD HARBOR BUILDING CO.	40097 RECONCILED	7/30/2024			62,035.82
34808	60969 ACCOUNTS_PA YABLE	Check		7/29/2024	RICHARD L BOWEN & ASSOCIATES INC	42752 RECONCILED	7/31/2024			61,327.24
34833	60970 ACCOUNTS_PA YABLE	Check		7/29/2024	LAKELAND MANAGEMENT SYSTEMS, INC	42761 RECONCILED	7/31/2024			356,610.60
34827	60971 ACCOUNTS_PA YABLE	Check		7/29/2024	AKA TEAM WATERPROOFI NG LTD	42811 OUTSTANDING				6,300.00
34816	60972 ACCOUNTS_PA YABLE	Check		7/29/2024	SME	7731 OUTSTANDING				326.25
34795	60973 ACCOUNTS_PA YABLE	Check		7/29/2024	MARTY'S CLASSIC MACHINERY INC	41799 RECONCILED	7/31/2024			675.00
34829	60974 ACCOUNTS_PA YABLE	Check		7/29/2024	KASSEMI SRHIRI	42822 OUTSTANDING				600.00
34802	60975 ACCOUNTS_PA YABLE	Check		7/29/2024	MOSES VEST	42823 OUTSTANDING				600.00
34801	60976 ACCOUNTS_PA YABLE	Check		7/29/2024	TOTAL QUALITY TESTING INC	40323 OUTSTANDING				4,590.00
34832	60977 ACCOUNTS_PA YABLE	Check		7/29/2024	VERIZON WIRELESS	41745 OUTSTANDING				57.00
34800	60978 ACCOUNTS_PA YABLE	Check		7/29/2024	ILLUMINATING COMPANY	925 OUTSTANDING				23,886.77
34792	60979 ACCOUNTS_PA YABLE	Check		7/29/2024	PHOENIX CEMENT CONTRACTING	42810 OUTSTANDING				67,763.00

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34831	60980 ACCOUNTS_PA YABLE	Check		7/29/2024	LLC AIRGAS GREAT LAKES, INC.	375 OUTSTANDING				\$ 2,270.70
34826	60981 ACCOUNTS_PA YABLE	Check		7/29/2024	JESSICA HOLT	42625 OUTSTANDING				200.00
34789	60982 ACCOUNTS_PA YABLE	Check		7/29/2024	LORAIN CTY COMMUNITY COLLEGE MEDICO SYSTEM INC	13647 OUTSTANDING				1,600.00
34819	60983 ACCOUNTS_PA YABLE	Check		7/29/2024	ANDREW KELLNER GRAINGER	10825 OUTSTANDING				2,250.00
34796	60984 ACCOUNTS_PA YABLE	Check		7/29/2024	RAINBOW PRINTING IDENTISYS, INC.	42347 RECONCILED	7/31/2024			364.20
34825	60985 ACCOUNTS_PA YABLE	Check		7/29/2024	BUCKEYE POWER SALES INC	466 OUTSTANDING				104.85
34814	60986 ACCOUNTS_PA YABLE	Check		7/29/2024	JOHNSON CONTROLS SECURITY SOLUTIONS	40571 OUTSTANDING				775.00
34828	60987 ACCOUNTS_PA YABLE	Check		7/29/2024	ACTIVE PLUMBING SUPPLY CO.	10770 OUTSTANDING				319.00
34806	60988 ACCOUNTS_PA YABLE	Check		7/29/2024	SYMPLOCITY CORPORATION ALRO STEEL CORPORATION COAEMSP	12266 RECONCILED	7/30/2024			1,320.00
34830	60989 ACCOUNTS_PA YABLE	Check		7/29/2024	CRILE ROAD HARDWARE REFRIGERATIO N SALES CORP. KELLY BEAN	40669 OUTSTANDING				2,553.83
34794	60990 ACCOUNTS_PA YABLE	Check		7/29/2024	40124 RECONCILED	304 RECONCILED	7/30/2024			102.87
34804	60991 ACCOUNTS_PA YABLE	Check		7/29/2024	41193 RECONCILED	40124 RECONCILED	7/30/2024			2,796.04
34807	60992 ACCOUNTS_PA YABLE	Check		7/29/2024	42430 VOID	41193 RECONCILED	7/30/2024		7/29/2024	252.56
34817	60993 ACCOUNTS_PA YABLE	Check		7/29/2024	551 RECONCILED	42430 VOID	7/29/2024			1,700.00
34797	60994 ACCOUNTS_PA YABLE	Check		7/29/2024	56 RECONCILED	551 RECONCILED	7/30/2024			479.07
34822	60995 ACCOUNTS_PA YABLE	Check		7/29/2024	42746 RECONCILED	56 RECONCILED	7/31/2024			672.50
34809	60996 ACCOUNTS_PA YABLE	Check		7/29/2024	41755 RECONCILED	42746 RECONCILED	7/30/2024			48.72
34818	60997 ACCOUNTS_PA YABLE	Check		7/29/2024	499 OUTSTANDING	41755 RECONCILED	7/30/2024			107.66
34836	60998 ACCOUNTS_PA YABLE	Check		7/30/2024	10092 RECONCILED	499 OUTSTANDING	7/31/2024			4,000.00
34835	60999 ACCOUNTS_PA YABLE	Check		7/30/2024		10092 RECONCILED	7/31/2024			7,216.35

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34837	61000	ACCOUNTS_PA	Check	7/30/2024	BANK COAEMSP	40416	RECONCILED	7/31/2024		\$ 1,700.00
										<u>\$ 1,109,750.05</u>
Default Payment Type: Electronic										
34699	0	ACCOUNTS_PA	Electronic	7/10/2024	Workers Comp	900950	RECONCILED	7/13/2024		1,098.25
34779	0	ACCOUNTS_PA	Electronic	7/25/2024	STATE TEACHERS RETIREMENT	480	RECONCILED	7/27/2024		29,320.60
34697	0	ACCOUNTS_PA	Electronic	7/10/2024	BANK ONE/MEMO/ME DICARE SERS	900663	RECONCILED	7/13/2024		3,823.41
34694	0	ACCOUNTS_PA	Electronic	7/8/2024	SERS	900926	RECONCILED	7/13/2024		1,225.15
34700	0	ACCOUNTS_PA	Electronic	7/10/2024	BANK ONE/MEMO/FIC A	900693	RECONCILED	7/13/2024		31.00
34698	0	ACCOUNTS_PA	Electronic	7/10/2024	STATE TEACHERS RETIREMENT	480	RECONCILED	7/13/2024		30,661.86
34839	0	ACCOUNTS_PA	Electronic	7/31/2024	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	7/31/2024		1,229.26
34778	0	ACCOUNTS_PA	Electronic	7/25/2024	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	7/27/2024		3,645.79
34782	0	ACCOUNTS_PA	Electronic	7/23/2024	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	7/27/2024		116,030.18
34780	0	ACCOUNTS_PA	Electronic	7/25/2024	SCHOOL EMPLOYEES RETIRE- SERS	7727	RECONCILED	7/27/2024		8,379.48
34838	0	ACCOUNTS_PA	Electronic	7/12/2024	Workers Comp	900926	RECONCILED	7/13/2024		1,245.97
34781	0	ACCOUNTS_PA	Electronic	7/25/2024	Workers Comp	900950	RECONCILED	7/27/2024		1,043.04
34696	0	ACCOUNTS_PA	Electronic	7/10/2024	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	7/13/2024		8,688.57
										<u>\$ 206,422.56</u>
										<u>\$ 1,316,172.61</u>
Type: REFUND										
Default Payment Type: Check										
34701	60871	REFUND	Check	7/16/2024	NICHOLAS	42821	RECONCILED	7/18/2024		65.00

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
34702	60872 REFUND	Check		7/16/2024	KUCERA PETER DEMICO	42820	RECONCILED	7/19/2024		\$ 869.87
34703	60873 REFUND	Check		7/16/2024	JAYSON GREENWOOD	42819	OUTSTANDING			45.00
34704	60874 REFUND	Check		7/16/2024	DEBRA L BECHTEL-ESKER	42788	RECONCILED	7/24/2024		1,060.06
34705	60875 REFUND	Check		7/16/2024	MICHAEL SABALA	42818	OUTSTANDING			45.00
34706	60876 REFUND	Check		7/16/2024	MORGAN JENKINS	42719	RECONCILED	7/23/2024		1,119.08
34707	60877 REFUND	Check		7/16/2024	CAMERON PETROSEWITZ	42767	RECONCILED	7/24/2024		1,663.00
34708	60878 REFUND	Check		7/16/2024	SHANICE WILLIAMS	42690	RECONCILED	7/17/2024		1,778.26
34709	60879 REFUND	Check		7/16/2024	SAMANTHA MANSFIELD	42816	RECONCILED	7/17/2024		1,863.50
34783	60946 REFUND	Check		7/23/2024	ZYHIR JOHNSON	42806	RECONCILED	7/25/2024		171.95
34784	60947 REFUND	Check		7/23/2024	JAMES KEOUGH	42825	RECONCILED	7/30/2024		722.28
34785	60948 REFUND	Check		7/23/2024	JODI HALLIBURTON	42801	RECONCILED	7/24/2024		1,301.00
34786	60949 REFUND	Check		7/23/2024	JODI HALLIBURTON	42801	RECONCILED	7/24/2024		2,000.00
34787	60950 REFUND	Check		7/23/2024	KAILYN LEE	42817	RECONCILED	7/24/2024		1,313.37
34788	60951 REFUND	Check		7/23/2024	SUSAN REYNOSO	42824	RECONCILED	7/24/2024		1,570.62
										<u>\$ 15,587.99</u>
										<u>\$ 15,587.99</u>
Type: Default Payment Type:	PAYROLL									
34695	0 PAYROLL			7/10/2024	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	7/13/2024		246,174.20
34777	0 PAYROLL			7/25/2024	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	7/27/2024		233,998.83
Grand Total										<u>\$ 480,173.03</u>
										<u>\$ 480,173.03</u>
										<u>\$ 1,811,933.63</u>

**Auburn
Career Center**



Attachment Item #10

*District Organizational
Chart*

2024-2025

Auburn Vocational School District Board of Education
 Mr. Roger Miller, President Dr. Susan Cuiotta, Vice President
 Mr. Todd Albright, Mrs. Jean Brush, Mr. Kenneth Cahill, Mrs. Neyssa Gaskins, Mr. Tom Hach, Mr. Geoffrey Kent, Ms. Sherry Marnuschak, Mrs. Barb Rayburn, Mrs. Mary Wheeler

Executive Administrative Assistant/EMIS Coordinator
 Kelley Gohnar

Superintendent
 Dr. Brian Bontempo

Executive Director of Career & Technical Education
 Jeff Slavkovsky

Treasurer
 Sherry Williamson

Assistant Treasurer/Grants/Payroll
 Victoria DePasquale

Accounts Payable
 Carrie McVicker

Human Resources/Fiscal Assistant
 Christina Davis

Professional Services

***Maintenance Supervisor**
 Joe Atwell

***Maintenance**
 Mike Franko
 Mike Perrine

Cafeteria Manager
 Sanja Medved

Cafeteria Staff
 Anthony Logarusic

PR/Marketing
 Dawn Bubonic

***IT**
 Contract Agreement with BAUTech Group, LLC

***SERVICES INCLUDE ALL TENANTS**
 • ESC of the Western Reserve- (All there outsource operations)
 • NEOnet

Director of High School
 Chris Mitchell

Director of Curriculum & Instruction
 David Leone

Director of Career Development & Enrollment
 Matthew Bryan

High School Administrative Assistants
 Diane Buchs, Carol Szoka, Leslie Machuga, Erica Anderson, Eileen Tremul

Advanced Manufacturing
 John Schein

Dental Assistant Technician
 Rita Antolick

Pro Web & Game Design
 Jason Gardner

Direct of Special Ed
 Shelby Kaminski

Allied Health Technology
 Stacey Yarnell

Electrical Engineering Prep
 Keith Conn

Educational Career Pathways
 Nanci Kasten

Intervention Specialists
 Dorothy Bentley, Gregg Evans, Christopher Hastings, Stephanie Wienck

Architecture & Project Management
 Dennis Harvey

Emergency Medical Services
 John Blauch Rachel Boehlein

Technology Engineering & Design
 Laura Ciszewski

Workforce Readiness-5
 Stacy Allen

Auto Collision Repair
 Justin Bruno

HVAC
 Wayne Reed

Welding
 Jared Rogge

Resource Officer
 Deputy Michael Reed

Automotive Technology
 Tom Welk

Interactive Multimedia Technology
 Rodney Kozar

Teaching Assistants
 Stacy Allen - 5
 Larry Brown

Public Safety Programs
 Emergency Medical Services
 Emergency Services
 Telecommunicator
 Fire Services
 Online Refreshers Paramedic
 Public Safety Academy

Computer Networking Tech & Cyber Security
 Darrin Spondike

Marketing & Business Applications
 Marcy Hudson

English Instructor
 Robin Nunes

Director of Industrial Trades
 Kelly Bean

Construction
 Bob Hill

Patent Care Technician
 Christine Tredent

Career Guidance Advisor
 Justine Malvichio

Industrial Trades Programs
 Basic Blueprint & Dimensional Metrology
 Certified Production Technician
 General Automotive Maintenance
 HVAC
 Industrial Electricity
 Electrical Training
 Machining/CNC
 Welding

Cosmetology
 Brandi Holland

Horticulture Science
 Andrew Pratt

School Counselors
 Cayley Shenk
 Kathleen Wilber

Director of Aspire & Assessment Center
 Blair Sudtes

Criminal Justice & Security
 Stephen Roberts

Production & Welding Tech
 Scott Slagle

Enrollment Specialist
 Barb Gordon

PN Part Time Faculty
 Roberta Alfonso
 John Blauch
 Rachel Boehlein
 Connie Bruening
 Nicole Carballo
 Laura Cox
 Christine Tredent
 Stacey Yarnell
 Joan Zargara

Culinary Arts
 Amy Ryan

Geauga One Stop
 Lisa Sprowls
 Jodi Clute
 Laura Drcar

Administrative Assistant Aspire & Assessment Center
 Lexi King

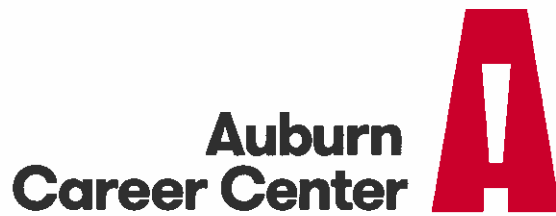
Administrative Assistant Aspire & Assessment Center
 Lexi King

**Auburn
Career Center**



Attachment Item #11

Human Resources



Human Resources

September 3, 2024

Limited Teacher Contracts

2024-2025

Employee Name	Title	Salary	Daily Rate	Contract Days
Rita Antolick	Dental Assistant Technology Instructor	\$52,381.00	\$283.14	185

Adult Workforce Education

2024-2025

Employee Name	Title	Hourly Amount
Lauren Drcar	Geauga One Stop	\$23.00
Morgan Sullivan	Public Safety Support Specialist	\$18.00
Samantha Hunt	EMS Instructor	\$30.00
Samantha Hunt	Public Safety Support Specialist	\$18.00
Joe Caranci	Diesel Technician Instructor	\$30.00

Adult Stipend

2024-2025

These amounts below are to be paid after the class has concluded.

Amounts are reimbursed by Lake Erie College.

Employee Name	Title	Amount
Jason Gardner	Lake Erie College Instructor	Up to \$2,745.00

Substitutes - Classified

2024-2025

Employee Name	Title	Hourly Rate
Jacob Keller	Admin. Assistant Sub	\$15.00

Extended Days

2024-2025

Employee Name	Title	Days	Reason
Rita Antolick	Dental Assistant Technology Instructor	Up to 3 Days	New Teacher Orientation

***The following individuals are to be employed for the positions, compensation rates, and other terms and conditions of employment as listed for the 2024-2025 school years, as recommended by the district Superintendent, pending the successful completion of all new hire paperwork, including FBI/BCI checks and Licensure.

Limited Teacher Contracts

2024-2025

Employee Name	Title	Salary	Daily Rate	Contract Days
Marcy Hudson	Marketing, Business & Applications Instructor	\$66,087.00	\$357.23	185

Extended Days

2024-2025

Employee Name	Title	Days	Reason
Marcy Hudson	Marketing, Business & Applications Instructor	Up to 3 Days	New Teacher Orientation

Adult Workforce Education

2024-2025

Employee Name	Title	Hourly Amount
Colin Cutts	Technology Engineering Design Sub Instructor	\$30.00

**Auburn
Career Center**



Attachment Item #12

*Practical Nursing
Student Handbook for
2024-2025 SY*

**Auburn
Career Center**



**Auburn Practical Nursing Program
Student Handbook**

2024-2025 Program

AUBURN PRACTICAL NURSING PROGRAM

8140 Auburn Road
Concord Township, Ohio 44077
440-357-7542, ext. 8366
800-544-9750
440-357-0310 (fax)

APPROVAL AND ACCREDITATION

The school is approved by the
Ohio Board of Nursing,
Ohio Department of Education &
Council on Occupational Education (COE)

CONTROLLING AGENCY

Auburn Vocational School District
Brian Bontempo, Ed.D, Superintendent

PRACTICAL NURSING PROGRAM ADMINISTRATOR

Karen Howell, MSN, RN

MISSION STATEMENT

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

CORE VALUES

We Believe That:

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

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OBJECTIVES

The Auburn Practical Nursing Program graduate, under the supervision of the registered nurse, licensed physician, licensed dentist or podiatrist, will be prepared to:

1. Deliver nursing care through application of health concepts derived from the biological, physical, psychosocial, and nursing science to assist client to attain optimal level of self-care agency.
2. Use problem solving to implement the nursing process from a holistic point of view in order to attain, maintain, or regain optimal level of self-care agency.
3. Contribute to the development and evaluation of health care plans utilizing the nursing process.
4. Apply knowledge, judgment, and skill to safely and accurately administer medications.
5. Safely perform nursing skills within established legal and ethical perimeters.
6. Use various teaching methods, in collaboration with the client, family, and health care team, to provide information and instruction to exercise and enhance self-care agency.
7. Employ verbal and written communication to convey pertinent information and instruction to exercise and enhance self-care agency.

Mission * Core Values * Philosophy

The faculty members at Auburn believe nursing education is a deliberate process of learning by the student interested in providing nursing care to others. Auburn builds the curriculum consistent with the Mission and Core Values.

WE BELIEVE....

- The Person** is a holistic being who is an individual, a member of a family, a member of a local, regional, and world community. Each person possesses individual, physical, emotional, social, economic, and spiritual self-care requisites. Either self-care, dependent-care, or nursing-care can meet these self-care requisites.
- Health** exists when the person has the ability to meet self-care requisites that contribute to the maintenance and promotion of structural and/or emotional integrity, function, and development.
- Illness** occurs when an individual is incapable of maintaining self-care as a result of health-related limitations.
- Society/Environment** includes all internal and external factors which affect the person's ability to adjust or maintain self-care agency or meet self-care needs.
- Nursing** is a service of deliberately selected and performed actions to assist individuals to maintain self-care, including structural integrity, function, and development. These actions should be based on the organized approach of the nursing process which includes the following:
 - collect and record objective and subjective data to facilitate the assessment of the individual/patient in terms of self-care, development and health deviation requisites
 - identify problems specific to the individual/patient and their unmet health care requisites
 - use a cooperative effort with the individual/patient to establish goals
 - establish a plan of care using appropriate members of the health care team and the individual/patient
 - implement the plan
 - evaluate and revise the plan of care as necessary
- Nursing Education** is the process by which the nursing instructor facilitates the student's psychomotor, cognitive, and affective skills to attain entry-level nursing knowledge and competency. Entry-level practical nursing skills are gained through the use of integrated Technical and Academic Competencies.

Program Curriculum

The knowledge and skills obtained in this curriculum build the foundation needed for a successful venture into the nursing field. It is stressed to each student that, as a member of a very dynamic profession, accountability for current knowledge is ever present. A continuous process of learning is emphasized due to constant changes within the study of the science of nursing.

Conceptual Framework

The conceptual framework consists of three areas of focus. These areas are based on Orem's Self-Care Theory. Each will progressively provide knowledge beginning with the overall needs of all persons at various stages of development, followed by the needs of those persons with health deviations.

Included throughout the course will be the concepts of nursing process, health concepts, communications, ethics, nursing skills, and safety.

Universal Self-Care Requisites: Introduces the beginning student to the basic function and needs of the individual. During this phase of the curriculum, the student will acquire the foundational skills needed in order to deliver appropriate and safe nursing care.

Developmental Self-Care Requisites: Focuses on human developmental processes, conditions, and events that occur during the various stages of the life cycle, as well as events that may adversely affect development. This phase of the curriculum enables the student to identify developmental deficits of a person and incorporate all their acquired skills and knowledge in order to provide efficient nursing care.

Health Deviation Self-Care Requisites: During the final phase of the curriculum, the student will be able to identify basic universal, developmental, and health deviation self-care and apply the nursing process to provide nursing care agency.

Teaching Strategies

The Auburn Practical Nursing Program philosophy encourages faculty and students to view education as a process by which the nursing instructor facilitates the student's psychomotor, cognitive, and affective skills in order to attain an entry level of nursing knowledge and competency. In keeping with this, learning is conducted using a variety of methodologies which reflect the diverse facets of nursing. Course material may be presented in a variety of formats such as, but not limited to, lecture, guest lecturer, discussions, handouts, digital media, role play, problem-based learning using case studies, student presentations, DVD presentations, computer-aided instructions, demonstrations, and individual and group projects.

Students are encouraged to take an active part in their learning. A syllabus is provided to the student at the beginning of each course. Syllabi are developed by the program director, with instructor input and consideration, in order to provide the student with an overview and expectations of the course. Although every effort will be made to maintain the integrity of the syllabus, changes may be necessary to provide the most effective and beneficial experience for all students. Tests may be delayed by the faculty at their discretion. It is recommended that outside study time should consist of 3 hours for every hour of lecture. Individual and group tutoring is available by appointment with the instructors.

Instructional Staff

The faculty and teaching assistants of the school are professional, registered nurses employed by the Board of Education. They've acquired all necessary qualifications needed to be certified as teachers by the State Department of Education and meet or exceed the guidelines of the Ohio Board of Nursing. The adult enrollees of this program are responsible to the instructors, faculty, teaching assistants, and administrator of the school at all times. In the clinical area, students practice under the supervision of the licensed RN faculty, teaching assistants, and preceptors. They are to follow guidelines established by the Ohio Board of Nursing, Auburn's Licensed Practical Nursing Program, and the visited clinical facility.

Field Trips

The adult enrollees will be notified two weeks in advance of any field trips. Personal expense for a field trip is a student responsibility. Field trips, although infrequent, are planned by the faculty to enhance the learning experience of the student. Each adult is responsible for themselves before, during and after the completion of the field trip.

COURSE DESCRIPTIONS

Anatomy & Physiology

This is an introductory course focused on the study of human anatomy and physiology. It traces the organization of the body from a single cell into a functioning and coordinated system. The purpose of this course is to focus on the interactions between each body system in order to attain and maintain homeostasis. One of the primary objectives is to identify and describe the fundamental facts and principles of anatomy and physiology and apply them into the clinical setting. Discussions between body structure and its relationship to self-care principles are created in order to provide a scientific basis for both nursing practice and theory. Lecture: 100 clock hours

Growth & Development

This course highlights the process of human development and the conditions and events that occur from infancy until end of life. This includes the effects of family, cultural, religious, and environmental influences the client experiences in their struggle to maintain, promote or restore health. The student will learn the developmental self-care requisites throughout the life span. An understanding of normal growth and development is essential to the delivery of nursing agency in the promotion of self-care agency. Lecture: 35 clock hours

Nutrition

This course will prepare the student to understand vital nursing concepts in relation to diet and food consumption. These include nutrition theory, modified diets, and therapeutic diets used to meet universal self-care requisites. The essential nutrients are covered and include definitions, descriptions of functions, effects of excesses and deficiencies and food sources. Nutritional standards and dietary reference intakes are explained and incorporated into the discussion of nutrients. Information on the use of food in the body and how the body maintains energy balance completes the course. Lecture, audiovisual, observation and discussion strategies are used to relate personal and family dynamics for the application to nursing practice. Lecture: 40 clock hours

Personal & Vocational Relationships

This course will prepare the student to understand vital nursing concepts including self-care health deviation, health care delivery systems, ethics, statutory, criminal, contractual, and tort laws. Related historical and cultural content will be introduced. Emotional homeostasis will be discussed with the goal to maintain self-care. The nursing process, self-care agency, leadership, licensure, employability and patient education are incorporated into the course. Opportunities to demonstrate both verbal and written communication will be provided to facilitate nursing agency and the communication of pertinent information. Lecture: 60 clock hours Clinical: 30 hours

Pharmacology I

This introductory course provides the student with the skills needed to calculate the correct dosage of medication and know how to properly prepare it for safe administration. Common arithmetic functions needed for the safe administration of drugs are reviewed and practiced throughout the entire course. Understanding between solid and liquid measurements in the metric system will be discussed, as well as medical abbreviations, military time and how to correctly read a drug label. Intravenous therapy will be reviewed, and the student will gain the basic knowledge needed to calculate correct IV Drip rates in both adults and children.

The development of safe medication administration skills will occur throughout learning experiences in Nursing Fundamentals. These experiences also include hands-on IV therapy. Skills related to IV therapy will be practiced and tested in Nursing Fundamentals during the second quarter allowing students to successfully complete the IV therapy requirement as set forth by the Ohio Board of Nursing. Lecture 50 clock hours

Pharmacology II

This course provides the student with a basic introduction to the study of medications and their actions on the human body. Pharmacologic agents, including prescribed drugs, over-the-counter drugs, complementary and alternative herbs and products, are presented within the major drug classifications. Drug actions, common adverse reactions, contraindications, precautions, and interactions will be reviewed. The nursing process is used as a framework for presenting care of the patient as it relates to the drug and the drug regimen. Emphasis is placed on ways to promote an optimal response to therapy, how to monitor and manage adverse reactions, and important points to consider when educating patients about the use of these drugs. Lecture 60 clock hours

Nursing Fundamentals

This course offers a thorough introduction to the fundamental skills required of the 21st-century nurse. Emphasis is placed on the development of the myriad of basic nursing skills, as well as the detailed, head-to-toe nursing physical assessment. Skills offered range from basic (e.g., bed making, hygiene, skin care) through complex (e.g., airway management, oxygenation, fluid and chemical balance). While mastery of the skills taught within this course is essential to the success of any entry-level nurse, the textbook will be a valued and useful reference throughout a productive nursing career. This course provides the new nursing student with the fundamental concepts and nursing skills needed to meet universal self-care requisites of the client across the lifespan. It assimilates nursing concepts by use of critical thinking skills and the application and implementation of the nursing process. Evaluation is based upon the use and application of the nursing process, health concepts, communication skills, critical thinking and reasoning skills, application of legal and ethical concepts, performance of safety and nursing skills. 110 Clock hours, 90 Lab hours, 55 Clinical hours.

Nursing Across the Lifespan

This course presents the theory, health concepts, and clinical experiences in nursing across the lifespan. The student develops nursing care while promoting client self-care requisites. Medical Surgery Lecture: 100 clock hours, Lab: 60 clock hours, Clinical clock hours 130. Mental Health: Lecture 40 clock hours, Lab 20 clock hours, Clinical 20 clock hour. Gerontology: Lecture 30 clock hours, Lab 20 clock hours, Clinical clock hours 20. Maternity: Lecture 30 clock hours, Lab 25 clock hours, Pediatric: Lecture 30 clock hours, Lab 25 clock hours,

Technology Lab

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

RELEASE POLICY

The adult enrollee voluntarily desires to participate in this curriculum experience which includes classroom, laboratory and clinical experiences in the health care community. The enrollee is duly aware of risks and hazards, which may arise through participation in activities/experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each enrollee hereby voluntarily assumes all risks of illness/accident and/or personal damage to his/her person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult enrollee. While at the facility and/or in the school environment, the adult enrollees will not be considered as employees or agents of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult enrollee will indemnify and hold harmless the facility, and the school district, school board members, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the enrollee's actions or activities. This release shall be binding with the signing of the contract on the enrollee, any heirs, administrators, or executors. This contract is a permanent part of your file at Auburn Career Center. (See Forms Section)

STUDENT ADMISSION

The process for admission allows both the school and the applicant the opportunity to ensure that the applicant has the basic skills to complete the rigorous coursework of the program. Each step of the process is identified in the following:

1. General Admission Requirements

- a. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. *Applicants are asked to obtain an official academic transcript from either a high school transcript or GED score report. Applicants are encouraged to obtain transcripts from any post-secondary education, as well. The transcripts must be "official" transcripts. All transcripts/documents become the property of Auburn Career Center.*
- b. The applicant must submit to and have a Negative non-DOT 10 panel pre-placement drug screen that matches the Ohio BWC Drug Free Safety Program cut off levels unless documentation is received from the prescribing health care provider of the student being on the medication.
- c. The applicant must submit to and pass a criminal background check (BCI & FBI) prior to starting the program. *Based upon Section 4723.28 of the Ohio Revised Code and according to the school admission requirements, Auburn Practical Nursing Program applicants are required to obtain a criminal background check.*
 - i. The applicant needs to be fingerprinted for both BCI and FBI
 - ii. (See Forms Section for Background Waiver)
 - iii. Note: Program graduates will be required to obtain a BCI/FBI background check prior to licensure. Therefore, if an applicant is aware of any misdemeanor, including those related to alcohol or drugs, or felony convictions, they are required to inform the Program Administrator prior to entering the program so that the applicant may be informed of the law and rules as found on the Ohio Board of Nursing (OBN) web site (<http://www.nursing.ohio.gov/>). Any applicant having any conviction should investigate the law and rule before considering the pursuit of an education in nursing.
- d. Applicants will be scheduled for the HESI A-2 Admission Assessment Exam Test by an adult support staff. The HESI A-2 Test evaluates two sections; First the English Language Composite score for reading, grammar and vocabulary and the second section is math. Applicants must earn 70% or higher on both the English Language and Math. Student will also do an assessment to determine personality and learning styles. Results of the HESI A-2 are immediate.
- e. Prior to taking the HESI A-2, students have **two** options:
 - First option:
 - Purchase the HESI A2 Entrance Exam book (ISBN# 978-0-323-58226-1) will be provided an opportunity to purchase the study guide (\$55.00) to prepare for the assessment. Cost is \$55.00.

- Second Option:
 - Sign up for Nurse Hub <https://nursehub.com/>. This product provides student with knowledge of their strengths and weakness.
 - The cost of this product:
 - Monthly cost is \$29.99/month (used if testing within two months of class start)
 - Quarterly cost is \$59.99/3 months (used if testing in three months or later of class start)

NOTE: NURSE HUB only goal is to help you pass your exam. In the unlikely case that Nurse Hub online courses do not help you achieve your school's minimum required score for the HESI A2®, Nurse Hub **we will refund you up to three months and pay for your exam retake.** It's as simple as that. Sign up, complete Nurse Hub online courses for the test you need to take, and Nurse Hub promises you a passing grade.

Students are strongly discouraged from taking the assessment **without utilizing HESI A2**, review study guide or **Nurse Hub**. A successful first-time test score of 70% in all section, the student will be refunded \$45 admission fee to their account. If the applicant is unsuccessful after the first attempt, he or she is encouraged to complete remediation for a least one week before being allowed to take the HESI A-2 the second time. In the event that the student may need to take the exam a third time a month of remediation is required. Additional cost of exams (\$50.00)

- f. Applicants can take the HESI A-2 assessment no more than three times in a 12-month period.
- g. Please note the maximum time HESI A-2 Exam is 4 hours. The student may not bring in paper, books, cell phone or other electronic, etc. into the testing environment. Calculators are to be provided by the school, distributed prior to the exam and collected at the end of the exam.
- i. A photo ID is required for testing. Applicants must preregister for the test.
- h. HEIS A2 Scores may be used from previous years or other schools if the tests have been completed within three years of the start date of course work.
- i. If a potential student has completed and received a degree from another college, the HESI exam will be waived.

2. Application to the Program

- j. Applications are required of each person interested in attending the program. Once the application form is completed, it is to be returned to Adult Workforce Office with a \$45 application fee.
 - i. Applications and transcripts for applicants not entering the program are kept in the Adult Education Workforce Office. If the applicant does not attend the program for the current school year, the application can be considered for the next student cohort. Applicants will need to repeat any paperwork that would expire prior to the end of the school year. Students who have applied prior to the existing school

year will need to go through the entire admission process following that cohort's procedures.

- k. The applicant must provide a valid form of identification with a picture, name and address i.e. driver's license, state id's or United States Passport.
- l. Accepted applicants will then need to meet with the Financial Aid Officer. An Enrollment Agreement form needs to be completed with the Adult Office following the financial aid appointment.
- m. Applicants are asked to obtain two references using the provided reference form, preferably one work related and one personal. References should not be relatives. These references need to be received by the school prior to acceptance into the program.

3. Letter of Acceptance

- n. Upon receiving completed application file, the program administrator or Faculty Committee member will verify the records for completeness. Once general admission information is received, the Program Administrator shall notify faculty of the applicant's desire to attend the program.
- o. The Faculty Committee determines the acceptance of students into the program. Acceptance is contingent upon successful completion of the requirements.
- p. A letter will be sent to the applicants concerning the decision.
- q. When the maximum number of students has been accepted into the class, an applicant who meets the specified admission requirements may be considered as a substitute in the event of an open space for the current class.

4. Health Requirements

- r. Students entering the program need to demonstrate physical health and emotional maturity. Students must be eligible to work in long term care facilities and acute care facilities.
- s. Students are required to complete the following health requirements:
 - i. Physical examination including a medical history and physical.
 - ii. Record of positive titers for Hepatitis B, measles, mumps, rubella, and varicella. Booster vaccines are required if titers are negative. Proof of booster vaccines is required. A waiver for Hepatitis B Vaccination may be obtained from the school if the student does not wish to be vaccinated.
 - iii. TB QuantiFERON titer (T spot)
 - iv. Current tetanus vaccination.

- v. Each fall (Sept-March) students are required to obtain that season's flu shot as per NEONI clinical agreement requirements.
 - vi. Covid immunization is recommend. You may be able to submit a medical wavier or religious exception. NOTE: These requirements are subjected to changed based on clinical site requirements and current CDC guidelines and mandates.
- t. Physical and Mental Health Qualifications for Classroom, Lab, and Clinical Areas
- i. Frequently work in a standing position (up to eight hours) and frequent walking (up to eight hours).
 - ii. Lift and transfer patients up to six inches from a stooped position, then push or pull the weight up to three feet.
 - iii. Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
 - iv. Physically apply up to 10 pounds of pressure to bleeding sites, or when performing CPR.
 - v. React immediately to auditory instructions/request/monitor equipment.
 - vi. Perform auditory auscultation of heart sounds, breath sounds, and bowel sounds.
 - vii. Physically perform up to an eight-hour clinical laboratory experience.
 - viii. Perform close-up and distant visual activities involving object, persons, and paperwork, i.e.: assess patient behavior, read medication labels, read patient records, prepare/administer medications, read monitors.
 - ix. Discriminate depth and color perception.
 - x. Discriminate between sharp/dull and hot/cold when using hands.
 - xi. Manual dexterity required for preparing and administering medications.
 - xii. Provide effective written, oral, and non-verbal communications to patients and their families, colleagues, health care providers, and to the public.
 - xiii. Speak, write, and comprehend the English language proficiently.
 - xiv. Make appropriate decisions under stressful situations.
 - xv. Complete procedures that prevent the spread of infections. e.g.: frequent hand washing, using masks, and gloves.

5. Application to the Program after Testing

- u. Applications are required of each person interested in attending the program. Once the application form is completed, it is to be returned to Adult Workforce Office with a \$45 application fee.
- v. Applicants are asked to obtain two references using the provided reference form, preferably one work related and one personal. References should not be relatives. These references need to be received by the school prior to acceptance into the program.
- w. Based upon Section 4723.28 of the Ohio Revised Code and according to the school admission requirements, Auburn Practical Nursing Program applicants are required to obtain a criminal background check.
 - i. Program graduates will be required to obtain a BCI/FBI background check prior to licensure. Therefore, if an applicant is aware of any misdemeanor, including those related to alcohol or drugs, or felony convictions, they are required to inform the Program Administrator prior to entering the program so that the applicant may be informed of the law and rules as found on the Ohio Board of Nursing (OBN) web site (<http://www.nursing.ohio.gov/>). Any applicant having any conviction should investigate the law and rule before considering the pursuit of an education in nursing.
- x. Applications and transcripts for applicants not entering the program are kept in the Adult Education Workforce Office. If the applicant does not attend the program for the current school year, the application can be considered for the next student cohort. Applicants will need to repeat any paperwork that would expire prior to the end of the school year. Students who have applied prior to the existing school year will need to go through the entire admission process following that cohort's procedures.

6. Program Orientation

- y. Math Assessment Session is highly recommended through ASPIRE.
- z. The new student is required to attend the Program Orientation held prior to the start of the school session. Failure to attend orientation will forfeit their intended start date and be placed into the next available class session.
- aa. The Program Orientation will include the following information:
 - i. Welcome and Introductions
 - ii. Review of school procedures i.e. Student Handbook
 - iii. Distribution of ID badges, Parking Passes and Uniform Sizing
 - iv. CPR
 - v. Books, Schedule, Study Strategies
 - vi. Tour of School

SCHOOL CALENDAR AND SCHEDULE

The Auburn Practical Nursing Program observes the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth Day, Independence Day, Labor Day, NEOEA Day, Thanksgiving, and Christmas Day. Additional time off may be scheduled during the year for program recess periods. This information will be indicated on the individual cohort calendar provided at the start of the program. Should students have an observed religious holiday not part of the school calendar, the student may observe the holiday without it affecting their attendance total. However, the student must notify the Program Administrator of the observed holiday at least four weeks prior to the holiday in writing. The Program Administrator and the involved faculty will work with the student to establish a schedule for working ahead and or making up missed work.

Most classes will be conducted on the premises of Auburn Career Center. Sixty minutes constitutes a class (clock) hour. When attending classes or laboratory experiences, class hours can run Monday through Friday 7:00 am to 12:00 pm 12 pm to 5 pm (day) and Monday through Thursday 5:00 pm to 10 pm (evening). Clinical experiences shall vary depending upon the needs of the individual clinical facility and the involved curriculum.

Classes will be ongoing and concurrent with clinical experiences. Exact times of experiences vary with the academic and clinical component. Each student is expected to read the required assignments and prepare him/herself for class content **before** attending the class presentation. If the student is not prepared for the clinical assignment, not dressed appropriately, or demonstrating inappropriate behavior for a developing health care worker, the instructional staff may dismiss the student and the student will be recorded as absent for the day.

Studying is imperative for success! Time management skills are crucial. Solid time management begins by recognizing how much time school occupies. **A minimum of 3 hours of class preparation is expected for each hour of lecture/class content presented.** What will you "give up" to accommodate your school schedule? You and your family will need to make numerous sacrifices. **Focusing both your energy and priorities in this educational program is integral to success and achievement.**

Class schedules may be changed at the discretion of the faculty and/or clinical agencies.

All contracted clinical facilities require background checks, health requirements, and drug screening. Student will need to comply with the clinical facilities requirements for testing or immunization prior to clinical experience at students cost (i.e. drug test, Covid and flu immunization etc.). Because of this, fingerprint checks and drug screening checks are part of the admission requirements with each applicant being responsible for this cost. Outcomes of these findings will be treated as the Auburn Practical Nursing Program and clinical agency mandates and may necessitate withdrawal from the program with no return of monies paid. Documentation of such findings will be in your permanent file. There is a zero tolerance of drugs in the health care field.

STUDENT EVALUATION

Evaluation of the Student in the Classroom and Laboratory

Students can be evaluated in a variety of ways for any course. Both formative and summative evaluation methods are used. Exams and quizzes are most often presented in the style prevalent on the NCLEX (National Council Licensure Exam) using multiple choice, short answer, and more than one correct answer style questions. Other styles of questions may be utilized. When grading student reports, projects, and presentations, the course instructor will use established outcomes as criteria for the earned grade. Formative evaluation methods may include, but are not limited to, a diagnostic at the beginning of the quarter to determine student knowledge, elicitation of the muddiest point, or a one-minute paper.

The grading system at Auburn Career Center is as follows:

GRADES	NUMERICAL EQUIVALENT
A	90-100%
B	80-89%
C	70-79% (Unsatisfactory if below 80%)
D	60-69%
F	Below 60%

Auburn Practical Nursing Program utilizes the Auburn School District grading scale. Students must have satisfactory grades of 80% or greater in each quarter in each course for advancement to the next quarter. **There is no rounding of grades (grades are carried to 100th place). Assessments to evaluate the students' progress will be provided throughout the course.** Courses running over more than one quarter will reflect cumulative grades for that subject during the successive quarters. *Students receiving a less than satisfactory grade at the end of ANY course (one failed course) may be repeated the next time it is offered. Two failed courses will result in dismissal from the program. Students will be dismissed from the program for unsatisfactory performance in the laboratory or clinical area based upon the developed outcomes for that experience.*

Grades for all courses are documented and tracked in ACEWARE site. Students may access their grades at any time by logging on to The Point, Evolve and/or Schoology.

Evaluation of the Student in Clinical

Your performance at the clinical site is a judgment of both your professionalism and character. Any written clinical assignment needs to be completed prior to arrival. These assignments are used to assist you during the clinical experience. Failure to complete the written work can warrant an unsatisfactory grade in the clinical rotation. This will halt your advancement in the program. The student must receive a grade of satisfactory in all clinical outcomes. Students are evaluated at the end of each clinical day by their clinical instructor. Also, a final evaluation is submitted after each clinical rotation. This will keep the student informed of his/her progress or lack of progress during the clinical rotation. Note: two unsatisfactory marks per evaluation will result in failure of clinical day. Two failed clinical days will result in dismissal from the program.

Each clinical course has developed outcomes for achievement found in the associated clinical course syllabus. Compliance with the standards of the school and meeting of the course outcomes will be part of the evaluation process. Other items included in the evaluation process are the attainment of

skills in the performance of nursing care and meeting the acceptable standards for safe client care. **Students are expected to attend all clinical days.** Clinical hours missed will be replaced with Clinical or Laboratory hours. Every clinical day will include both a pre-conference and post-conference. The purpose of the pre-conference is to review the students' prepared work, answer their questions, and provide necessary guidance. At post-conference, informal discussion of the students' experiences will take place, necessary clinical content will be taught, or student presentations will be given. Students will be supervised by the clinical faculty/teaching assistant while performing procedures, administering medications, providing general patient care, and professional conduct.

The clinical faculty or teaching assistant under the direction of the faculty, is responsible for planning the students' clinical experiences. They supervise clinical experiences and evaluate student performance in writing on the clinical evaluation tool midway through the clinical rotation, and at the completion of the rotation. In addition, the faculty/teaching assistant will inform a student if unacceptable practice is observed at any time. An unsatisfactory grade can be given at any time during the clinical rotation. Subsequent follow-up will be provided including written documentation and appropriate action.

Responsibilities of Clinical Nurse Educators to the Students

The clinical nurse educator shall coordinate the clinical experience of the students based upon rules established by the Ohio Board of Nursing as seen in the OAC 4723-5-20 (B) and (C). The clinical experience shall include supervision of the students by a faculty member, teaching assistant, or program-approved preceptor as delineated by the Ohio Board of Nursing. Clinical outcomes are established prior to the clinical day based upon the framework of the course in which the student is currently enrolled. This will include clinical assignments that are consistent with the course outcomes of the associated course. Clinical outcomes shall be communicated to the student, the teaching assistant and preceptor, if used, and the clinical site staff prior to the start of the clinical day. Prior to the start of the clinical experience, students shall receive an orientation to the facility that will include introduction of students to the staff. The clinical performance of students in relationship to the clinical outcomes shall be documented using the evaluation tool found in each course syllabi associated with the clinical experience.

Academic Guidance and Counseling Policy

Conferences are held between the involved faculty member and the student if the student's course grade falls below 80% or is not achieving the identified outcomes during the laboratory or clinical experience. These conferences are to help the student examine various study strategies to improve grades and become successful. Conferences are documented and kept until the end of the school year at which time the document is purged from the student's file. It is the student's responsibility to contact the faculty member for additional help. Academic guidance is scheduled during non-class, non-laboratory, non-clinical hours.

Career Technical Credit Transfer (CT2)

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

As Ohio adult career-technical students transition to Ohio public institutions of higher education, Career-Technical Credit Transfer (CT²) facilitates technical course guarantees and supports students to do the following: take equivalent technical courses anywhere within the public educational system; obtain technical credits (upon enrollment in higher education) without unnecessary duplication or

institutional barriers; and attain their highest educational aspirations in the most efficient and effective manner as a result of clear and consistent standards.

CT² is a collaborative effort among the Ohio Board of Regents, and the Office of Career-Technical Education of the Ohio Department of Education, Ohio public secondary/adult career-technical education institutions, and state-supported institutions of higher education.

Graduation/Completion Requirements

Students who have satisfactorily completed the requirements of the courses and have met the school's objectives are recommended for graduation from the Auburn Practical Nursing Program. Students also need to achieve a mastery level of 7-8 on the required Comprehensive Exam provided through Lippincott NCLEX -PN Pass Point. The benchmark mastery level of 7-8 score on Comprehensive exam, a 98.3% probability rate of passing the NCLEX-PN licensure exam the first time. Students not achieving a mastery level of 7-8 will have another attempt after remediating. All Students need to complete the NCLEX Success Plan. See Appendix.

No additional retesting will be allowed after the third attempt. Students must complete all program requirements and pass the Comprehensive Pass Point exam in order to participate in the Completion Ceremony. The Admissions and Progressions Committee approves all graduates.

Auburn Certificates

Students will receive a career and technical certificate from the Auburn Career Center if they meet the requirements set forth by the Ohio Board of Regents, local Board Policy, and the Ohio Board of Nursing. Students must also have satisfactory academic progress and satisfactory attendance in order to qualify for a certificate. All tuition fees and any other school expenses must be paid in full before a graduate receives a certificate and **authorization to test the NCLEX-PN.**

Graduation Fees and Licensure

Faculty will review with students the application process for taking the NCLEX-PN examination for licensure during the last quarter of the PVR class. The designated part of your tuition will cover your graduation costs providing there are no increased costs from 3rd parties, NCLEX, Ohio Board of Nursing, etc., and you are graduated "on time," as scheduled from your initial enrollment. Graduation costs include Certificate of Completion, Official School Pin, BCI/FBI Records Check for Ohio Board of Nursing Application, Ohio Board of Nursing Application Fee, NCLEX-PN Test Application and NCLEX-PN readiness testing. Graduates are required to schedule themselves for the exact test time for the licensure examination.

Career Portfolio

This professional document includes a listing of specific vocational skill competencies, a résumé, a career and technical certificate HESI A-2 test results, state-mandated test results, and may include copies of awards, transcripts, and other credentials which will identify the student as a skilled vocational completer. Auburn Career Center will recognize and honor students who have successfully completed their program at the end-of-program completion ceremony (graduation). **All fees and tuition must be paid in full in order to receive the career portfolio or certificate of completion.**

Completion Ceremony

Upon successful completion of the program, the student is encouraged to participate in the Auburn Practical Nursing Program Completion Ceremony. During this ceremony, students will receive their career and technical certificate from the Auburn Career Center and their career portfolio. Friends and family are encouraged to attend. **All fees and tuition must be paid in full in order to participate.**

SCHOOL OPERATIONS

Equal Opportunity

Auburn Career Center believes that all persons are entitled to equal educational and employment opportunities. We do not discriminate in application, registration, recruitment, appointment, promotion, payment, training, or other educational and employment practices against anyone because of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, or age. We do not discriminate against any individual because of Vietnam-era veteran status, disabled veteran status, or physical or mental disability in regard to any class or program which otherwise meets minimum qualifications. Ohio law also requires that all individuals be provided with an educational opportunity to any individual or otherwise to discriminate against an individual, with respect to classes or programs offered, regardless of whether the individual is a smoker or nonsmoker, as long as the person complies with any workplace policy concerning smoking.

Grievance Procedures for Non-Discrimination and Equal Opportunity/Access

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator. The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114.

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

- Step 1: A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.
- Step 2: If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
- Step 3: If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the

Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4: If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to: Director, Office for Civil Rights, Department of Education, Washington, D.C. 20202.

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

Grievance Procedure for Program Issues

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

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

The procedure for the grievance process is identified below. Failure to follow the process may limit the student's rights. For situations involving complaints that stem from outside of the Auburn Practical Nursing Program, please refer to the Auburn Career Center Workforce Education Student Handbook.

1. A student needs to discuss the involved concern with the nursing faculty member involved prior to initiation of the following steps.
2. If a student has been unable to resolve a concern or disagreement with a nursing faculty member, the student may appeal the matter in writing within five (5) school days from the date of the incident to the Program Administrator who will then assign a Hearing Officer.

3. In writing the grievance, the student shall include the following items:
 - a. The problem: who, what, where, and when
 - b. Evidence or facts available to support the student's concern
 - c. Resolution or remedy that would satisfy the student
4. The Hearing Officer will gather both written and verbal information from all involved parties.
5. The Hearing Officer will act as a mediator at a scheduled meeting of all involved persons not more than ten (10) days from the date of the incident.
6. The Hearing Officer will issue a decision in writing to all parties involved.
7. If the student is dissatisfied with the Hearing Officer's decision, within five (5) days of the decision, the student may submit a written appeal to the Program Administrator.
8. The decision of the Program Administrator will be considered final and will terminate the process within the school.
9. Students may contact the Council on Occupational Education (COE) at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350 to submit their comments regarding their grievance for their review in assisting the enforcement of requirements of accreditation.

Privacy/Confidentiality

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

Voter Registration

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

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

You will need to complete and submit a Voter Registration and Information Update Form.

To register to vote in person or by mail, take or send a completed Voter Registration and Information Update Form to your local County Board of Elections Office.

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

- Board of Elections Office

- Ohio BMV Deputy Registrar Office
- Ohio public library
- County Treasurer Office

The Ohio SOS website provides a complete list of locations to obtain a copy of the Ohio Voter Registration Form.

Constitution Day

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

Civil and Criminal Penalties for Violation of Federal Copyright Laws

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

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

TUITION

Tuition for Auburn's Practical Nursing Program is considered to be "inclusive." The fees paid to the school cover tuition, textbooks, supplies, uniforms, and licensing fees. For a listing of costs and covered fees, see the Forms Section (Review current costs with Financial Aid officer).

Students are responsible for all tuition and fees on or before the due date. Any student with a past due balance may be dismissed from the program. Special circumstances must exist for a student to avoid being dismissed from the program. Special circumstances concerning tuition must be addressed with the Financial Aid specialist prior to the due date. The decision of the Financial Aid specialist and the Director of Adult Workforce Education shall be final.

Self-Paying Student

Self-paying students are required to complete a Enrollment Agreement for the program tuition at the time of registration. To participate in the payment plan, submission of a valid VISA, MasterCard or Discover Card is required. The balance is payable in equal monthly, interest-free installments due on or before the 15th of each month, throughout the term of the class.

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

Pell Grant Eligible Students

Students who are Pell Grant eligible and verified by the Financial Aid Coordinator may use the Pell Grant for their down payment. The student is required to sign a Enrollment Agreement with credit/debit card information and make equal monthly, interest-free payments for the balance of the tuition.

Federal Direct Loans

Auburn Career Center participates in the Federal Direct Loan program. Students who wish to utilize a Federal Direct Loan must apply utilizing the FAFSA online application. For additional information, contact the Financial Aid Coordinator.

Leaving the Program and Refund Policy

There are times when a student may not be able to complete the Auburn Practical Nursing Program. A maximum of two (2) attempts to complete a nursing class are permitted. Remediation in area(s) wherein you were not successful may be required. Individual situations and circumstances will be considered with careful consideration and deliberation. There are several ways that a student may exit the program which include *termination, withdrawal, transfer, or leave of absence*. The paragraphs below will describe each exit type.

Termination

A student is considered for termination when removed from a class or program for any reason including, but not limited to, poor attendance, poor academic performance, violations of the student conduct policies, violation of Board policies, or other reasons. The student will be notified of termination preferably by individual conference, however, if the student does not attend the conference, the notification will be handled by letter sent via of an email and/or USPS.. The student

is responsible for meeting with the Financial Aid Officer to review financial processes since the student is responsible for all program costs.

If a student is terminated due to poor attendance or poor academic performance, the student may return to the Auburn Practical Nursing Program only through petitioning for return. The student must initiate a written request to be considered to return to the Program. The written request must contain a discussion regarding the circumstances creating the attendance or performance problem along with the resolution that has occurred to correct the problem since leaving the program. Students must return to the subsequent cohort if wishing to be considered for advanced placement, however, depending on the circumstances and the point of exit from the program, advanced placement may not be an option. The written request shall be reviewed by the Program Administrator making the final determination of status. Prior to returning to the program, the student must meet with the Financial Aid Officer, sign a Enrollment Agreement, and make one payment prior to the start of that cohort's class. All decisions by the Program Administrator are final.

Withdrawal

A student may withdraw from the school voluntarily at any point in the program. It is our sincere wish that all those enrolled successfully complete the program. A student who withdraws from the program is doing so for a variety of reasons, however, does not meet the criteria of a transfer or leave of absence as seen defined below. To officially withdraw from the program at Auburn, the student is expected to meet privately with the Program Administrator to share and explore alternatives to the situation. Written notification of withdrawal must be provided through completion of the Workforce Education Withdrawal Form, which may be obtained from the Program Administrator or the Adult Workforce Education Office, stating reason for same and effective date of withdrawal which will then become part of the permanent record. A sample form is found in the appendix.

Students who are unable to physically submit the Workforce Education Withdrawal Form must contact the school by telephone or other telecommunication system. In the case of an exit without notice, the last date of attendance is determined to be the last date of an academically related activity in which the student participated. Non-attendance does not constitute an official withdrawal. The student is responsible for meeting with the Financial Aid Officer to review financial processes since the student is responsible for all program costs.

Students that stop attending school or officially withdraws from his or her program of training for any reason, the Title IV Aid will be recalculated based on the total number of clock hours/percentage of time the student was scheduled to attend school. If, after recalculation, the school finds that the student did not attend the required number of clock hours needed to cover the aid amount already disbursed to the student, the student is liable for the amount of money and the student must pay it back to the school. The school will then refund the money back to the aid program. The student will also be invoiced for any tuition and school related expenses not covered by the aid.

For students that withdraw without notifying the school, the school will use fourteen (14) calendar days of absences to determine that the student has unofficially withdrawn. The last day that the student ceased attending will then be used as the withdrawal date for calculating any return on federal funds to the U.S. Department of Education. Federal returns will be made within 45 days of the determination date. A borrower must go through exit counseling on-line at www.studentloans.gov to review rules and regulations, policies and procedures of the Federal District and PLUS Loan Program. The school will be notified electronically that the student has completed exit counseling. Students are responsible for repaying their loans whether or not they complete their training program.

See the Auburn Adult Workforce Student Handbook for the complete refund policy.

If a student later requests to return to the Auburn Practical Nursing Program, all previous fees owed to Auburn Career Center must be paid in full prior to being considered for readmission into any program at Auburn Career Center.

Any student that withdraws from Auburn must pick up his/her personal belongings within 10 days. If the student fails to do so, the item(s) will be disposed of after 10 days. The district reserves the right to withdraw a student after 10 consecutive class day absences.

Transfer

A student may be considered for transfer to another program cohort upon meeting specific criteria. A student must be meeting SAP criteria (absences less than 60 hours and all grades above 80%). To start the transfer process, the student must meet individually with the Program Administrator to discuss the situation creating the possible transfer. A written request with plans for resolving the issue at hand needs to be provided to the Program Administrator prior to approval of the transfer. The student must then meet with the Financial Aid Officer to review financial obligations. It is after that point that the Program Administrator will consider final status of the requested transfer. The student must adhere to the approved transfer plan in order to complete the program. Failure to follow the transfer plan will result in the student being terminated from the program.

Leave of Absence

Due to the length and nature of the Auburn Practical Nursing Program, a leave of absence is discouraged, but will be evaluated on an individual basis. Provisions for Leave of Absence (LOA) and re-entry policies have been established to accommodate extended personal illness, family illness, pregnancy, extenuating family and social circumstances and academic failure. Program Administrator and faculty discretion are integral to an enrollee leaving the program with the option of reentry possibilities. Each situation will be taken under advisement and treated individually. The student will be granted only one (1) LOA during the educational program. The maximum length of time an LOA is granted is for up to 6 months or the start of the next same student cohort, whichever is longer. During the LOA the student is not considered to be withdrawn. Transfer requests must begin with a verbal conference with the program administrator. A formal written request is to be initiated by the student with a clear identification of underlying rationale. The Program Administrator will consider approval of the leave based upon the information received. A copy of the request will be sent to the Financial Aid Office at which time financial aid funds will be put on hold. No additional Auburn Career Center charges will be generated during the leave. If the student fails to return from an approved leave of absence they will be considered officially withdrawn, and all refund and return of Title IV funds calculations will be based on the last date the student attended as defined in the Withdrawal Policy. If the student has a Federal loan, the grace period begins retroactively to the student's last date of attendance. An approved LOA does not automatically mean re-entry into the program.

Criteria for requesting a LOA is the student must have:

- At least completed the first quarter successfully
- Achieved satisfactory clinical performance
- Exited from the educational program in good standing
- Paid all fees and tuition to date.
- Maintained an acceptable attendance record, extenuating circumstances considered.

Requests for a LOA may be considered upon successful completion of the first quarter and at anytime thereafter. Individuals requesting a LOA for required military activation are treated on a separate and individual basis, in compliance with Title IV regulations, refunding and LOA extensions.

The student may apply to re-enter the program at the point wherein the last quarter was successfully completed. Each enrollee's total record will be reviewed, history within the school, along with classroom and clinical evaluations to determine the most appropriate "re-entry" point to facilitate successful completion. Special considerations for re-enrollment later in the same year when catastrophic illness, injury, etc. have intervened, will be taken under advisement. Re-entry is dependent on a multitude of factors, including resolution of issues underlying the need for a leave of absence, available space in the classroom and clinical environments. **All returning to the program must meet the program's admission requirements, will follow the same costs of education as currently enrolled students, and will be held to all policies and the curriculum in effect for the student cohort into which they return.**

Re-entry requests must be initiated by the individual via written intent and personal interview with the program administrator at least six (6) weeks before re-admittance into the program.

The Admissions and Progressions Committee will take the re-entry request under advisement, make a decision and state conditions of re-entry which will be binding on the requesting individual. The student may be required to take all examinations of the last courses successfully completed if determined by the committee and will be required to meet with designated faculty to review and update previously learned skills. **All tuition, books, and fees will be payable in advance of re-entry or as agreed per the tuition payment agreement and in accordance with those in effect at the date of re-admission.** Tuition is based on the current cost of education.

Financial Aid

For specific financial aid policies and procedures, please see the Auburn Career Center Workforce Education Student Handbook.

Financial Aid Academic Good Standing and Satisfactory Progress Policy

- All students who receive financial assistance are required to meet the standards of the Financial Aid Academic Good Standing and Satisfactory Progress Policy based on federal regulations. Failure to meet the minimum requirements of this policy can result in a student becoming ineligible for financial aid. This policy will be reviewed at each disbursement period.
- Financial Aid Academic Good Standing and Satisfactory Progress are monitored through periodic examination of grades issued by the faculty and attendance records.

ATTENDANCE

Our purpose is to educate for the world of work. Excellent attendance is an important part of that education. Students are expected to be in school every day ready and able to participate. Regular attendance and punctuality to class, laboratory and clinical experiences is a must. An admirable attendance record in this educational program cannot be over-emphasized. Students have a personal and professional responsibility to pursue their education by taking advantage of all scheduled learning experiences. Absence from planned clinical experience is “just as important” as absence in the classroom environment; in fact, clinical experiences cannot be reconstructed and are tailored to your personal learning needs. Contingency plans for family illness and childcare are to be formulated prior to entering the program.

An absence is an absence. **A student must attend at least 95% of offered classes per each term. A student whose attendance is below 95% must meet with the PN Director.**

Documentation for the absence will be expected upon returned school. **Students are expected to attend all lab and clinical days.** Clinical hours missed will be replace with Clinical or Laboratory hours. Students are expected to arrive on time for all clinical experiences. A student will be considered tardy if he/she arrives after the official clinical start time. Tardiness is considered professionally unacceptable.

Absences covering a partial day and tardy occurrences will be based upon the nearest quarter hour. For clarification of partial day attendance calculations, please see the forms section for the Attendance Calculation Table. All absences count against the attendance total for the student’s career portfolio, certificate of completion, and any financial aid the student may be receiving. Appointments of any type are not an excuse for missing school. Employment-related activities including in-service training or meetings are also not an excuse for missing school. Students must attend at least one (1) day of clinical experience for each lifespan segment. Failure to do so will cause the student to be dismissed from the program.

Students must report their absence by email or leave a message with one of the following: Adult Workforce Education Office by calling 440-357-7542 two hours before class. Clinical absences need to be called to the respective instructor or PN Director two hours before the start of clinical and/or to the Adult Workforce Education Office.

A student absents from a clinical day without proper notification (no call/no show) will meet with the involved instructor for possible disciplinary action. In an emergency, the student should notify the Adult Workforce Education Office as soon as it is practically possible. Notification of an absence does not absolve the student of any ramifications of being absent; the absences will be recorded in the database. Considerations for absence issues may include, but not be limited to, death of an immediate family member (significant other, child, parent, or sibling), the student’s emergency hospitalization, or jury duty. Required documentation for the absence accepted as proof of authenticity includes jury duty summons, letter from a funeral director, or health care provider note or military orders. It is the student’s responsibility to provide the supporting documentation and to discuss their personal situation with the involved faculty member for determination of status upon return to school.

Any student who is absent for five (5) days consecutively or longer due to illness must be seen by a physician and have a written physician's statement allowing unrestricted permission to return to school and the clinical area without restrictions. Extended illnesses and special circumstances/situations will be taken under advisement by the faculty with specific attention to the enrollee's past attendance and tardiness record, other illnesses, point in the program, along with the student's clinical and classroom achievements. Regarding COVID, any student who tests positive must follow the up-to-date guidelines set forth by Auburn Career Center and the current clinical facility. Extended absences must be discussed with the program director. Each student case will be determined as to the possibility of setting up virtual lectures.

Armed Forces students, if activated by state or governmental action, will be treated on a case-by-case basis with strong compliance to Title IV recommendations regarding attendance, re-enrollment, and funding issues.

Each student is expected to remain cognizant of their own absences and tardiness. The faculty is NOT responsible to provide notes missed during an absence. The students are encouraged to seek out missed class notes from another student. Homework will not be accepted if late, regardless of the excuse/absence. In-class assignments, activities and quizzes cannot be made up if absent from class. All missed tests are to be made up on the day returning to school after an absence. It is the student's responsibility to set up this time with the instructor to make up a missed test. Make-up tests can be taken either prior to the start of class or after class is done, not during school or during lunch. Students are allowed only one missed test (per class per quarter). If the student arrives late on a test day, they will not be allowed to enter the room in order to be respectful to those students that showed up on time. Instead, that student will be able to take test at the end of the class day. Failure to take the test when student was tardy that day will result in a zero grade.

Under some limited circumstances, students may have to utilize make-up days. These circumstances include days missed due to a school closing, absence of an instructor, an emergency declared by law enforcement or homeland security authorities, or similar emergencies. Make-up days may also be used in a limited way for extenuating individual circumstances; use of make-up days in these situations will require that the student is successfully meeting classroom and clinical objectives at the time along with the exact time and content of make-up being formally contracted with the Program Administrator.

If a student exceeds the absence disqualification benchmark, they will not receive a Career Portfolio or an Auburn Career Center Certificate of Completion. A student exceeding the absence limit may also be withdrawn from the program at the discretion of the Program Administrator.

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

Jury Duty

If summoned for jury duty, the student must immediately notify the Program Administrator. Although serving is a basic civic responsibility, requests to postpone service should be initiated to avoid jeopardizing academic and clinical standing. The student should not be penalized if jury service is mandatory; however, at faculty discretion, the student may be required to repeat an entire curriculum segment. This is dependent on the individual's current academic and clinical grades and number of

days absent/tardy during the current enrollment period. Educational standards and program outcomes are to be maintained at all times.

School Closing

The Auburn Practical Nursing Program adheres to a school calendar for scheduled holidays. The calendar is provided at the beginning of the school year. Unscheduled school closings will be announced over television stations, phone tree, or online. **Closure of the high school program at Auburn does not mean that the Practical Nursing program is closed.** Our school closing announcements will be listed as Auburn Practical Nursing Program. Unscheduled class cancellations occur mainly during the winter months. Students should use their discretion to determine if weather conditions preclude attending class. Students who choose not to attend when Auburn remains open will be counted absent.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The Auburn Practical Nursing Program maintains a file of each enrollee in accordance with rules of the Ohio Board of Nursing. Auburn Vocational School District maintains many student records including both general information and confidential information. General information may include student name, address, telephone number, date and place of birth, major field of study, dates of attendance, date of graduation, and awards received. General information cannot be provided to any individual or organization without the written consent of the student. Students may refuse to allow the Board to disclose any or all general information. For further information please consult the Family Education Rights and Privacy Act (FERPA) notice which can be found at [FERPA ACT](#).

Other than general information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances, as specifically defined in State and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the student. As well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Transcripts

Students have the right to review all educational records. The student must complete a transcript request form (see Forms Section). Send the completed form to the Auburn Practical Nursing Program, 8140 Auburn Rd., Concord Twp., OH 44077. All fees must be paid to receive the transcript.

Students wishing to review student records should provide a written notice identifying requested student records and need to make an appointment by contacting the Program Administrator.

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

Student Data

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

name, residence and /or phone number, must notify the Program Administrator as soon as possible to update their file. In the event of an emergency during the school year, it may be necessary to contact you. This data will become a part of your permanent record.

Graduates are asked to keep the school advised of any changes in name, address, and acceptance of employment. This information is required for mandated reporting by the school to state and federal agencies. It is the graduate's responsibility to notify the Ohio Board of Nursing within 30 days of any change in name or residence.

Each student is to provide complete and accurate information. If an individual knowingly offers false or misleading information, they may be subject to dismissal from the Auburn Practical Nursing Program without regard to their progress within the program. This policy includes any documents submitted to the Auburn Practical Nursing Program. Any paperwork requiring a signature from a school official should be submitted to the Program Administrator.

Lockers

Each student may be assigned a locker(s) in the school or clinical facilities. The school and clinical facilities do not assume responsibility for lost articles. No articles of value or money shall be kept in lockers. Please keep valuable articles and money at home or secured in your vehicle. Lockers remain the property of the Board of Education/Agency. Lockers and the contents thereof are subject to random search at any time without regard to any reasonable suspicion (Sec. 3313.20). Such a search must take place in the presence of two (2) employees of the school district or clinical agency employees. When in the clinical environment, students are urged to carry only a small amount of change on their person.

Parking

Parking is available without charge to all students attending Auburn Career Center. Students are advised to lock their vehicles and to avoid leaving items in the vehicle that might prompt a break-in. Auburn Career Center assumes no liability or responsibility for damage or theft to vehicles or their contents, and anyone parking on Auburn Career Center campus parking areas does so at their own risk. In the event of a theft, damage, or accident involving a vehicle on campus, the individuals involved are advised to file a report to the proper law enforcement authorities. Students will be issued a parking tag at the beginning of the program which must be displayed at all times. Parking in the designated areas is essential when attending clinical and planned associated experiences. Parking violations may include a fine and towing.

Any parking fees levied by the clinical affiliating agency are the direct responsibility of each student. Students are encouraged to carpool whenever feasible.

STUDENT RESPONSIBILITIES

Auburn's Philosophy

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

instructor or Lake County Deputy Sheriff, or permanent removal from a program as determined by the Program Administrator.

It is the intent of Auburn Career Center to foster and promote values of mutual respect and civility.

Students share responsibility with the instructional staff for learning. Students should come to class prepared by reading lessons or assignments, completing homework, or studying for assessments. Good study habits are essential for success.

All students have a responsibility for helping others to learn by being respectful. During class, students should ask questions, participate in the activities, and help others to understand. Students should not be having casual conversations during the class. Casual talking may disturb others who are trying to hear what the instructor is saying and can be disruptive to the learning process for others.

Students are responsible for taking care of the equipment, the materials, and personal items in the classroom. Eating is NOT permitted in classrooms or lab areas. Students may have a contained beverage with them in the classroom area only. Students should maintain proper hygiene when attending class. Students should not attend class if ill to avoid spreading illness to other students or staff.

Students attending classes should leave campus when studies are completed for the day. Loitering is not permitted on the campus.

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

Education is effective when there is a positive atmosphere in the classroom and students are focused on learning. Courtesy and cooperation are essential.

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

Dress Code and Student Behaviors

Your general appearance (dress, hair, jewelry, and state of health) and your behaviors and actions communicate your image and that of a practical nurse. You are a role model of a nurse and are expected to take pride in your developing “new” self and new image. Students need to have an appropriate personal appearance so that it reflects a positive image of themselves and the school.

Uniform

Students will receive their uniforms as part of their paid tuition so that uniforms will be a consistent cut and color. Students must assume responsibility for care of the uniforms and proper attire. Students need to ensure that their uniform is clean, in good condition, fit appropriately and be wrinkle, tear and stain free. The ID badge is to be worn at all times (above waist level). Cost for replacement of the ID badge is the responsibility of the student.

In the clinical area, students will be appropriately dressed in complete uniform. This includes a clean, wrinkle-free student uniform. Sock and shoes (nursing or athletic) must be clean, including shoe strings, and should be either white or black in color. Closed-heel and closed-toe are required – no

crocs with holes. Appropriate color and use of undergarments are mandatory. Long sleeve white shirts may be worn under the tunic. No other jacket or sweater may be worn in the clinical area due to infection control issues. Pant cuffs are to be worn with the length breaking on the shoe. Cuffs are not to drag on the floor. Appropriate hemming measures must be utilized when pants are too long. All pants are to be worn as designed at waist level. A complete uniform includes a watch with a second hand, multiple black pens, pen-light, stethoscope, Auburn picture identification tag, bandage scissors, and a small pocket pad. Students must wear socks at all times for clinical. **Students not dressed according to dress code with necessary equipment may be dismissed as absent from the clinical site.** Gum chewing is never appropriate while in uniform in the clinical site. Pregnant students may wear plain white pants and a white maternity top that is similar in appearance to the provided uniform top.

When in the classroom, students are to wear the school-designated t-shirt. Students may wear a plain white tee shirt or turtle neck top under the t-shirt if desired. Pants in the classroom need to be wrinkle-free dress pants or wrinkle-free scrub pants in black, blue, grey or khakis. NO jeans, yoga pants or leggings are allowed. Students may wear properly fitted culotte skirts, skorts or shorts that are no shorter than fingerip length when the forearm is fully extended. Shoes must be clean, closed-heel and closed-toe. Heel should be no higher than (1) inch. NO sandals allowed. Students may wear a white or navy sweater or warm-up jacket during winter months. However, no outdoor coats, hoodies or jackets are to be worn in the classroom. Each student is expected to dress in appropriate attire for their body build, chronological age and role model as a health care worker and a proud practical nurse. If the student's dress is not in keeping with the established dress code, the student may be sent home and recorded as absent.

Hair

Hair is to be clean and positioned away from the face. It must be cut, arranged or fastened with non-ornamental hair accessory and worn in a manner so it does not fall in the face of the student. It cannot interfere with work or touch the client in clinical and laboratory environments. Hair longer than shoulder length must be pulled back at the nape of the neck into a bun (not in a ponytail). Style, arrangement of hair, and coloring must appear professional and natural at all times. Ringlets, tendrils and other small strands of hair are unacceptable. Male students are to be clean-shaven daily unless a trimmed mustache/beard is sported. Facial hair will be no longer than one (1) inch off the face unless special permission is received from the Program Administrator. No hats or head coverings are to be worn in the classroom or clinical areas, unless dictated by religious practice.

Jewelry

Permissible jewelry while in uniform includes: one small pair of yellow or white stud earrings (less than 1/4 ") without design (if earrings are worn, a maximum of two (2) are permitted—one per ear), No necklaces or bracelets (neck bands, wrist bands, or scrunchies of any type are unacceptable), engagement and wedding rings are permissible, however, if an engagement and/or wedding ring is/are worn, the student must assume all responsibility for loss of the stone, ring, loss of the finger or injury of the hand, or injury to the client. Basically, only plain yellow or white band rings are safe. No other rings are to be worn. At times, rings along with other jewelry, may need to be removed prior to going to certain clinical areas as designated by the clinical facility. Medical alert bracelets, anklets, and/or necklaces must be worn at all times. If a history of severe allergic reaction is documented, a prescription "epi pen" is to be on your person at all times. No other jewelry (nasal, eyebrow, facial, oral or tongue jewelry, etc.) or piercings are considered appropriate while in uniform for class or clinical sites.

Make-up

Make-up in moderation and with discretion should be used, regardless of current styles. Heavy and unnatural looking make-up should not be worn. Fingernails must not be seen when looking at the extended fingers from the palm of the hand. Fingernails should be well-maintained, clean, short, and smooth. No nail polish. No other nail treatments (false nails, gel or acrylic) are permitted.

Tattoos

All tattoos need to be covered at all clinical facilities. Covering of tattoos should be accomplished through the use of make-up or other covering that will not come off when exposed to clients or water or friction. Adhesive bandages on the hands or lower arms are not acceptable. Tattoos on the lower arms should be covered with athletic arm sleeves. A spare pair should be brought to clinical in the event the sleeves become soiled or wet so that a clean pair can be applied.

Fragrance-Free Environment

Students, faculty, staff, or any other person utilizing Auburn Career Center with chronic allergic conditions will be provided with an appropriate educational space/workspace that is fragrance-free. This environment also extends into the clinical areas. Because even the slightest amount of fragrance could possibly cause an allergic reaction in a shared space in a classroom, hallway, office, bathroom, or any other possible learning space, all faculty, staff, students, and any other personnel shall refrain from wearing any colognes, perfumes, make-up, hair sprays, lotions, or any other substance that has a noticeable scent.

Firearms

Sec. 2923.122 ORC makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous objects onto or on any property owned by or controlled by any activity held under the auspices of a school.

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

Hunting is not allowed on the Auburn campus or property.

Food and Drink

Food is not permitted in the classroom or lab areas, however, drinks contained in a non-disposable container with a secure lid may be consumed in the classroom area only. Students consuming food or drink are requested to do so in the cafeteria. **Food and drink is not permitted on the clinical units.** Your clinical instructor will advise students of the appropriate locations for consumption of items.

Smoking

Auburn Career Center is a smoke-free campus. There is no smoking permitted on the grounds of Auburn Career Center or any adjacent property. You must get into your car and drive off the property to smoke. Non-adherence to this policy could result in a disciplinary action. Use of other tobacco products such as chew, snuff, e-cigarettes and vaping are also not permitted.

Smoking or use of tobacco products is also prohibited at clinical sites. Students are expected to not smoke during the time they are at clinical since some clients can have medical issues with residual smoke on the clothing of others. If you arrive to clinical smelling heavily of smoke, you will be asked to leave and marked as absent.

See the Auburn policy on smoking in the Student Code of Conduct.

Drug-Free/Alcohol-Free Campus

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

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

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

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

Students are expected to report physically and mentally fit for class, clinical and all curricular experiences. If at any time a faculty member, Auburn staff member, nursing service personnel, client, or administrative staff observes signs and/or symptoms of the effects of mood-altering drugs in a practical nursing student in the classroom, laboratory, or clinical setting, a drug screen may be required of the student at that time. These signs and symptoms include, but are not limited to the following: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, hyper-reflexia, and lethargy. If an enrollee is suspect as being "under the influence," at the discretion of the faculty, Auburn staff, or clinical service staff, the student will be dismissed, sent out of the class or clinical areas, and subject to immediate alcohol or drug screening, assessment, and follow-up counseling. The student is responsible for all screening exam costs and related issues.

Documentation of all findings of screening examination(s) is to be released by the student to the school wherein a contingency plan may be constructed.

Self-referrals, family referrals and other concerned persons may assist the chemically dependent individual to participate in a drug education program. A student may be permitted to continue to re-enter the educational process at Auburn Career Center with full Admissions and Promotion committee sanction. Extra-mural agency follow-up is integral to appropriate treatment of the individual. The student must be concurrently enrolled in a bona fide chemical dependency program, provide verification of active participation by reports every 2-3 weeks, submit to random urinalysis, breath analysis, or blood testing at the student's own expense, release findings of the same to the school, while meeting all other expectations of desirable student performance.

Information regarding the impaired student's treatment program will be shared with the Ohio State Board of Nursing as legislatively mandated. See Drug-Free Schools & Campuses Regulations (EDGAR, first printed March 1997, reprinted July 2006.)

Confidentiality Commitment

You are entering a field wherein your honesty, integrity and trustworthiness is integral to your role as a health care giver. You are expected to hold the knowledge of your clients in confidence.

Confidentiality statements signed by each student become a permanent part of the student's file and is integral to ALL clinical/classroom aspects of this program. Violation of confidentiality is a tort in Ohio and may constitute a federal issue. Violation of this policy may result in immediate dismissal from the program without forewarning, denial for re-enrollment and no refund of any funds paid to the school. See code for LPN/VN, NAPNES, NFLPN standards and OAC 4723-5-12 (C) (1-26), guidelines and HIPAA content. The student's signed Confidentiality Statement is a permanent part of your file. Each clinical site may have its own confidentiality paperwork for the student to read and sign when working with and caring for clients.

Sales and Solicitation

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

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

STUDENT CODE OF CONDUCT

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

Academic Honesty/Integrity/Cheating/Plagiarism: Cheating on a test, quiz, assignment, plagiarism, etc., will be treated as a violation of academic integrity. Plagiarism is unauthorized use of data or information to gain academic credit. No credit will be earned for the plagiarized work and additional consequences may be assigned to the student.

Arson: Any use of fire for purposes not related to instruction in the program is prohibited including intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Behavior that Induces Panic: Any behavior that has the potential to cause or causes a panic situation is strictly forbidden. Any student that induces panic by way of words or deeds will be subject to discipline and/or reported to the authorities.

Classroom Rules Violation: Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

Computer Network, Internet, Passwords: Misuse of school computer network or the Internet and/or disclosing password or login information as described in the technology agreement is prohibited.

1. **Disorderly Conduct:** is defined as the behavior of anyone (parent, citizen, adult or minor) becoming disruptive at school or at a school event, or dangerous to the individual or others at the event. Under these circumstances, school authorities have the right, authority, and affirmative obligation to take action. If such behavior is merely disruptive of the event, the individual(s) will be warned that they must stop the disruptive behavior or they will be instructed to leave. If the warning does not settle the matter, the individual(s) may be instructed to leave the premises. Failure to obey these instructions technically creates a trespass, and the offender(s) may be removed by the proper authorities.
2. **Drugs, Alcohol and Counterfeit-Controlled Substance:** Alcohol and drugs are prohibited on school grounds. Possession of drugs, alcoholic beverages, counterfeit-controlled substances or paraphernalia related to drugs will not be tolerated. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, counterfeit-controlled substance, amphetamine, barbiturate, marijuana, steroids, alcoholic beverages, intoxicant of any kind, or misuse of a prescription or over-the-counter drug. Anyone suspected of alcohol and/or drug use will be removed from the program. See the section on Alcohol and Drugs for more information.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

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

- 3rd or subsequent crack conviction s and the amount of crack possessed exceeds 1 gram

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

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

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

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

21.U.S.C.884a

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

21.U.S.C.853a

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

18.U.C.933(g)

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

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

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

Falsifying Communication with the School: Falsifying the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school is prohibited.

Fighting, Assault: A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury, harass, or intimidate a school employee, student, or anyone on the school premises. Students will not provoke fights between other students.

Forgery: The falsification of any documentation and/or signature is considered forgery.

Gambling: Games of chance, which include wagering, gambling, etc., are not permitted.

Harassment, Intimidation, Aggressive Behavior (including Bullying/Cyber bullying):

Inappropriate statements, gestures, verbal, written or physical expressions in reference sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, instructor, or staff member will not be tolerated. Behavior defined as statutory sexual harassment will be

addressed by the proper authority. Harassment, intimidation, or bullying behavior by a student in the Auburn Vocational School District is strictly prohibited, and such conduct may result in disciplinary action, including removal from program. "Harassment, intimidation, or bullying," in accordance with O.R.C. 3313.666, means any intentional written, verbal, graphic or physical act including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

See the Auburn Career Center Workforce Education Student Handbook for other violations of the Anti-Harassment Policy.

Types of Conduct

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

- A. Physical violence and/or attacks;
- B. Threats, taunts, and intimidation through words and/or gestures;
- C. Extortion, damage, or stealing of money and/or possessions;
- D. Exclusion from the peer group or spreading rumors;
- E. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
 - i. Posting slurs on web sites where students congregate or on web logs (personal online journals or diaries);
 - ii. Sending abusive or threatening instant messages;
 - iii. Using camera phones to take embarrassing photographs of students and posting them online or otherwise distributing them;
 - iv. Using web sites to circulate gossip and rumors to other students; and,
 - v. Excluding others from an online group by falsely reporting them for inappropriate language to Internet Service Providers.
- F. Violence within a dating relationship.

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.

Insubordination: Failure to comply with directions of school employees during any period of time

when under their authority or supervision of a district employee.

Personal Appearance: Any fashion (clothing, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Profanity and Obscene Behavior: Written or oral language as well as gestures and actions of an obscene nature are prohibited.

Safety Violations: Students who do not observe safety procedures and behave in an unsafe manner will be immediately removed from their program. Safety rules exist to protect the health and well-being of Auburn's students and staff. Behavior that puts others at risk of injury will not be tolerated. Disciplinary consequences for blatantly unsafe behavior will be dealt with to the full extent of Auburn's disciplinary code, including immediate dismissal. The OSHA standards of individual safety will be followed. Safety items include, but are not limited to: shoes, safety glasses, gloves, helmets, clothing and safety equipment.

Smoking or Possession of Tobacco Products: In accordance with Chapter 3794 of the Ohio Revised Code, Auburn Career Center is a smoke-free facility. The Board prohibits the use of tobacco within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds and/or at any school-related event. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and other lighted smoking devices for burning tobacco or any other plant.

Theft, or Knowingly Receiving or Possessing Stolen Property/Unauthorized Possession of School or Private Property: A student will not knowingly possess unauthorized school or private property. Unauthorized taking of property of another person or receiving or possessing such property is constituted as stealing. Students caught stealing will be disciplined and may be reported to law enforcement officials. The school is not responsible for personal property.

Trespassing: Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there is prohibited. This includes and is not limited to an unauthorized presence in a Board-owned vehicle; unauthorized access to or activity on a Board-owned computer; unauthorized access into district, school or staff computer files; a school or district file server; or the school district computer network. When a student has been removed or permanently excluded from school, the student is prohibited from being present on school property without authorization of the administration.

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.

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 (clinical property) during a school activity, function, or event off school grounds. Such action can result in payment for repair or replacement along with possible dismissal from the school. Littering anywhere on school property is not permitted.

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.

Violations of Parking/Driving Regulations: Students shall not operate his/her vehicle in a reckless manner while on school property.

Weapons: The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the Program Administrator. Failure to report such information may subject the student to disciplinary action. The Superintendent shall refer anyone who violates this policy to law enforcement officials and may take any necessary steps to exclude the person from Board property and Board-sponsored events, regardless of whether such person possesses a valid concealed weapon license.

Horseplay, pranking, roughhousing, and similar types of behavior are considered safety violations and any student engaged in such behavior will be asked to leave the campus and may be removed from the program.

Acts of misconduct that interfere with orderly classroom procedures, school functions, extracurricular programs, or a student's own learning process will be subject to disciplinary action and may result in removal from the program.

ADMINISTRATIVE REMOVAL OF A STUDENT

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

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

When the student is suspended for an interim period, the period and conditions of the suspension shall be provided to the student, along with a clear statement of what conditions must be met for the suspension to be lifted or for re-admittance to Auburn Career Center to be considered. The Program

Administrator shall meet with the student to discuss re-entry into the Auburn Career Center at a time agreed upon by both the student and Auburn Career Center.

OHIO BOARD OF NURSING STUDENT CONDUCT POLICY

Direct adoption from 4723-5-12 (C) (1-26) of the Ohio Administrative Code (OAC) identifies behaviors that are expected of all students of the nursing program.

“(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
 - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

- (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

- (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
- (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
- (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
- (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

- (a) Engage in sexual conduct with a patient;
- (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
- (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
- (16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
- (17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- (18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- (22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
- (24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- (25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- (26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Five Year Review (FYR) Dates: 12/19/2016 and 12/19/2021

Promulgated Under: 119.03

Statutory Authority: 4723.07

Rule Amplifies: 4723.06

Prior Effective Dates: 2/1/96, 4/1/97, 2/1/02, 2/1/04, 2/1/07, 2/1/08, 2/1/12, 2/1/14

Prior History: (Effective: 02/01/2014

R.C. 119.032 review dates: 10/15/2016

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Rule Amplifies: 4723.06

Prior Effective Dates: 02/01/1996, 04/01/1997, 02/01/2002, 02/01/2004, 02/01/2007, 02/01/2008, 02/01/2012)

Downloaded directly from 4723-5-12 (C) (1-26), this day, December 20, 2018, for inclusion in the 2020 Student Handbook.

CORRECTIVE ACTIONS

Corrective actions that may be taken but are not limited to a written warning, probation, suspension and dismissal. Any corrective action that faculty feels needs to be addressed will be documented and presented to and discussed with the student as soon as possible. The documented action will be maintained in the student's file following the Auburn Practical Nursing Program Records Retention Policy. Anecdotal notations, academic and clinical formative and summative evaluations, and attendance are to be held in private and confidential with each students. These documents are maintained in active students' records, however, no copies are to be made. The exception to this policy is when the student has a governmental sponsor wherein this information is contractually required to be shared with the supporting agency or remanded by the court.

Written warnings are notification of unsatisfactory progress or performance in the clinical or classroom areas. A written warning may also be issued following thirty (30) hours of absence. A personal conference with the involved faculty with guidelines for improvement will be discussed.

Probation may be issued for a more serious or recurring violation of established policies and procedures or other expected behaviors. A personal conference and written notification of action and expectations are forthcoming. Behaviors that may constitute probation action may include, but not limited to, academic accumulative grade near or below 80%, forty-eight (48) hours of absence, and behaviors undesirable of a developing health care member. Probation is a "trial period" where the student is expected to "improve" within a stipulated period of time or dismissal from the program is eminent. The probationary period will continue until it is determined by the faculty that the required improvement has been demonstrated but may remain in place throughout the remainder of the program.

Behavior of an extremely serious nature, academic performance below 80%, continued undesirable attendance, violation of hospital/organization policies/procedure, violation of confidentiality oath, unsafe nursing practice or careless performance, foul-inappropriate language, failure to meet clinical objectives in any aspect of the student's program, in the contracting cooperating agencies or school of nursing is unacceptable for a developing health care worker. Immediate dismissal may occur without prior warning or from recurrent uncorrected, undesirable behaviors. The student may be dismissed from the program after accumulating more than sixty (60) hours of absence.

TELEPHONE CALLS/CELL PHONE USAGE/TEXTING IN CLASS

Personal telephone calls and texting are not permitted in the classroom, laboratory, and clinical environments. Students are never to utilize client phones nor business phones for personal concerns. Messages of an emergency nature will be taken by the school administrative assistants and presented to the student at the earliest convenience. Cell phones are not to be utilized during class or lab sessions, nor in the clinical environment unless directed by the instructor. *Electronic devices may be used only during break times during school hours.* **Cell phones are to be deposited in the designated area while in class sessions.** There are to be no phones, texting, or personal electronic equipment such, smart watches, ear buds, headphones, and other electronic devices utilized during class, lab, clinical, quiz and testing periods. Utilization of personal electronic equipment during class sessions may be cause for dismissal for the day, recorded as absence, and/or surrender of device while in class/clinical sessions and probationary action. Because clinical sites may vary concerning cell/portable phone use within the facility, no cell/portable phone use by students is allowed within clinical facilities

*Note that students will have online books and resources available to them via their smart devices, which they may access when directed by their instructor

STUDENT SUPPORT SERVICES

Academic Advising

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

Career Resources

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

Disability Services

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

Student Responsibility

Students are no required to disclose a disability of need unless they would like to access services for an accommodation. If a disability is disclosed and services are expected: the student will be required to provide the ADA office of Auburn Career Center, proof of the adult disability. A primary or secondary IEP (Individual Education Plan) does not meet this requirement. It is suggested that all students requiring consideration for an adult accommodation contact the ADA office immediately upon admission/registration to ensure that the proper documents are filed by the time classes commence.

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

Information Adult Diagnostician Provides

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

NOTE: Student bears the financial responsibility for Adult ADA Testing and Diagnosis Check with your insurance company to see what your insurance policy covers. Service Provisions are based on the diagnosis and recommendations of the diagnostician. Ancillary Services may not be appropriate for Auburn Programs. Many of the Auburn classes are hands- on learning and students are required to demonstrate knowledge and expertise with in the classroom and lab settings. Auburn is not required to lower coursework standards for assignments, grades, attendance; though if appropriate, extended time for tests, and assignments may be provided. Contact the ADA office located in the Student Services Office as soon as possible to ensure provision are available for student success.

HEALTH

Each student is responsible for his/her own health care and is required to have the physical examination and drug screen completed and submitted prior to the start of classes. The student is expected to communicate any personal medical or surgical situations requiring care or treatment or having received recent treatment to the Program Administrator and appropriate faculty as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.

If a surgical intervention is necessary while enrolled in the program, the student must meet with the Program Administrator at the earliest possible time to facilitate arrangements. Each situation is considered individually and all efforts will be expended to continue enrollment. The attending surgeon/physician must complete a release allowing the student to return without restrictions. Clinical agency requirements must be consistently met by all students. Dishonesty regarding one's own health makes one suspect in caring for the health of others and subject to dismissal.

Students with known serious allergies, diabetes, epilepsy, etc., must wear a medic alert bracelet, anklet or necklace at all times while carrying on their person prescription drugs for emergency use. Failure to carry/use these protective devices may be cause for dismissal. If a student has a known documented latex allergy, he/she is discouraged from enrollment and, if enrolled, is referred to this publication's Release Policy, documentation of such allergy is required in the student's file. If a suspected latex allergy develops during enrollment, a latex sensitivity test (at the student's expense) may be required to document a need for latex-free glove usage.

All students are responsible for their own health insurance coverage. Each student is urged to have a personal health coverage plan so an illness may be treated quickly and effectively and not impact their level of functioning and enrollment status.

Injury or Illness in the Classroom Environment (OBN Rule: 4723-5-12 1 H)

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

- If there is an emergency in the lab or classroom, inform the instructor. If the emergency involves the instructor, contact the main office by using the telephone in the Instructor's Office.
- Pick up the phone and dial "0" for the Main Office.
- Remain calm, explain the situation.
- If there is no immediate answer send someone to the nearest classroom or office and notify an adult of the incident and request additional help by calling 911.
- If the victim is conscious, it is best to have them lie still until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.
- There is the possibility of the victim going into a state of physiological shock—a condition of insufficient blood circulation different from electrical shock—and so they should be kept as warm and as comfortable as possible.

Injury or Illness in the Clinical Environment

In case of sudden illness or accident while in the clinical facilities, the student is to contact the instructor and may be seen in the Emergency Department and not in the Employees' Health Clinic. The student may then be referred to their own health care provider. The cost of treatment will be assumed by the student. In case of an accident during clinical experiences, an incident report must be completed to comply with the facility's regulations. The student is required to provide a copy of the report to the school/faculty before returning to clinical. A copy is filed in the student's folder.

Students are not considered employees of any of the health care organizations nor any community agencies wherein planned clinical experiences are schedule and do not qualify under their Workman's Compensation Policy. See Release Policy in text.

American Disability Act (ADA)

Potential American's Disability Act (ADA) students must be "self-revealed" and "self-advocates" and provide current (within two [2] years), sound prescription documentation, to be eligible for special circumstances/handling regarding test taking, testing alone, etc. A high school IEP is not acceptable to meet post-secondary educational experiences.

The Auburn Practical Nursing Program supports the concepts embraced in the American Disability Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. *Students must be able to successfully complete the academic and clinical objectives/outcomes of the program in a timely manner, implementing the essential functions integral to the program.* See the Non-Discriminatory Policy and Mission Statement in the text. Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for the student upon proper supporting documentation of eligibility. The student is urged to “self-reveal” early on with the Program Administrator of this program.

The following are the minimal physical and mental qualifications necessary to function as a nursing student within this adult vocational educational practical program wherein approximately half of the program is clinical and laboratory.

The ability to lift, move, or assist in moving clients of all age groups and weights up in the bed, into wheelchair, into the bathroom and into a shower/tub, onto the toilet elsewhere within the health care organization.

- The ability to move around the client's room and in work areas efficiently, accurately, safely and in a timely manner.
- Visual acuity sufficient to observe and assess client's behavior, prepare and administer medications, and accurately read monitors, printouts, dials, gauges and record effectively.
- Auditory acuity sufficient to hear instructions, requests and monitoring alarms and to auscultate heart sounds, breathe sounds, and bowel sounds.
- Gross and fine motor abilities sufficient to provide safe and effective nursing care. Tactile ability sufficient for physical assessment, safe medication administration, initiation and continuation of intravenous infusions and implementation of client care.
- The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public. The ability to speak, write and comprehend the English language proficiently. The ability to communicate via computer in the classroom and at clinical sites.
- Critical thinking/clinical judgment ability sufficient in clinical environment for safe, prudent judgments.
- Interpersonal abilities sufficient to interact with individuals, families, groups, staff, faculty, and peers from a variety of social, emotional, cultural, and intellectual backgrounds.
- Compassion, integrity, interest and motivation expected of a developing health care worker.
- The ability to adhere to ethical standards of conduct as well as applicable Ohio Administrative Code (OAC) 4723-5-12 (C) (1-26) and other state and federal laws.
- Demonstrate behaviors consistent with the code of ethics of NAPNES, NFLPN, and ANA.
- Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.

The enrollee must be able to perform these essential functions with efficiency, accuracy, safely, and in a timely manner to successfully complete the program outcomes.

Physical and mental expectations provided as a sampling and in no way is meant to be limited to or an inclusive listing of expectations.

<u>Performance</u>	<u>Standard</u>	<u>Examples of Necessary Activities</u> (Not all inclusive)
Physical Strength	The ability to assist in lifting or moving clients of all age groups and weights.	Lift up to 35% of recommended body weight; lifting up to 20# equipment and supplies, lift up to 50# positioning client, over 50# when transferring client.
Mobility	The ability to move around the client's room and in work areas.	Stand and/or walk six to eight hours a day, walk rapidly for a period from one area to another, bend or squat frequently, provide care for a client in an elevated hospital bed or stretcher, provide nursing care for client in a variety of positions requiring standing, stooping, bending, reaching and handling, perform one-man CPR when necessary. Stair climbing occasionally required as an essential function in emergency situations or without elevator usage.
Visual Acuity	The visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and read monitors.	Observe client responses at a distance and close at hand, visually perceive three dimensional relationships and spatial relationships of objects, able to differentiate the color spectrum for color coding of charts, and monitoring equipment.
Auditory Acuity	Auditory acuity sufficient to hear instructions, requests, monitoring alarms, breath sounds, and bowel sounds.	Hear sufficiently to detect subtle changes in client's condition, hear sufficiently to interpret various equipment signals.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Perform physical assessment techniques including: inspection auscultation, palpation and percussion. Safely implement nursing procedures/skills in a timely and efficient manner. Calibrate and use equipment, position and turn clients, includes pinch, grip, pushing and/or pulling carts/wheelchairs, assisting in movement of clients, medical files, and moving equipment. Preparation and administration

		of medications, initiation and continuation of intravenous infusions.
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, auscultation, percussion and functions of physical examination.
Touch	Ability to handle and manipulate to offer client care.	Those related to therapeutic interventions and when offering standard nursing care measures.
Communication	The ability to provide effective written, oral, and nonverbal communication with clients and their families, colleagues, health care providers, and the public, the ability to speak, write and comprehend the English language proficiently.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses. Give oral and written reports to other members of the health care team charting client data. Operates communication methods at the clinical site. Includes finger presses when keyboarding.
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause and effect relationships in situations, develops a nursing care plan for assigned client(s), or group of clients, in an accurate, efficient and timely manner.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, groups, faculty, staff, and peers from a variety of social, emotional, cultural and intellectual backgrounds.	Establish effective rapport with clients, team members, peer, faculty and staff.
Social Behavior	Compassion, integrity, interpersonal skills, interest and motivation.	Develop a mature, sensitive and effective relationship with clients, family, team members, peers, faculty and staff.
Ethical Behavior	The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.	Demonstrate behavior consistent with the practical nurse code of ethics and be in compliance with OAC 4723-5-12 (B) (1-23).
Stress Management	Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.	Effectively practice personal and professional behaviors in therapeutic and constructive manner consistent with OAC 4723-5-12 (B)(1-23) and the Practical Nursing Code of Ethics.

Pregnancy

Pregnancy is to be reported immediately to the Program Administrator and confirmed by the student's health care provider. The student must meet with her health care provider as soon as possible to procure a medical release if she is to remain in the program. The physical responsibilities and

hazards the student might encounter while performing duties as a student practical nurse should be shared with your health care provider. The health care provider must endorse the student's state of health to remain in the program without restrictions. The student assumes all personal responsibility in continuing the program. If the health care provider does not give unqualified permission to return to active status, a leave of absence may be requested by the student (see policy). If, at the discretion of the faculty or policy of the clinical agency, health, safety or performance becomes an issue, the student is subject to immediate dismissal. A leave of absence may be implemented. See Leave of Absence and Re-Entry Policy.

The student practical nurse, when obviously pregnant, must wear the maternity uniform of the Auburn Practical Nursing Program.

Communicable and Infectious Diseases

If there is reason to believe that a Practical Nursing student is afflicted or has been exposed to any communicable disease or condition, then said Practical Nursing student may be required to present a certificate from a physician stating that the person is not afflicted with nor a carrier of any communicable disease or condition.

Each case is to be handled on an individual basis.

The Board of Education recognizes that AIDS is currently a significant medical and social problem. The Board desires to protect the rights of the individual Practical Nursing student who may be infected with AIDS as well as protecting non-infected students, staff, and the public. For purposes of this policy, AIDS includes Acquired Immunity Syndrome, AIDS related Complex or presence of HTLV-III antibody.

If the Superintendent receives information that a Practical Nursing student has become infected with AIDS, the Superintendent shall contact the individual to verify the information and determine if the student wishes to continue receiving educational services from the District. If the Practical Nursing student intends to continue in the District, the Superintendent shall convene an AIDS Evaluation Team which shall evaluate the medical and psychological condition of the Practical Nursing student. The AIDS Evaluation Team may include the Superintendent, the student's personal Physician, the school nurse, or Board of Education appointed physician. The Practical Nursing student may be removed from the school setting until such recommendation is made to the Superintendent. Based upon this evaluation the Superintendent may assign the Practical Nursing student to return to his/her usual place of educational placement unconditionally, to a modified, least restrictive environment, or removed from the educational program.

Information concerning the health status of any student shall be treated as confidential information and be made known only to those individuals who deal with the student on a daily basis and who would be responsible for insuring that the student does not transmit the disease to other students or staff members.

Emergency Medical Authorization Forms

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

SAFETY

Security

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

In Case of Fire

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

Safety Drills For: Fire, Tornado, Lock Down and Disaster

Drills will be held at various times during the school year in an effort to promote the safety of the students and staff at Auburn. Correct procedures for fire and tornado drills are posted in each classroom. Students will proceed to the designated areas during such drills in a quiet, professional manner.

Crisis Management

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

Safety Regulations

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

1. Horseplay (such as: throwing or shooting objects, wrestling, pushing, running, etc.) in the school shall not be tolerated.
2. All accidents/injuries shall be reported immediately to the instructor or other qualified person.
3. Good housekeeping rules and regulations shall be followed.
4. Proper personal protective equipment shall be worn.
5. Safety procedures shall be followed when operating equipment, or handling material manually or mechanically.

6. All hazardous materials shall be properly labeled and stored.
7. All hazardous materials taken out of the original container must be properly labeled if not used by the end of lab.
8. Chemical substance abuse shall not be permitted.
9. Wet, slippery, hazardous traffic areas shall be properly identified.
10. All designated aisle ways shall be kept unobstructed.
11. Emergency equipment shall never be blocked.
12. Where adequate ventilation is provided, it shall be used.
13. School motorized equipment shall not be driven by students without proper safety instruction and no motorized equipment may be removed from school property.
14. Food and drink are not permitted in classrooms or lab areas. Use of food and drink is permitted in the cafeteria area only.

Laboratory Regulations

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

TECHNOLOGY

Student Network and Internet Acceptable Use and Safety

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

Media Services

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

ALUMNI INFORMATION

Information on the Auburn Alumni Association can be found by visiting our website at www.auburncc.org.

GAINFUL EMPLOYMENT ACT & CLERY ACT INFORMATION

For information on the Gainful Employment Act, please see the Auburn Career Center website. For information on campus safety and security at Auburn Career Center, visit The Campus Safety and Security Data Analysis Cutting Tool at 222.ope.ed.gov/security.

REQUIREMENTS FOR APPLICATION FOR LICENSURE AS A PRACTICAL NURSE

Each applicant for licensure will be required to answer questions on the application to the Ohio Board of Nursing related to certain past behaviors or legal history. Applicants must report to the Board if they have been convicted of, found guilty of, pled guilty to, or pled no contest to any of the crimes found on the next page. This includes crimes that have been expunged if the crime has a direct or substantial relationship to nursing practice.

The applicant may view the complete application for licensure in Ohio at www.nursing.ohio.gov. Each student is urged to carefully read the compliance page from the Ohio Board of Nursing Application for Licensure by Examination to Practice Nursing in Ohio.

It is critical that all questions on the application for licensure be answered honestly, since misrepresentation may constitute fraud or deception. Students are urged to seek official legal counsel if applicable to the situation. Students needing more information are encouraged to download a copy of Chapter 4723 of the Ohio Revised Code, contact the Board of Nursing directly, or consult with the Program Administrator of the Auburn Practical Nursing Program.

OHIO BOARD OF NURSING CRIMINAL RECORDS CHECK/FELONY CONVICTIONS

According to the Law Regulating Nursing Practice, Section 4723.09 (B), an applicant who enters a pre-licensure nursing education program on or after June 1, 2003 must complete a criminal records check by the Bureau of Criminal Identification and Investigation (BCI) and a check of the Federal Bureau of Investigation (FBI) before applying for licensure in Ohio. The applicant will not be granted licensure to practice nursing in Ohio if the applicant has been convicted of, plead guilty to, or had a judicial finding of guilt for violating the following sections of the Ohio Revised Code or a substantially similar law of another state, the United States, or another country:

LIST OF POTENTIALLY DISQUALIFYING OFFENSES

Applicants for a license or certificate that have pled guilty to, been convicted of, or been found judicially guilty of any of the following crimes may be disqualified from being licensed as a registered nurse, licensed practical nurse, advanced practice registered nurse, dialysis technician intern, dialysis technician, certified community health worker, or medication aide. The following crimes are considered by the Board of Nursing (Board) to be directly related to the duties/responsibilities of the licensed occupations:

1. Any Offense of Violence as defined in 2901.01(A)(9), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

(a) 2903.01 Aggravated Murder, 2903.02 Murder, 2903.03 Voluntary Manslaughter, 2903.04 Involuntary Manslaughter, 2903.11 Felonious Assault, 2903.12 Aggravated Assault, 2903.13 Assault, 2903.15 Permitting Child Abuse, 2903.21 Aggravated Menacing, 2903.211 Menacing by Stalking, 2903.22 Menacing, 2905.01 Kidnapping, 2905.02 Abduction, 2905.11 Extortion, 2905.32 Trafficking in Persons, 2907.02 Rape, 2907.03 Sexual Battery, 2907.05 Gross Sexual Imposition, 2909.02 Aggravated Arson, 2909.03 Arson, 2909.24 Terrorism, 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2917.01 Inciting to Violence, 2917.02 Aggravated Riot, 2917.03 Riot, 2917.31 Inducing Panic, 2919.25 Domestic Violence, 2921.03 Intimidation, 2921.04 Intimidation of attorney, victim, or witness in criminal case or delinquent child action proceeding, 2921.34 Escape, 2923.161 Improperly discharging firearm at or into a habitation, in a school safety zone or with intent to cause harm or panic to persons in a school building or at a school function, 2903.34(A)(1) Patient Abuse, 2911.12(A)(1), (2), or (3) Burglary, 2919.22(B)(1), (2), (3), or (4) Endangering Children, and Felonious sexual penetration in violation of former section 2907.12 of the Revised Code.

(b) A violation of an existing or former municipal ordinance or law of this or any other state or the United States, substantially equivalent to any section, division, or offense listed above in 1.(a).

(c) An offense, other than a traffic offense, under an existing or former municipal ordinance or law of this or any other state or the United States, committed purposely or knowingly, and involving physical harm to persons or a risk of serious physical harm to persons.

(d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 1.(a) – (c).

2. Any Sexually Oriented Offense as defined in 2950.01(A), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

- (a) 2907.02, Rape, 2907.03, Sexual battery, 2907.05, Gross sexual imposition, 2907.06, Sexual imposition, 2907.07, Importuning, 2907.08, Voyeurism, 2907.21, Compelling prostitution, 2907.22, Promoting prostitution, 2907.32, Pandering obscenity, 2907.321,
- (b) Pandering obscenity involving a minor or impaired person, 2907.322, Pandering sexually oriented matter involving a minor or impaired person, or 2907.323, Illegal use of minor or impaired person in nudity-oriented material or performance of the Revised Code.
- (c) A violation of section 2907.04, Unlawful sexual conduct with minor, of the Revised Code when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct, the other person did not consent to the sexual conduct, and the offender previously has not been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, Unlawful Conduct with minor, or a violation of former Section 2907.12 of the Revised Code.
- (d) A violation of section 2907.04, Unlawful Conduct with minor, of the Revised Code when the offender is at least four years older than the other person with whom the offender engaged in sexual conduct or when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct and the offender previously has been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, or a violation of former Section 2907.12 of the Revised Code.
- (e) A violation of section 2903.01, Aggravated murder, 2903.02, Murder, 2903.11, Felonious assault, of the Revised Code when the violation was committed with a sexual motivation.
- (f) A violation of division (A) of section 2903.04, Involuntary manslaughter, of the Revised Code when the offender committed or attempted to commit the felony that is the basis of the violation with a sexual motivation.
- (g) A violation of division (A)(3) of section 2903.211, Menacing by stalking, of the Revised Code.
- (h) A violation of division (A)(1), (2), (3), or (5) of section 2905.01, Kidnapping, of the Revised Code when the offense is committed with a sexual motivation.
- (i) A violation of division (A)(4) of section of section 2905.01, Kidnapping, of the Revised Code.
- (j) A violation of division (B) of section 2905.01, Kidnapping, of the Revised Code when the victim of the offense is under eighteen years of age and the offender is not a parent of the victim of the offense.
- (k) A violation of division (B) of section 2903.03, Voluntary manslaughter, of division (B) of section 2905.02. Abduction, of division (B) of section 2905.03, Unlawful restraint, of division (B) of section 2905.05, Criminal child enticement, or of division (B)(5) of section 2919.22, Endangering children, of the Revised Code.
- (l) A violation of section 2905.32, Trafficking in persons, of the Revised Code when either of the following applies: (a) The violation is a violation of division (A)(1) of that section and the offender knowingly recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain, another person knowing that the person would be compelled to engage in sexual activity for hire, engage in a performance that was obscene, sexually oriented, or nudity oriented, or be a model or participant in the production of material that was obscene, sexually oriented, or nudity oriented; (b) The violation is a violation of division (A)(2) of that section and the offender knowingly recruited, lured, enticed, isolated,

harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain a person who is less than eighteen years of age or is a person with a developmental disability whom the offender knows or has reasonable cause to believe is a person with a developmental disability for any purpose listed in divisions (A)(2)(a) to (c) of that section.

- (m) A violation of division (B)(4) of section 2907.09 Public indecency, of the Revised Code if the sentencing court classifies the offender as a tier I sex offender/child-victim offender relative to that offense pursuant to division (D) of that section
- (n) A violation of any former law of this state, any existing or former municipal ordinance or law of another state or the United States, any existing or former law applicable in a military court or in an Indian tribal court, or any existing or former law of any nation other than the United States that is or was substantially equivalent to any offense listed in above in 2. (a) – (l).
- (o) Any attempt to commit, conspiracy to commit, or complicity in committing any offense listed above in 2. (a) – (m).

3. Registered Sex Offender Status

An applicant who is required to register as a sex offender as defined in Section 2950.01, ORC, under the law of Ohio, or under the substantially equivalent law of another jurisdiction or the federal government, may be denied a license.

4. Any Drug Abuse Offense as defined in Section 2925.01(G), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

- (a) 2913.02(A) Theft of Drugs, 2925.02 Corrupting Another with Drugs, 2925.03 Trafficking, Aggravated Trafficking in Drugs, 2925.04 Illegal Manufacture of Drugs – Illegal Cultivation of Marihuana-Methamphetamine Offenses, 2925.041 Illegal Assembly or Possession of Chemicals for Manufacture of Drugs, 2925.05 Funding, Aggravated Funding of Drug or Marihuana Trafficking, 2925.06 Illegal Administration or Distribution of Anabolic Steroids, 2925.11 Possession of Controlled Substances, 2925.12 Possession of Drug Abuse Instruments, 2925.13 Permitting Drug Abuse, 2925.22 Deception to Obtain a Dangerous Drug, 2925.23 Illegal Processing of Drug Documents, 2925.24 Tampering with Drugs, 2925.31 Abusing Harmful Intoxicants, 2925.32 Trafficking in Harmful Intoxicants – Improperly Dispensing or Distributing Nitrous Oxide, 2925.36 Illegal Dispensing of Drug Samples, 2925.37 Counterfeit Controlled Substance Offenses, of the Revised Code.
- (b) A violation of an existing or former law of this or any other state or the United States that is substantially equivalent to any section listed above in 4. (a).
- (c) An offense under an existing or former law of this or any other state, or of the United States, of which planting, cultivating, harvesting, processing, making, manufacturing, producing, shipping, transporting, delivering, acquiring, possessing, storing, distributing, dispensing, selling, inducing another to use, administering to another, using, or otherwise dealing with a controlled substance is an element.
- (d) A conspiracy to commit, attempt to commit, or complicity in committing or attempting to commit any offense listed above in 4. (a) – (c).

5. Any Theft Offense as defined in Section 2913.01(K), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

- (a) 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2911.12 Burglary, 2911.13 Breaking and Entering, 2911.31 Safecracking, 2911.32 Tampering with Coin Machines, 2913.02 Theft, 2913.03 Unauthorized Use of a Vehicle, 2913.04 Unauthorized Use of Property – computer, cable, or telecommunication property, 2913.041 Possession or Sale of Unauthorized Cable Television Device, 2913.05 Telecommunications Fraud, 2913.06 Unlawful Use of Telecommunications Device, 2913.11 Passing Bad Checks, 2913.21 Misuse of Credit Cards, 2913.31 Forgery -Forging Identification Cards or Selling or Distributing Forged Identification Cards, 2913.32 Criminal Simulation, 2913.33 Making or Using Slugs – misdemeanor only, 2913.34 Trademark Counterfeiting, 2913.40 Medicaid Fraud, 2913.42 Tampering with Records, 2913.43 Securing Writings by Deception, 2913.44 Personating an Officer, 2913.45 Defrauding Creditors, 2913.47 Insurance Fraud, former Section 2913.47, 2913.48 Workers' Compensation Fraud, former Section 2913.48, 2913.51 Receiving Stolen Property, 2915.05 Cheating- Corrupting Sports, 2921.41 Theft in Office.
- (b) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to any offense listed above in 5. (a).
- (c) An offense under an existing or former municipal ordinance or law of this or any other state, or of the United States, involving robbery, burglary, breaking and entering, theft, embezzlement, wrongful conversion, forgery, counterfeiting, deceit, or fraud.
- (d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (a) through (c).
- (e) Section 2913.30, ORC, Counterfeiting.
- (f) Section 2913.49, ORC, Identity Fraud.
- (g) Section 2923.32, ORC, Engaging in Corrupt Activity.
- (h) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (e) through (g).

6. Other Criminal Offenses

- (a) Section 2909.22, ORC, Soliciting or providing support for an act of terrorism;
- (b) Section 2909.23, ORC, Making terroristic threat;
- (c) Section 2909.26, ORC, Criminal possession of chemical, biological, radiological or nuclear weapon or explosive device;
- (d) Section 2909.27, ORC, Criminal use of chemical, biological, radiological or nuclear weapon or explosive device;
- (e) Section 2909.28, ORC, Illegal assembly or possession of chemicals or substances for manufacture of prohibited weapons;
- (f) Section 2909.29, ORC, Money laundering in support of terrorism.
- (g) Section 2917.33, ORC, Unlawful possession or use of a hoax weapon of mass destruction;
- (h) Section 2917.47, ORC, Improperly handling infectious agents; (i) Section 2919.12, ORC, Unlawful abortion;
- (i) Section 2919.121, ORC, Unlawful abortion upon a minor;
- (j) Section 2919.123, ORC, Unlawful distribution of an abortion-inducing drug;
- (k) Section 2919.13, ORC, Abortion manslaughter;

- (l) Section 2913.14, ORC, Abortion trafficking;
- (m) Section 2913.15, ORC, Dismemberment feticide;
- (n) Section 2919.151, ORC, Partial birth feticide;
- (o) Section 2919.17, ORC, Terminating or attempting to terminate a human pregnancy after viability;
- (p) Sections 2919.193 through 2919.195, Performing or inducing an abortion before determining whether there is a detectable fetal heartbeat; or without informed consent when there is a detectable heartbeat; or after detection of a detectable heartbeat;
- (q) Section 2919.201, ORC, Abortion after gestational age of 20 weeks;
- (r) Section 2921.12, ORC, Tampering with evidence;
- (s) Section 2921.13, ORC, Falsification;
- (t) Section 2921.22, ORC, Failure to report a crime or knowledge of death or burn injury; (v) Section 2921.36, ORC, Illegal conveyance of weapons, drugs or other prohibited items on to the grounds of a detention facility or institution;
- (u) Section 2921.41, ORC, Theft in office;
- (v) Section 2923.16, Improperly handling firearms in a motor vehicle;
- (w) Section 2923.161, Improperly discharging a firearm at or into a habitation, in a school safety zone, or with the intent to cause harm or panic to persons in a school building or at a school function;
- (x) Section 2923.17, ORC, Unlawful possession of dangerous ordnance; illegally manufacturing or possessing explosives;
- (y) Section 2923.20, ORC, Unlawful transaction in weapons;
- (z) Section 2923.21, ORC, Improperly furnishing firearms to a minor;
- (aa) Section 2923.24, ORC, Possessing criminal tools;
- (bb) Section 2923.32, ORC, Engaging in a pattern of corrupt activity;
- (cc) Section 2923.42, ORC, Participating in a criminal gang;
- (dd) Section 2927.01, ORC, Abuse of a corpse; Gross abuse of a corpse;
- (ee) Section 2927.11, ORC, Desecration;
- (ff) Section 2927.12, ORC, Ethnic intimidation;
- (gg) Section 2927.13, ORC, Selling or donating contaminated blood;
- (hh) Section 2927.15, ORC, Unlawful collection of a bodily substance;
- (ii) Section 2927.17, ORC, Advertising of massage services;
- (jj) Section 2927.24, ORC, Contaminating substance for human consumption or use or contamination with hazardous chemical, biological, or radioactive substance – spreading false report of contamination;
- (kk) Any criminal offense that is based on (a) engaging in a profession that requires a license, without holding a current, valid license, or (b) that is another criminal offense, set forth in Ohio Revised Code Sections: 4715.99, 4723.99, 4725.99, 4729.99, 4730.99, 4731.99, 4732.99, 4734.99, 4759.99, 4760.99, 4761.99, 4762.99, 4765.99, 4774.99, 4778.99, or 5747.99.
- (ll) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 6. (a) through (ll).

Review of Applicant's Offense History by the Board of Nursing

The above listed crimes are not automatically disqualifying. The Board reviews the facts of each case on an individual basis. The offense may or may not result in a proposed action to deny licensure. The factors considered may include, but are not limited to the following:

- The nature and seriousness of the offense;
- Passage of time since the crime was committed and whether all terms ordered by the court were successfully completed;
- Whether any other offenses were committed since the crime;
- Relationship of the crime to the ability, capacity, and fitness required to perform the duties and responsibilities of the occupation;
- Any evidence of mitigating rehabilitation or treatment successfully completed, including whether a certificate of qualification for employment under Section 2953.25, ORC, or of achievement or employability under Section 2961.22, ORC, has been obtained;
- Whether denial of the license is reasonably necessary to ensure public safety.

The Board does not have the authority to conduct an investigation of an individual who has not applied for a license or certificate. If an applicant has a criminal history, the Board conducts a thorough investigation and considers the above factors and others, including the facts and circumstances underlying the offense; and the total number and pattern of offenses.

Determination by Board Whether a Crime is on the List of Potentially Disqualifying Offenses

You may request a letter from the Board of Nursing stating whether a crime is on this list of potentially disqualifying offenses by emailing: disqualifying-offenserequests@nursing.ohio.gov. A credit card payment of \$25.00 is required.

Other Consequences of Criminal History - Not Regulated by Board of Nursing

Although the Board may grant a license or certificate to an applicant who has a criminal offense history, an individual may be restricted from working in certain settings based on his or her criminal history due to federal and state laws, which require criminal records checks prior to employment in certain settings, and which may impose absolute or discretionary bars to employment in certain patient care settings, for example, in facilities or settings involving care provided to older adults or children. *See, e.g., Ohio Administrative Code 173-9-07; 3701-60-07; 5123:2-2-02; 5160-45-07.*

Enrollment in Education Programs

The Board cannot answer questions regarding one's eligibility to attend nursing, dialysis, medication aide, or community health worker schools, or participate in clinical instruction. Nursing and other programs vary in regard to enrollment criteria, so it is recommended that you contact the nursing or other program to determine whether you are eligible to enroll. Hospitals and other medical facilities may not authorize individuals to participate in the clinical instruction necessary to complete a program based on criminal history.

Note that it is fraudulent for a third party, such as a nursing program faculty or admissions director, to submit a license application attesting to be the license applicant.

If an applicant has been convicted of, pleaded guilty to, or had a judicial finding of guilt for violating the above sections of the Ohio Revised Code, the applicant will not be able to complete the clinical requirements, long term care facilities with the ages and with pediatric clients, and as such will not be licensed. Therefore, the applicant will not be admitted to the program.

The Ohio Board of Nursing (OBN) cannot advise an individual before entry into a nursing program concerning the ability to take the licensure exam at the completion of the program.

Marriage

The school discourages marrying while enrolled in this intensive, fast-paced, demanding program. If one chooses to get married, it is the student's responsibility to report any associated name change as soon as possible with the legally supported documentation in order for the student's file to reflect the correct, legal name of the student.

Advanced Placement/Transfer Credit

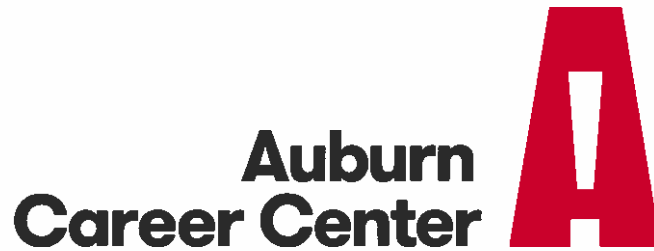
Auburn Practical Nursing Program will consider advanced standing/transfer credit for students who have been able to demonstrate training, knowledge, and ability to perform associated skills for the requested advanced standing/credit. Students who wish to be considered for advanced placement/transfer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

1. The student requesting consideration for advanced standing/transfer credit to the Auburn Practical Nursing Program must be accepted into the program.
2. The student will submit in writing his/her request for consideration for advanced standing/transfer credit to the Program Administrator no later than 60 days prior to the start of the class for which a student has been accepted. The student must submit along with the written request a copy of the course syllabus and transcript showing completed class grade or related military training paperwork related to the course for which advanced standing/transfer credit is being requested. If credit is requested for coursework completed at another school, the completed coursework must have occurred in the past five years for non-nursing classes and in the past three years for nursing classes. Auburn Practical Nursing Program will accept coursework that equals no more than 50 percent of the program.
3. The Program Administrator will assign a faculty member to review the provided documents to compare the completed coursework to the coursework offered by Auburn Practical Nursing Program. The faculty member will base the comparison of the coursework following the course outcomes and the course outline of the Auburn course.
4. If the coursework is deemed to be equivalent, the student may take the final exam for the course to ensure competence. If skills are involved with the coursework, the student may be required to perform the related skills testing. The student must complete the final exam with an 80% grade or higher. The skills testing must be completed in a maximum of three attempts. Failure to achieve the passing marks for the exam or skills testing will result in the student not obtaining credit for the course.

5. If the student is given advanced standing/transfer credit, the tuition bill will be adjusted by percentage of hours from the overall program. Textbook credit will be given based upon the amount charged to students.
6. Advanced standing/transfer credit will be identified on the official Auburn Practical Nursing Program transcript for the course for which the student received credit.
7. If a student feels that advanced standing/transfer credit was inappropriately denied, the student may appeal the decision following the Appeal Process Policy identified in the Auburn Practical Nursing Program Handbook.
8. Students returning to the Auburn Practical Nursing Program requesting advanced placement will be evaluated for placement following this policy.

Additional Auburn Career Center Policies

For additional information regarding Auburn Career Center policies, please see the Auburn Career Center Workforce Education Student Handbook.



2022 PROGRAM COST OF EDUCATION

Auburn Practical Nursing Program

Tuition Costs Inclusive

- Online Resources:, AceMapping,
- CPR
- Application Fee
- Books
- Online Programs: Shadow Health and vSims
- Supply Fee
- Tools
- Uniforms

Review current cost and fees with Financial Aid Officer.

Miscellaneous Pre-Admission Other Fees

- Application fee of \$45 when registering for class
- Physical exam, background check, and drug screen (purchased on own)
- White/Black uniform shoe (purchased on own)
- Watch with sweep second hand (purchased on own)
- Computer and Internet (purchased on own)

ATTENDANCE CALCULATION TABLE

Minutes Late	Time Docked
0-22	0.25 hours
23-37	0.5 hours
37-52	0.75 hours
53-67	1 hour

* For time missed over 67 minutes, the calculation is based upon the same partial hour calculation in addition to the number of whole hours.



WITHDRAWAL FORM
Auburn Practical Nursing Program

Today's Date: _____

Name: _____

Address: _____

Email: _____

Phone: _____

Name and Address of Employer: _____

Reason for withdrawal: _____

Date of actual withdrawal: _____

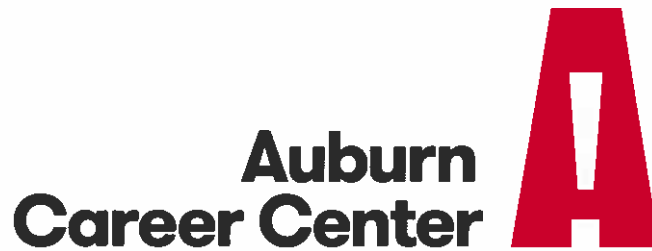
Student's Signature: _____

Adult Director or Designee: _____

Program Administrator or Designee: _____

Information also needs to be
provided to:

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



TRANSFER FORM
Auburn Practical Nursing Program

Today's Date: _____

Name: _____

Address: _____

Email: _____ Phone: _____

Name and Address of Employer: _____

Title or Position: _____

Program cohort enrolled in: _____

Classes completed:

Anatomy & Physiology _____	Pharmacology II _____	Technology Lab _____
Growth & Development _____	Nursing Fundamentals _____	Nutrition _____
Pharmacology I _____	Nursing Across the Lifespan _____	Personal & Vocational Relationships _____

Program cohort transferring to: _____

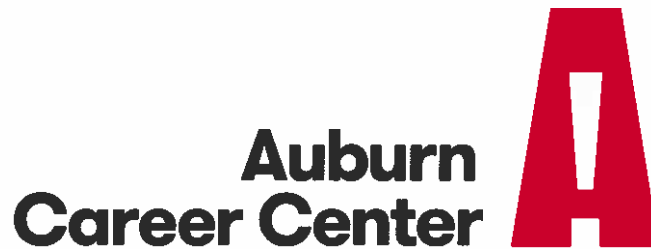
New Start Date: _____

Current Tuition Balance: _____ New Tuition Balance: _____

Courses Remaining to Be Taken:

Anatomy & Physiology _____	Pharmacology II _____	Technology Lab _____
Growth & Development _____	Nursing Fundamentals _____	Nutrition _____
Pharmacology I _____	Nursing Across the Lifespan _____	Personal & Vocational Relationships _____

Student's Signature: _____



TRANSCRIPT REQUEST
Auburn Practical Nursing Program

Student Name: _____ Date: _____

Birth Date: _____ Phone: _____

Program/Trade Area: _____

Date Entered: _____

Date Withdrawn: _____

Date Completed: _____

Records requested: _____ Transcript _____ Certificate

Send Official Transcript to:

Name: _____

Attention: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Signature of Student

Date

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

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

8140 Auburn Road * Concord, OH 44077 * 440.357.7542 * Fax: 440.358.8012

NCLEX SUCCESS PLAN

USING LIPPINCOTT PASS POINT

OVERVIEW

Target groups: Students in their final semester(s) of a nursing program.

Brief summary of assignment:

This activity presents the student with a variety of tasks to complete that will assist in successful preparation for the NCLEX-RN® and NCLEX-PN® before and after graduation.

LEARNING OBJECTIVES

At the end of this activity the student will:

- Demonstrate an appropriate plan for successful preparation for the NCLEX.
- Identify strengths and weaknesses of content needed for the NCLEX.
- Perform multiple formative quizzes in preparation for the NCLEX.
- Simulate the NCLEX experience by completing multiple Comprehensive Exams.
- Determine behaviors needed to ensure a successful preparation for the NCLEX.

INSTRUCTIONS

1. At the beginning of the nursing students' final semester(s), assign the MY NCLEX SUCCESS PLAN
2. Share with the students that the NCLEX Success Plan is intended to be individualized. The student needs to understand that this plan will be handed back to them to follow and use as a guide in their preparation for a successful NCLEX experience.
3. In Lippincott's PassPoint, create and assign the first 75 question Practice Exam to be taken over two hours. After identifying the common weaknesses of your students, assign weekly pre-lecture quizzes accordingly for the students. Assign 10 points for each quiz and set the mastery level at 6.
4. In addition to the quizzes, assign biweekly Practice Exams starting with 75 questions and working your way up to a 145* question Practice Exam. NOTE: The student should experience at least three maximum question exams prior to the NCLEX exam.
5. Evaluate your students' exam results each week and discuss any misconceptions, strengths, content areas needing further attention, and encourage use of the remediation SmartSense links.
6. Encourage students to challenge themselves and take quizzes and exams outside of the required assignments. Challenge them to reach a mastery level of 8 post-graduation and prior to taking the NCLEX.
7. As they progress through the semester, encourage increased attention to their NCLEX Success Plans because end of semester due dates and activities tend to distract them from the ultimate goal.

*Recommendation of 145 items is based on the NCLEX Covid-19 modifications.

<https://www.ncsbn.org/14428.htm>

MY NCLEX SUCCESS PLAN (TO BE GIVEN TO STUDENTS)

MY PLEDGE

I, *[insert name]*, a nursing student at *[insert name of your nursing program or school]*, promise to follow the following plan I created for my NCLEX success! I understand that those who do establish and follow a comprehensive plan do better on the exam.

VISUALIZATION

Nursing Student Signature, RN or LPN

MAXIMIZING MY REVIEW TIME

I know that for me to learn best I will need to:

- 1.
- 2.
- 3.

STRENGTHS AND WEAKNESSES

I have identified that I do well in the following client need categories:

- 1.
- 2.
- 3.
- 4.

I have identified that I need to remediate in the following client need categories:

- 1.
- 2.
- 3.
- 4.

REMEDIATION PLAN

I plan to use the following tools over the next 5 months to help with my focused review plan

- 1.
- 2.
- 3.

LEARNING ENVIRONMENT

It has been my experience throughout nursing school that I learn best

- 1.
- 2.
- 3.

PRE-NCLEX LIFE PLAN

This is what I will do if a major life event occurs during my pre-NCLEX preparation time:

I will find the time to ramp up my review plan post-graduation by:

I have identified the following as motivators for me to follow this NCLEX Success Plan:

Success Plan Grading Rubric

Grading Rubric Categories & Assignment Criteria	Exemplary	Good	Satisfactory	Poor	Unacceptable	Earned Points
Complete all areas of the NCLEX Success Plan.						/5
Identify areas of strength and weakness and create an appropriate and individualized remediation plan.						/5
Create a calendar for a minimum of 5 months detailing a quiz schedule, practice exam dates, major life events, and other NCLEX preparation activities.						/5
Demonstrate effort towards increasing test-taking endurance.						/5
Total points earned/grade						/20



ADULT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

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

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

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

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

Please complete the following information:

Student User's Full Name (please print): _____

Program: _____

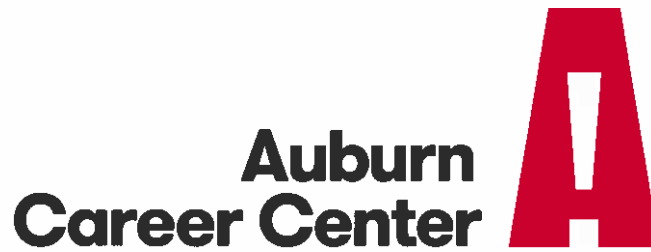
Please read the following.

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

I have read and agree to abide by the ADULT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT. I understand that any violation of the terms and conditions set forth in this agreement is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student Signature: _____

Date: _____



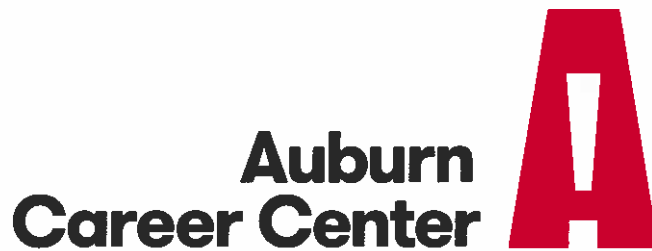
RELEASE POLICY

The adult enrollee voluntarily desires to participate in this curriculum experience which includes classroom, laboratory and clinical experiences in the health care community. The enrollee is duly aware of risks and hazards, which may arise through participation in activities/experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, the enrollee hereby voluntarily assumes all risks of illness/accident or personal damage to his/her person or property. Any costs pursuant to potential injury, or injury, are the responsibility of the adult enrollee. While at the facility and/or in the school environment, the adult enrollee will not be considered as an employee or agent of the facility nor the school district. Therefore, the enrollee will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult enrollee will indemnify and hold harmless the facility, and the school district, school board members, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including, but not limited to, attorney fees and costs arising out of or related to the enrollee's actions or activities. This release shall be binding with the signing of the contract on the enrollee, any heirs, administrators, or executors. This contract is a permanent part of your file at Auburn Career Center.

Student Name Printed _____

Student Signature _____

Date _____



Auburn Practical Nursing Program
Auburn Career Center
8140 Auburn Road
Concord Township, Ohio 44077
440-357-7542

PRACTICAL NURSING STUDENT AGREEMENT

BACKGROUND INFORMATION

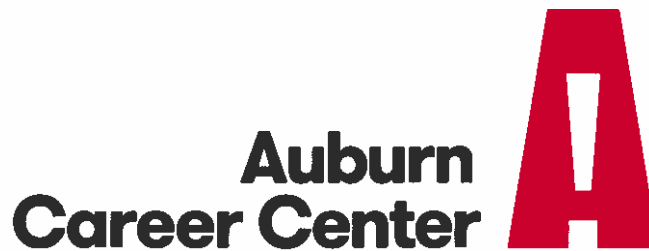
I, _____, have been informed of Senate Bill 160 that restricts employment in health care related fields based on the results of BCI and FBI background checks. Background checks less than one year old are required by the Ohio Board of Nursing to sit for the NCLEX-PN for anyone entering a school of nursing on or after June 1, 2003. I have been made aware of and offered a copy of the list of offenses that would keep me from being eligible to sit for the NCLEX-PN or from being able to attend clinical experience at the clinical sites.

I also understand that the clinical facilities may refuse my attendance within their clinical facility regardless of Senate Bill 160. If I am denied permission to complete my clinical experience by facility, I will be dismissed from the program due to the inability to complete the clinical portion of the nursing course.

Student Signature: _____ Date: _____

Witness Name: _____

Witness Signature: _____ Date: _____



CONFIDENTIALITY STATEMENT FOR STUDENT CLINICAL EXPERIENCE *

I, _____, understand that in the performance of my duties during my clinical experience at all clinical sites, which include any and all acute care sites, long term care facilities, clinic facilities, and all facilities wherein I have clinical experiences and opportunities, I have access to and/or am involved in the processing of information and data, I understand that:

- I have a legal obligation to hold confidential all information including computerized data information from charts and records to which I may have access, and will only discuss this information with those individuals who require this information in order to carry out their job responsibilities and facilitate the educational process.
- I will not intentionally attempt to gain access to areas that are not needed for the performance of my clinical experience.
- Password, if assigned, is unique to me and is not transferable.
- I am solely and fully accountable for any information entered into the system under my password. I will notify my clinical instructor/supervisor and /or the system manager (or designee) immediately if I suspect that someone has gained unauthorized access to my password or documentation.

I understand that I am required to maintain the confidentiality of this data at all times during, after, and following my clinical experience and there remains a legal compliance expectation without ending. I understand that I do not have any right to take photos, videos, or recording of clients/residents/or children in the clinical environments. I understand that a violation of these confidentiality considerations will result in termination of clinical experience, possible legal action, and dismissal from the program.

Name (please print) _____

Signature _____ Date _____

*This Confidentiality Statement is applicable to **ALL** clinical sites connected to the Auburn Practical Nursing Program and becomes part of the individual's personal file.

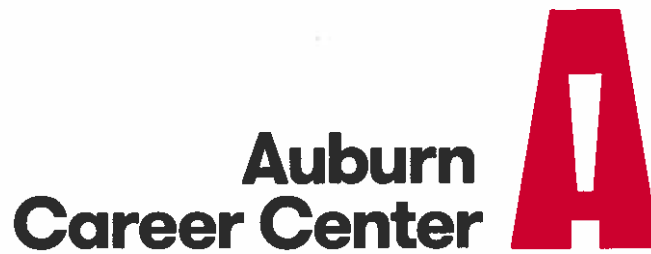
ACKNOWLEDGEMENT

I have received and read both the 2024 Auburn Practical Nursing School Handbook and the Adult Workforce Education Student Handbook. I will abide by these policies, rules, and regulations as set forth by the school. I recognize that this is a binding contract of responsibility and accountability, which is then integrated into my permanent file. I have been provided time to ask questions and receive responses to these questions.

Student Name Printed: _____

Student Signature: _____

Date: _____



FBI-BCI HOLD HARMLESS WAIVER

You, the undersigned, have been accepted into the Auburn practical nursing program; however, your background check has one or more areas that may be of concern to the Ohio Board of Nursing and other certificating/licensing bodies/jurisdictions.

Your signature below confirms that you are aware that, even if you complete the Auburn practical nursing program, the Auburn Vocational School District Board of Education ("Board") does not make any determination as to whether you will be permitted to practice nursing. In addition to examinations, there may be character, fitness, and other qualifications to practice nursing in every jurisdiction. As with every individual, you are strongly encouraged to determine the requirements for any jurisdiction in which you intend to practice nursing by contacting the jurisdiction(s) directly.

Your signature below also confirms that you, as well as your respective officers, members, employees, agents, legal representatives, parents, guardians, former spouses, spouses, heirs, administrators, executors, assigns, and other representatives in both their respective individual and official capacities, hereby release, discharge, waive, and covenant not to sue the Board, as well as its respective officers, members, employees, agents, legal representatives, administrators, executors, assigns, and other representatives in both their respective individual and official capacities from any and all claims, demands, actions, causes of actions, and/or suits at law and/or equity and/or whatever kind of nature, whether now known or unknown and from continuing effects therefrom, including any and all claims arising out of or in any way related to admission in the Auburn practical nursing program and/or the nursing profession in general.

Signature

Date

Printed name

Background form 2019.12.05

Board Approved 1-15-2020

Auburn Career Center



You, the undersigned have been accepted into the **Auburn Practical Nursing Program**; however, your background check and drug testing may be of concern to the _____, employers, affiliates, internships, and certifying/licensing bodies/jurisdictions.

Your signature below confirms that you are aware that, even if you participate in and/or complete the **Auburn Practical Nursing program**, the Auburn Vocational School District Board of Education ("Board") does not make any determination as to whether you will be permitted to participate in and/or complete the **Auburn Practical Nursing program** and/or practice _____. In addition to background checks, drug testing, performance, and examinations; there may be character, fitness, and other qualifications to participate in internships and/or practice _____ by contacting the jurisdiction in which you intend to participate in internships and/or practice _____ by contacting the jurisdiction(s) directly.

Your signature below also confirms that you, as well as your respective officers, members, employees, agents, legal representatives, parents, guardians, former spouses, spouses, heirs, administrators, executors, assigns, and other representatives in both their respective individual and official capacities, hereby release, discharge, waive, and covenant not to sue the Auburn Vocational School District Board of Education, as well as its respective officers, members, employees, agents, legal representatives, administrators, executors, assigns, and other representatives in both their respective individual and official capacities from any and all claims, demands, actions, causes of actions, and/or suits at law and/or equity and/or whatever kind of nature, whether now known or unknown and from continuing effects therefrom, including any and all claims arising out of or in any way related to admission in the **Auburn Practical Nursing program** and/or the _____ profession in general.

Signature

Date

Printed name

Auburn Career Center



8140 Auburn Road

Painesville, OH 44077-9179

Adult Student Photography/Video Release

This Photography/Video Release (hereinafter "Release"), executed on this ___, day of _____, 20___, by _____, (hereinafter "Adult Student") 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 Adult Student's image appears, on its website and in brochures or other print-based promotional materials.

Adult Student 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 Adult 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 Adult 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 Adult Student 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 Adult Student's image appears, taken in accordance with this Release, for the purposes described in this Release, subsequent to Adult Student's enrollment in the Auburn Career Center.

Adult Student 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 Adult 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. Adult Student fully understands the terms of this Release and voluntarily enters into it without any inducement.

Adult Student Name/Signature: _____ Date: _____

**Auburn
Career Center**



Attachment Item #13

*Adult Workforce
Education Student
Handbook for
2024-2025 SY*

Auburn Career Center



Adult Workforce Education Student Handbook **2024-2025**

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

We believe that:

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

8140 Auburn Road
Concord Twp., OH 44077
440.357.7542

www.auburncc.org

CONSUMER DISCLOSURE

Auburn Career Center is required by Federal Law to disclose the following information to our prospective and enrolled students on an annual basis:

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

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

This information is available in hard copy upon request. To obtain a copy please contact the Financial Aid Specialist at: 440.357.7542 extension 8326.

AUBURN VOCATIONAL BOARD OF EDUCATION MEMBERS

Roger Miller-**President**

Dr. Susan Culotta, Vice-President

Todd Albright

Jean Brush

Kenneth Cahill

Geoffrey Kent

Neysa Gaskins

Thomas Hach

Sherry Maruschak

Barb Rayburn

Mary Wheeler

AUBURN ADULT ADMINISTRATION

Dr. Brian Bontempo
Superintendent

Sherry Williamson
Treasurer

Jeff Slavkovsky
Executive Director of Career & Technical Education

Michelle Rodewald
Director of Adult Workforce Education

Sean Davis
**Assistant Adult Workforce Director and Director of
Public Safety**

Andrew Kelner
**Assistant Adult Workforce Director and Director of
Business Partnerships**

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Welcome to Auburn!

Dear Adult Workforce Education Student,

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

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

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

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

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

Sincerely,

Dr. Brian Bontempo
Superintendent

OFFICE STAFF PHONE EXTENSION LIST

440.357.7542

Director of Adult Workforce Education Michelle Rodewald x8028

Office Hours

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

Friday: 10:00 am – 6:00 pm

Saturday and Sunday: CLOSED

Main Office Services:

Registration – Transcripts – Book Purchases - Student Records

Administrative Assistant: Laura Kamis 8276

Administrative Assistant: Jessica Brown 8333

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

Career Advisor & Student Services: Amanda Vacic 8090

Financial Aid: Sandy Schultz 8326

Auburn Aspire Program

Director of ASPIRE & Assessment Ctr. Blair Suttles 8237

Administrative Assistant Lexi King 8027

Assistant Adult Director and Director of Business Partnerships

Director of Business Partnerships Andrew Kelner 8018

Customized Training

Contract Coordinator Michelle Rodewald 8159

Assistant Adult Director and Director of EMS/Paramedic/Firefighter Training

Director of Public Safety Sean Davis 8026

Industrial Trades

Director of Industrial Trades Kelly Bean 8236

Health Care

Director of Practical Nursing Karen Howell 8366

Resource Officer

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

Assessment Center

Administrative Assistant Lexi King 8027

DIRECTORY OF ADULT WORKFORCE EDUCATION PERSONNEL

Auburn Practical Nursing Program

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

Dental Assistant

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

InstructorTBD

Emergency Medical Technician

Director of Public SafetySean Davis (sdavis@auburncc.org)

Emergency Medical Technician.....Robert Ivancic (rivancic@auburncc.org)

Emergency Medical Technician (customized training)Callahan Henderson (chenderson@auburncc.org)

Emergency Medical Technician.....Ryan Davis (rdavis@auburncc.org)

Emergency Services Telecommunicator

Director of Public SafetySean Davis (sdavis@auburncc.org)

EST InstructorBarton Eland (beland@auburncc.org)

Firefighter 1 & 2

Director of Public SafetySean Davis (sdavis@auburncc.org)

Firefighter InstructorTom Sitz(tsitz@auburncc.org)

Skills Coordinator.....Jason Benton (jbenton@auburncc.org)

Firefighter Instructor (customized training)Edward Koziol (ekoziol@auburncc.org)

Firefighter Instructor (customized training)Mike Fink (mfink@auburncc.org)

Fire Inspector

Director of Public SafetySean Davis (sdavis@auburncc.org)

InstructorJames Davis (jdavis2@auburncc.org)

HVAC

Director of Industrial TradesKelly Bean (kbean@auburncc.org)

InstructorLewis Fletcher (lfletcher@auburncc.org)

Industrial Electricity - Electrical Training

Director of Industrial TradesKelly Bean (kbean@auburncc.org)

InstructorRichard LaForce (rlaforce@auburncc.org)

Machining/CNC

Director of Industrial TradesKelly Bean (kbean@auburncc.org)

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

Instructor (CNC Machining)Al Large (alarge@auburncc.org)

Paramedic

Director of Public SafetySean Davis (sdavis@auburncc.org)

Paramedic Program Director.....Joe Cooper (jcooper@auburncc.org)

Clinical CoordinatorMathew Urie (urie@auburncc.org)

Paramedic InstructorZach Martin (zmartin@auburncc.org)

Welding

Director of Industrial Trades.....Kelly Bean (kbean@auburncc.org)

Instructor.....Scott Slagle (sslagle@auburncc.org)

ADULT WORKFORCE EDUCATION CALENDAR

2024-2025

District Closed ~ No Classes

September 2	Labor Day
October 9	Student/Parent/Teacher Conference (High School)
October 11	NEOE Day
November 27-29	Thanksgiving
December 23 – January 3, 2025	Winter Break
January 20	Martin Luther King Day
January 30	Program Information Night
February 17	President's Day
March 24 – March 28	Spring Break
April 18 - 21	OFF
May 26	Memorial Day
June 19	Juneteenth
July 4	Independence Day

AUBURN CAREER CENTER

Campus

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

Equipment

Auburn Career Center is equipped with a state-of-the-art Welding lab and Industrial Arts lab for HVAC and Machining/CNC that provides the most current technology in the field. Our Public Safety programs use a brand new Fire Simulation Tower, a full-service ambulance, an entire house as well as a fire truck as part of their training. Our Practical Nursing program has a lab with four beds for clinical demonstrations and simulations. Additionally, Auburn Career Center has 10 labs for Industrial Training, IT, and Health Careers. Computer access is available to every student at a 1:1 ratio.

ACCREDITATION AND AFFILIATIONS

Accreditation

Auburn Career Center became fully accredited with the Council on Occupational Education (C.O.E.) and received the highest recommendation of a six-year reaccreditation in 2023. The Council on Occupational Education is a national accrediting agency recognized by the United States Department of Education assuring quality and integrity in career and technical education. COE can be contacted at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia, 30350. Telephone: 800.917.2081.



Additional Accreditations/Associations and Professional Boards

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

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



EQUAL OPPORTUNITY POLICY

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

ADMISSIONS PROCEDURES

Eligibility for Admission

1. Incoming students taking advantage of any Title IV funding must have a High School Diploma or a General Education Development High School Equivalency Diploma (GED).

Auburn requires that all transcript copies, the high school diploma, or certificate MUST be translated into English by an authorized certifying official at an official translation service and notarized. The English translation must be prepared on official business letterhead stationery. English translations on plain copy paper are not acceptable.

2. Admissions into any Public Safety, Auburn Licensed Practical Nursing, or State Tested Nurse Aide programs have admission requirements which may include additional items such as: pretesting, background check, physical, TB test, and letters of recommendation. These requirements are listed in our requirements for enrollment page on our website.

Adult Diploma Option Programs

1. Several programs are open to persons without a high school diploma who want to earn an industry credential and at the same time earn the General Education Development High School Equivalency Diploma (GED).
2. Students who enroll in an Adult Diploma option program must first attend Aspire for a minimum of 40 hours, pass an ACT WorkKeys® Assessment with a score of 14 or higher, and sign up for a Safe Account through the Ohio Department of Education. Auburn Career Center staff can help you through the process.
3. Once you complete the items listed in #2, you can then register for an adult diploma option class FREE of charge including all supplies, books, and uniforms.
4. After successfully earning the industry credential, and completing the course according to the course syllabus, you will simultaneously earn your GED.

Admissions Process

1. Create a student account profile at www.auburncc.org. Choose a program, enroll into the program online. Upload the required documents listed on the website for the program. Call the Adult office to complete the enrollment agreement and set up a payment plan or speak to the financial aid office. Contact the Adult Workforce Education Administrative Office at 440.357.7542 X8276 or X 8333.

(Continued)

Admissions Process (cont'd)

2. Prospective students are encouraged to make an appointment with our adult administrative assistants or appropriate program director to review registration steps, address course selection questions, and discuss payment options.
3. Students who are interested in funding their institutional costs through financial aid can speak with Auburn's Financial Aid Coordinator, **Sandy Schultz**.
4. Students who plan to take the Auburn Practical Nursing program, Paramedic, Firefighter 1 & 2, Emergency Medical Technician, Public Safety Academy, or Emergency Services Telecommunicator courses are required to take an assessment and meet the minimum scores needed for placement.
5. The Auburn Practical Nursing program, Paramedic, Firefighter 1 & 2, Emergency Medical Technician, Public Safety Academy, or Emergency Services Telecommunicator programs have additional requirements for enrollment. These requirements are found on the requirements for enrollment page on our website, in course syllabi and application packets.

Readmission Policy

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

TUITION

Students are responsible for payment of all tuition and fees by the second day of class unless they have completed an Enrollment Agreement or are funding their costs through Federal Financial Aid or some other accepted means such as Job & Family Services.

Withdrawal and Refund Policy**

Note: Auburn Career Center reserves the right to modify this policy at any time.

To officially withdraw from a class or program the student must complete the Adult Workforce Education Student Request for Withdrawal form. The Adult Workforce Education Office can provide this form. Students who are unable to physically submit the Workforce Education Withdrawal Form must contact the Adult Workforce Education Office by telephone or email.

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

(Continued)

Withdrawal and Refund Policy (cont'd)

Auburn Career Center's Refund Policy does not mean students who withdraw will be given a refund. The student's tuition will be adjusted according to the refund policy listed below and only students who have paid their tuition and fees may be given a refund. Students with Federal Financial Aid are subject not only to Auburn's Refund Policy but also the Return of Title IV Funding (page 35) calculation done on any awarded Federal Financial Aid. Before withdrawing, students should talk to the Financial Aid Specialist to see how their Federal funds will be impacted. Similarly, students receiving Veterans Administration (VA) benefits for schooling or monthly stipends are subject not only to Auburn's Refund Policy but also to the VA guidelines. Before withdrawing, students should talk to our Financial Aid Specialist to see how their disbursed VA funds will be impacted.

Refunds for Classes Cancelled by Auburn Career Center

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

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

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

Refund Policy for Programs That Are Less Than 200 Clock Hours

After the first day of class, any funds that Auburn Career Center has expended for the student's program will be charged to the student. The tuition will be refunded on a prorated basis based on the amount of tuition paid and the percentage of the program hours elapsed during the scheduled payment period. **Students who complete 50% of their scheduled program are not eligible for a prorated refund of their tuition.**

Refund Policy for Programs That Are 200 Clock Hours or More

Students who withdraw after the first day of class or are Administratively Withdrawn will be evaluated to see if they are eligible for a prorated refund of their program cost. Tuition refunds will be prorated based upon the amount of tuition paid and the percentage of the program completed by the student. **Students who complete 50% of their scheduled program are not eligible for a prorated refund of their tuition.** Books, fees, uniform costs, tools, and the application fee are nonrefundable. The calculation to determine the percentage of a program completed by a student is the number of hours a student has attended up to the date of withdrawal divided by the total number of hours in the program.

Example: A student withdraws from a 200 clock hour program after attending the first 90 hours of the program, which is 45% of the program hours. If the tuition for the program is \$1000, the fees \$100, and the book \$50, as long as the student paid all charges, the student would receive a refund of \$550 from Auburn Career Center when he/she withdraws. If the student withdrew after 100 hours, they would not receive a refund.

Please Note:

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

PAYMENT OPTIONS

Cash Option

Students utilizing the cash option payment will pay 100% of their tuition and fees before the first day of class. This payment can be made through credit card, debit, cash, or check. However, if you pay by check and the funds are not available in the account and the check returned unpaid, the student will only be allowed to pay through debit, credit card, or cash or removed from class.

Enrollment Agreement

All students are required to complete an Enrollment Agreement for the program cost at the time of registration. To participate in the payment plan, submission of a valid Visa, MasterCard, or Discover card is required. The balance is payable in equal monthly, interest-free installments due on or before the 16th of each month, throughout the term of the class. The first payment must be made on or before the 16th of the first month of class or the student can be Administratively Withdrawn.

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

Pell Grant Only Option

Students who are Pell Grant eligible (verified by the Financial Aid Specialist) but do not want to use Federal Direct Student Loans to pay their balance are required to complete an Enrollment Agreement with credit/debit card information for the balance of the tuition.

FINANCIAL AID

Statement of Philosophy

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

The following are the guiding principles of the student aid programs at Auburn Career Center.

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

Statement of Principles

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

Statement of Principles (cont'd)

In the assignment of funds to those students designated to receive financial aid, the largest amounts of total grant assistance will be awarded to students with the least ability to pay for their program.

6. We shall review our financial assistance awards annually to determine if there are changes based upon Federal regulations and the possible need for students to complete more than one Federal financial aid application. We have an obligation to inform students and parents of the financial aid renewal policies for enrolled students at the time of the initial offer of financial assistance.
7. Because the amount of financial assistance awarded reflects the economic circumstances of the student and his/her family, we will refrain from any public announcements of the amount of aid awarded and will encourage the student and others to respect the confidentiality of this information.
8. All documents, correspondence, and conversations between and among the aid applicant, his/her family, and financial aid officers are confidential and entitled to the protection ordinarily arising from a counseling relationship.

Financial Aid Office Personnel Code of Conduct

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

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

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

Financial Aid recipients must follow the school's attendance policy to remain eligible for financial aid. **Failure to maintain attendance will result in loss of Financial Aid funding, and you will be responsible for the balance of your account.**

Students who have not completed their financial aid before the first day of class must make the first month's payment according to their Enrollment Agreement, or they will be unable to attend class. If a student does not have their financial aid completed by the start of the second month of their program, they must continue to make monthly payments until their financial aid is completed.

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

- a) Complete the Free Application for Federal Student Aid (FAFSA) at [Home | Federal Student Aid](#). The FAFSA should be completed no later than May 1st for the upcoming award year to optimize financial opportunities. **Auburn Career Center's school code is 030514.**
- b) Submit any other financial aid requested documents (*i.e.*, verification worksheet, signed federal tax transcript, W-2 form, parents' tax information if needed, etc.).

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

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

Financial Aid Academic Good Standing and Satisfactory Progress Policy

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

What Title IV Financial Aid Programs are Available?

Students interested in applying for financial aid to assist them with tuition and school-related expenses need to file the Free Application for Federal Student Aid (FAFSA) at [Home | Federal Student Aid](#) then contact the Financial Aid Office at 440.357.7542 X8326 for an appointment to review eligibility.

Note: Financial aid is not automatic. STUDENTS MUST FILE THE FAFSA TO RECEIVE TITLE IV AID.

Financial Aid Office Contact Information

Financial Aid Office: 440.357.7542 X8326

Sandy Schultz, Financial Aid Specialist

sschultz@auburncc.org

Office Hours: Monday/Wednesday 10:00 a.m. – 6:00 p.m. Tuesday/Thursday/Friday 7:30 a.m. – 3:30 p.m.

Federal Pell Grant Program

Students wishing to apply for financial aid may visit the Financial Aid Office at the school where students are encouraged to apply for the Federal Pell Grant Program. The Pell Grant is a federal grant given with no repayment expected. Any student wishing to receive a Federal Pell Grant, as well as, Federal Direct Loan must meet the eligibility requirements established by the U.S. Department of Education. To be considered for a Federal Pell Grant a student must complete the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA may be completed online at [Home | Federal Student Aid](#). Not all students will qualify for a Federal Pell Grant.

An Award Offer Notification will be provided to the student indicating the type and the amount of aid offered.

Federal Loan Programs - William D Ford Federal Direct Loan Program

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

Unsubsidized Loan: An unsubsidized loan is not awarded on the basis of need, and the student is responsible for paying the interest during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed \$5,500 for a dependent student (\$3,500 subsidized & \$2,000 unsubsidized) and \$9,500 (\$3,500 subsidized & \$6,000 unsubsidized) for a first-year independent student. Repayment of the

principle will begin six months after the borrower ceases to be enrolled at least half-time, withdraws or graduates.

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

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

Entrance and Exit Loan Counseling Sessions

Recipients of the subsidized and the unsubsidized Federal Direct Student Loans must complete entrance counseling before their Federal Loans are disbursed and exit counseling before they complete their course of study or withdraw from classes. Entrance and Exit Counseling informs students of their rights and responsibilities regarding their loans, how to plan for repayment, repayment options, and Deferment/Forbearance/Cancellation options. Entrance/Exit Counseling can be completed online at: <https://studentaid.gov/entrance-counseling/>

Sample Monthly Loan Payment

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

Sample Monthly Loan Payments

Amount Borrowed	Number of Payments	5.00% Mo. Pymt	6.00% Mo. Pymt	7.00% Mo. Pymt	8.25% Mo. Pymt	9.00% Mo. Pymt
\$1,000.00	20	\$52.22	\$52.67	\$53.12	\$53.69	\$54.03
\$2,000.00	43	\$50.90	\$51.81	\$52.72	\$53.88	\$54.59

SAMPLE MONTHLY PAYMENTS (cont'd)

Amount Borrowed	Number of Payments	5.00% Mo. Pymt	6.00% Mo. Pymt	7.00% Mo. Pymt	8.25% Mo. Pymt	9.00% Mo. Pymt
\$2,500.00	56	\$50.15	\$51.29	\$52.46	\$53.94	\$54.84
\$3,000.00	69	\$50.12	\$51.52	\$52.94	\$54.75	\$55.85
\$3,500.00	82	\$50.48	\$52.13	\$53.82	\$55.98	\$57.30
\$4,000.00	97	\$50.21	\$53.82	\$54.12	\$56.64	\$58.19
\$4,500.00	113	\$50.01	\$52.22	\$54.49	\$57.40	\$59.19
\$5,000.00	120	\$53.03	\$55.51	\$58.05	\$61.33	\$63.34
\$5,500.00	120	\$58.34	\$61.06	\$63.86	\$67.46	\$69.67

\$6,000.00	120	\$63.64	\$66.61	\$69.67	\$73.59	\$76.01
\$6,500.00	120	\$68.94	\$72.16	\$75.47	\$79.72	\$82.34

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

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

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

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

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

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

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

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

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

Default Management Plan

Student Loan Information:

Students are advised when completing his/her entrance counseling that unlike grants, a loan is money that must be repaid. Students are informed that a student borrower, is legally obligated to repay his/her loan(s), so we encourage students to fully read and understand the terms and conditions before accepting a loan(s). Students must repay loans even if he/she do not complete the program. Auburn Career Center will complete an R2T4 form (Return of Financial Aid) to calculate how much a student has earned in student loan(s) and if any loan(s)/Pell Grant needs to be returned to the Department of Education. (when withdrawal is completed).

The first requirement for obtaining a federal loan at Auburn Career Center is completing a FAFSA application (Free Application for Federal Student Aid) at fafsa.gov. To be eligible for financial aid at Auburn Career Center (ACC) the programs must be a minimum of 600 clock hours or more. The Financial Aid Specialist will encourage the student to make knowledgeable decisions when applying for student loan(s). It is recommended to only borrow the amount of funds needed to successfully complete his/her education.

Loan Servicer Providers:

Auburn Career Center (ACC) works together with the lenders of the Federal Direct Loans. Students are advised not to ignore his/her loan servicer provider's calls, emails or mailings. If a student moves or changes his/her contact information, they will need to contact their loan servicer provider and also the school to update his/her information. Borrowers who fail to notify his/her loan servicer provider of these changes, may incur additional charges for missed or late payments and could be at risk of severe penalties for student loan default.

Collection of Information and Accurate Reporting of Student Status Changes:

Auburn Career Center validates the students address, email and phone number at the time of completion of his/her program. This provides the lender information for a student in the event the lender needs to verify student information.

The Financial Aid Specialist reports to National Student Loan Data System (NSLDS) in January, March, May, July, September and November as mandated by the Department of Education. The Financial Aid Specialist will report any enrollment changes that occur between the scheduled reporting dates to NSLDS as they occur.

Default Prevention:

Communication of information relevant to the prevention and management is a department effort. The Financial Aid Specialist, the Student Service Office and the Adult Director of Adult Workforce, and teachers here at ACC monitor a student's success.

Adult staff including: student services, adult directors, teachers, the financial aid specialist and the third party servicer all monitor the students' grades and attendance records. If needed these groups work together to provide intervention and remediation students in need.

The Financial Aid Specialist will access NSLDS data to identify any delinquent borrowers more than 50 days delinquent. A letter will be mailed out to any delinquent borrower providing guidance to avoid default. The letter will include:

1. Name, phone number and the website of the loan servicer
2. The number of days the student is in default
3. Contact information for ACC for additional help.
4. In the case a student does not respond to the letter, an email and phone call will be made to contact the student.

Plan Evaluation:

The Financial Aid Specialist along with the Adult Education Director will review the school's official Cohort Default rate annually.

The school acknowledges it may face serious consequences due to a high default rate. This could include the loss of participation in the Direct Loans and/or Pell Grant programs. The Financial Aid Specialist and Adult Education Director will monitor the Cohort Default Rate and make adjustments to this plan if necessary to reduce the default rate.

If deemed necessary, Auburn Career Center may contract with a third party to assist delinquent students. Third parties have resources in skip tracing that the school does not and is able to locate students and follow up on delinquencies.

Student Resources:

Manage Loans: Entrance Counseling, Exit Counseling, Annual Student Loan Acknowledgement, Loan Simulator, Consolidate Loans, Online Loan Repayments, Avoid Default.

[Home](#) | [Federal Student Aid](#)

OTHER FINANCIAL AID

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

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

A student on WIOA/CAO should be aware that the student will be responsible to pay for any tuition and other school-related expenses not covered by the WIOA Program.

Veterans Administration (VA)

Veterans, active duty service persons, reservists, or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various Veterans Administration Educational Assistance Programs. Eligibility criteria for Military Educational Assistance and benefits vary by state and school. Applicants must first check with the Veterans Administration office to see if they qualify for benefits.

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

A Covered Individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill® benefits.

- Auburn permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:
 1. The date the payment from the VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

Veterans Administration (VA) (cont'd)

- Auburn will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the Department of Veterans Affairs under Chapter 31 or 33.

In 2017, the Harry W. Colmery Veterans Educational Assistance Act (Colmery Act), established that all School Certifying Official's (SCO's) employed by covered educational Institutions offering courses of education approved for VA funding must meet training requirements set forth by the VA or the institution may be disapproved for funding. The law classified an SCO as an employee of an educational institution with primary responsibility for certifying Veteran enrollment at the educational institution.

The Colmery Act also prohibits an educational institution with 100 or more eligible students from using the reporting fees for or merging with the amounts available for the general fund of the educational institution, and reiterated that any reporting fee paid to an educational supporting program for veterans.

GI Bill® leadership has regularly met with SCO's, school leadership, and other stakeholders to discuss how the GI Bill® is administered and what programmatic changes can be made to improve the GI Bill® student experience. A frequent topic during these discussions is overall SCO workload and responsibilities, and the appropriate SCO to GI Bill® student ratio. With the input and feedback received from these engagements, VA is recommending educational institutions adopt a ratio of (1) full-time SCO to every 200 GI Bill® students.

The VA understands the importance and impact that this ratio may have on the resources made available for GI Bill® students and their dependents. This information is a recommendation only and should be used by educational institution's leadership as guidance. This number should be adjusted as appropriate by the educational institution to reflect additional duties the SCO is responsible for beyond certifying GI Bill® enrollments including the administration of the other Veteran Education Programs.

Questions related to this recommendation can be sent to FOREVERGIBILL.VBAVACO@va.gov.

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

SCHOLARSHIPS

The Auburn Career Center does accept some scholarships as tuition and (sometimes also fees) payment. The student must submit the proper paperwork to the Financial Aid Office, such as the name of the contact person, agency, copy of proof of scholarship, etc. so the Financial Aid Office will know who to contact and where to collect the scholarship funds. Students can contact the Adult Office for additional Auburn Education Foundation scholarship opportunities.

Note: The student will be responsible to pay for any tuition and other school-related expenses not paid by the scholarship.

EMPLOYER PAYMENTS

The Auburn Career Center does accept payment of tuition and fees from a student's employer. The student must notify the Financial Aid Office of the contact person, place of employment, purchase order (if applicable) etc. to invoice for payment.

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

WHAT IS MY DEPENDENCY STATUS?

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

- You were born before January 1, 2001
- You will be working on a master's or doctorate program in the school year 2024-2025
- You are married as of the date of application
- Currently serving on active duty in the U.S. Armed Forces for purposes other than training
- As determined by a court you are or were an emancipated minor
- As determined by a court you are or were in a legal guardianship
- Your high school, school district homeless liaison, the director or an emergency shelter funded by the U.S. Department of Housing and Urban Development or the director of a runaway or homeless youth basic center determined that you were an unaccompanied youth who was homeless or at risk of being homeless at any time after July 1, 2023

- You have children that receive more than half of their support from you between July 1, 2024, and June 30, 2025
- You have dependents (other than children or spouse) that receive more than half their support from you now through June 30, 2025.
- You are an orphan, in foster care or ward of the court at any time since turning 13
- You are a veteran of the U. S. Armed Forces

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

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

PROFESSIONAL JUDGMENT & SPECIAL CIRCUMSTANCES POLICY

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

Basic Guidelines

The Financial Aid Officer must resolve any conflicting or inconsistent information received from the student’s Free Application for Federal Student Aid (FAFSA) before allowing a professional judgment. For example, if the student is flagged for verification, a verification must be completed first. All FAFSA data must be accurate before applying any professional judgment adjustments.

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

Examples of Special Circumstances

1) Higher than normal medical and/or dental expenses:

Required Documentation:

- Copies of medical or dental bills
- Canceled checks
- Request for Special Consideration Form completed by the student and signed by the financial aid officer.

2) Change in employment status, income, or assets:

Required Documentation:

- Copy of monthly unemployment benefits statement
- Copy of recent pay stub
- Other documents used to calculate the projected annual income

Separation or Divorce: The dependent student has already completed the FAFSA, but his/her parent have become separated or divorced. Or a married independent student has become separated or divorced after completing the FAFSA

Required Documentation

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

Note: If the dependent student's parents are separated or divorced at the time of completing the FAFSA, the student should use only the parent with the greater income. If an independent student is separated or divorced at the time of completing the FAFSA, the student should only report his/her income and asset information.

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

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

Required Documentation

- Official death notice
- Obituary
- Signed Statement

Examples of Unusual Circumstances

- 5) **Dependency Override:** The financial aid office may make a dependent student independent based upon the following circumstances:
- a) The student's voluntary or involuntary removal from the parent's home
 - b) Incapacity of the parents such as incarceration or disability or mental or physical illness
 - c) Inability of the student to locate parents after making reasonable attempts
 - d) Human Trafficking
 - e) Legally granted refugee or asylum status

Required Documentation

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

Note: The aid officer may rely on a dependency override performed by another institution.

Unusual circumstances do not include:

Parents refuse to contribute to the student's education.

Parents will not provide information for the FAFSA or verification.

Parents do not claim the student as a dependent for income tax purposes.

Student demonstrates total self-sufficiency.

WHAT WILL MY EDUCATION COST?

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

The budget shown below is an example for the HVAC Program:

Tuition for the full program	\$5,800.00
Fees	\$500.00
Textbooks	\$418.00
Tools	\$1,190.00
Supplies	\$508.00
Certifications	\$58.00
Total	\$8,474.00

HOW IS ELIGIBILITY DETERMINED?

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

OTHER ELIGIBILITY REQUIREMENTS

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

- You must be a U.S. citizen, a permanent resident, or in the United States for other than temporary purposes. (Acceptable visas would include the I-151, I-551, or I-49 if it is stamped "Refugee," "Indefinite Parole," "Humanitarian Parole," "Cuban-Haitian entrance," or Asylum granted." If you have another visa type, the Financial Aid Administrator will be able to help you in determining whether you are eligible).
- Be enrolled in a course that is at least 600 clock hours or more in length.
- Not be in default on a Federal Loan received at any school
- Be making satisfactory academic progress. See Adult Workforce Education Catalog for a discussion of satisfactory academic progress
-
- Not currently enrolled in high school
- For the Federal Pell Grant Program, you may not have previously received a Bachelor's Degree or Master's Degree.

OTHER ELIGIBILITY REQUIREMENTS (cont'd)

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

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

To continue to receive Financial Aid funds, a student must make *satisfactory academic progress* following the school's Grading and Attendance Policy. Also, you may be required to re-apply for Federal Aid every year via the Free Application for Federal Student Aid (FAFSA) if necessary for your program.

DEDUCTION OF TUITION AND FEES

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

HOW ARE FUNDS DISBURSED?

The student's Title IV aid is applied to an academic school year of 900 clock hours over 52 weeks, which is the Award Year definition used by the school for all of its programs. Funds are divided into two (2) payment periods consisting of $\frac{1}{2}$ of the clock hours and weeks of the student's program. In the first payment period, the student will be issued one (1) disbursement that will total $\frac{1}{2}$ of the student's Title IV aid and the remaining half of aid will be issued in one (1) disbursement during the second payment period.

The student's estimated disbursement dates are printed on the Financial Aid offer/letter the student receives. The dates are estimated and are subject to change at any time. Tuition is deducted from each disbursement.

Note: Payment periods are based on Title IV clock hours, not program hours.

HOW ARE REFUND CHECKS PROCESSED?

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

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

FEDERAL RETURN OF TITLE IV FUNDS POLICY

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

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

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

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

The order in which Title IV program funds must be returned, and does it correctly match the following:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants

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

- Grants must be disbursed within 45 days.
- Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond.
- All post-withdrawal disbursements are applied to the student account first, and any resulting credit balance will be returned to the student within fourteen (14) days.
- If the R2T4 calculation results in a credit balance on the student's account, the credit balance must be disbursed as soon as possible and no later than fourteen (14) days after the calculation of R2T4.

AUTHORIZATION TO RETAIN OVERAGE(S)

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

LEAVE OF ABSENCE POLICY

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

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

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

CONFIRMATION OF CITIZENSHIP

All students applying for Federal Student Aid must be able to confirm their citizenship status with Homeland Security. The confirmation process is normally done when the student submits the Free Application for Federal Aid (FAFSA) to the federal processor. The federal processor performs a match with Homeland Security confirm the student's citizenship status and social security number. If the Social Security Administration (SSA) cannot confirm the student's citizenship status and Social Security number, student may be requested to provide documentation to resolve the conflict.

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

Applicants that the Federal processor could not confirm the applicant's citizenship, must submit documentation to the Financial Aid Office substantiating his or her claim to be a citizen or eligible non-citizen. A student claiming to be an eligible non-citizen must submit a an A-number for eligible non-citizens assigned by Immigration and Nationalization Service.

Applicants whose citizenship status cannot be confirmed will not receive Federal Student Aid funds until such time as proper documentation is submitted. All documentation must be submitted prior to the end of the award year or before the end of the training program, whichever occurs first. If a student fails to submit citizenship documentation prior to the end of the award year or the end of the training program, the student will lose the financial aid disbursement scheduled for that particular

payment period.

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

WHAT ARE MY RIGHTS & RESPONSIBILITIES FOR RECEIVING FINANCIAL AID?

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

Student's Rights

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

Student's Responsibilities

- a) You must complete all application forms accurately and submit them on time to the right place
- b) You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of the law and may be considered a criminal offense which could result in an indictment under the Criminal Code
- c) You must return all additional documentation, verification corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application
- d) You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them
- e) You must accept responsibility for all agreements that you sign
- f) You must be aware of and comply with the deadlines for applications or reapplication for that aid
- g) You should be aware of your school's refund procedures

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

General Verification Policies and Procedures

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

Correction Procedure

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

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

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

Referral of Overpayments and Fraud Cases

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

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

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

Policies/Procedures Under Family Educational Rights & Privacy Act (FERPA)

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

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

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

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

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

Family Educational Rights & Privacy Act (FERPA)

Under authority FERPA, the school has established a policy for the release of student and/or graduation information.

Release of Student Records

Eligible students requesting the release of student record(s) must contact the Director of Adult Workforce Education or Career & Student Services Office. The Adult Workforce Education Director or designee shall provide a form to the eligible student to be completed and signed. Any request to release the student's record by anyone other than the eligible student will require a FERPA Release form completed by the eligible student giving permission to release the information. Generally, a school must have written permission from the eligible student before releasing any information from a student's record, however, the law allows schools to disclose records without consent to the following parties:

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

Financial Aid Confidentiality Policy

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

ATTENDANCE

Attendance Policy

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

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

Auburn has an Excused Absence Policy

Board Policy at Auburn Career Center defines an excused absence as:

- Personal Illness (a written physician's statement verifying the illness may be required)
- Appointment with a health care provider
- Illness in family necessitating the presence of the student
- Quarantine of the home
- Death in the Family,
- Necessary work at home due to absence or incapacity of parent(s)/Guardian
- Observation or celebration of bona fide religious holiday
- Emergency situation as determined by the Director
- Medically necessary leave for a pregnant student
- Absences due to a student being homeless

Students cannot miss more than 10% of their clock hour program in excused absences for successful completion.

Some programs regulated by state or federal agencies, such as Emergency Medical Technician, Auburn Practical Nursing, Paramedic, and Public Safety Academy may have requirements that are more

stringent. In such cases, Auburn will follow the more stringent requirements for issuing any portfolio or certificate.

Reporting an Absence

Students who are going to be absent should notify the Adult Workforce Education Office by calling 440. 357.7542, or as directed by a particular program, prior to the start of class. In an emergency, the student should notify the office as soon as is practically possible. Notification of an absence does not absolve the student of any ramifications of being absent; the absences will be recorded in the database and the student will be expected to make up any work.

Make-Up Work and Make-Up Days

It is the responsibility of the student to check with his/her instructor(s) regarding any coursework missed. Students should discuss missed coursework immediately upon return from an absence. Make-Up work should be completed within the time frame given to the student by the instructor. Under some limited circumstances, students may have to utilize make-up days. These circumstances include days missed due to a school closing, sickness, personal reasons, absence of an instructor, an emergency declared by law enforcement or homeland security authorities, transportation issues. Students may be approved to use make-up days on an individual basis.

Interruption for Unsatisfactory Attendance

If a student's excused absences exceed 10% percent of the scheduled hours in the program or a student's absences do not meet the regulations or are out of compliance in a state-regulated program, and they are receiving financial aid or any other benefits, they will be reported to the VA, WIA, BVR, or appropriate funding agency which will interrupt the payment of benefits at that point. The student is responsible for tuition regardless of the circumstances of an absence. Student financial aid may need to be prorated and the student will owe the difference.

ACADEMIC QUALITY

School Year

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

Grading Policy

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

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

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

Each instructor has his/her unique grading procedure. This is essential due to the diversity of our programs. It is required that every student be aware of the grading procedure used in his/her class. Students will be notified of the grading procedure for their class. In addition, some programs may have state or federal regulatory requirements that will impact the grading process. The class instructor will provide information on such issues.

Each program will have a list of competencies. Students must demonstrate proficiency in a minimum of 70% of all listed competencies in order to receive an Auburn Career Center Certificate. For state-regulated programs (such as Auburn Practical Nursing, Paramedic, etc.) the percentage will be dictated by the program and may be higher than 70%. A list of competencies will be provided to the student in writing at the beginning of the school year.

Note: The above Attendance and Grade policies apply to:

1. Title IV and non-Title IV recipients as well as full time and part-time students
 - For programs lasting one year or less, teachers will complete a student attendance and grade evaluation at the end of each payment period.
 - For all other programs, teachers will complete an annual student and attendance grade evaluation which must correspond with the end of a payment period.
2. ACC is required to ensure that students receiving federal student aid are making adequate progress toward completing their program. Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period. The number of payment periods is based upon the number of hours in the program. The following are examples of payment periods: - 900 hours: two payment periods (450, after 450) - 600 hours: two payment periods (300, after 300)
 - Once it is determined that a student is not meeting SAP, a Financial Aid Notice will be sent to the student. In order for the student to continue receiving financial aid, the student must maintain SAP according to the following standards:
 - Qualitative
 - Student must maintain a cumulative grade of "Average" 73% or above
 - Students must be working toward the completion of a specific program.
 - Quantitative
 - Student must complete within 111% of the normal length of the program (Maximum Timeframe to Complete a Program).
 - Student must maintain a cumulative 90% attendance percentage
3. Students will receive notification if they are failing

Auburn Practical Nursing Program Grading Policy

See the Auburn Practical Nursing Program Student Handbook for the current year.

Emergency Medical Technician Grading Policy

See the Emergency Medical Technician Program Student Handbook for the current year.

Paramedic Grading Policy

See the Paramedic Program Student Handbook for the current academic year.

Grievance Procedure

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

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

Grievance Procedure (Cont'd)

6. Any students seeking the resolution of issues regarding employment assistance should be sought with the Business Partnership Coordinator.
7. Any students seeking the resolution of unresolved issues that have been previously addressed through the grievance procedure should be sought with the Superintendent.
8. Any students seeking the resolution of unresolved issues that have been previously addressed through the grievance procedure and did not receive a resolution with the Superintendent, the student may seek further resolution with the Auburn Career Center Board of Education.
9. If the student does not believe he/she has received a satisfactory resolution to his or her complaint after compliance with the grievance procedure above, the student may seek further resolution as follows:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770. 396.3898 or 800.917.2081
Fax: 770.396.3790
www.council.org

Transfer Policy

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

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

Career Technical Credit Transfer (CT2)

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

As Ohio adult career-technical students transition to Ohio public institutions of higher education, Career-Technical Credit Transfer (CT²) facilitates technical course guarantees and supports students to do the following: take equivalent technical courses anywhere within the public education system; obtain technical credits (upon enrollment in higher education) without unnecessary duplication or institutional barriers; and attain their highest educational aspirations in the most efficient and effective manner as a result of clear and consistent standards.

CT² is a collaborative effort of the Ohio Department of Education and the Office of Career-Technical Education of the Ohio Department of Education, public secondary/adult career-technical education institutions, and state-supported institutions of higher education.

Policy for Granting Credit for Previous Education and Training

Auburn Practical Nursing Program Advanced Placement/Transfer Credit

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

1. The student requesting consideration for advanced standing/transfer credit to the Auburn Practical Nursing Program must be accepted into the program.
2. The student will submit in writing his/her request for consideration for advanced standing/transfer credit to the Program Administrator no later than 60 days before the start of the class for which a student has been accepted. The student must submit along with the written request a copy of the course syllabus and transcript showing completed class grade(s) or related military training paperwork related to the course for which advanced standing/transfer credit is being requested. If credit is requested for coursework completed at another school, the completed coursework must have occurred in the past five years for non-nursing classes and in the past three years for nursing classes. Auburn Practical Nursing Program will accept coursework that equals no more than 50% of the program.

3. The Program Director will assign a faculty member to review the provided documents to compare the completed coursework to the coursework offered by Auburn Practical Nursing Program. The faculty member will base the comparison of the coursework following the course outcomes and the course outline of the Auburn course.
4. If the coursework is deemed to be equivalent, the student will take the final exam for the course to ensure competence. If skills are involved with the coursework, the student will be required to perform the related skills testing. The student must complete the final exam with an 80% grade or higher. The skills testing must be completed in a maximum of three attempts. Failure to achieve passing marks for the exam or skills testing will result in the student not obtaining credit for the course.
5. If the student is given advanced standing/transfer credit, the tuition bill will be adjusted by the percentage of hours from the overall program. Textbook credit will be given based on the amount charged to students.
6. Advanced standing/transfer credit will be identified on the official Auburn Practical Nursing Program transcript for the course for which the student received credit.
7. If a student feels that advanced standing/transfer credit was inappropriately denied, the student may appeal the decision following the Appeal Process Policy identified in the Auburn Practical Nursing Program handbook.
8. Students returning to the Auburn Practical Nursing Program requesting advanced placement will be evaluated for placement following this policy.

Emergency Medical Technician

Transfer Students: In general, Emergency Medical Technician students may not transfer into the program from another program. Students who did not complete the program must reapply and start over except with the permission of the Director of Public Safety.

Paramedic

Transfer Students: In general, Paramedic students may not transfer into the program from another program. Students who did not complete the program must reapply and start over except with the permission of the Director of Public Safety.

All Other Programs

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

Auburn Certificates

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

STUDENT RESPONSIBILITIES

Auburn's Philosophy

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

It is the intent of Auburn Career Center to foster and promote values of mutual respect and civility.

Students share responsibility with the instructional staff for learning. Students should come to class prepared by reading lessons or assignments, completing homework, or studying for assessments. Good study habits are essential for success.

All students have a responsibility for helping others to learn by being respectful. During class, students should ask questions, participate in the activities, and help others to understand. Students should not be having casual conversations during the class. Casual talking may disturb others who are trying to hear what the instructor is saying and can be disruptive to the learning process for others.

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

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

Education is effective when there is a positive atmosphere in the classroom and students are focused on learning. Courtesy and cooperation are essential.

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

Student Code of Conduct

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

1. **Academic Honesty/Integrity/Cheating/Plagiarism:** Cheating on a test, quiz, assignment, plagiarism, etc., will be treated as a violation of academic integrity. Plagiarism is the unauthorized use of data or information to gain academic credit. No credit will be earned for the plagiarized work and additional consequences may be assigned to the student.

Student Code of Conduct (Cont'd)

2. **Arson:** Any use of fire for purposes not related to instruction in the program is prohibited. Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
3. **Behavior that Induces Panic:** Any behavior that has the potential to cause or causes a panic situation is strictly forbidden. Any student that induces panic by way of words or deeds will be subject to discipline and/or reported to the authorities.
4. **Classroom Rules Violation:** Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.
5. **Computer Network, Internet, Passwords:** Misuse of school computer network or the Internet and/or disclosing password or login information as described in the technology agreement is prohibited. The Technology Agreement is found on page 96.
6. **Disorderly Conduct:** is defined as the behavior of anyone (parent, citizen, adult, or minor) becoming disruptive at school or a school event, or dangerous to the individual or others at the event. Under these circumstances, school authorities have the right, authority, and affirmative obligation to take action. If such behavior is merely disruptive of the event, the individual(s) will be warned that they must stop the disruptive behavior or they will be instructed to leave. If the warning does not settle the matter, the individual(s) may be instructed to leave the premises. Failure to obey these instructions technically creates a trespass, and the offender(s) may be removed by the proper authorities.
7. **Drugs, Alcohol, and Counterfeit-Controlled Substance:** Alcohol and drugs are prohibited on school grounds. Possession of drugs, alcoholic beverages, counterfeit-controlled substances, or paraphernalia related to drugs will not be tolerated. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, a hallucinogenic drug, counterfeit-controlled substance, amphetamine, barbiturate, marijuana, steroids, alcoholic beverages, intoxicant of any kind, or misuse of a prescription or over-the-counter drug. Anyone suspected of alcohol and/or drug use will be removed from the program. See the section on Alcohol and Drugs for more information.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

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

Student Code of Conduct (Cont'd)

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

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

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

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

21.U.S.C.884a

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

21.U.S.C.853a

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

18.U.C.933(g)

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

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

8. **Extortion:** Students shall not extort or use force, threats, or other unacceptable methods to obtain something such as money, item of value, or information from a person in school, while in school-owned vehicles, or attendance at a school function. Students will not use threats of physical violence to intimidate or gain favors from other students.
9. **Falsifying Communication with the School:** Falsifying the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school is prohibited.
10. **Fighting, Assault:** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury, harass, or intimidate a school employee, student, or anyone on the school premises. Students will not provoke fights between other students.
11. **Forgery:** The falsification of any documentation and/or signature is considered forgery.
12. **Gambling:** Games of chance, which include wagering, gambling, etc., are not permitted.

Student Code of Conduct (Cont'd)

13. Harassment, Intimidation, Aggressive Behavior (including Bullying/Cyberbullying):

Inappropriate statements, gestures, verbal, written, or physical expressions in reference to sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, instructor, or staff member will not be tolerated. Behavior defined as statutory sexual harassment will be addressed by the proper authority. Harassment, intimidation, or bullying behavior by a student in the Auburn Vocational School District is strictly prohibited and such conduct may result in disciplinary action, including removal from the program. "Harassment, intimidation, or bullying," in accordance with O.R.C. 3313.666, means any intentional written, verbal, graphic, or physical act including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- a. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

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

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770. 396.3898 or 800.917.2081
Fax: 770.396.3790
www.council.org

14. Types of Conduct

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

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

websites where students congregate or on web blogs (personal online journals or diaries);

- 2) Sending abusive or threatening instant messages;
- 3) Using camera phones to take embarrassing photographs of students and posting them online or otherwise distributing them;
- 4) Using websites to circulate gossip and rumors to other students; and,
- 5) Excluding others from an online group by falsely reporting them for inappropriate language to Internet Service Providers.

e. Violence within a dating relationship.

15. **Hazing:** No student shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student, or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, while under the jurisdiction of the school. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen this prohibition.
16. **Insubordination:** Failure to comply with directions of school employees during any period of time when under their authority or supervision of a district employee.
17. **Personal Appearance:** Any fashion (clothing, accessory, or hairstyle) that disrupts the educational process, presents a safety risk, or violates a specific program rule will not be permitted.
18. **Profanity and Obscene Behavior:** Written or oral language as well as gestures and actions of an obscene nature are prohibited.
19. **Safety Violations:** Students who do not observe safety procedures and behave in an unsafe manner will be immediately removed from their program. Safety rules exist to protect the health and well-being of Auburns' students and staff. Behavior that puts others at risk of injury will not be tolerated. Disciplinary consequences for blatantly unsafe behavior will be dealt with to the full extent of Auburns' disciplinary code, including immediate dismissal. The OSHA standards of individual safety will be followed. Safety items include, but are not limited to, shoes, safety glasses, gloves, helmets, clothing, and safety equipment.
20. **Smoking or Possession of Tobacco Products:** In accordance with Chapter 3794 of the Ohio Revised Code, Auburn Career Center is a smoke-free facility. The Board prohibits the use of tobacco within an enclosed facility owned, leased, or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds and/or at any school-related event. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, vaping pens and vaping apparatus, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and other lighted smoking devices for burning tobacco or any other plant.
21. **Theft, or Knowingly Receiving or Possessing Stolen Property/Unauthorized Possession of School or Private Property:** A student will not knowingly possess unauthorized school or private property. Unauthorized taking of property of another person or receiving or possessing such property is constituted as stealing. Students caught stealing will be disciplined and may be reported to law enforcement officials. The school is not responsible for personal property.
22. **Trespassing:** Although schools are public facilities, the law allows the Board to restrict access to

school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there is prohibited. This includes and is not limited to an unauthorized presence in a Board-owned vehicle; unauthorized access to or activity on a Board-owned computer; unauthorized access into district, school, or staff computer files; a school or district file server; or the school district computer network. When a student has been removed or permanently excluded from school, the student is prohibited from being present on school property without the authorization of the administration.

Student Code of Conduct (Cont'd)

23. **Unauthorized Sale or Distribution:** Sale or distribution, or attempting to sell or distribute any object, substance, or service which has not been authorized for sale or distribution by the administration to any person on school-owned property is prohibited.
24. **Vandalism and/or Destruction of Property:** A student shall not cause or attempt to cause damage, destruction, defacement of any school property or private property during a school activity, function, or event off school grounds. Such action can result in payment for repair or replacement. Littering anywhere on school property is not permitted.
25. **Violations of Law:** Any student that violates the law of any local, state, or federal statute is subject to discipline and may be reported to the authorities.
26. **Violations of Parking/Driving Regulations:** Students shall not operate his/her vehicle in a reckless manner while on school property.
27. **Weapons:** The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the Director. Failure to report such information may subject the student to disciplinary action. The Superintendent shall refer anyone who violates this policy to law enforcement officials and may take any necessary steps to exclude the person from Board property and Board-sponsored events, regardless of whether such person possesses a valid concealed weapon license.
28. Horseplay, pranking, roughhousing, and similar types of behavior are considered safety violations, and any student engaged in such behavior will be asked to leave the campus and may be removed from the program.
29. Acts of misconduct that interfere with orderly classroom procedures, school functions, extracurricular programs, or a student's learning process will be subject to disciplinary action and may result in removal from the program

30. Administrative Removal of a Student

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

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

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

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

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770.396.3898 or 800.917.2081
Fax: 770.396.3790
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Dress Code

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

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

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

Students who do not comply with dress code policies will be sent home and the day will be considered

an unexcused absence. Students will receive a "0" for the day.

Cell Phone Usage/Texting In Class

Our classrooms are learning environments and, as such, Auburn Career Center expects everyone in attendance to be respectfully engaged in the learning process. Each instructor has his/her policies on electronics, which may be outlined in the syllabus for that class, but common courtesy requires that students turn off unnecessary electronic devices and refrain from using them for entertainment or communication during class. If students choose to bring a cell phone to class, please set the ringer to "silent" so that it does not disturb others. Students who do not comply with their instructors' policies on the use of electronics in class may be required to surrender their equipment for the class period or may be asked to leave the classroom. Academic or administrative penalties may result from such absences or removals.

Firearms

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

Hunting is not allowed on the Auburn campus or property.

Food and Drink

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

Drug-Free/Alcohol-Free Campus

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

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

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

removal from the building.

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

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

Harassment

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

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

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

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

Other Violations of the Anti-Harassment Policy

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

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

Sexual Harassment

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

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a class, educational program, or activity.
2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decision affecting such individual.

3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance, of creating an intimidating, hostile, or offensive working and/or learning environment, or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

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

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

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

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

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

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is

directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious Creed Harassment

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

National Origin Harassment

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

Disability Harassment

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

Reports and Complaints of Harassing Conduct

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

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

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

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not

adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Informal Process for Addressing Complaints of Harassment

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

Formal Process for Addressing Complaints of Harassment

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

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

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

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

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

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

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

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

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

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770. 396.3898 or 800.917.2081
Fax: 770.396.3790
www.council.org

Sanctions and Monitoring Harassment

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

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

Sales and Solicitation

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

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

Progressive Discipline

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

Sanctions

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

1. **Official Warning:** An Official Warning is a written description of the student's misconduct with the understanding that this type of behavior is inappropriate and violates the basic expectations of students as set forth by Auburn Career Center. Further misconduct will result in more severe disciplinary action. The Official Warning will be placed in the student's file and will be taken into consideration should there be any further behavioral violations.
2. **Behavioral Agreement:** A Behavioral Agreement is written by an administrator and student for the purpose of improving behavior or attitude. The agreement will outline specific obligations or behaviors that the student must meet within a specific period of time. The agreement serves as a contract of understanding between the student and the administrator.
3. **Disciplinary Probation:** Disciplinary Probation is imposed after a student has made a serious violation or has repeatedly violated campus policy. Probation allows the student to remain at Auburn Career Center on the condition that he or she complies with the Career Center's policies and the conditions of their particular probation or behavioral agreement.

The conditions of the probation will be determined by the Director of Adult Workforce Education. Further violation of campus policy, including violating the terms of the probation, may result in removal from Auburn Career Center enrollment. This must be considered an extremely serious probation.

4. **Suspension:** Suspension is the involuntary, temporary loss of student status for a specified period of time after which the student may return. A suspended student may not attend classes or any function on the Auburn Career Center campus. The student will be required to leave campus and may not return until the time period of the suspension has ended. The student will lose credit for the classes carried that term. Fees and tuition will be forfeited according to the withdrawal policy. The administrator may establish additional requirements in some cases, which must be completed before their return to Auburn Career Center. This disciplinary action will be recorded on the student's record and placed in their file. Students enrolled in some programs regulated by state or federal regulatory agencies may be reported to those authorities.
5. **Expulsion:** Expulsion is the permanent termination of student status. This sanction is one of immediate involuntary separation from Auburn Career Center. Students who are expelled from Auburn Career Center may not re-enroll in any program or class from that time forward.
6. **Discretionary/Educational Sanctions:** Discretionary Sanctions are actions required by a student, outlined by an administrator, which may include referral to health services, counseling, special seminars, field study, work detail, community service, or participation in an appropriate educational program.

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

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STUDENT SUPPORT SERVICES

Academic Support

Program Directors are available to address questions related to programs offered at Auburn Career Center and academic difficulties associated with a student's progress.

Disability Services

Differences in Primary/Secondary Education and Post-Secondary Education

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

Student Responsibility

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

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

Information Adult Diagnostician Provides

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

Note: student bears the financial responsibility for Adult ADA Testing and Diagnosis.

Check with your insurance company to see what your insurance policy covers.

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

Auburn is not required to lower coursework standards for assignments, grades, attendance; though if appropriate, extended time for tests, and assignments may be provided.

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

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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

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

Warning

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

Probation

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

Appeal Process

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

Reinstatement

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

Interruptions, Course Incompletes, Withdrawals

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

Course Repetition

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

Failure of Classes – Returning to Continue Program of Training

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

If the student fails but does not return, the student's Title IV or GI Bill® benefit is recalculated based on the total number of clock

HEALTH

Accidents or Illness

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

Communicable and Infectious Diseases

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

For purposes of this policy, these diseases shall include:

1. HIV (human immunodeficiency virus);
2. AIDS (acquired immune deficiency syndrome);
3. AIDS-related complex (condition);
4. HAV, HBV, HCV (Hepatitis A, B, C);
5. Other diseases that may be specified by the State Department of Health as contact communicable diseases.

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

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

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

Emergency Medical Authorization Forms

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

Health Risks Associated With Alcohol

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

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

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming

alcoholics. As described in What Works: Schools Without Drugs (1989 Edition, Department of Education).

SAFETY

Video Surveillance

The interior and exterior of Auburn Career Center are under surveillance by video equipment. A recording may be used as evidence by administrators or the police in any situation involving the violation of any rule, regulation, policy, or law. Electronic surveillance cameras are in constant operation throughout the facility and may be monitored at any time. For further information, contact the Director of Adult Workforce Education.

In Case of Fire

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

Safety Drills for: Fire, Tornado, Lock Down, and Disaster

Drills will be held at various times during the school year in an effort to promote the safety of the students and staff at Auburn Career Center. Correct procedures for fire and tornado drills are posted in each classroom. Students will proceed to the designated areas during such drills in a quiet, professional manner.

Safety Regulations

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

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

Shop Regulation

1. No Workforce Education student shall work in the shop without the supervision of the instructor.

2. Work will be done within the scheduled program time.
3. All hand tools will be issued by the instructor or the person assigned and must be returned by the student to the person who issued it. The student will be held accountable for tools assigned to him/her and not returned.
4. Food and drinks are to be consumed in the designated area.
5. Shop doors are to be closed at all times.
6. Please check all shop doors to see that they are locked before leaving.

SCHOOL OPERATIONS

Grievance Procedures for Nondiscrimination and Equal Opportunity/Access

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

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

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

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

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

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

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
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Fax: 770.396.3790
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Grievance Policy

Auburn Career Center believes that complaints and grievances are best handled and resolved as close to their origin as possible and that the staff should be given every opportunity to consider the issue and attempt to resolve the problem. Situations that a student may file a grievance include any item(s) so guaranteed by local, state or federal law, as well as disciplinary issues. Students may not file a grievance relative to school policies and procedures, curriculum, tuition-related issues, or other issues that are generally considered managerial decisions.

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

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

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Atlanta, GA 30350
770.396.3898 or 800.917.2081
Fax: 770.396.3790
www.council.org

Privacy/Confidentiality

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

Parking

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

Change of Address/Phone Number

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

Security

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

School Closing

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

Protection and Privacy of Student Records

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

Other than general information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the student, as well as, those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Transcripts

Students have the right to review and receive copies of all educational records. They must complete a transcript request form located in the back of the Handbook. Send the completed form to the Adult Workforce Education Office, 8221 Auburn Road, Concord Twp., OH 44077, or fax to 440.358.8012.

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

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

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

Crisis Management

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

Voter Registration

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

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

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

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

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

Constitution Day

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

Civil and Criminal Penalties for Violation of Federal Copyright Laws

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

the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion also assess cost and attorney’s fees. For details, see Title 17, United States Code, Sections 504 and 505.

TECHNOLOGY

Student Network and Internet Acceptable Use and Safety

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

Media Services

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

ALUMNI INFORMATION

Information on the Auburn Alumni Association can be found by visiting our website at www.auburnncc.org

CLERY ACT INFORMATION

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

PROGRAM DESCRIPTIONS

Machining/CNC

Course Description

Clock Hours: 665

Work in the high-demand, high-tech field of machining/CNC, and enjoy stable employment in the dynamic environment of manufacturing. A partnership with leading manufacturers in the area delivers a state-of-the-art manufacturing training program. The course begins at Auburn and ends with an PAID INTERNSHIP! Modules include Machining I, Machining II, CNC Operations and Internship. **Certifications:** 10-Hour OSHA General Industry Certification test is included (required before starting).

HVAC

Course Description

Clock Hours: 600

This comprehensive HVAC technician course covers electrical processes, refrigeration, cooling and A/C, heating, heat pumps, installation, air distribution, and hydronic. The EPA Section 608 Certification for CFC Refrigeration Recovery/Recycling and OSHA 10-Hour General Industry Certification tests are included.

Welding

Course Description

Clock Hours: 620

This comprehensive program is designed to teach the fundamentals of the welding process. Includes welding safety, plasma cutting, oxy/fuel cutting, carbon arc gauging, SMAW, GMAW and GTAW process, brazing, fabrication, measuring tools, blue print reading with welding symbol recognition, proper use of shop equipment and hand tools. Proper gas, rod and wire selections for each welding process including proper welding equipment set-up and equipment problem recognition. Welding certifications available. Tools and safety equipment listed are required within the first week of class: clear safety glasses, welding hood (automatic or standard lens), welding jacket or fire retardant welders long sleeve shirt, leather work boots, pants (preferably jeans or fire retardant pants (NO NYLON CLOTHING), full leather welding gloves, chipping hammer, two wire brushes (one large and one small tooth brush size), Welder MIG pliers, and one pair of vise grip pliers or channel lock pliers. Recommended that student bring extra clear protectives lenses for welding hood. Welding certifications are available at an additional cost per test. OSHA 10-Hour General Industry Certification test is included. **Qualifications:** SMAW 1" Groove Weld Test. 10-Hour OSHA General Industry Certification. SMAW and FCAW A36 1" 3G Groove OR GMAW A36 1" Groove. GTAW 1/8" 304 2F Fillet Weld Test Stainless Steel or Aluminum.

Industrial Electricity -Electrical Training

Course Description

Clock Hours: 320

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

Auburn Practical Nursing Program

Clock Hours: 1200

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

Anatomy & Physiology

This is an introductory study of human anatomy and physiology. It traces the organization of the body from a single cell to a coordinated whole. The purpose of the course is to focus on the interaction of all body systems for the maintenance and attainment of homeostasis. A primary objective is to describe and explain the fundamental facts and principles of anatomy and physiology for application in a clinical setting. Examples of body structure and its relationship to self-care principles are presented to provide a scientific basis for both nursing practice and theory. Lecture: 100 clock hours (50 first quarter/50 second quarter).

Growth and Development

This course highlights the human development processes, conditions, and events that occur during the various life stages from infancy to end of life. This includes the effects of family, cultural, religious, and environmental influences that the client experiences in their struggle to maintain, promote or restore health. The student will learn the developmental self-care requisites throughout the life span. An understanding of normal growth and development is essential to the delivery of nursing agency in the promotion of self-care agency. Lecture: 35 clock hours..

Nutrition

This course will prepare the student to understand vital nursing concepts which will include nutrition theory and modified and therapeutic diets as required to meet universal self-care requisites. The essential nutrients are covered, including definitions, descriptions of functions, effects of excesses and deficiencies, and food sources. Nutritional standards including dietary reference intakes are explained and incorporated into the discussion of nutrients. Information on the use of food in the body and how the body maintains energy balance completes the course. Lecture, audiovisual, observation, and discussion strategies are used to relate personal and family dynamics for the application to nursing practice. Lecture: 40 clock hours..

Personal & Vocational Relationships

This course will prepare the student to understand vital nursing concepts, including: self-care health deviation, health care delivery systems, ethics, statutory, criminal, contractual, and tort laws. Related historical and cultural content will be introduced. Emotional homeostasis will be discussed with the goal to maintain self-care. The nursing process, self-care agency, leadership, licensure, employability, and patient education are incorporated into the course. Opportunities to demonstrate both verbal and written communication will be provided to facilitate nursing agency and the communication of pertinent information. Lecture: 90 clock hours (30 first quarter/60 fourth quarter).

Pharmacology I

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

Pharmacology II

This course provides essential information on specific groups of medications. This will assist the students in the development of critical thinking skills that will facilitate safely preparing and administering medications. The student will utilize learned skills from Pharmacology I and build on those skills to learn the classification, action, major side effects, drug interactions, and patient education for nursing agency

administration of medications. This course reinforces the nursing role in medication administration. Legal aspects of medication administration, principles and foundations of medication administration and lifespan and cultural modifications are all topics reviewed in the instruction of this class. Lecture: 80 clock hours (30 third quarter/30 fourth quarter).

Nursing Fundamentals

This course provides the new nursing student with the fundamental concepts and nursing skills to meet universal self-care requisites of the client across the lifespan. The student will learn to assimilate nursing concepts by use of critical thinking skills and the application and implementation of the nursing process. Evaluation of the student is based upon the student's use and application of the nursing process, health concepts, communication skills, critical thinking and reasoning skills, application of legal and ethical concepts, performance of safety, and nursing skills. Lecture: 110 clock hours (60 first quarter/ 50 second quarter). Laboratory: 90 clock hours (50 first quarter/40 second quarter) Clinical: 55 clock hours (0 first quarter/55 second quarter).

Nursing Across the Lifespan

The course presents the theory, health concepts, and clinical experiences in nursing across the lifespan. The learner develops nursing care agency while promoting client self-care agency to meet the client's self-care requisites. Lecture: 230 clock hours. Laboratory: 130 clock hours. Simulation Laboratory: 50 clock hours (25 third quarter/25 fourth quarter). Clinical: 276 hours (108 third quarter/168 fourth quarter).

Technology Lab

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

State Tested Nurse Aide

Course Description

Clock Hours: 78

This 78-hour class will lead to positioning you to take the Ohio State Tested Nurse Aide exam.

Completers will be qualified to work in many healthcare settings, especially rehabilitation and long-term nursing care facilities.

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

Dental Assistant

Course Description

Clock Hours: 80

Dental Assisting is a fast-paced, rewarding career with a great salary and excellent working hours.

Auburn Career Center is offering a 10-week Adult Dental Assistant Program in our new Dental Assistant classroom and lab that is affordable and convenient. Our program focuses on infection control, chairside assisting, dental materials and radiology. You will be prepared to work in the field. Student will need to provide uniforms and proper footwear

Emergency Medical Technician

Course Description

Clock Hours: 220

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

Paramedic

Course Description

Clock Hours: 1020

This intensive, 1200-hour class-hour course meets the new National Standard for Paramedic. It is a comprehensive, rigorous State of Ohio accredited program designed to take a Basic or Intermediate EMT to the next level in the EMS or firefighting career. The course integrates online, classroom, practical, and clinical experiences to provide refinement of skills learned. Successful completion of this exam is necessary for State of Ohio Paramedic certification. **Prerequisites:** Emergency Medical Technician or Advanced Emergency Medical Technician

Public Safety Academy

Course Description

Clock Hours: 624

This program covers Emergency Medical Technician, Anatomy & Physiology, EKG Technician and Firefighter 1 & 2 and prepares you to take the Ohio Department of Emergency Medical Services certification(s) and National Registry as well as prepares you to move into the Paramedic program after successful completion of the academy.

Additional fees may apply for immunizations, fingerprints and certification testing. **Certifications:** Emergency Medical Technician, EKG Technician and Firefighter 1 & 2

Firefighter 1 & 2

Course Description

Clock Hours: 300

Firefighter 1 & 2 training and education program is designed to train students for an entry-level position into the fire service. A student who has successfully completed the Firefighter 1 & 2 course is eligible to take the certification examination. Additional fees may apply for immunizations, fingerprints and drug screening. ODPS#302 **Prerequisites:** A valid AHA CPR and First Aid Card or OPDS EMS Card.

Certifications: 244 ODPS Firefighter Certification, 16 EVOC Course

GENERAL EDUCATION COURSE DESCRIPTIONS

Anatomy & Physiology

Course Description

Clock Hours: 80

This course (in-person and online) is a combination of Anatomy & Physiology and Medical Terminology that enables you to understand the structures and functions of the human body as well as the terminology of how they relate. Objectives include, but not limited to, support and movement, control and coordination, continuity of life, root words and medical terminology, and patient care.

EKG Technician

Course Description

Clock Hours: 40

This course is designed for an aspiring health care learner who is motivated to become an EKG Technician. The course will provide you the knowledge and understanding of the utilization of the electrocardiogram machines, anatomy & physiology of the heart, medical disease processes & terminology, electrocardiography, and echocardiography as well as other objectives. EKG technicians are responsible for interpreting the data output, ruling out artifacts and glitches while evaluating the patient's heart rate, blood flow, and more.

Fire Inspector

Course Description

Clock Hours: 80

This course uses the International Association of the Fire Chiefs Fire Inspector Principles and Practice 1st Edition book, Ohio Fire Code, and Ohio Building Code. You do not have to purchase the codebooks if your sponsoring department or you have the current up-to-date Ohio Fire Code and Ohio Building Code books. The course is a mix of didactic and practical application.

EMT VILT 30-Hour Refresher

Course Description

Clock Hours: 30

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

Paramedic VILT 30-Hour Refresher

Course Description

Clock Hours: 48

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

Volunteer Firefighter

Course Description

Clock Hours: 36

After successful completion of the thirty-six hour Ohio Volunteer Firefighter's Course, students are eligible to take the state exam for Volunteer Firefighter as recognized in the Ohio Revised Code. The Volunteer Firefighting course provides the basic elements upon which Firefighters can begin to build their training portfolio and assist in firefighting operations with their Fire Departments. Student must be 18 years of age and out of high school. This class contains strenuous physical activity. Physical required by first class. ODPS #302

MIG Welding

Course Description

Clock Hours: 124

Fundamentals of GMAW (MIG welding) includes safe, proper use and set up of welding equipment, proper size and types of welding wire including solid wires and flux core wires, proper gas selection and ratios for welding on steel-light gauge and heavy steel plate and introduction to Pulse-Spray techniques. A 10-Hour OSHA online safety certification is required before classes begin. Welding instruction also requires online work outside of class. Course includes one certification test. Tools and safety equipment that are required within the first week of class: clear safety glasses, welding hood (automatic or standard lens), welding jacket or fire retardant welders long sleeve shirt, leather work boots, pants (preferably jeans or fire retardant pants (NO NYLON CLOTHING), full leather welding gloves, chipping hammer, two wire brushes (one large and one small tooth brush size), Welder MIG pliers, and one pair of vise grip pliers or channel lock pliers. Recommended that student bring extra clear protectives lenses for welding hood. **Certifications/Qualifications:** 10-Hour OSHA General Industry Certification; 1" Plate Certification

TIG Welding

Course Description

Clock Hours: 124

Fundamentals of GTAW (TIG) welding includes safe, proper use of welding equipment and set up on AC/DC polarities, proper gas ratios and types, proper wire selection and tungsten selections for different types of metals including steel, stainless steel, and aluminum (light gauge to 1/8") material, and introduction to pulse welding. A 10-Hour OSHA online safety certification is required before classes begin. Welding instruction also requires some online work outside of class. One certification test included with course. Additional certifications available with instructor's approval at an additional cost. Contact the Adult Workforce Education Office for the tools and safety equipment required within the first week of class. **Certifications/Qualifications:** 10-Hour OSHA General Industry Certification; T-Filet Certification

Advanced Topics

Course Description

Clock Hours: 124

Fundamentals of FCAW mode of welding, proper set of welding equipment and tools, proper welding electrode selections, and proper techniques of welding in the flat 1G, horizontal 2G, vertical 3G, overhead 4G. Safety, one FCAW qualification test comes with this course and others are optional if approved by the instructor for extra testing fees. Welding instruction will also require online work outside of class. Contact the Adult Workforce Education Office for the tools and safety equipment required within the first week of class. **Certifications:** 10-Hour OSHA General Industry

Basic Stick Welding

Course Description

Clock Hours: 124

Fundamentals of SMAW (stick welding) include welding safety, proper equipment set up and recognition, proper electrode selection for flat, vertical up and overhead welding on light gauge material. Blue print reading including welding symbol recognition, use of measuring tools. A 10-Hour OSHA online safety certification is required before classes begin. All tools and safety equipment listed are required within the first week of class includes clear safety glasses, welding hood (automatic or standard lens), welding jacket or fire retardant welders long sleeve shirt, leather work boots, pants (preferably jeans or fire retardant pants (NO NYLON CLOTHING), full leather welding gloves, chipping hammer, two wire brushes (one large and one small tooth brush size), Welder MIG pliers, and one pair of vise grip pliers or channel lock pliers. Recommended that student bring extra clear protectives lenses for welding hood. **Certification:** 10-Hour OSHA

Intermediate Stick Welding

Course Description

Clock Hours: 124

This course provides additional skills in SMAW welding process (Stick). Including safe, proper welding techniques, electrode selection and proper welding equipment set up for flat, vertical up and overhead welding on heavy steel plate and other metals such as stainless steel and aluminum A 10-Hour OSHA online safety certification is required before classes begin. Safe and proper use of shop fabrication equipment, blue print reading and welding symbol recognition, some online work will be assigned outside of class. Tools and safety equipment that are required within the first week of class: clear safety glasses, welding hood (automatic or standard lens), welding jacket or fire retardant welders long sleeve shirt, leather work boots, pants (preferably jeans or fire retardant pants(NO NYLON CLOTHING), full leather welding gloves, chipping hammer, two wire brushes (one large and one small tooth brush size), Welder MIG pliers, and one pair of vise grip pliers or channel lock pliers. Recommended that student bring extra clear protectives lenses for welding hood. **Prerequisite:** Stick Welding or equivalent work experience based upon an evaluation by our program instructors. **Certifications/Qualifications:** 10-Hour OSHA General Industry Certification; 1" Plate Certification

Auburn Aspire Program

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

Services available:

Adult Secondary Education/High School Equivalence Preparation: Classes that prepare students for the High School Equivalency Certificate

Employment Skills: Brush up on math or reading skills

English for Speakers of Other Languages (ESOL): Free classes to learn how to speak, read or write English.

Distance Education: Study from home in addition to class time!

Classes are offered mornings and evenings at various locations throughout Lake and Geauga counties! See our website for locations: www.auburncc.org

Note: Auburn continues to offer programs that meet the need of the community. Courses may be added or deleted throughout the school year.

APPENDICES

Auburn Career Center



ADULT WORKFORCE EDUCATION STUDENT REQUEST FOR WITHDRAWAL

Today's Date: _____

Name: _____

Complete Address: _____

Email: _____ Phone: _____

Name and Address of Employer: _____

Email: _____ Phone: _____

Title or Position: _____

Program enrolled in: _____

Reason for withdrawal: _____

Date of withdrawal: _____

Last Date of Attendance: _____

Student's Signature: _____

Director of Adult Workforce Education or Designee: _____



Today's Date: _____

Program Name: _____

Student Name: _____

Address: _____

Phone: _____ Email: _____

Leave of Absence Information

Leave requested from: ____/____/____ to: ____/____/____ Total number of days: _____

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

Leave of Absence Policy

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

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

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

Student's Signature: _____ Date: _____

Adult Director Signature: _____ Date: _____

FOR OFFICE USE ONLY:

☐ Financial Aid ☐ Administrative Assistant ☐ Student File ☐ Instructor



TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

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

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

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

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

Please complete the following information:

Student User's Full Name (please print): _____

Program: _____

Please read the following.

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

I have read and agree to abide by the TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT. I understand that any violation of the terms and conditions set forth in this agreement is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student Signature: _____ Date: _____



TRANSCRIPT REQUEST

Student Name: _____ Date: _____

Birth Date: _____ Phone: _____

Program: _____

Date Entered: _____

Date Withdrawn: _____

Date Completed: _____

Records requested: _____ Transcript _____ Certificate

Send Official Transcript to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Signature of Student

Date

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

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

Auburn Career Center



8140 Auburn Rd.
Concord Twp., OH 44077
440.357.7542

MAKE-UP DAY NOTIFICATION

Date: _____

Student Name: _____

Address: _____

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

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

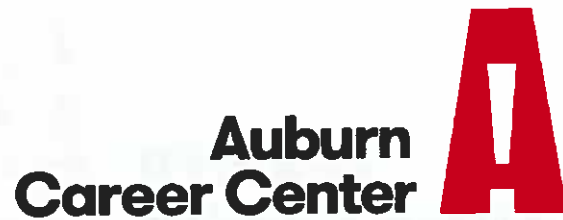
Be advised that failure to complete make-up days may result in a failing grade for the class, not receiving a certificate of completion, or other additional penalties particular to your program. Students are expected to comply with any attendance policies for their program and to make up any days missed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

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

If you have any questions, please feel free to call me at 440.357.7542 X8159.

Sincerely,

Michelle Rodewald
Director of Adult Workforce Education & Business Partnerships



ADULT WORKFORCE EDUCATION MAKE-UP DAY NOTICE FORM

Student Name: _____

Program: _____

Instructor: _____

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

Reason For Absence: _____

Make-up Date: _____

Curriculum/topic covered on make-up date _____

Make-up Date Completed

Instructor Signature/Date

Student Signature/Date

Director of Adult Workforce Education or Designee Signature/Date

cc: Student file



**ADULT WORKFORCE EDUCATION
STUDENT HANDBOOK**

**STUDENT CODE OF CONDUCT INFORMATION SIGNED AGREEMENT
2024-2025**

I have read all of the information included in the Workforce Education Student Handbook 2024-2025 and understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of Auburn.

Auburn Program: _____

Student Name: *(Please Print)* _____

Student Signature: _____

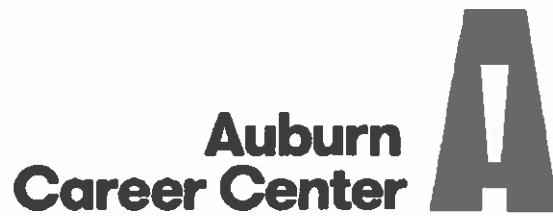
Date: _____

**Auburn
Career Center**



Attachment Item #16a

*Customized Training
Agreement with
Berkshire Local School
District*



Customized Training Agreement

This Training Agreement ("Agreement") is entered into by and between the Auburn Vocational School District Board of Education ("Auburn"), which operates the Auburn Career Center, and Berkshire Local School District ("Berkshire") located at 14259 Claridon Troy Road Burton, Ohio 44021 to set forth the training that Auburn will provide for Berkshire employees ("Students").

A. General Information

Specifically, the Parties agree that Auburn is to provide its **Medium & Heavy Technician Program** ("Training") at Berkshire's facility located at 14259 Claridon Troy Road, Burton, OH 44021. The Training consists of two hundred seventy (270) total hours of classroom and laboratory training. This Training Program is to be operated during the 2024-2025 regular Berkshire High School day and student calendar (September 4, 2024 – May, 2025). From time to time the calendar may be modified to meet the unique needs of the Training Program. Any calendar change must be agreed upon by both parties.

The base cost for the program is \$19,792.02 independent of the number of Students and the per Student cost for OSHA-10 certification, books, and supplies is \$433 per student as shown in ATTACHMENT I. The maximum number of Students for Diesel 1 and Diesel 2 combined is thirty (30). An additional fee will be assessed for instructor certification and background check, not to exceed \$400 (Nocti/ACTE training).

B. Responsibilities of Auburn Career Center

1. Auburn is to pay its instructor costs for the Training and mileage and provide books, supplies, and testing. Ensure that the instructor meets the minimum qualifications to teach the class including any pre-determined credential(s) or certification.
2. Auburn is to provide certificates of successful completion of hours and resumes for those students who complete the program. Auburn will work with local business partners to help provide related job opportunities for students.
3. Auburn is to provide grades for those students who complete the program.
4. Michelle Rodewald, Auburn's Director of Adult Workforce Education, or her Auburn designee, is to provide oversight of the Training. If a designee is established, Berkshire Principal will be notified of the designee and their contact information. Provide supervision and support as needed.

Berkshire Local School District – Auburn Career Center Training Agreement (cont'd)

- 5. Ensure that instructor has necessary CPR/First Aid requirements.**
- 6. Ensure instructor is set up with an Auburn Career Center email.**

C. Responsibilities of Berkshire

1. Berkshire is to provide Auburn with attendance information as requested and assist the instructor with taking attendance, inputting grades and teacher support.
2. Berkshire is to provide Students with necessary instructional support and personal protective equipment specified by Auburn.
3. Berkshire is to provide onsite supervision for this program in the same manner it would for any other Berkshire class. Due to the location of this program, Berkshire will provide the instructor with the necessary means to communicate with the Berkshire main office or the Auburn designee at all times.
4. Any High School credits that are awarded are at the discretion of the Berkshire Board of Education.
5. Berkshire is to accept all donations for the program.
6. Berkshire is responsible for providing a substitute when one is needed. Any long term substitute (3 or more consecutive day) will be filled in collaboration with the Auburn Career Center.
7. Ensure that the instructor is included in any communication system established for Campus information including safety requirements and updates.

CI. Responsibilities of Students

1. All Students must comply with the policies, procedures, and practices expected of Berkshire Students. Violations can have consequences up to and including permanent removal from the program as determined by the Director of Adult Workforce Education in coordination with the Berkshire Principal.

CII. Terms of Agreement

Termination. Either party may terminate this Agreement by providing ten (10) calendar days prior written notice to the other party.

Entire Agreement. This Agreement and any appendices, exhibits, or attachment hereto, as amended from time to time in accordance with this Agreement contains the entire agreement of the Parties and supersedes all prior agreements and understandings, whether written or otherwise between Auburn and Berkshire relating to the subject matter hereof. No representations, inducements, promises, or agreements, oral or otherwise, which are not contained herein, shall be of any force or effect.

Assignment. This Agreement is not assignable in whole or in part by either party but is binding on any corporate successor of either party.

Governing Law. This Agreement shall be interpreted and governed by the laws of the State of Ohio and all disputes arising therefrom shall be subject to the sole jurisdiction of the courts of the State of Ohio.

Amendments. Amendments to this Agreement, including modifications of any of the terms and conditions herein, shall be effective only upon written consent signed respectively by authorized representatives of Auburn and Berkshire, both of whom shall be individuals designated as having the authority to bind Auburn and Berkshire, respectively, in contract.

Berkshire Local School District – Auburn Career Center Training Agreement (cont'd)

IN WITNESS WHEREOF, the parties execute this Agreement by a person who warrants that they have the authority to execute this agreement.

FOR BERKSHIRE LOCAL SCHOOL DISTRICT:


Signature

8/12/24
Date

John Stoddard, Superintendent
Printed Name, Title

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

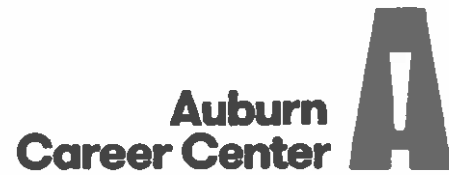
Brian Bontempo, Superintendent (official capacity only)*

Date

Sherry Williamson, Treasurer (official capacity only)*

Date

*This Agreement has no legal effect absent Board action



ATTACHMENT I

Berkshire High School
270-Hour Medium & Heavy Truck Technician Program
Independent of the Number of Students

Instructor Prep Cost Included		Cost Type	
		Base Cost	\$19,792.02
		Cost/Student	\$433



ATTACHMENT II

Adult Workforce Education Enrollment Application

Information Required

Last Name, First Name, M. I.: _____

Birth Date: _____

Age: _____

Gender: _____

Home Mailing

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____

Cell Phone: _____

Email: _____

**Auburn
Career Center**



Attachment Item #16b

*MOU between Auburn
Career Center and the
Ohio Department of
High Education*

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
AUBURN CAREER CENTER
AND
THE OHIO DEPARTMENT OF HIGHER EDUCATION**

This Memorandum of Understanding ("MOU") is entered into by and between Ohio Department of Higher Education (hereinafter referred to as "ODHE") whose powers and duties are specified in Ohio Revised Code §3333.04, who is located at 25 South Front Street, 7th Floor, Columbus, Ohio 43215, and Auburn Career Center ("ACC") having its principal place of business at 8140 Auburn Road, Concord Township, Ohio 44077.

WHEREAS, ODHE consists of the Chancellor of higher education and the Chancellor's employees, agents and representatives and is responsible for overseeing higher education in the State of Ohio; and

WHEREAS, Section 381.210, paragraph (B) of Amended Substitute House Bill 33 of the 135th General Assembly appropriated funds to the Ohio Technical Centers to provide customized training and support business consultation services with matching local dollars (hereinafter "Funds"); and

WHEREAS, ODHE released a Request for Applications ("RFA") on April 29, 2024 for the Center for Training Excellence Program (hereinafter referred to as "CTX" or "Program"), seeking applications from eligible Ohio Technical Centers ("OTCs") for the Funds; and

WHEREAS, in response to the RFA, ACC submitted an application seeking Funds for the Program, and ODHE approved ACC's application; and

WHEREAS, ODHE and ACC enter into this MOU to set forth the terms and conditions of the Program and Funding appropriated by the General Assembly via ODHE.

NOW THEREFORE, in consideration of the mutual covenants and promises set forth herein and for other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, ODHE and ACC (individually, a "party"; collectively the "parties") agree as follows:

ARTICLE I: SCOPE OF SERVICES

ACC will use the Funds to support a Center for Training Excellence ("CTX") to offer contractual customized training and business consultation services, with matching local dollars, with preference to industries on the in-demand jobs list created under 6301.11 of the Revised Code, industries in regionally emerging fields, or local businesses and industries.

ACC agrees to use the funds to provide services to local employers in accordance with their Organizational Goals detailed in their submitted application, attached hereto as Attachment A, and their Program Workbook, attached hereto as Attachment B. Attachment A and Attachment B are incorporated into this MOU by this reference and are approved by ODHE except to the extent modified herein.

ACC agrees to the following:

- Offer services that can include:
 - Customized training
 - Needs analysis
 - Strategic planning services

- Continuous improvement to businesses/organizations/entities participating in a customized training plan
- Student pre-employment services
- Curriculum development
- Program infrastructure technology upgrades
- Job advancement strategies
- Use funds for the following:
 - Salaries and benefits for staff and faculty directly involved with CTX activities.
 - Supplies/equipment used for CTX activities.
 - Purchased services, e.g., subscriptions, professional development, licensing agreements associated with CTX activities.
 - Other, e.g., marketing materials, industry-related membership fees, rent, utilities, mileage, etc. associated with CTX activities.
- Provide local matching funds for its customized training and business consultation services, with preference to industries on the in-demand jobs list created under section 6301.11 of the Revised Code, industries in regionally emerging fields, or local businesses and industries;
- To comply with reporting requirements pursuant to Article VII: Reporting of this MOU.
- ACC will comply with all applicable state and federal laws in the expenditure of the Funds and agrees to require an audit of these funds as specified in Article VI: Audit.

ARTICLE II: TERM OF THE MOU

The term of this MOU begins on July 1, 2024, and ends June 30, 2025, or until the MOU is terminated pursuant to the terms contained herein, whichever event occurs first.

ARTICLE III: COMPENSATION

In consideration of the promises and performance of ACC as set forth herein:

- 1) ODHE agrees to pay ACC compensation, upon execution of this MOU, an amount not to exceed fifty thousand and 00/100 dollars (\$50,000.00) for services performed in accordance with Article I: Scope of Services and Attachments A and B of this MOU.
- 2) It is mutually agreed and understood that the total amount to be paid by ODHE to ACC under this MOU shall in no event exceed fifty thousand and 00/100 dollars (\$50,000.00) for compensation unless ACC receives prior written approval from ODHE, and when required, approval of the Controlling Board.
- 3) If the Funds are not spent in full by June 30, 2025, ACC shall submit a request to ODHE for a no-cost extension ("NCE") to this MOU. To acquire the NCE Request form, please contact vmccoy@highered.ohio.gov. The completed NCE Request form should be submitted to vmccoy@highered.ohio.gov by the date provided with the NCE Request form.

ARTICLE IV: TERMINATION

This MOU may be terminated as follows:

- 1) By ODHE without cause upon thirty (30) days written notice to ACC or immediately with cause.
- 2) By mutual consent of the parties.
- 3) In accordance with the term limitations set forth in Article II of this MOU.
- 4) If the General Assembly or the grantor fail at any time to continue funding for the payments and other obligations set forth herein, ODHE's obligations under this MOU are terminated as of the date the funding expires and ODHE shall have no further obligations hereunder, If ODHE discovers or is notified of the discontinuation of funding for this MOU, then ODHE agrees to notify ACC of said discontinuation as soon as is practicable. Any work performed by ACC under the MOU after it receives such notice shall be at the sole expense of ACC.

ARTICLE V: CERTIFICATION AND AVAILABILITY OF FUNDS

The MOU is subject to the provisions of Ohio Revised Code §126.05 and §126.07. It is expressly understood by the parties that none of the rights, duties, and obligations described in this MOU shall be binding on either party until all statutory provisions under the Ohio Revised Code have been complied with and until such time as all necessary funds are made available and forthcoming from the appropriate state agencies.

ARTICLE VI: AUDIT

ACC will be liable for any audit exception that results solely from its acts or omissions in the performance of this MOU. ACC shall notify ODHE of any noncompliance audit exception related to these funds, if found during their annual financial statement audit.

ARTICLE VII: REPORTING

ACC is responsible for collecting the necessary data and reporting such data to ODHE as set forth in this article and described in ODHE communications.

ODHE will monitor CTX Programs receiving appropriated Funds to ensure that there is fiscal accountability, operating progress, and that the desired outcomes are achieved. Reporting will be collected from ACC entries into the OTC HEI system, via excel spreadsheets, and other reporting tools provided by ODHE. ACC will submit the required data and metrics, expenditures, and briefings of project milestones and success stories.

ACC will submit the following reports in a manner prescribed by ODHE:

- 1) Fund Balance Updates – Due quarterly on September 30, December 31, March 31, and June 30 for the term of the MOU.
- 2) Semi-Annual Metrics – Due December 31, 2024 and June 30, 2025
- 3) Annual Metrics – Due June 30, 2025
- 4) CTX Annual Report, due September 1, 2025, as required in the Ohio Technical Center Data Submission Manual as well as via email and other data collection tools provided by ODHE.
- 5) Final closeout report, which includes the Final Expenditure Report (“FER”) to ODHE six months after the Funds are spent in full, or by December 31, 2025, whichever occurs first. A desk and/or site audit will occur prior to the final closeout of the grant.

ARTICLE VIII: RIGHTS IN DATA, PATENTS, AND COPYRIGHT

ODHE shall have unrestricted authority to reproduce, distribute and use (in whole or in part) any reports, data or material prepared by ACC pursuant to this MOU. No such documents or other materials produced (in whole or in part) with funds provided to ACC by ODHE pursuant to this MOU shall be subject to copyright by ACC in the United States or other country.

ARTICLE IX: COMPLIANCE WITH LAW

ACC agrees to comply with all applicable federal, state, and local laws in the conduct of the work hereunder. ACC acknowledges that its employees are not employees of ODHE with regard to the application of the Fair Labor Standards Act minimum wages and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code and for state revenue and tax laws, state workers' compensation laws and state unemployment insurance laws. ACC accepts full responsibility for payment of all taxes including without limitation, unemployment compensation insurance premiums, all income tax deductions, social security deductions, and any and all other taxes or payroll deductions required for all employees engaged by ACC in the performance of the work authorized by this MOU.

ARTICLE X: DRUG AND ALCOHOL-FREE WORKPLACE

ACC shall comply with all applicable federal, state, and local laws regarding smoke free and drug free workplaces and shall make a good faith effort to ensure that any of its employees or permitted subcontractors engaged in the work being performed hereunder do not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way.

ARTICLE XI: AMENDMENTS OR MODIFICATION

No amendment or modification of this MOU shall be effective against either party unless such amendment or modification is set forth in writing and signed by both parties.

ARTICLE XII: OPERS INDEPENDENT CONTRACTOR ACKNOWLEDGEMENT

ACC acknowledges and agrees any individual providing personal services under this MOU is not a public employee of ODHE for purposes of Chapter 145 of the Revised Code.

ARTICLE XIII: NOTICE

Any notice required hereunder shall be made in writing and shall be accomplished by personal delivery, facsimile, or by United States certified mail, return receipt requested, postage prepaid, addressed to the party at the address set forth below or such other address as said party shall hereafter designate in writing to the other party.

- Auburn Career Center
Dr. Brian Bontempo
Superintendent
8140 Auburn Road
Concord Township, Ohio 44077
Phone: (440) 358-8010
Email: bbontempo@auburnncc.org
- Ohio Department of Higher Education
Attn: General Counsel
25 South Front Street, 7th Floor
Columbus, OH 43215
Phone: (614) 466-6000
Facsimile: (614) 466-5866

ARTICLE XIV: SUBCONTRACTING

ACC will not enter into subcontracts for the Scope of Services without written approval from ODHE. ACC will not need ODHE's written approval to subcontract for the purchase of commercial goods that are required for satisfactory completion of the Scope of Services. All subcontracts will be at the sole expense of ACC.

ARTICLE XV: ENTIRE AGREEMENT

This MOU constitutes the entire agreement of the parties hereto and supersedes any prior understandings or written or oral communications between the parties respecting the subject matter hereof.

ARTICLE XVI: WAIVER

The waiver or failures of either party to exercise in any respect any right provided for herein shall not be deemed a waiver of any further right hereunder.

ARTICLE XVII: GOVERNING LAW

This MOU shall be construed under and in accordance with the laws of the State of Ohio.

ARTICLE XVIII: SEVERABILITY

If any provision of this agreement is found invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, said provision shall be severed. The validity, legality, and enforceability of all other provisions of this MOU shall not in any way be affected or impaired unless such severance would cause this agreement to fail of its essential purpose.

ARTICLE XIX: SUCCESSORS AND ASSIGNS

Neither this MOU, nor any rights, duties, nor obligations hereunder may be assigned, or transferred in whole or in part, by ACC without the prior written consent of ODHE.

ARTICLE XX: HEADINGS

The headings herein are for reference and convenience only. They are not intended and shall not be construed to be a substantive part of this MOU or in any other way to affect the validity, construction, interpretation, or effect of any of the provisions of this MOU.

ARTICLE XXI: RECORDS

ACC shall keep all financial records in a manner consistent with generally accepted accounting principles. Documentation to support each action shall be filed in a manner allowing it to be readily located.

ACC shall keep separate business records for this Project, including records of disbursements made and obligations incurred in the performance of this MOU. These records shall be supported by agreements, invoices, vouchers, and other data as appropriate. During the performance of this MOU and for a period of three years after its completion, ACC shall make such records available to ODHE as ODHE may reasonably require.

ARTICLE XXII: COMPLIANCE WITH EXECUTIVE ORDER 2022-02D

Pursuant to Executive Order 2022-02D, ACC agrees and understands no State agency, board, commission, State educational institution, or pension fund will make any purchase from or investment in any Russian institution or company. Notwithstanding any other terms of this MOU, the State reserves the right to recover any funds paid to ACC for purchases or investments in a Russian institution or company in violation of this paragraph. The provisions of this paragraph will expire when the applicable Executive Order is no longer effective.

Lastly, ACC acknowledges and confirms compliance with this Article and agrees to provide an affirmation as to the same upon request from ODHE.

IN WITNESS WHEREOF, the parties have executed this MOU on the day and year set aside by their respective signatures.

AUBURN CAREER CENTER

By: _____

Title: _____

Date: _____

OHIO DEPARTMENT OF HIGHER EDUCATION

By: _____

Title: Chancellor _____

Date: _____

**Auburn
Career Center**



Center for Training
Excellence Program-
Application

05/22/2024



May 22, 2024

Dear Ohio Department of Higher Education,

Auburn Career Center is writing this proposal to be able to continue and expand the customized training options we have provided to local businesses and organizations for the past several years. Last year alone, we offered over 35 customized training courses and trained 320 individuals in industries that included: healthcare; manufacturing; Python Programming; AC/DC Basic Electrical Training; Basic Measurement and Blue Print Reading; Electrical Schematics; Emergency Medical Technician; Firefighter 1 & 2; Diesel Technician; Volunteer Firefighter; CPR; and many more. This year we were lucky to be able to purchase a new 5 Axis CNC machine and also a Robotic Tender and CNC Mill. We look forward to training up our teachers and developing new custom training options for local businesses using this new equipment. Each year we grow the number of contracts we offer and we are finding that as a school, many of the employers and organizations we serve return over and over again for more training.

The **Primary Contact** who will oversee and administer the customized training contracts at Auburn Career Center include:

Michelle Rodewald, Director of Adult Workforce Education and Business
Partnerships
8140 Auburn Road, Concord, OH 44077
440-357-7542 ext. 8159
mrodewald@auburncc.org

The **Fiscal Agent** is:

Sherry Williamson, Treasurer
8140 Auburn Road, Concord, OH 44077
440-358-8006
swilliamson@auburncc.org

The **Legal Contact** is:

Dr. Brian Bontempo, Superintendent
8140 Auburn Road, Concord, OH 44077
440-358-8010
bbontempo@auburncc.org

8140 Auburn Road
Concord Twp., OH 44077
auburncc.org

info@auburncc.org
P: 440.357.7542
F: 440.358.8012

Executive Summary

Auburn Career Center's Center most recent local and regional needs assessment conducted for the school, and for continued Perkins funding, categorized the North East Ohio regions' needs into three categories: Healthcare, Manufacturing and Information Technology. Auburn's local needs assessment included business partners, regional workforce leaders, community organizations, school personnel, Ohio Means Jobs representatives and many others. This group studied data provided by Team NEO, Ohio Means Jobs, and O-NET, as well as advice from the business partners at the table.

Auburn Career Center is located in Lake County, the third largest manufacturing area in the country and one county away from Cuyahoga County, home to two of the world's most esteemed hospital systems; within a 5 mile radius of Auburn Career Center, the Cleveland Clinic and University Hospitals have regional campuses. There are also several long-term health care facilities in our area and home health organizations that have relied on our training for many years. Manufacturing companies from small job shops to billion-dollar corporations are also located in Lake County. In addition, Auburn Career Center has been gaining the reputation as a regional public safety training center. The school has doubled its enrollment in programs such as Paramedic, Firefighter, and Emergency Medical Technician. Local school systems that used to send their high school students to Tri-C for training are now contracting with Auburn Career Center's OTC for that same training. The CTX monies we have received allow healthcare, manufacturing, public safety organizations and others to be able to afford the training that we provide.

Ohio's Top Jobs List supports the work we are doing by its list of the most needed professions. Home Health Aides, Nursing Assistants, Assemblers and Fabricators, Maintenance and Repair workers are all listed in the top sectors for employment, openings, and growth in Ohio and the Northeast Region.

Team NEO (Northeast Ohio Region's regional data and collaborative economic development network's) report in 2022 titled Aligning Opportunities lists the three identified areas discussed to be the highest in demand (see graph below)

[Team-NEO-2022-Aligning-Opportunities-Report.pdf \(northeastohioregion.com\)](#)

DRIVING INDUSTRIES / By the Numbers

Since reporting on the demand/supply imbalance of our region's workforce, manufacturing, health care and IT occupations remain the top in-demand careers.

	HEALTH CARE	MANUFACTURING	IT
Total Demand 2021	48,363	26,962	15,544
Entry-Level Demand 2021	18,259	10,191	5,902
Credentials Awarded 2020	13,992	3,452	2,725
2021 Jobs	208,252	191,802	48,694
Median Annual Salary	\$73,439	\$42,382	\$86,862

Auburn Career Center's submission addresses these careers by continuing to grow customized training options for healthcare facilities and organizations such as local home health care companies, long term care facilities, ambulance companies, and hospital systems. We have seen an increase in the demand for training for Emergency Medical Technicians, Firefighters and Paramedics. In the manufacturing industry, companies have asked us to provide customized training for the AC/DC Basic Electrical Training, Basic Measurement, Blueprint and Math training, Certified Production Technician and more. In addition we have formed a new relationship with Lake Erie College to offer Python Programming and Algorithms 1 & 2 to their students here at Auburn which is exciting to be finally offering IT custom training. We also hope to continue to attract the large number of schools who have turned to Auburn's OTC over other community colleges in the area to provide Emergency Medical Technician and Firefighter training.

Goals:

Auburn Career Center's goals for the customized training we provide include

- Developing customized training options for companies that will compliment the new 5 Axis CNC as well as the new Robotic Tender and CNC Mill. As a result of receiving some Rapids money and working on a grant with AWT for the Good Jobs Challenge, we can now develop curriculum and training options for companies. We anticipate the demand will be high and we hope to use CTX to help us offer reasonably priced contracts to employers.
 - We also have a partnership with the AWT, Alliance for Working Together organization that advocates for the manufacturing community as well as provides apprenticeship training. Our classes developed in this area will create a pathway into the apprenticeships offered with that organization.

- Grow the IT customized training contract we started with Lake Erie College to offer Python Programming and Algorithms 1 & 2. Auburn Career Center does a great job offering Manufacturing and Health Care training for our region's companies and organizations and now needs to grow the third In Demand job sector according to Team NEO's report and the Top Jobs Ohio Jobs List. Software Developers are listed fourth on the Top Jobs listing for Ohio and the Northeast Region.
- Maintaining the excellent contracts we currently have with local ambulance companies, health care facilities, home health companies, fire departments, manufacturing companies and other organizations.

Regional Needs:

The Top Jobs Ohio Top Jobs List, sorted for the Northeast Region, and also sorted for In Demand and Critical, supports the training options Auburn Career Center is providing and plans to provide. For example, Emergency Medical Technicians and Paramedics; Inspectors, Testers, Sorters, Samplers and Weighers; as well as all Direct Support Professionals for the medical industry and Licensed Practical Nurses are listed as critical, and in demand. All three professions also have median salaries that range from \$32,000 to \$46,000 with first line supervisors as high as \$68,000.

Team NEO's Aligning Opportunities Report of 2022 in its Certifications and Skills Analysis (that compares data from before 2020 and post 2020) found that Measurement Certification and Inspection as well as being a Certified Quality Auditor have all emerged as new certification needs in both manufacturing and IT. In addition, skilled production workers in manufacturing as well as installation, maintenance and repair occupations have more demand than supply of credentials and workers (pages 9-10). In addition, "Data has shown a large increase in demand from high performing industries like health care, manufacturing, and IT. This has been heightened by the pandemic, as occupations within these three sectors, like technology and STEM, cut across multiple industries," (page 3).

As a career center and an OTC in Lake and Geauga County, the needs of the business community are also driven by the business community itself. For years the businesses who have called Auburn, posted job openings on our online job board, attended advisory meetings and strategic planning sessions as well as our local needs assessment meetings have been in the manufacturing, health care and public safety career pathways. For example, the advisory board for the Emergency Medical Technician program has over 40 members. Auburn's high school added a second Emergency Medical Technician course offering and in the OTC we have tripled our enrollment and we are currently working with local ambulance companies for custom training of their employees to become Emergency Medical Technicians. We have a custom contract with Community Care Ambulance and currently have our eighth round of their

employees here in their own custom EMT course. Those students are getting paid to be in class, are getting the course for free, and are also full-time employees of Community Care Ambulance. This new, creative, way employers are recruiting and training new employees has benefitted Auburn and has been successful in large part due to the CTX money Auburn has received over the years and hopes to see more of in the future. The same type of contract is in place for a dispatch center.

In summary, the regional needs that drive Auburn's custom training options are a result of regional data, ongoing communication with local businesses and organizations, the Perkins local needs assessment meetings, and excellent communication with local commissioners, legislators and the Ohio Department of Higher Education.

Budget:

The majority of the budget expenses for the CTX funds request will be for personnel teaching courses. Auburn offsets the expense for companies by giving the companies a discount and using CTX funds to make up the difference. For example, if Auburn calculates the cost for a custom EMT class for Community Care Ambulance employees, Auburn gives Community Care Ambulance a discount and uses CTX funds to make up the difference. Other examples of CTX funds being used by Auburn for companies to offset teacher salaries include (*but not limited to*):

- Home Health instructor costs for Visiting Angels
- Emergency Medical Technician Instructors for Community Care Ambulance and Ohio Ambulance
- Instructors for AC/DC Basic Electrical Training with Great Lakes Cheese
- Instructors for Python Programming and Algorithms with Lake Erie College
- Instructor for Diesel Mechanics in partnership with Berkshire Local Schools
- Instructors of Custom contracts for Volunteer Firefighter for Fire Departments
- Instructors for the EMT and Firefighter program contract for the schools sending students to Auburn instead of Tri-C.

Currently the match in this case is the ongoing time and effort Auburn employees including the Director of Public Safety, the Director of Industrial Trades, the Director of Practical Nursing who spend 20-30% of their time developing the contracts, visiting and meeting with employers to create the contracts. The time and effort of the administrative assistants who record the needed data, enroll employees and students, and report the data are also included in the match. In the future, Auburn plans to use some CTX funds to grow custom contracts by offsetting some of the time and effort of our staff.

Other budget expenses will come in the form of equipment and supplies that will include purchases needing to be made for:

- SBCA Gear and Equipment needed for custom fire courses-Equipment and Supplies
- Additional supplies needed for developing Fanuc Robotic custom courses
- EMT equipment and supplies for custom EMT courses

NOTE: Auburn has already planned for the entire \$50,000 we are requesting this year. The contracts we already have in place are already calculated as if we are receiving these funds. Auburn also hopes to at least double this amount like we did last year and if so, we already have plans for 100% of those dollars.

Marketing Plan:

Auburn Career Center has found that the best way to get the word out about our customized training options and abilities is through a combination of our Business Partnership Director's work and the constant advice of our advisory board members. We also host monthly employer open houses at Auburn and discuss custom training at those meetings sparking more ideas and interest from employers. It's Auburn's goal to create custom training brochures with success stories of local companies. Employers want to know all of the options for how to train their employees and we would like to create marketing materials that also includes other options like Tech Cred and Incumbent Worker Training funding.

We currently have several links on our website for employers:

See Examples Below:

Business

[Employer Services](#)

[Partners & Associations](#)

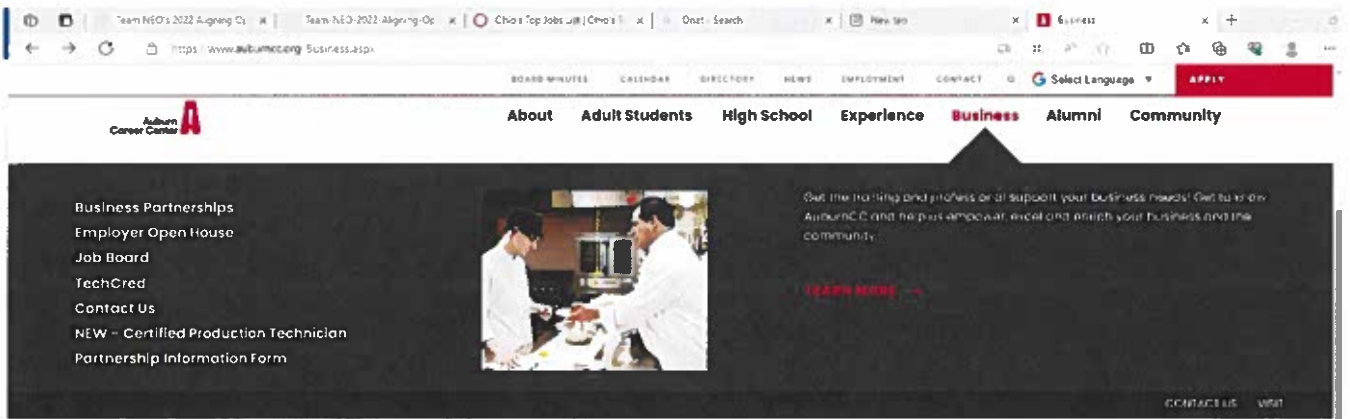
Get to know Auburn Career Center and help us empower, excel and enrich your business and the community.

Corporate Learning & Industrial Training Services:

- Participate on our Business Advisory Panels.
- Provide Internship and student work experiences
- Help us and also build awareness of your business. Donate to the school! (Equipment, Learning Studios, Scholarships and Monetary donations)
- Scholarships and building funds
- Let us train your staff and build YOUR business. Use our Customized Business Training, Corporate Learning, and Employer Services. (See the opportunities at Adult Workforce Training)
- Industrial Maintenance, Manufacturing, CNC & Mechanics.
- Electrical, PLCs, Motor Controls, Electronic Relays
- HVAC, Welding, Forklift Operator, Automotive, Collision Repair
- Healthcare: Practical Nursing, Paramedic & EMT, Firefighter,
- Computer Training: Office Specialist and Administrative Assistant, Computer and Web, Information Technology,
- Customized Training, Corporate Learning, and Career

Are you an Auburn intern? Or company looking further!

To learn more at opportunities at, contact Andrew or akelner@auburn



Employer Services

Business Partnerships

Employer Open House

Want to Hire an Auburn Student?

NEW-Certified Production Technician

Employers.

Auburn wants to help you train your employees! We are now offering a NEW Certified Production Technician training program that we can bring to your company or you can send your employees to us! This NEW program trains an individual in the areas of:

- Safety
- Manufacturing Processes and Production
- Quality Practices and Measurement
- Maintenance Awareness

This training is a combination of online MSSC (Manufacturing Skills Standards Council) curriculum and hands-on training. The course can be modified to meet your needs and is 160 hours in total with a Certified Production Technician Credential for those who meet the minimum standards.

This short term training will prepare a person to hit the ground running in a manufacturing environment and will also train those already in manufacturing to trouble shoot and perform preventative maintenance just to name a few benefits!!

Auburn's first class of Certified Production Technician starts in April

Here is the best news this class can be FREE to your employees if you apply for TECH CRED monies to Upskill your workforce. We can even help you with that application process!!

Call 440-357-7542 or email mrodewald@auburncc.org or doowen@auburncc.org today for more information!!

Adult Workforce

General Information

Adult Education Programs

Aspire

Virtual Tour

Current Students

Financial Aid

Staff Directory

FAQ's

TechCred

Earn & Learn

CARES Act

Plans

What is TechCred?

TechCred helps Ohioans learn new skills and helps employers build a stronger workforce with the skills needed in a technology-infused economy.

These technology-focused credentials take a year or less to complete and prepare current and future employees for the technology jobs Ohio employers need.

Upskill your workforce with TechCred.



Ohio TechCred

Launched by Lt. Gov. Jon Husted and the Office of Workforce Transformation, the TechCred program aims to enhance Ohio's skilled workforce by reimbursing employers who help their employees earn industry-recognized, technology-focused credentials. Boosting Ohio's manufacturing talent pool is an important goal of the program.

- Businesses will identify the specific technology-centric qualifications they need, as

Auburn TechCred Programs

Contact [Michele Rodewald](mailto:mrodewald@auburncc.org), Director of Adult Workforce Education and Business Partnerships for more information. mrodewald@auburncc.org or 440-357-7542 ext 8159

- Air Conditioning and Refrigeration
- AW's Gas Tungsten Arc Welding (GTAW) (TIG)
- CNC Machining
- CompTIA IT Fundamentals
- Electrocardiography
- EPA Section 608 Technician
- FANUC Handling Tool Operation and Programming
- HVAC R Certified Technician
- Industrial Electricity
- Machining Fundamentals
- Motor Controls
- Motor Control & PLC
- MSSC Certified Production Technician
- Paramedic
- Programmable Logic Controllers
- Python Certified Entry-Level Programmer (PCEP)
- Quality Practices and Measurement
- Shielded Metal Arc Welding (SMAW) I
- Welding GTAW and GMAW
- Welding Technician AWS Certified Welder

In conclusion, Auburn has as many custom contract students as it does students in standard programs. Auburn's reputation for offering excellent custom contracts is evident in the number of companies who contract with us each year for the same training. Auburn depends on CTX money to help make these trainings affordable to area businesses and organizations. It is our goal to be awarded the same amount if not more than we were last year which was \$91,666.

FY25 Center for Training Excellence (CTX)

FY2025 CTX Proposal

Institution Name	Auburn Career Center
Mailing Address	8140 Auburn Road Concord, OH 44077
Physical Address of Adult Education Facility:	8140 Auburn Road Concord, OH 44077

Superintendent	Dr. Brian Bontempo
Email Address	bbontempo@auburnmcc.org
Phone Number	440-358-8011

CTX Program Primary Contact Person	Michelle Rodewald
Title	Director of Adult Workforce Education and Business Partnerships
Email Address	mrodewald@auburnmcc.org
Phone Number	440-357-7542 ext/ 8159

Project Director	Michelle Rodewald
Title	Director of Adult Workforce Education
Email Address	mrodewald@auburnmcc.org
Phone Number	440-357-7542 ext.8159

Legal Contact	Dr. Brian Bontempo
Title	Superintendent
Email Address	bbontempo@auburnmcc.org
Phone Number	440-358-8011

This program provides services from July 1, 2024 - June 30, 2025.	
Program Snapshot:	Customized Training to Regional Businesses and Organizations
Anticipated targeted industry sector(s):	Manufacturing, Public Safety, Healthcare, IT
Counties served:	Lake, Geauga, Ashtabula, Cuyahoga

FY24 CTX fund balance as of March 31, 2024:	0
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Certification by Authorized Official:	
To the best of my knowledge and belief, the information contained in this application is true and correct. The document has been duly authorized to comply with the required assurances.	
Name:	Michelle Rodewald
Title:	Director of Adult Workforce Education and Business Partnerships
Signature:	<i>Michelle Rodewald</i>
Date:	5/22/2024

Institutional Info

CTX Goals and Budget

Goal	Ohio Department of Higher Education CTX Funds	Institutional Matching Funds	Total	Explanation of any purchases
1. Developing customized training options for companies that will complement the new Quality and Precision Measurement Lab we have built for the manufacturing needs in our area; Maintaining the excellent contracts we currently have with local ambulance companies, health care facilities, home health companies, fire departments, manufacturing companies and other organizations; Developing customized training options that utilize the new 5 Axis CNC and Robotic Tender with the new CNC Mill.	\$28,846.00	\$42,000.00	\$70,846.00	Salaries of teachers for these programs to be able to give a discount to companies when we create contracts for them.
	\$5,514.00	\$8,000.00	\$13,514.00	Benefits of the teachers for these programs
Other budget expenses will come in the form of equipment and supplies that will include purchases needing to be made for: •SBCA Gear and Equipment needed for custom fire courses- Equipment and Supplies •EMT equipment and supplies for custom EMT courses	\$15,640.00	\$0.00	\$15,640.00	Supplies needed for custom fire and EMT classes, and the development of new custom classes.
	\$0.00	\$0.00	\$0.00	
Total	\$50,000.00	\$50,000.00	\$100,000.00	

Describe institutional matching funds reflected above:

Goal	Activities related to matching funds
Maintaining the excellent contracts we currently have with local ambulance companies, health care facilities, home health companies, fire departments, manufacturing companies and other organizations; Developing customized training options that utilize new 5 Axis CNC as well as the new Robotic Tender and CNC Mill.	All matching funds will be taken from the salaries of: the Director of Public Safety, the Director of the Trades, the Director of Practical Nursing, the Adult Assistant Director who all work with employers to create, maintain, market and oversee the custom contracts we have with businesses. It is a low estimate to say that 20-30% of their time is spent on custom contracts. In addition, the Administrative Assistants who register the employees as students, track progress, report data will be part of this match,. The marketing Director of Auburn Career Center who maintains the website and develops marketing materials will also be taken into consideration.

CTX Goals and Activities

Goal	Description of activities:
<p>Maintaining the excellent contracts we currently have with local ambulance companies, health care facilities, home health companies, fire departments, manufacturing companies and other organizations.</p>	<p>Contract with Community Care Ambulance for multiple EMT classes; Contract with Visiting Angels for Home Health courses; Contract with Rome Fire for volunteer fire fighter; Contract with the LakeShore Compact, the Heights Compact for EMT and Firefighter training; Diesel Training Contract with Berkshire; Contract with Great Lakes Cheese for AC/DC Basic Electrical Schematics; Contract with Lake Erie College for Python Programming and Algorithms 1 & 2.</p>
<p>Developing customized training options for companies that will compliment the new Quality and Precision Measurement Lab we have built for the manufacturing needs in our area.</p>	<p>We are continuing to develop courses in Precision Measurement and Inspection with the help of local employers to be able to offer customized training in these areas.</p>
<p>Developing customized training options that utilize the new equipment we acquired in the manufacturing lab including a 5 Axis CNC and a Robotic Tender and new CNC Mill</p>	<p>We acquired new equipment in the manufacturing lab including 3D printers, a 5 Axis CNC, a Robotic Tender and CNC Mill. Now we need to train up our instructors and develop classes for companies.</p>

**Auburn
Career Center**



Attachment Item #16c

*First Amendment to
Standard Training
Agreement between The
Lubrizol Corporation
and Auburn Career
Center*

FIRST AMENDMENT TO STANDARD TRAINING AGREEMENT
(Lubrizol No. G2358207)

This First Amendment to Standard Training Agreement ("First Amendment") is made and entered into as of an effective date of June 30, 2024 (the "Amendment Date") by and between **The Lubrizol Corporation** with offices at 29400 Lakeland Boulevard, Wickliffe, OH 44092 (together with its subsidiaries or affiliates collectively "Lubrizol") and **Auburn Vocational School District Governing Board of Education** with offices at 8140 Auburn Rod, Concord Township, OH 44077 ("Contractor"). From time to time herein, either Lubrizol or Contractor may be referred to as a "Party" or collectively as the "Parties".

RECITALS:

WHEREAS, Lubrizol and Contractor entered into that certain Standard Training Agreement (Lubrizol No. G2358207), effective as of March 6, 2023 ("Agreement").

WHEREAS, Lubrizol and Contractor desire to modify the terms and conditions of the Agreement;

NOW THEREFORE, in consideration of the foregoing, the mutual covenants and agreements herein contained and for other good and valuable consideration, the receipt, adequacy and sufficiency of which is hereby acknowledged, the Parties hereto, intending to be legally bound, agree as follows:

1. **Definitions.** Capitalized terms not expressly defined herein shall have the same meanings given to them in the Agreement.

2. **First Amendment to Agreement:**

a. The Parties agree to amend and extend the Term of the Agreement through June 30, 2025.

b. Section 9. shall be added to the Agreement in its entirety, as follows:

"9. Data Protection. To the extent applicable, Contractor shall comply with any relevant data privacy laws. This Agreement includes the terms, conditions, and provisions set forth in Exhibit 1 Information Security Addendum which is attached hereto and incorporated herein by reference in their entirety (whether or not signed by Contractor).

9.1 While providing Services to Lubrizol pursuant this Agreement, Contractor may receive Personal Data. "Personal Data" means any information relating to an identified or identifiable natural person which is received by Contractor in connection with providing Services. Both Lubrizol and Contractor are autonomous Data Controllers, therefore, the Parties hereby inform each other and consent to the processing of Personal Data only for the fulfillment of the obligations under the Agreement.

9.2 Contractor agrees to comply with Privacy Laws in relation to the execution and fulfillment of its obligations arising out of the Agreement. Contractor agrees, in particular, to:

9.2.1 Comply with data privacy regulations and provide the level of protection to Personal Data as required therein, including protection from accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to Personal Data.

9.2.2 Notify Lubrizol within one (1) business day if it receives a request from a Data Subject, any national data protection authority, or any other law enforcement authority, related to Personal Data.

9.2.3 Notify Lubrizol within twelve (12) hours of any actual or reasonably suspected accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to Personal Data and assist Lubrizol in ensuring compliance with the obligations of (1) notification of a Personal

Data Breach to the supervisory authority and (2) communication to the Data Subject, pursuant to the Data Protection Regulations.


9.2.4 Not transfer the Personal Data to a third country without the prior written consent of Lubrizol. In such cases where transfer is permitted by Lubrizol, Contractor warrants that the appropriate adequate safeguards will be implemented to ensure that the transfer will comply with the Data Protection Regulations. In the case of UE Personal Data transfer from the European Economic Area (EEA) to the United States, Contractor may prove it self-certified its commitment to comply with the EU-U.S. Privacy Shield Framework Principles in accordance with the DECISION EU 2023/1795 of July 10th 2023. This commitment to comply with the “EU-U.S. Data Privacy Framework Principles” shall be reflected in Contractor’s privacy policies.

9.3 At Lubrizol’s request and discretion, Contractor shall delete or return to Lubrizol all Personal Data after the term of the Agreement, including any copies, unless prohibited by applicable law.”

3. **Effect on Agreement.** Except as specifically modified herein, Agreement shall remain unchanged and in full force and effect.
4. **Integrations.** This First Amendment together with the Standard Training Agreement, embodies the entire understanding and agreement of the Parties with respect to the amendment to the Standard Training Agreement as provided for herein and supersedes all prior understandings, agreements, conditions, or representations, expressed or implied, with reference to that subject matter. This First Amendment shall be governed in the same manner as the Standard Training Agreement.

The Parties have caused this First Amendment to be executed by their respective duly authorized representatives as of the Amendment Date set forth above.

The Lubrizol Corporation

By:  **Ted Marn**
Name: Ted Marn
Title: Indirect Sourcing Associate
Date: 8/13/2024

Digitally signed by Ted
Marn
Date: 2024.08.13 16:42:43
-04'00'

**Auburn Vocational School District Governing Board
of Education**

By: _____
Name: _____
Title: _____
Date: _____

EXHIBIT 1

INFORMATION SECURITY ADDENDUM

This Information Security Addendum ("Addendum") forms part of the Standard Training Agreement entered into between The Lubrizol Corporation (together with its affiliates, collectively "Lubrizol") and Auburn Vocational School District Governing Board of Education ("Contractor") dated March 6, 2023 (Lubrizol Contract No. G2358207) ("Agreement"). The Standard Training Agreement is incorporated herein by reference in its entirety. All capitalized terms not defined herein shall have the meaning as defined in the Standard Training Agreement. For purposes of this Addendum, "Personal Data" means any information relating to an identified or identifiable natural person which is received by Contractor in connection with providing Services.

1. **Information Security Program.** Contractor shall implement a written information security program that maintains administrative, physical, and technical safeguards and controls that align with accepted industry practices (e.g., NIST 800-53, ISO 27001) and comply with applicable data protection and privacy laws, and the terms and conditions of the Agreement, including those contained in this Addendum.

2. **Organizational Security.** Contractor shall have adequate personnel measures to ensure that Lubrizol data is protected from intentional or accidental destruction, loss, or malfeasance, which measures shall include:

- (a) Where required or permitted by law, reasonable and appropriate background screening on all employees and contractors who have access to Lubrizol data. For employees and contractors working in the U.S. with access to Lubrizol data, such background screening shall include, at a minimum: verifying identity and employment authorization; criminal history screening, and Office of Foreign Asset Control Sanctions List screening.
- (b) On at least an annual basis, security awareness training commensurate with the individual's role.
- (c) Ensuring permissions are appropriate and promptly, but in no event later than one business day, removing access for individuals who no longer require access due to job status or role change.

3. **Physical Security.** Contractor shall have adequate physical security measures to ensure that only authorized personnel have access to data centers where Lubrizol data is stored. Contractor may only use data centers that have successfully completed a SSAE 16/18 or SOC 1/2 audit. Contractor shall perform such audits on at least an annual basis, and upon request or within thirty (30) days of completion of such audits, share reports of the audit results with Lubrizol.

4. **Systems Security.** Contractor shall have adequate systems security measures to ensure that only authorized personnel have access to Lubrizol data and Lubrizol data is protected from intentional or accidental destruction, loss, or malfeasance, which measures shall include:

- (a) Managing privileged accounts by a privileged access management/privileged identity management (PAM/PIM) system where passwords are automatically changed at least every week and follow accepted industry standards, utilizing multi-factor authentication.
- (b) Implementing full-disk encryption on portable devices accessing or holding Lubrizol data and Lubrizol Confidential Information. At a minimum, Contractor shall encrypt Lubrizol Confidential Information while at rest and in transit using accepted industry standards on encryption.
- (c) If Contractor is operating or maintaining automation or other related systems required for safe, compliant and reliable operations ("Automation Systems") as part of the service provided to Lubrizol, the Automation Systems will follow ISO/IEC 62443.
- (d) On at least an annual basis, conducting an information technology security risk assessment utilizing accepted industry standard methodology (e.g., ISO 27001, CMMC, etc.), including vulnerability scanning and penetration testing using reputable third-party testers. Contractor shall, upon request from Lubrizol, provide Lubrizol executive summaries of vulnerabilities ordered by criticality.
- (e) Contractor shall not use Lubrizol data for testing without Lubrizol's express prior written consent, which consent will not be effective via click-through acceptance.

- (f) On at least an annual basis, reviewing firewall policies regarding segregation of Contractor systems and devices and ensuring that Contractor's products and services restrict traffic only to authorized business traffic.
- (g) Implementing procedures to securely delete Lubrizol data upon termination of the Agreement in accordance with accepted industry standards.
- (h) Contractor shall not transfer Lubrizol data or Personal Data to a third country without the prior written consent of Lubrizol. In such case where transfer is permitted by Lubrizol, Contractor warrants that the appropriate adequate safeguards will be implemented to ensure that the transfer will comply with the Data Protection Regulations. In the case of UE Personal Data transfer from European Economic Area (EEA) to United States, Contractor may prove it self-certified their commitment to comply with the EU-U.S. Privacy Shield Framework Principles in accordance with the DECISION EU 2023/1795 of July 10th 2023. This commitment to comply with the "EU-U.S. Data Privacy Framework Principles" shall be reflected in the privacy policies.

5. Incident Response.

- (a) In the event Contractor becomes aware of any actual or suspected breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorized disclosure of or access to Lubrizol data ("Security Breach"), Contractor shall, without undue delay but in no event later than 12 hours after becoming aware of such Security Breach, notify Lubrizol of such Security Breach. Such notification shall specify the extent to which the Lubrizol data was or is reasonably believed to have been compromised or disclosed.
- (b) With respect to any Security Breach, Contractor shall, at its own expense: (i) perform a root cause analysis thereon; (ii) investigate such Security Breach; (iii) provide Lubrizol with a remediation plan to address the Security Breach and prevent any further incidents, and an opportunity to provide feedback; (iv) remediate such Security Breach in accordance; (v) conduct a forensic investigation to determine what systems, data, and information have been affected by such Security Breach; (vi) cooperate with Lubrizol and any law enforcement or regulatory officials investigating such Security Breach; and (vii) ensure that Lubrizol is provided an opportunity to participate in all interactions with law enforcement or regulatory officials investigating such Security Breach to the extent such investigations concern Lubrizol data.
- (c) With respect to any actual or reasonably suspected accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to Personal Data, without undue delay but in no event later than 12 hours, Contractor shall: (i) describe the nature of the Personal Data breach including, where possible, the categories and approximate number of data subjects impacted and the categories and approximate number of Personal Data records impacted; (ii) communicate the name and contact details of the data protection officer or other contact point for Contractor where more information can be obtained; (iii) describe the likely consequences of the Personal Data breach and state whether it is likely to result in a risk or high risk to the rights and freedoms of natural persons; and (iv) describe the measures taken or proposed to be taken by Contractor to address the Personal Data breach including, where appropriate, measure to mitigate its adverse effects. Contractor shall, at its own expense, cooperate with and assist Lubrizol in ensuring compliance with the obligations of (i) notification of a Personal Data breach to the appropriate supervisory authority and (ii) communication to the Data Subject, pursuant to the Data Protection Regulations.

6. Disaster Recovery and Business Continuity Plans. Contractor shall maintain disaster recovery and business continuity plans ("BCP") that align with accepted industry practices for data, services, and communications backup and recoverability, and will implement such plans in the event of a disaster or other security events necessitating its use. On at least an annual basis, Contractor will test the BCP that will support Lubrizol's services. The results of each such test shall be provided to Lubrizol upon request.

7. Due Diligence/Virtual Risk Assessments Questionnaire.

- (a) Prior to the Effective Date of the Agreement, Contractor completed a Lubrizol provided due diligence/virtual risk assessment designed to identify material threats (both internal and external)

against Lubrizol data, the likelihood of those threats occurring and the impact of those threats to evaluate and analyze the appropriate level of information security safeguards (the "Risk Assessment").

- (b) Upon request from Lubrizol, but no more than once during each 12-month period unless preceded by a Security Breach, Contractor shall fully cooperate in completing the Risk Assessments and implement all commercially reasonable risk mitigation measures identified.
- (c) Supplier shall respond promptly and appropriately to any reasonable inquiries from Lubrizol related to compliance with the terms of this Addendum, including, but not limited to, documentation and/or independent evidence of the effectiveness of implemented controls or processes described herein.

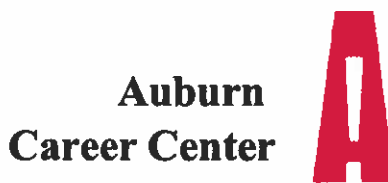
(end of Exhibit 1)

**Auburn
Career Center**



Attachment Item #16d

*Public Safety
Affiliation Agreements
SY24-25*



2024-2025 School Year Affiliation Agreement
Public Safety Programs Student Training Internship Learning Program

This Affiliation Agreement ("Agreement") is entered into on this **22nd August 2024**, by and between Auburn Vocational School District Board of Education ("Auburn Career Center"), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and **University Heights Fire Department** ("Affiliate Organization"), which is located at **3980 Silsby Rd, University Heights, OH 44118** (collectively, "Parties").

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education (e.g., Public Safety Education) and desires to obtain learning internships for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide learning internships at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

1. General Provisions
 - a. The primary purpose of the learning internship is educational.
 - b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
 - c. Learning experiences and tasks shall be planned and managed utilizing the learning internship program for each student.
 - d. The coordinating educator program lead instructor and mentor/supervisor shall jointly develop and update the learning internship program for each student.
 - e. The length of student assignments shall be by mutual decision between the Parties.
 - f. Any student may withdraw and/or transfer from a training station after providing appropriate notification when it will enhance the student's educational opportunities.

- g. All complaints should be addressed to and resolved by the program Director of Public Safety Education and assigned mentor/sponsor.
- h. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- i. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization 's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- j. All applicable confidentiality laws shall be observed by the Parties.

2. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and internship environment needed for the students assigned to the learning internship program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
- c. The Affiliate Organization shall assign a supervisor/mentor who shall work with the program lead instructor in developing each student's learning agreement and evaluating each student.
- d. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of the learning internship program assignments.

- i. The Affiliate Organization may request Auburn Career Center to withdraw a student from the learning internship program if the performance and/or behavior of the student is unsatisfactory and/or disruptive.
- j. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the learning internship program if the student's health status is a detriment to the student's successful completion of the learning internship program.
- k. The Affiliate Organization shall appoint a liaison to coordinate and communicate with the program lead instructor as needed.
- l. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the learning internship program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.

3. Auburn Career Center Provisions

- a. The Auburn Career Center shall provide a coordinating educator/ program lead instructor to coordinate and communicate — on a weekly basis — with the Affiliate Organization.
- b. The program lead instructor shall periodically observe and evaluate each student's learning internship performance.
- c. The program lead instructor shall assist the students in securing an appropriate learning internship experience.
- d. The program lead instructor shall counsel each student about the student's progress.
- e. The program lead instructor shall determine each student's final grade for any credit granted.
- f. The program lead instructor shall reinforce learning internship experiences through mentorship or educational activities.
- g. The program lead instructor shall fairly enforce policies, rules, and regulations.
- h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.

- i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

4. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.
- g. This Agreement is for a term of the 2024-2025 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

Exhibit A

Public Safety Programs Student Training Internship Learning Program

1. Student Provisions

- a. Students shall uphold the policies, rules, and regulations of both the Affiliate Organization and Auburn Career Center. For example, the students shall conform to the rules and regulations of the Affiliate Organization and follow all directives of Affiliate Organization staff. By way of further example, the students are also to follow all general regulations and minimum safety standards including, but not limited to, fire safety procedures, hazardous material, and sanitation and safety management.
- b. Student actions, attitudes, and appearance shall reflect positively on both the Affiliate Organization and Auburn Career Center. For example, the students shall wear appropriate attire mutually agreed upon between the Affiliate Organization and Auburn Career Center.
- c. Students shall provide advance notification of absence to both the Affiliate Organization and program lead instructor.
- d. Students shall attend functions that show appreciation for the Affiliate Organization.
- e. [Intentionally Left Blank.]
- f. Students shall complete and submit records of learning internship experiences as required by the Auburn Career Center.
- g. Student clinical activities shall be chosen and completed as designated by the program lead instructor and assigned mentor/sponsor.
- h. [Intentionally Left Blank.]
- i. If students are unable to meet the requirements of the described learning internships, a conference between the program lead instructor and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.
- j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.

- k. No student shall ever be considered employees of either the Affiliate Organization or Auburn Career Center and, as a result, no student shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by either the Affiliate Organization or Auburn Career Center.
- l. No student shall ever to be considered as manpower including, but not limited to, at a dispatch position, scene manpower, and/or ambulance crew.
- m. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

2. Parent/Guardian Provisions of High School Students

- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
- b. Parents/Guardians are responsible for providing and approving any and all transportations to and from the internship site for the high school students.
- c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
- d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

Parent Signature

Student Signature

**Auburn
Career Center**



2024-2025 School Year Affiliation Agreement
Public Safety Programs Student Training Internship Learning Program

This Affiliation Agreement ("Agreement") is entered into on this **August 27, 2024**, by and between Auburn Vocational School District Board of Education ("Auburn Career Center"), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and **East Cleveland Fire Department** ("Affiliate Organization"), which is located at **1822 Marloes Ave, East Cleveland, OH 44112** (collectively, "Parties").

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education (e.g., Public Safety Education) and desires to obtain learning internships for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide learning internships at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

1. General Provisions
 - a. The primary purpose of the learning internship is educational.
 - b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
 - c. Learning experiences and tasks shall be planned and managed utilizing the learning internship program for each student.
 - d. The coordinating educator program lead instructor and mentor/supervisor shall jointly develop and update the learning internship program for each student.
 - e. The length of student assignments shall be by mutual decision between the Parties.
 - f. Any student may withdraw and/or transfer from a training station after providing appropriate notification when it will enhance the student's educational opportunities.

- g. All complaints should be addressed to and resolved by the program Director of Public Safety Education and assigned mentor/sponsor.
- h. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- i. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization 's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- j. All applicable confidentiality laws shall be observed by the Parties.

2. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and internship environment needed for the students assigned to the learning internship program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
- c. The Affiliate Organization shall assign a supervisor/mentor who shall work with the program lead instructor in developing each student's learning agreement and evaluating each student.
- d. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of the learning internship program assignments.

- i. The Affiliate Organization may request Auburn Career Center to withdraw a student from the learning internship program if the performance and/or behavior of the student is unsatisfactory and/or disruptive.
- j. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the learning internship program if the student's health status is a detriment to the student's successful completion of the learning internship program.
- k. The Affiliate Organization shall appoint a liaison to coordinate and communicate with the program lead instructor as needed.
- l. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the learning internship program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.

3. Auburn Career Center Provisions

- a. The Auburn Career Center shall provide a coordinating educator/ program lead instructor to coordinate and communicate — on a weekly basis — with the Affiliate Organization.
- b. The program lead instructor shall periodically observe and evaluate each student's learning internship performance.
- c. The program lead instructor shall assist the students in securing an appropriate learning internship experience.
- d. The program lead instructor shall counsel each student about the student's progress.
- e. The program lead instructor shall determine each student's final grade for any credit granted.
- f. The program lead instructor shall reinforce learning internship experiences through mentorship or educational activities.
- g. The program lead instructor shall fairly enforce policies, rules, and regulations.
- h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.

- i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

4. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.
- g. This Agreement is for a term of the 2024-2025 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

Exhibit A

Public Safety Programs Student Training Internship Learning Program

1. Student Provisions

- a. Students shall uphold the policies, rules, and regulations of both the Affiliate Organization and Auburn Career Center. For example, the students shall conform to the rules and regulations of the Affiliate Organization and follow all directives of Affiliate Organization staff. By way of further example, the students are also to follow all general regulations and minimum safety standards including, but not limited to, fire safety procedures, hazardous material, and sanitation and safety management.
- b. Student actions, attitudes, and appearance shall reflect positively on both the Affiliate Organization and Auburn Career Center. For example, the students shall wear appropriate attire mutually agreed upon between the Affiliate Organization and Auburn Career Center.
- c. Students shall provide advance notification of absence to both the Affiliate Organization and program lead instructor.
- d. Students shall attend functions that show appreciation for the Affiliate Organization.
- e. [Intentionally Left Blank.]
- f. Students shall complete and submit records of learning internship experiences as required by the Auburn Career Center.
- g. Student clinical activities shall be chosen and completed as designated by the program lead instructor and assigned mentor/sponsor.
- h. [Intentionally Left Blank.]
- i. If students are unable to meet the requirements of the described learning internships, a conference between the program lead instructor and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.
- j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.

- k. No student shall ever be considered employees of either the Affiliate Organization or Auburn Career Center and, as a result, no student shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by either the Affiliate Organization or Auburn Career Center.
- l. No student shall ever to be considered as manpower including, but not limited to, at a dispatch position, scene manpower, and/or ambulance crew.
- m. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

2. Parent/Guardian Provisions of High School Students

- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
- b. Parents/Guardians are responsible for providing and approving any and all transportations to and from the internship site for the high school students.
- c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
- d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

Parent Signature

Student Signature

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR East Cleveland Fire Department

8/28/2024

Signature _____

Date

**FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF
EDUCATION:**

_____. Superintendent (official capacity only) * Date _____

_____. Treasurer (official capacity only) * Date _____

_____. Director of Public Safety Education
(official capacity only) * Date _____

* This Agreement has no legal effect absent Board action

2024-2025 School Year Affiliation Agreement
Public Safety Programs Student Training Internship Learning Program

U

**Auburn
Career Center**



Attachment Item #16e

*Educator Career
Pathways*

Affiliation Agreements

SY24-25



2024-2025 School Year Affiliation Agreement

Field Based Observation Experience Educator Career Pathways Program

This Affiliation Agreement (“Agreement”) is entered into on this 11th day of August, 2024, by and between Auburn Vocational School District Board of Education (“Auburn Career Center”), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and Berkshire Local School District (“Affiliate Organization”), which is located at 14155 Claridon Troy Road, Burton, OH 44021, (collectively, “Parties”).

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain field observation experiences for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide field-based learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

1. General Provisions

- a. The primary purpose of the field observation experience is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and job tasks shall be agreed upon between the mentor teacher and the Teaching Professions instructor for each student.
- d. The coordinating educator and mentor teacher shall jointly develop and update the field observation experience for each student.
- e. The length of student assignments shall be by mutual decision between the Parties.
- f. Any student may withdraw and/or transfer from an observation field experience after providing appropriate notification when it will enhance the student’s educational opportunities.

- g. The students will participate in the experience a minimum of 3 hours each week but not more than 20 hours each week.
- h. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor teacher.
- i. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- j. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- k. All applicable confidentiality laws shall be observed by the Parties.

2. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to the observation-based learning program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
- c. The Affiliate Organization mentor teacher shall mentor each student for an average of not less than 3 hours a week or more than 20 hours a week.
- d. The Affiliate Organization shall assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- f. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- g. The Affiliate Organization shall provide an orientation for each student at the beginning of the observation-based learning program assignments.

- h. The Affiliate Organization may request Auburn Career Center to withdraw a student from the observation-based learning program if the work performance and/or behavior of the student is unsatisfactory and/or disruptive.
- i. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the observation-based learning program if the student's health status is a detriment to the student's successful completion of the observation-based learning program.
- j. The Affiliate Organization shall appoint a mentor teacher to coordinate and communicate with the coordinating educator as needed.
- k. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the observation-based learning program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.

3. Auburn Career Center Provisions

- a. The Auburn Career Center shall provide a coordinating educator to coordinate and communicate – on a weekly basis – with the Affiliate Organization.
- b. The coordinating educator shall periodically observe and evaluate each student's on-the-job performance as needed.
- c. The coordinating educator shall assist the students in securing an appropriate observation- based field experience.
- d. The coordinating educator shall counsel each student about the student's progress during the field observation placement.
- e. The coordinating educator shall determine each student's final grade for any credit granted.
- f. The coordinating educator shall reinforce on-the-job experiences through mentorship or educational activities.
- g. The coordinating educator shall fairly enforce policies, rules, and regulations.
- h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.
- i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

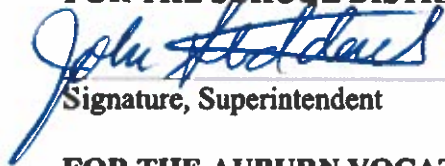
4. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.
- g. This Agreement is for a term of the 2024-2025 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR THE SCHOOL DISTRICT: BERKSHIRE LOCAL SCHOOL DISTRICT:


Signature, Superintendent

John Stoddard
Please Print, Superintendent

7/1/24
Date

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Superintendent (official capacity only)*

Date

Treasurer (official capacity only)*

Date

* This Agreement has no legal effect absent Board action

Exhibit A

Affiliation Agreement High School *Field Based Observation Experience Educator Career Pathways Program*

1. Student Provisions

- a. Students shall uphold the policies, rules, and regulations of both the Affiliate Organization and Auburn Career Center. For example, the students shall conform to the rules and regulations of the Affiliate Organization and follow all directives of Affiliate Organization staff. By way of further example, the students are also to follow all general regulations and minimum safety standards including, but not limited to, fire safety procedures, hazardous material, and sanitation and safety management.
- b. Student actions, attitudes, and appearance shall reflect positively on both the Affiliate Organization and Auburn Career Center. For example, the students shall wear appropriate attire mutually agreed upon between the Affiliate Organization and Auburn Career Center.
- c. Students shall provide advance notification of absence to both the Affiliate Organization and coordinating educator.
- d. Students shall attend functions that show appreciation for the Affiliate Organization.
- e. Students shall not pursue conflicting employment while enrolled in the work-based learning program.
- f. Students shall complete and submit records of work-based experiences as required by the Auburn Career Center.
- g. Student work-based activities shall be chosen and completed as designated by the coordinating educator and assigned mentor/sponsor.
- h. Students must first obtain approval of the coordinating educator before quitting and/or changing jobs.
- i. If students are unable to meet the requirements of the described workforce experiences, a conference between the coordinating educator and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.
- j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.

- k. As part of the work-based learning experience, a stipend and/or any other compensation may be paid to individuals – whom are also students of the Auburn Career Center – as employees of the Affiliate Organization for their work as part of the work-based learning program. As such individuals are paid and/or compensated for their work, these individuals are considered employees of the Affiliate Organization and, therefore, such individuals shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by the Affiliate Organization only. Such individuals shall never be considered employees of the Auburn Career Center.
- l. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.

2. Parent/Guardian Provisions of High School Students

- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
- b. Parents/Guardians are responsible for providing and approving any and all transportations to and from the internship site for the high school students.
- c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
- d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

Parent Signature

Student Signature



2024-2025 School Year Affiliation Agreement
Field Based Observation Experience
Educator Career Pathways Program

This Affiliation Agreement (“Agreement”) is entered into on this 11th day of August, 2024, by and between Auburn Vocational School District Board of Education (“Auburn Career Center”), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and Kenston Local Schools (“Affiliate Organization”), which is located at 17419 Snyder Road, Chagrin Falls, OH 44023, (collectively, “Parties”).

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain field observation experiences for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide field-based learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

1. General Provisions

- a. The primary purpose of the field observation experience is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and job tasks shall be agreed upon between the mentor teacher and the Teaching Professions instructor for each student.
- d. The coordinating educator and mentor teacher shall jointly develop and update the field observation experience for each student.
- e. The length of student assignments shall be by mutual decision between the Parties.
- f. Any student may withdraw and/or transfer from an observation field experience after providing appropriate notification when it will enhance the student’s educational opportunities.

- g. The students will participate in the experience a minimum of 3 hours each week but not more than 20 hours each week.
- h. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor teacher.
- i. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- j. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- k. All applicable confidentiality laws shall be observed by the Parties.

2. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to the observation-based learning program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
- c. The Affiliate Organization mentor teacher shall mentor each student for an average of not less than 3 hours a week or more than 20 hours a week.
- d. The Affiliate Organization shall assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- f. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- g. The Affiliate Organization shall provide an orientation for each student at the beginning of the observation-based learning program assignments.

- h. The Affiliate Organization may request Auburn Career Center to withdraw a student from the observation-based learning program if the work performance and/or behavior of the student is unsatisfactory and/or disruptive.
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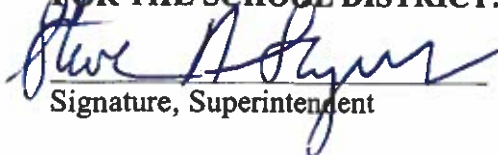
4. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.
- g. This Agreement is for a term of the 2024-2025 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR THE SCHOOL DISTRICT: KENSTON LOCAL SCHOOLS:

 Steve Sayers 7/18/24
Signature, Superintendent Please Print, Superintendent Date

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Superintendent (official capacity only)* Date

Treasurer (official capacity only)* Date

* This Agreement has no legal effect absent Board action

Exhibit A

Affiliation Agreement High School

Field Based Observation Experience

Educator Career Pathways Program

1. Student Provisions

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- l. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.

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- b. Parents/Guardians are responsible for providing and approving any and all transportations to and from the internship site for the high school students.
- c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
- d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

Parent Signature

Student Signature



2024-2025 School Year Affiliation Agreement
Field Based Observation Experience
Educator Career Pathways Program

This Affiliation Agreement (“Agreement”) is entered into on this 11th day of August, 2024, by and between Auburn Vocational School District Board of Education (“Auburn Career Center”), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and Kirtland Local Schools (“Affiliate Organization”), which is located at 9252 Chillicothe Rd, Kirtland, OH 44094, (collectively, “Parties”).

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain field observation experiences for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide field-based learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

1. General Provisions

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- f. Any student may withdraw and/or transfer from an observation field experience after providing appropriate notification when it will enhance the student’s educational opportunities.

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- h. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor teacher.
- i. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
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- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to the observation-based learning program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
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- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
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[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR THE SCHOOL DISTRICT: KIRTLAND LOCAL SCHOOLS:

<u>C. E. Zell</u>	<u>Chad VanArman</u>	<u>7-2-2024</u>
Signature, Superintendent	Please Print, Superintendent	Date

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____ Superintendent (official capacity only)*	_____ Date
---	---------------

_____ Treasurer (official capacity only)*	_____ Date
--	---------------

* This Agreement has no legal effect absent Board action

Exhibit A

Affiliation Agreement High School

Field Based Observation Experience

Educator Career Pathways Program

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Parent Signature

Student Signature



2024-2025 School Year Affiliation Agreement
Field Based Observation Experience
Educator Career Pathways Program

This Affiliation Agreement (“Agreement”) is entered into on this **11th** day of **August, 2024**, by and between Auburn Vocational School District Board of Education (“Auburn Career Center”), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and **Painesville City Local Schools** (“Affiliate Organization”), which is located at **58 Jefferson Street, Painesville, OH 44077**, (collectively, “Parties”).

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain field observation experiences for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide field-based learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

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- g. The Affiliate Organization shall provide an orientation for each student at the beginning of the observation-based learning program assignments.

- h. The Affiliate Organization may request Auburn Career Center to withdraw a student from the observation-based learning program if the work performance and/or behavior of the student is unsatisfactory and/or disruptive.
- i. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the observation-based learning program if the student's health status is a detriment to the student's successful completion of the observation-based learning program.
- j. The Affiliate Organization shall appoint a mentor teacher to coordinate and communicate with the coordinating educator as needed.
- k. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the observation-based learning program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.

3. Auburn Career Center Provisions

- a. The Auburn Career Center shall provide a coordinating educator to coordinate and communicate – on a weekly basis – with the Affiliate Organization.
- b. The coordinating educator shall periodically observe and evaluate each student's on-the-job performance as needed.
- c. The coordinating educator shall assist the students in securing an appropriate observation- based field experience.
- d. The coordinating educator shall counsel each student about the student's progress during the field observation placement.
- e. The coordinating educator shall determine each student's final grade for any credit granted.
- f. The coordinating educator shall reinforce on-the-job experiences through mentorship or educational activities.
- g. The coordinating educator shall fairly enforce policies, rules, and regulations.
- h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.
- i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".


4. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.
- g. This Agreement is for a term of the 2024-2025 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR THE SCHOOL DISTRICT: PAINESVILLE CITY LOCAL SCHOOLS:

	<i>Josh Englehart</i>	<i>7-1-24</i>
_____ Signature, Superintendent	_____ Please Print, Superintendent	_____ Date

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____ Superintendent (official capacity only)*	_____ Date
---	---------------

_____ Treasurer (official capacity only)*	_____ Date
--	---------------

* This Agreement has no legal effect absent Board action

Exhibit A

Affiliation Agreement High School

Field Based Observation Experience

Educator Career Pathways Program

1. Student Provisions

- a. Students shall uphold the policies, rules, and regulations of both the Affiliate Organization and Auburn Career Center. For example, the students shall conform to the rules and regulations of the Affiliate Organization and follow all directives of Affiliate Organization staff. By way of further example, the students are also to follow all general regulations and minimum safety standards including, but not limited to, fire safety procedures, hazardous material, and sanitation and safety management.
- b. Student actions, attitudes, and appearance shall reflect positively on both the Affiliate Organization and Auburn Career Center. For example, the students shall wear appropriate attire mutually agreed upon between the Affiliate Organization and Auburn Career Center.
- c. Students shall provide advance notification of absence to both the Affiliate Organization and coordinating educator.
- d. Students shall attend functions that show appreciation for the Affiliate Organization.
- e. Students shall not pursue conflicting employment while enrolled in the work-based learning program.
- f. Students shall complete and submit records of work-based experiences as required by the Auburn Career Center.
- g. Student work-based activities shall be chosen and completed as designated by the coordinating educator and assigned mentor/sponsor.
- h. Students must first obtain approval of the coordinating educator before quitting and/or changing jobs.
- i. If students are unable to meet the requirements of the described workforce experiences, a conference between the coordinating educator and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.
- j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.

- k. As part of the work-based learning experience, a stipend and/or any other compensation may be paid to individuals – whom are also students of the Auburn Career Center – as employees of the Affiliate Organization for their work as part of the work-based learning program. As such individuals are paid and/or compensated for their work, these individuals are considered employees of the Affiliate Organization and, therefore, such individuals shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by the Affiliate Organization only. Such individuals shall never be considered employees of the Auburn Career Center.
- l. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.

2. Parent/Guardian Provisions of High School Students

- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
- b. Parents/Guardians are responsible for providing and approving any and all transportations to and from the internship site for the high school students.
- c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
- d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

Parent Signature

Student Signature



2024-2025 School Year Affiliation Agreement
Field Based Observation Experience
Educator Career Pathways Program

This Affiliation Agreement (“Agreement”) is entered into on this 11th day of August, 2024, by and between Auburn Vocational School District Board of Education (“Auburn Career Center”), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and Riverside Local Schools (“Affiliate Organization”), which is located at 585 Riverside Drive, Painesville Township, OH 44077, (collectively, “Parties”).

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain field observation experiences for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide field-based learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

1. General Provisions

- a. The primary purpose of the field observation experience is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and job tasks shall be agreed upon between the mentor teacher and the Teaching Professions instructor for each student.
- d. The coordinating educator and mentor teacher shall jointly develop and update the field observation experience for each student.
- e. The length of student assignments shall be by mutual decision between the Parties.
- f. Any student may withdraw and/or transfer from an observation field experience after providing appropriate notification when it will enhance the student’s educational opportunities.

- g. The students will participate in the experience a minimum of 3 hours each week but not more than 20 hours each week.
- h. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor teacher.
- i. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- j. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- k. All applicable confidentiality laws shall be observed by the Parties.

2. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to the observation-based learning program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
- c. The Affiliate Organization mentor teacher shall mentor each student for an average of not less than 3 hours a week or more than 20 hours a week.
- d. The Affiliate Organization shall assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- f. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- g. The Affiliate Organization shall provide an orientation for each student at the beginning of the observation-based learning program assignments.

- h. The Affiliate Organization may request Auburn Career Center to withdraw a student from the observation-based learning program if the work performance and/or behavior of the student is unsatisfactory and/or disruptive.
- i. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the observation-based learning program if the student's health status is a detriment to the student's successful completion of the observation-based learning program.
- j. The Affiliate Organization shall appoint a mentor teacher to coordinate and communicate with the coordinating educator as needed.
- k. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the observation-based learning program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.

3. Auburn Career Center Provisions

- a. The Auburn Career Center shall provide a coordinating educator to coordinate and communicate – on a weekly basis – with the Affiliate Organization.
- b. The coordinating educator shall periodically observe and evaluate each student's on-the-job performance as needed.
- c. The coordinating educator shall assist the students in securing an appropriate observation- based field experience.
- d. The coordinating educator shall counsel each student about the student's progress during the field observation placement.
- e. The coordinating educator shall determine each student's final grade for any credit granted.
- f. The coordinating educator shall reinforce on-the-job experiences through mentorship or educational activities.
- g. The coordinating educator shall fairly enforce policies, rules, and regulations.
- h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.
- i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

4. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.
- g. This Agreement is for a term of the 2024-2025 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR THE SCHOOL DISTRICT: RIVERSIDE LOCAL SCHOOLS:

<u>Christopher Rateno</u>	<u>Christopher Rateno</u>	<u>8/1/24</u>
Signature, Superintendent	Please Print, Superintendent	Date

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____ Superintendent (official capacity only)*	_____ Date
---	---------------

_____ Treasurer (official capacity only)*	_____ Date
--	---------------

* This Agreement has no legal effect absent Board action

Exhibit A

Affiliation Agreement High School Field Based Observation Experience Educator Career Pathways Program

1. Student Provisions

- a. Students shall uphold the policies, rules, and regulations of both the Affiliate Organization and Auburn Career Center. For example, the students shall conform to the rules and regulations of the Affiliate Organization and follow all directives of Affiliate Organization staff. By way of further example, the students are also to follow all general regulations and minimum safety standards including, but not limited to, fire safety procedures, hazardous material, and sanitation and safety management.
- b. Student actions, attitudes, and appearance shall reflect positively on both the Affiliate Organization and Auburn Career Center. For example, the students shall wear appropriate attire mutually agreed upon between the Affiliate Organization and Auburn Career Center.
- c. Students shall provide advance notification of absence to both the Affiliate Organization and coordinating educator.
- d. Students shall attend functions that show appreciation for the Affiliate Organization.
- e. Students shall not pursue conflicting employment while enrolled in the work-based learning program.
- f. Students shall complete and submit records of work-based experiences as required by the Auburn Career Center.
- g. Student work-based activities shall be chosen and completed as designated by the coordinating educator and assigned mentor/sponsor.
- h. Students must first obtain approval of the coordinating educator before quitting and/or changing jobs.
- i. If students are unable to meet the requirements of the described workforce experiences, a conference between the coordinating educator and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.
- j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.

- k. As part of the work-based learning experience, a stipend and/or any other compensation may be paid to individuals – whom are also students of the Auburn Career Center – as employees of the Affiliate Organization for their work as part of the work-based learning program. As such individuals are paid and/or compensated for their work, these individuals are considered employees of the Affiliate Organization and, therefore, such individuals shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by the Affiliate Organization only. Such individuals shall never be considered employees of the Auburn Career Center.
- l. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.

2. Parent/Guardian Provisions of High School Students

- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
- b. Parents/Guardians are responsible for providing and approving any and all transportations to and from the internship site for the high school students.
- c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
- d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

Parent Signature

Student Signature

**Auburn
Career Center**



Attachment Item #16f

*High School
Affiliation Agreements
SY24-25*

**Auburn
Career Center**



**2024-2025 School Year Affiliation Agreement
High School
*Work-Based Learning Program***

This Affiliation Agreement ("Agreement") is entered into on this 5th day of August, 2024, by and between Auburn Vocational School District Board of Education ("Auburn Career Center"), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and Air Technical Industries ("Affiliate Organization"), which is located at 7501 Clover Avenue, Mentor, OH 44060 (collectively, "Parties").

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain work-based learning for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide work-based learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

I. General Provisions

- a. The primary purpose of the learning internship is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and tasks shall be planned and managed utilizing the work-based learning internship program for each student.
- d. The coordinating educator and mentor/supervisor shall jointly develop and update the work-based learning program for each student.
- e. The length of student assignments shall be by mutual decision between the Parties.
- f. Any student may withdraw and/or transfer from a training station after providing appropriate notification when it will enhance the student's educational opportunities.

- g. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.
 - h. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
 - i. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization 's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
 - j. All applicable confidentiality laws shall be observed by the Parties.
2. Affiliate Organization Provisions
- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to work-based learning program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
 - b. The Affiliate Organization shall provide parking for the students.
 - c. The Affiliate Organization shall assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
 - d. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
 - e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
 - g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
 - h. The Affiliate Organization shall provide an orientation for each student at the beginning of work-based learning program assignments.
 - i. The Affiliate Organization may request Auburn Career Center to withdraw a student from the work-based learning program if the performance and/or behavior of the student is unsatisfactory and/or disruptive.

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

- j. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the work-based learning program if the student's health status is a detriment to the student's successful completion of the work-based learning program.
 - k. The Affiliate Organization shall appoint a liaison to coordinate and communicate – on a weekly basis – with the coordinating educator.
 - l. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the work-based learning program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.
 - m. The Affiliate Organization will attend the Spring Advisory meeting for the intern's program to offer feedback on a program and intern. Failing to attend this meeting may affect the opportunity to have an intern the following year.
3. Auburn Career Center Provisions
- a. The Auburn Career Center shall provide a coordinating educator to coordinate and communicate — on a weekly basis — with the Affiliate Organization.
 - b. The coordinating educator shall periodically observe and evaluate each student's on-the-job performance.
 - c. The coordinating educator shall assist the students in securing an appropriate employment-based experience.
 - d. The coordinating educator shall counsel each student about the student's progress on the job.
 - e. The coordinating educator shall determine each student's final grade for any credit granted.
 - f. The coordinating educator shall reinforce on-the-job experiences through mentorship or educational activities.
 - g. The coordinating educator shall fairly enforce policies, rules, and regulations.
 - h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.
 - i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

4. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.
- g. This Agreement is for a term of the 2024-2025 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR Air Technical Industries:

<u>Vida Novak</u>	<u>8/5/2024</u>
Signature	Date
<u>Vida Novak</u>	<u>President</u>
Printed Name	Title

<u></u>	<u></u>
Name of Supervisor of Student	Title

Supervisor Email

Direct Phone Number to Supervisor

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

<u></u> Superintendent (official capacity only) *	<u></u> Date
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<u></u> Treasurer (official capacity only) *	<u></u> Date
--	--------------

* This Agreement has no legal effect absent Board action

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

Exhibit A

Affiliation Agreement High School *Work-Based Learning Program*

1. Student Provisions

- a. Students shall uphold the policies, rules, and regulations of both the Affiliate Organization and Auburn Career Center. For example, the students shall conform to the rules and regulations of the Affiliate Organization and follow all directives of Affiliate Organization staff. By way of further example, the students are also to follow all general regulations and minimum safety standards including, but not limited to, fire safety procedures, hazardous material, and sanitation and safety management.
- b. Student actions, attitudes, and appearance shall reflect positively on both the Affiliate Organization and Auburn Career Center. For example, the students shall wear appropriate attire mutually agreed upon between the Affiliate Organization and Auburn Career Center.
- c. Students shall provide advance notification of absence to both the Affiliate Organization and coordinating educator.
- d. Students shall attend functions that show appreciation for the Affiliate Organization.
- e. Students shall not pursue conflicting employment while enrolled in the work-based learning program.
- f. Students shall complete and submit records of work-based experiences as required by the Auburn Career Center.
- g. Student work-based activities shall be chosen and completed as designated by the coordinating educator and assigned mentor/sponsor.
- h. Students must first obtain approval of the coordinating educator before quitting and/or changing jobs.
- i. If students are unable to meet the requirements of the described workforce experiences, a conference between the coordinating educator and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.

- j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.
- k. As part of the work-based learning experience, a stipend and/or any other compensation may be paid to individuals – whom are also students of the Auburn Career Center – as employees of the Affiliate Organization for their work as part of the work-based learning program. As such individuals are paid and/or compensated for their work, these individuals are considered employees of the Affiliate Organization and, therefore, such individuals shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by the Affiliate Organization only. Such individuals shall never be considered employees of the Auburn Career Center.
- l. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.

2. Parent/Guardian Provisions of High School Students

- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
- b. Parents/Guardians are responsible for providing and approving any and all transportations to and from the internship site for the high school students.
- c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
- d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

Parent Signature

Student Signature

**Auburn
Career Center**



**2024-2025 School Year Affiliation Agreement
High School
Work-Based Learning Program**

This Affiliation Agreement ("Agreement") is entered into on this 25th day of July, 2024, by and between Auburn Vocational School District Board of Education ("Auburn Career Center"), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and Component Repair Technologies, Inc. ("Affiliate Organization"), which is located at 8507 Tyler Blvd., Mentor, OH 44060 (collectively, "Parties").

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain work-based learning for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide work-based learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

I. General Provisions

- a. The primary purpose of the learning internship is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and tasks shall be planned and managed utilizing the work-based learning internship program for each student.
- d. The coordinating educator and mentor/supervisor shall jointly develop and update the work-based learning program for each student.
- e. The length of student assignments shall be by mutual decision between the Parties.
- f. Any student may withdraw and/or transfer from a training station after providing appropriate notification when it will enhance the student's educational opportunities.

- g. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.
- h. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- i. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- j. All applicable confidentiality laws shall be observed by the Parties.

2. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to work-based learning program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
- c. The Affiliate Organization shall assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- d. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of work-based learning program assignments.
- i. The Affiliate Organization may request Auburn Career Center to withdraw a student from the work-based learning program if the performance and/or behavior of the student is unsatisfactory and/or disruptive.

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

- j. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the work-based learning program if the student's health status is a detriment to the student's successful completion of the work-based learning program.
 - k. The Affiliate Organization shall appoint a liaison to coordinate and communicate – on a weekly basis – with the coordinating educator.
 - l. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the work-based learning program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.
 - m. The Affiliate Organization will attend the Spring Advisory meeting for the intern's program to offer feedback on a program and intern. Failing to attend this meeting may affect the opportunity to have an intern the following year.
3. Auburn Career Center Provisions
- a. The Auburn Career Center shall provide a coordinating educator to coordinate and communicate — on a weekly basis — with the Affiliate Organization.
 - b. The coordinating educator shall periodically observe and evaluate each student's on-the-job performance.
 - c. The coordinating educator shall assist the students in securing an appropriate employment-based experience.
 - d. The coordinating educator shall counsel each student about the student's progress on the job.
 - e. The coordinating educator shall determine each student's final grade for any credit granted.
 - f. The coordinating educator shall reinforce on-the-job experiences through mentorship or educational activities.
 - g. The coordinating educator shall fairly enforce policies, rules, and regulations.
 - h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.
 - i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program


4. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.**
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.**
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.**
- d. This Agreement shall be binding when executed by both parties.**
- e. This Agreement supersedes all prior written and oral agreements between the parties.**
- f. This Agreement shall be governed by the laws of the State of Ohio.**
- g. This Agreement is for a term of the 2024-2025 school year unless terminated by either party.**
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.**

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR Component Repair Technologies, Inc.


Signature

7/25/24
Date

Cory Hutter
Printed Name

Training Coordinator
Title

Russ Needhammer / Al Rosipko
Name of Supervisor of Student

Production Supervisor
Title

rneedhammer / arosipko@component-repair.com
Supervisor Email

440-701-1122
Direct Phone Number to Supervisor

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Superintendent (official capacity only) * Date

Treasurer (official capacity only) * Date

* This Agreement has no legal effect absent Board action

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

Exhibit A

Affiliation Agreement High School *Work-Based Learning Program*

1. Student Provisions

- a. Students shall uphold the policies, rules, and regulations of both the Affiliate Organization and Auburn Career Center. For example, the students shall conform to the rules and regulations of the Affiliate Organization and follow all directives of Affiliate Organization staff. By way of further example, the students are also to follow all general regulations and minimum safety standards including, but not limited to, fire safety procedures, hazardous material, and sanitation and safety management.
- b. Student actions, attitudes, and appearance shall reflect positively on both the Affiliate Organization and Auburn Career Center. For example, the students shall wear appropriate attire mutually agreed upon between the Affiliate Organization and Auburn Career Center.
- c. Students shall provide advance notification of absence to both the Affiliate Organization and coordinating educator.
- d. Students shall attend functions that show appreciation for the Affiliate Organization.
- e. Students shall not pursue conflicting employment while enrolled in the work-based learning program.
- f. Students shall complete and submit records of work-based experiences as required by the Auburn Career Center.
- g. Student work-based activities shall be chosen and completed as designated by the coordinating educator and assigned mentor/sponsor.
- h. Students must first obtain approval of the coordinating educator before quitting and/or changing jobs.
- i. If students are unable to meet the requirements of the described workforce experiences, a conference between the coordinating educator and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.

- j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.
- k. As part of the work-based learning experience, a stipend and/or any other compensation may be paid to individuals – whom are also students of the Auburn Career Center – as employees of the Affiliate Organization for their work as part of the work-based learning program. As such individuals are paid and/or compensated for their work, these individuals are considered employees of the Affiliate Organization and, therefore, such individuals shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by the Affiliate Organization only. Such individuals shall never be considered employees of the Auburn Career Center.
- l. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.

2. Parent/Guardian Provisions of High School Students

- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
- b. Parents/Guardians are responsible for providing and approving any and all transportations to and from the internship site for the high school students.
- c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
- d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

Parent Signature

Student Signature

**Auburn
Career Center**



**2024-2025 School Year Affiliation Agreement
High School
*Work-Based Learning Program***

This Affiliation Agreement ("Agreement") is entered into on this 22 day of August, 2024, by and between Auburn Vocational School District Board of Education ("Auburn Career Center"), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and D&S Automotive Collision & Restyling ("Affiliate Organization"), which is located at 7588 Tyler Blvd., Mentor, OH 44060 (collectively, "Parties").

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain work-based learning for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide work-based learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

1. General Provisions

- a. The primary purpose of the learning internship is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and tasks shall be planned and managed utilizing the work-based learning internship program for each student.
- d. The coordinating educator and mentor/supervisor shall jointly develop and update the work-based learning program for each student.
- e. The length of student assignments shall be by mutual decision between the Parties.
- f. Any student may withdraw and/or transfer from a training station after providing appropriate notification when it will enhance the student's educational opportunities.

- g. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.
- h. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- i. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization 's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- j. All applicable confidentiality laws shall be observed by the Parties.

2. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to work-based learning program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
- c. The Affiliate Organization shall assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- d. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of work-based learning program assignments.
- i. The Affiliate Organization may request Auburn Career Center to withdraw a student from the work-based learning program if the performance and/or behavior of the student is unsatisfactory and/or disruptive.

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

- j. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the work-based learning program if the student's health status is a detriment to the student's successful completion of the work-based learning program.
- k. The Affiliate Organization shall appoint a liaison to coordinate and communicate – on a weekly basis – with the coordinating educator.
- l. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the work-based learning program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.
- m. The Affiliate Organization will attend the Spring Advisory meeting for the intern's program to offer feedback on a program and intern. Failing to attend this meeting may affect the opportunity to have an intern the following year.

3. Auburn Career Center Provisions

- a. The Auburn Career Center shall provide a coordinating educator to coordinate and communicate — on a weekly basis — with the Affiliate Organization.
- b. The coordinating educator shall periodically observe and evaluate each student's on-the-job performance.
- c. The coordinating educator shall assist the students in securing an appropriate employment-based experience.
- d. The coordinating educator shall counsel each student about the student's progress on the job.
- e. The coordinating educator shall determine each student's final grade for any credit granted.
- f. The coordinating educator shall reinforce on-the-job experiences through mentorship or educational activities.
- g. The coordinating educator shall fairly enforce policies, rules, and regulations.
- h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.
- i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

4. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.
- g. This Agreement is for a term of the 2024-2025 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR D&S Automotive Collision & Restyling :

Austin Winters
Signature

8/22/24
Date

Austin Winters
Printed Name

HR Manager
Title

Austin Winters
Name of Supervisor of Student

HR Manager
Title

awinters@dsautomotive.com
Supervisor Email

(440) 602-5242
Direct Phone Number to Supervisor

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____. Superintendent (official capacity only) *

_____.
Date

_____. Treasurer (official capacity only) *

_____.
Date

* This Agreement has no legal effect absent Board action

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

Exhibit A

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Parent Signature

Student Signature

**Auburn
Career Center**



**2024-2025 School Year Affiliation Agreement
High School
*Work-Based Learning Program***

This Affiliation Agreement ("Agreement") is entered into on this 25th day of July, 2024, by and between Auburn Vocational School District Board of Education ("Auburn Career Center"), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and Kennington Electric ("Affiliate Organization"), which is located at 11993 Ravenna Rd Ste 7R, Chardon, OH 44024 (collectively, "Parties").

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain work-based learning for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide work-based learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

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- a. The primary purpose of the learning internship is educational.
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- g. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.
- h. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
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2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

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[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR Kennington Electric:

Signature	<u>John Kovats</u>	<u>7/25/2024</u>
		Date
Printed Name	<u>Johnathan G. Kovats</u>	<u>President</u>
		Title

<u>To Be Decided</u>	<u>Lead Electrician</u>
Name of Supervisor of Student	Title

Supervisor Email

440-285-4180
Direct Phone Number to Supervisor

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

<u>Superintendent (official capacity only) *</u>	<u>Date</u>
--	-------------

<u>Treasurer (official capacity only) *</u>	<u>Date</u>
---	-------------

* This Agreement has no legal effect absent Board action

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

Exhibit A

Affiliation Agreement High School *Work-Based Learning Program*

1. Student Provisions

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Parent Signature

Student Signature

**Auburn
Career Center**



**2024-2025 School Year Affiliation Agreement
High School
*Work-Based Learning Program***

This Affiliation Agreement ("Agreement") is entered into on this 25 day of July, 2024, by and between Auburn Vocational School District Board of Education ("Auburn Career Center"), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and Lintern Corporation ("Affiliate Organization"), which is located at 8685 Station Street, Mentor, OH 44060 (collectively, "Parties").

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain work-based learning for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

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2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

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2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

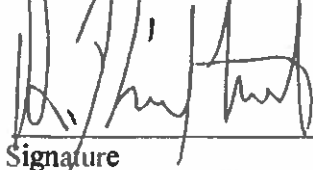
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[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR Lintern Corporation _____:



Signature

Kirk Lintern

Printed Name

25-Jul-24

Date

president

Title

Jim Lynch

Name of Supervisor of Student

production

Title

JLynch@Linterv.com

Supervisor Email

440-255-9333

Direct Phone Number to Supervisor

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Superintendent (official capacity only) *

Date

Treasurer (official capacity only) *

Date

* This Agreement has no legal effect absent Board action

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

Exhibit A

Affiliation Agreement High School *Work-Based Learning Program*

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- l. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.

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- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
- b. Parents/Guardians are responsible for providing and approving any and all transportations to and from the internship site for the high school students.
- c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
- d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

Parent Signature

Student Signature

**Auburn
Career Center**



**2024-2025 School Year Affiliation Agreement
High School
Work-Based Learning Program**

This Affiliation Agreement ("Agreement") is entered into on this 13th day of August, 2024, by and between Auburn Vocational School District Board of Education ("Auburn Career Center"), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and Selectric NE, LLC. ("Affiliate Organization"), which is located at 7025 Center Street, Mentor, OH 44060 (collectively, "Parties").

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain work-based learning for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide work-based learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

I. General Provisions

- a. The primary purpose of the learning internship is educational.
- b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
- c. Learning experiences and tasks shall be planned and managed utilizing the work-based learning internship program for each student.
- d. The coordinating educator and mentor/supervisor shall jointly develop and update the work-based learning program for each student.
- e. The length of student assignments shall be by mutual decision between the Parties.
- f. Any student may withdraw and/or transfer from a training station after providing appropriate notification when it will enhance the student's educational opportunities.

- g. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.
- h. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
- i. The Auburn Career Center may refer to the affiliation with the Affiliate Organization in Auburn Career Center's catalog and in other public information materials regarding Auburn Career Center programs. The Affiliate Organization may refer to the affiliation with the Auburn Career Center in the Affiliate Organization's brochures and other public information materials regarding Affiliate Organization programs. Each party reserves the right to a final review and approval of all public information materials that include such a reference.
- j. All applicable confidentiality laws shall be observed by the Parties.

2. Affiliate Organization Provisions

- a. The Affiliate Organization shall provide the physical facilities and work environment needed for the students assigned to work-based learning program in compliance with all applicable industry standards and laws, as well as all rules and regulations of the Auburn Career Center.
- b. The Affiliate Organization shall provide parking for the students.
- c. The Affiliate Organization shall assign a supervisor/mentor who shall work with the coordinating educator in developing each student's learning agreement and evaluating each student.
- d. The Affiliate Organization shall comply with all local, state, and federal employment and compensation laws applicable to each student.
- e. The Affiliate Organization shall provide approved activities for the students to complete and supervise the students at all times.
- g. The Affiliate Organization shall counsel evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of work-based learning program assignments.
- i. The Affiliate Organization may request Auburn Career Center to withdraw a student from the work-based learning program if the performance and/or behavior of the student is unsatisfactory and/or disruptive.

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

- j. The Affiliate Organization may request Auburn Career Center to withdraw an individual student from the work-based learning program if the student's health status is a detriment to the student's successful completion of the work-based learning program.
- k. The Affiliate Organization shall appoint a liaison to coordinate and communicate – on a weekly basis – with the coordinating educator.
- l. The Affiliate Organization shall administer emergency medical treatment to students and/or call 911 for injury or illness suffered during the work-based learning program. The cost of such treatment shall be the responsibility of the individual student and/or the student's family.
- m. The Affiliate Organization will attend the Spring Advisory meeting for the intern's program to offer feedback on a program and intern. Failing to attend this meeting may affect the opportunity to have an intern the following year.

3. Auburn Career Center Provisions

- a. The Auburn Career Center shall provide a coordinating educator to coordinate and communicate — on a weekly basis — with the Affiliate Organization.
- b. The coordinating educator shall periodically observe and evaluate each student's on-the-job performance.
- c. The coordinating educator shall assist the students in securing an appropriate employment-based experience.
- d. The coordinating educator shall counsel each student about the student's progress on the job.
- e. The coordinating educator shall determine each student's final grade for any credit granted.
- f. The coordinating educator shall reinforce on-the-job experiences through mentorship or educational activities.
- g. The coordinating educator shall fairly enforce policies, rules, and regulations.
- h. The Auburn Career Center may withdraw any student from the Affiliate Organization if proper supervision and/or education of the student is not provided.
- i. The Auburn Career Center will notify parents/guardians and students of program participation, expectations. "Exhibit A".

4. Additional Provisions

- a. This Agreement is not assignable but is binding on the corporate successor of the Parties.
- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.
- g. This Agreement is for a term of the 2024-2025 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR Selectric NE, LLC. _____:

Signature

Date

Printed Name

Title

Name of Supervisor of Student

Title

Supervisor Email

Direct Phone Number to Supervisor

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Superintendent (official capacity only) * Date

Treasurer (official capacity only) * Date

* This Agreement has no legal effect absent Board action

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

Exhibit A

Affiliation Agreement High School *Work-Based Learning Program*

1. Student Provisions

- a. Students shall uphold the policies, rules, and regulations of both the Affiliate Organization and Auburn Career Center. For example, the students shall conform to the rules and regulations of the Affiliate Organization and follow all directives of Affiliate Organization staff. By way of further example, the students are also to follow all general regulations and minimum safety standards including, but not limited to, fire safety procedures, hazardous material, and sanitation and safety management.
- b. Student actions, attitudes, and appearance shall reflect positively on both the Affiliate Organization and Auburn Career Center. For example, the students shall wear appropriate attire mutually agreed upon between the Affiliate Organization and Auburn Career Center.
- c. Students shall provide advance notification of absence to both the Affiliate Organization and coordinating educator.
- d. Students shall attend functions that show appreciation for the Affiliate Organization.
- e. Students shall not pursue conflicting employment while enrolled in the work-based learning program.
- f. Students shall complete and submit records of work-based experiences as required by the Auburn Career Center.
- g. Student work-based activities shall be chosen and completed as designated by the coordinating educator and assigned mentor/sponsor.
- h. Students must first obtain approval of the coordinating educator before quitting and/or changing jobs.
- i. If students are unable to meet the requirements of the described workforce experiences, a conference between the coordinating educator and assigned mentor/sponsor shall be held to determine the appropriate course of action. The Auburn Career Center shall, however, have final responsibility for determining the academic status of the students.

- j. The students are solely responsible for transportation and transportation costs while assigned to the Affiliate Organization.
- k. As part of the work-based learning experience, a stipend and/or any other compensation may be paid to individuals – whom are also students of the Auburn Career Center – as employees of the Affiliate Organization for their work as part of the work-based learning program. As such individuals are paid and/or compensated for their work, these individuals are considered employees of the Affiliate Organization and, therefore, such individuals shall be covered by social security, unemployment compensation, workers' compensation, liability coverage, and/or any other employment related benefits by the Affiliate Organization only. Such individuals shall never be considered employees of the Auburn Career Center.
- l. Students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with workplace regulations.

2. Parent/Guardian Provisions of High School Students

- a. Along with high school students, parents/guardians are responsible for the personal conduct of the student at the Affiliate Organization and Auburn Career Center.
- b. Parents/Guardians are responsible for providing and approving any and all transportations to and from the internship site for the high school students.
- c. Parents/Guardians shall encourage the high school students to carry out duties and responsibilities effectively.
- d. Parents/Guardians shall ensure that the high school students shall have on record with the Auburn Career Center current health and emergency contact records needed in accordance with applicable regulations.

Parent Signature

Student Signature

**Auburn
Career Center**



**2024-2025 School Year Affiliation Agreement
High School
Work-Based Learning Program**

This Affiliation Agreement ("Agreement") is entered into on this 26 day of JULY, 2024, by and between Auburn Vocational School District Board of Education ("Auburn Career Center"), which is located at 8140 Auburn Road, Concord Township, Ohio 44077 and Western Reserve Drafting, LLC ("Affiliate Organization"), which is located at 2698 US-6, Rome, OH 44085 (collectively, "Parties").

WHEREAS the Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain work-based learning for the students enrolled in its educational programs in conjunction with the Affiliate Organization.

WHEREAS the Affiliate Organization has the facilities and is willing to provide work-based learning at its facilities to the students enrolled in said educational programs of the Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, the following are the aspects of the affiliation between the Parties:

1. General Provisions
 - a. The primary purpose of the learning internship is educational.
 - b. This Agreement shall not be terminated without the knowledge of all individuals concerned.
 - c. Learning experiences and tasks shall be planned and managed utilizing the work-based learning internship program for each student.
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 - f. Any student may withdraw and/or transfer from a training station after providing appropriate notification when it will enhance the student's educational opportunities.

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

- g. All complaints should be addressed to and resolved by the coordinating educator and assigned mentor/sponsor.
- h. There shall be no discrimination in the administration of this program on the basis of race, religion, creed, sex, and/or national origin and the Affiliate Organization shall provide reasonable accommodations for individuals with disabilities.
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- g. The Affiliate Organization shall counsel/evaluate each student about the student's progress.
- h. The Affiliate Organization shall provide an orientation for each student at the beginning of work-based learning program assignments.
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2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

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- b. This Agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students, parents, and/or employees of the Parties.
- c. It is understood and agreed that the Parties to this Agreement may revise and/or modify this Agreement by written amendment when both parties agree to such amendments.
- d. This Agreement shall be binding when executed by both parties.
- e. This Agreement supersedes all prior written and oral agreements between the parties.
- f. This Agreement shall be governed by the laws of the State of Ohio.
- g. This Agreement is for a term of the 2024-2025 school year unless terminated by either party.
- h. The delay and/or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall such delay and/or failure give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties execute this Agreement by persons who warrant that they have the authority to execute this Agreement.

FOR Western Reserve Drafting, LLC :

Edward L. Sutliff 7-26-2024
Signature Date
EDWARD L. SUTLIFF OWNER
Printed Name Title

SAME SAME
Name of Supervisor of Student Title

ed_sutliff@yahoo.com
Supervisor Email

(440) 563-3932 (HAND LINE)
Direct Phone Number to Supervisor

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____. Superintendent (official capacity only) * Date

_____. Treasurer (official capacity only) * Date

* This Agreement has no legal effect absent Board action

2024-2025 School Year Affiliation Agreement
High School Work-Based Learning Program

Exhibit A

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Parent Signature

Student Signature