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**Auburn Vocational School District  
BOARD OF EDUCATION  
Minutes of August 3, 2021**

The August 3, 2021 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:30 p.m.

Upon roll call, the following members were present:

Mrs. Brush	Mr. Fazekas	Mr. Paterniti	Mrs. Wheeler
Mr. Cahill	Mr. Kent	Mr. Stefanko	
Dr. Culotta	Mr. Klima	Mr. Walter	

Absent: Mr. Miller

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

**117-21 Approve Agenda**

A motion was made by Mr. Klima and seconded by Mr. Cahill to approve the August 3, 2021 agenda.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

**118-21 Approve Minutes**

A motion was made by Mr. Kent and seconded by Mr. Klima to approve the minutes of the June 29, 2021 Regular Board Meeting.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

**Public Participation - None**

**Administrative Report**

- a) Staff In-Service Days - August 13, 16 & 17, 2021
- b) Opening of School Year for Students - August 18, 2021
- c) OSBA Capital Conference - November 7-9, 2021 @ Greater Columbus Convention Center



**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 June 30, 2021 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (Attachment Item #7)

**No Action Required.**

**119-21 Approve Transfers**

A motion was made by Mr. Klima and seconded by Mr. Kent to approve the following transfers from the General Fund effective August 3, 2021.

<b>Fund</b>	<b>Amount</b>	<b>Purpose</b>
Public School Support	\$50,000.00	Student trips for local, state and national contests
Employee Benefit Self Insurance	\$22,190.20	Healthcare Deductible
Food Service – Lunchroom	\$30,000.00	Food Service 21-22 school year
Capital Improvement	\$72,555.62	Capital Projects FY2021-2022

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

**120-21 Approve Change Funds**

A motion was made by Mr. Kent and seconded by Mrs. Brush to approve the change funds for the 2021-2022 school year total of \$137.00.

Attendance/Main Office	\$80.00
Lunchroom	\$57.00
<b>Total</b>	<b>\$137.00</b>

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

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**121-21 Human Resources**

A motion was made by Mrs. Wheeler and seconded by Dr. Culotta to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplemental, Substitutes, Separations and Student Intern positions. (Attachment Item #10)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Paterniti, Mr. Walter and Mrs. Wheeler

**Nays:** None

**Abstain:** Mr. Stefanko

Mr. Walter declared the motion passed

**122-21 Approve Part Time Salary Schedule**

A motion was made by Mr. Cahill and seconded by Mrs. Brush to approve the part time salary schedule for the 2021-2022 school year. (Attachment Item #11)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

**123-21 Approve Correction of June 29, 2021 Minutes**

A motion was made by Mr. Klima and seconded by Mrs. Brush to approve the correction of the June 29, 2021 minutes to reflect the contract start date from July 11<sup>th</sup> to August 1<sup>st</sup> for the following positions: Director of Business Partnerships

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

**124-21 Approve School Resource Officer**

A motion was made by Mrs. Brush and seconded by Mr. Cahill to approve Deputy Michael Reed as the school resource officer for Auburn Career Center. The agreement between the Lake County Sheriff's Office and Auburn Career Center for the 2021-2022 school year would remain. Auburn's portion for the upcoming school year would be \$84,545.00. (Attachment Item #13)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed



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**125-21 Approve High School Student Handbook for 2021-2022 School Year**

A motion was made by Dr. Culotta and seconded by Mrs. Brush to approve the High School Student Handbook for the 2021-2022 school year. (Attachment Item #14)

Roll Call: **Ayes:** Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

**Nays:** Mrs. Brush

Mr. Walter declared the motion passed

**126-21 Approve High School Teacher Handbook for 2021-2022 School Year**

A motion was made by Mrs. Wheeler and seconded by Mr. Klima to approve the High School Teacher Handbook for the 2021-2022 school year. (Attachment Item #15)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

**127-21 Approve 2021-2022 SY School Crisis Plan**

A motion was made by Mrs. Brush and seconded by Dr. Culotta to approve the school crisis plan for the 2021-2022 school year. The plan consists of directory updates. There are no changes from the policies and/or laws modified at the state level. (Attachment Item #16)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed

**128-21 Approve Revisions of the American Recovery Act/Health and Local Safety Plan**

A motion was made by Mr. Kent and seconded by Mrs. Wheeler to approve revisions of the American Recovery Act/Health and Local Safety Plan.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

**Nays:** None

Mr. Walter declared the motion passed



**129-21 Approve Consent Agenda**

A motion was made by Mr. Fazekas and seconded by Mrs. Wheeler to approve items 18a – 18b as a consent agenda.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

**Nays:** None

**Abstain:** Mr. Paterniti

Mr. Walter declared the motion passed

**130-21 Contract/Affiliation Agreement**

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

*a. Lake/Geauga Educational Assistance Foundation Agreement*

Agreement between Auburn Career Center and Lake/Geauga Educational Assistance Foundation to provide college access and financial aid advisor to our high school students during the 2021-2022 school year. (Attachment Item #18a)

*b. Business Partnership Affiliation Agreements (Attachment Item #18B)*

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

**Nays:** None

**Abstain:** Mr. Paterniti

Mr. Walter declared the motion passed

**131-21 Executive Session**

A motion was made by Mr. Stefanko and seconded by Mrs. Wheeler to recess into executive session at 6:51 p.m. for the following purpose:

- 1.) **Pursuant to Ohio Revised Code Section 121.22(G) (1), I hereby recommend that the Board make a motion to adjourn to executive session for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employees or regulated individuals, or the investigation of charges or complaints against a public employee or regulated individual unless such person requests a public hearing.**



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Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent,  
Mr. Klima, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

**Nays:** None  
Mr. Walter declared the motion passed

**Return to public session at 7:05 p.m.**

**132-21 Approve the Amendment of the Superintendent Contract**

A motion was made by Mr. Cahill and seconded by Mr. Stefanko to approve amending Brian Bontempo's Superintendent contract. (Attachment Item#19)

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Mr. Fazekas, Mr. Kent, Mr. Klima,  
Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

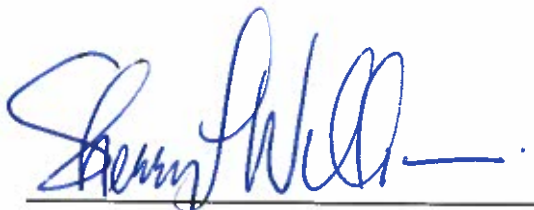
**Nays:** Dr. Culotta  
Mr. Walter declared the motion passed

**133-21 Adjourn**

A motion was made by Mrs. Wheeler and seconded by Dr. Culotta to adjourn the meeting at 7:07 p.m.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, Mr. Kent,  
Mr. Klima, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

**Nays:** None  
Mr. Walter declared the motion passed

  
\_\_\_\_\_  
Treasurer

  
\_\_\_\_\_  
Board President

**Auburn  
Career Center**



*Attachment Item #7*

*Render Financial Reports*

**Auburn Career Center**  
**Bank Reconciliation**  
**June 30, 2021**

Dollar Bank - Main Depository	\$ 7,415,309.52
Huntington	\$ 49,752.85
O/S checks - a/p	\$ (26,078.58)
O/S checks - p/r	\$ (4,374.00)
Payroll Accum (O/S)-Checks NI	\$ (294.40)
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	<u>7,434,852.39</u>
Health Care Deductible Pool - Dollar	\$ 8,748.14
Flexible Spending Account - Dollar	\$ 8,649.25
Star Ohio	\$ 107,551.29
<b>Net Available Cash</b>	<b>\$ 7,559,801.07</b>
<b>Investments:</b>	
Wells Fargo Financial	\$ 2,482,974.81
<b>Total Investments</b>	<b>\$ 2,482,974.81</b>
<b>Balance per bank</b>	<b>\$ 10,042,775.88</b>
<b>Balance per books</b>	<b>\$ 10,043,937.32</b>
<b>+/- FSA Monthly Deduction Adjustment</b>	<b>\$ (1,161.44)</b>
	<b>\$ 0.00</b>

**Investments Report**

Institution	Amount
Wells Fargo	<b>\$ 2,482,974.81</b>





**Auburn Career Center**  
**Monthly History Comparison-General Fund**  
**June 30, 2021**

	Monthly Comparison			Annual Comparison			100%
	June FY19	June FY20	June FY21	Avg Chg	Actual 2019	Budget 2021	
<b>Revenue</b>							
Real Estate	\$ 5,781,137	\$ 6,057,261	\$ 6,279,207		\$ 5,781,135	\$ 6,057,261	(-) Good \$ (297,325) 105%
Tangible Personal (PU)	\$ 370,973	\$ 356,021	\$ 368,468		\$ 370,973	\$ 356,021	\$ (12,447) 103%
Foundation	\$ 2,328,865	\$ 2,240,061	\$ 2,230,339		\$ 2,328,865	\$ 2,240,061	\$ 11,681 99%
Homestead & Rollback	\$ 830,183	\$ 847,989	\$ 868,255		\$ 830,183	\$ 847,989	\$ (16,026) 102%
Other	\$ 772,987	\$ 616,144	\$ 468,247		\$ 540,961	\$ 616,144	\$ 16,017 97%
<b>Subtotal</b>	<b>\$ 10,084,145</b>	<b>\$ 10,117,477</b>	<b>\$ 10,214,516</b>		<b>\$ 9,852,117</b>	<b>\$ 9,916,416</b>	<b>\$ (298,100)</b> <b>(+) Good</b>
<b>Expense</b>							
Salaries	\$ 4,028,581	\$ 4,114,072	\$ 3,894,760	-1.6%	\$ 4,028,581	\$ 4,114,072	\$ 213,845 95%
Benefits	\$ 1,784,586	\$ 1,877,308	\$ 1,763,190	-0.4%	\$ 1,784,586	\$ 1,877,308	\$ 289,827 86%
Purchased Services	\$ 1,542,845	\$ 1,507,668	\$ 1,350,495	-6.4%	\$ 1,542,845	\$ 1,413,848	\$ 63,353 96%
Supplies	\$ 492,966	\$ 558,910	\$ 566,140	7.3%	\$ 492,966	\$ 523,722	\$ (42,418) 108%
Capital Outlay/Equipment	\$ 251,690	\$ 327,649	\$ 206,831	-3.3%	\$ 251,690	\$ 381,131	\$ 174,300 54%
Other	\$ 133,098	\$ 137,985	\$ 131,774		\$ 133,098	\$ 137,985	\$ 828 99%
<b>Subtotal</b>	<b>\$ 8,233,766</b>	<b>\$ 8,523,592</b>	<b>\$ 7,913,190</b>		<b>\$ 8,233,766</b>	<b>\$ 8,612,925</b>	<b>\$ 699,735</b> <b>(+) Good</b>
<b>Revenue/Expense (Operating Balance)</b>	<b>\$ 1,850,379</b>	<b>\$ 1,593,885</b>	<b>\$ 2,301,326</b>		<b>\$ 1,618,351</b>	<b>\$ 1,303,491</b>	
<b>Other Uses</b>							
Advances Returned	\$ (42,605)	\$ 56,816	\$ 230,637		\$ 189,419	\$ 56,816	\$ 234,367
Advances Out	\$ 178,129	\$ 227,074	\$ 256,783		\$ 178,129	\$ 227,074	\$ 42,000
Transfers	\$ 1,121,528	\$ 1,422,160	\$ 864,223		\$ 1,121,528	\$ 1,422,160	\$ 749,149
<b>Subtotal</b>	<b>\$ (1,342,262)</b>	<b>\$ (1,592,418)</b>	<b>\$ (890,370)</b>		<b>\$ (1,110,238)</b>	<b>\$ (1,592,418)</b>	<b>\$ (556,782)</b>
Beginning Cash	\$ 7,568,876	\$ 7,687,177	\$ 9,021,876		\$ -	\$ 7,687,177	\$ 6,475,523
Ending Cash	\$ 6,474,056	\$ 6,475,523	\$ 7,886,480		\$ 508,113	\$ 6,475,523	\$ 7,222,232
Encumbrances	\$ 121,717	\$ 251,671	\$ 95,885		\$ 121,717	\$ 251,671	

This is an unaudited financial report.

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

	Initial Cash	MID Received	FYTD Received	MID Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
<b>Code 001 GENERAL</b>								
<b>Code 002 BOND RETIREMENT</b>	\$ 6,475,522.97	\$ 433,821.14	\$ 10,445,152.63	\$ 1,569,217.73	\$ 9,034,195.93	\$ 7,886,479.67	\$ 95,884.88	\$ 7,790,594.79
<b>Code 004 BUILDING</b>	\$ 0.00	\$ 753,425.17	\$ 753,425.17	\$ 0.00	\$ 753,425.17	\$ 0.00	\$ 0.00	\$ 0.00
<b>Code 006 FOOD SERVICE</b>	\$ 79,194.40	\$ 10,000.00	\$ 1,370,000.00	\$ 1,140.00	\$ 162,608.54	\$ 1,286,585.86	\$ 1,148,291.48	\$ 138,294.38
<b>Code 009 UNIFORM SCHOOL SUPPLIES</b>	\$ 0.00	\$ 23,019.33	\$ 160,038.66	\$ 9,700.47	\$ 160,038.66	\$ 0.00	\$ 0.00	\$ 0.00
<b>Code 011 ROTARY-SPECIAL SERVICES</b>	\$ 12,325.10	\$ 25.00	\$ 11,209.75	\$ 0.00	\$ 3,097.03	\$ 20,437.82	\$ 0.00	\$ 20,437.82
<b>Code 012 ADULT EDUCATION</b>	\$ 0.00	\$ 530.54	\$ 8,887.52	\$ 38.00	\$ 4,664.41	\$ 4,223.11	\$ 0.00	\$ 4,223.11
<b>Code 014 ROTARY-INTERNAL SERVICES</b>	\$ 172,903.61	\$ 79,240.26	\$ 1,797,759.45	\$ 336,192.72	\$ 1,591,323.54	\$ 379,339.52	\$ 43,405.16	\$ 335,934.36
<b>Code 018 PUBLIC SCHOOL SUPPORT</b>	\$ 1,936.30	\$ (826.29)	\$ (348.10)	\$ 0.00	\$ 419.99	\$ 1,168.21	\$ 494.39	\$ 673.82
<b>Code 019 OTHER GRANT</b>	\$ 13,004.21	\$ 100.00	\$ 55,378.00	\$ 908.46	\$ 30,814.43	\$ 37,567.78	\$ 1,040.00	\$ 36,527.78
<b>Code 022 DISTRICT CUSTODIAL</b>	\$ 43,439.65	\$ (532.97)	\$ 50,967.03	\$ 0.00	\$ 21,647.06	\$ 72,759.62	\$ 13,700.00	\$ 59,059.62
<b>Code 024 EMPLOYEE BENEFITS SELF INS.</b>	\$ 11,804.76	\$ (1,402.36)	\$ 2,072.47	\$ 0.00	\$ 1,500.00	\$ 12,377.23	\$ 2,600.00	\$ 9,777.23
<b>Code 070 CAPITAL PROJECTS</b>	\$ 11,220.40	\$ 0.00	\$ 42,471.73	\$ 2,184.23	\$ 36,295.59	\$ 17,396.54	\$ 0.00	\$ 17,396.54
<b>Code 200 STUDENT MANAGED ACTIVITY</b>	\$ 659,342.32	\$ 0.00	\$ 0.00	\$ 0.00	\$ 642,552.31	\$ 16,790.01	\$ 11,263.89	\$ 5,526.12
<b>Code 467 Student Wellness and Success Fund</b>	\$ 73,216.33	\$ 1,270.00	\$ 36,408.26	\$ 4,641.24	\$ 47,937.17	\$ 61,687.42	\$ 60.00	\$ 61,627.42
<b>Code 499 MISCELLANEOUS STATE GRANT FUND</b>	\$ 1,280.00	\$ 0.00	\$ 68,658.68	\$ 43,858.68	\$ 59,058.68	\$ 10,880.00	\$ 10,880.00	\$ 0.00
<b>Code 501 ADULT BASIC EDUCATION</b>	\$ 2,500.00	\$ 0.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND</b>	\$ 8,504.73	\$ 70,969.37	\$ 287,735.30	\$ 29,357.47	\$ 280,416.98	\$ 15,823.05	\$ 15,823.05	\$ 0.00
	\$ 0.00	\$ 7,077.35	\$ 70,206.02	\$ 1,470.04	\$ 70,206.02	\$ 0.00	\$ 0.00	\$ 0.00

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

	Initial Cash	MID Received	FYTD Received	MID Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
<b>Code 510 CORONA VIRUS RELIEF FUND</b>	\$ 0.00	\$ 0.00	\$ 66,373.44	\$ 0.00	\$ 66,373.44	\$ 0.00	\$ 0.00	\$ 0.00
<b>Code 524 VOC ED: CARL D. PERKINS - 1984</b>	\$ 207,399.31	\$ 148,410.72	\$ 578,857.03	\$ 13,734.57	\$ 663,119.95	\$ 123,136.39	\$ 123,136.39	\$ 0.00
<b>Code 599 MISCELLANEOUS FED. GRANT FUND</b>	\$ 23,679.40	\$ 136,132.68	\$ 602,493.39	\$ 30,652.86	\$ 528,887.70	\$ 97,285.09	\$ 97,285.09	\$ 0.00
<b>Grand Total</b>	<b>\$ 7,797,273.49</b>	<b>\$ 1,661,259.94</b>	<b>\$ 2,045,596.47</b>	<b>\$ 14,163,582.60</b>	<b>\$ 10,043,937.32</b>	<b>\$ 1,563,864.33</b>	<b>\$ 8,480,072.99</b>	
			<b>16,410,246.43</b>					

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTD Expended	Encumbrance	FYTD Unencumbered
<b>Code 001 GENERAL</b>							
Code 002 BOND RETIREMENT	\$ 8,878,409.76	\$ 251,671.05	\$ 9,130,080.81	\$ 9,034,195.93	\$ 1,569,217.73	\$ 95,884.88	\$ 0.00
Code 004 BUILDING	\$ 753,425.17	\$ 0.00	\$ 753,425.17	\$ 753,425.17	\$ 0.00	\$ 0.00	\$ 0.00
Code 006 FOOD SERVICE	\$ 1,310,900.02	\$ 0.00	\$ 1,310,900.02	\$ 162,608.54	\$ 1,140.00	\$ 1,148,291.48	\$ 0.00
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 160,038.66	\$ 0.00	\$ 160,038.66	\$ 160,038.66	\$ 9,700.47	\$ 0.00	\$ 0.00
Code 011 ROTARY-SPECIAL SERVICES	\$ 3,097.03	\$ 0.00	\$ 3,097.03	\$ 3,097.03	\$ 0.00	\$ 0.00	\$ 0.00
Code 012 ADULT EDUCATION	\$ 4,664.41	\$ 0.00	\$ 4,664.41	\$ 4,664.41	\$ 38.00	\$ 0.00	\$ 0.00
Code 014 ROTARY-INTERNAL SERVICES	\$ 1,616,854.33	\$ 17,874.37	\$ 1,634,728.70	\$ 1,591,323.54	\$ 336,192.72	\$ 43,405.16	\$ 0.00
Code 018 PUBLIC SCHOOL SUPPORT	\$ 581.95	\$ 332.43	\$ 914.38	\$ 419.99	\$ 0.00	\$ 494.39	\$ 0.00
Code 019 OTHER GRANT	\$ 31,194.93	\$ 659.50	\$ 31,854.43	\$ 30,814.43	\$ 908.46	\$ 1,040.00	\$ 0.00
Code 022 DISTRICT CUSTODIAL	\$ 21,881.94	\$ 13,465.12	\$ 35,347.06	\$ 21,647.06	\$ 0.00	\$ 13,700.00	\$ 0.00
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 600.00	\$ 3,500.00	\$ 4,100.00	\$ 1,500.00	\$ 0.00	\$ 2,600.00	\$ 0.00
Code 070 CAPITAL PROJECTS	\$ 44,784.52	\$ 0.00	\$ 44,784.52	\$ 36,295.59	\$ 2,184.23	\$ 0.00	\$ 8,488.93
Code 200 STUDENT MANAGED ACTIVITY	\$ 822.19	\$ 658,520.13	\$ 659,342.32	\$ 642,552.31	\$ 0.00	\$ 11,263.89	\$ 5,526.12
Code 467 Student Wellness and Success Fund	\$ 39,247.28	\$ 8,749.89	\$ 47,997.17	\$ 47,937.17	\$ 4,641.24	\$ 60.00	\$ 0.00
Code 499 MISCELLANEOUS STATE GRANT FUND	\$ 68,658.68	\$ 1,280.00	\$ 69,938.68	\$ 59,058.68	\$ 43,858.68	\$ 10,880.00	\$ 0.00
Code 501 ADULT BASIC EDUCATION	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 0.00	\$ 0.00
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 287,735.30	\$ 8,504.73	\$ 296,240.03	\$ 280,416.98	\$ 29,357.47	\$ 15,823.05	\$ 0.00
	\$ 70,206.02	\$ 0.00	\$ 70,206.02	\$ 70,206.02	\$ 1,470.04	\$ 0.00	\$ 0.00

**AUBURN VOCATIONAL SCHOOL DISTR  
Monthly Appropriation Summary Report**

	FY1D Appropriated	Prior Year Encumbrance	FY1D Expendable	FY1D Expended	MFD Expended	Encumbrance	FYTD Unencumbered
<b>Code 510 CORONA VIRUS RELIEF FUND</b>	\$ 66,373.44	\$ 0.00	\$ 66,373.44	\$ 66,373.44	\$ 0.00	\$ 0.00	\$ 0.00
<b>Code 524 VOC ED: CARL D. PERKINS - 1984</b>	\$ 578,857.03	\$ 207,399.31	\$ 786,256.34	\$ 663,119.95	\$ 13,734.57	\$ 123,136.39	\$ 0.00
<b>Code 599 MISCELLANEOUS FED. GRANT FUND</b>	\$ 626,172.79	\$ 0.00	\$ 626,172.79	\$ 528,887.70	\$ 30,652.86	\$ 97,285.09	\$ 0.00
<b>Grand Total</b>	<b>\$ 14,567,005.45</b>	<b>\$ 1,174,456.53</b>	<b>\$ 15,741,461.98</b>	<b>\$ 14,163,582.60</b>	<b>\$ 2,045,596.47</b>	<b>\$ 1,563,864.33</b>	<b>\$ 14,015.05</b>

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
<b>ACCOUNTS_PAYABLE</b>										
<b>Default Payment Type:</b>										
28242	54972	ACCOUNTS_PA YABLE	Check	6/4/2021	HENRY F MICHELL CO		42227 RECONCILED	6/8/2021		\$ 901.01
28253	54973	ACCOUNTS_PA YABLE	Check	6/4/2021	SNAP ON INDUSTRIAL		1266 RECONCILED	6/8/2021		922.18
28269	54974	ACCOUNTS_PA YABLE	Check	6/4/2021	ASE EDUCATION FOUNDATION		1559 RECONCILED	6/18/2021		720.00
28255	54975	ACCOUNTS_PA YABLE	Check	6/4/2021	PAINTERS SUPPLY		42143 RECONCILED	6/9/2021		82.35
28243	54976	ACCOUNTS_PA YABLE	Check	6/4/2021	AUBURN CAREER CENTER		499 RECONCILED	6/7/2021		423.00
28246	54977	ACCOUNTS_PA YABLE	Check	6/4/2021	MANUFACTURI NG SKILL STANDARDS		40085 RECONCILED	6/10/2021		53.00
28251	54978	ACCOUNTS_PA YABLE	Check	6/4/2021	NEW DAIRY OPCO,		42186 RECONCILED	6/8/2021		96.60
28256	54979	ACCOUNTS_PA YABLE	Check	6/4/2021	ABM		42305 RECONCILED	6/7/2021		16,724.73
28252	54980	ACCOUNTS_PA YABLE	Check	6/4/2021	SALON BIZ INC		41580 RECONCILED	6/22/2021		2,889.00
28259	54981	ACCOUNTS_PA YABLE	Check	6/4/2021	O'REILLY EQUIPMENT, LLC		40645 RECONCILED	6/8/2021		664.50
28237	54982	ACCOUNTS_PA YABLE	Check	6/4/2021	ILLUMINATING COMPANY		925 RECONCILED	6/7/2021		25,534.89
28248	54983	ACCOUNTS_PA YABLE	Check	6/4/2021	UNITED PARCEL SERVICE		2108 RECONCILED	6/8/2021		18.65
28260	54984	ACCOUNTS_PA YABLE	Check	6/4/2021	ARC GAS & SUPPLY LLC		42190 RECONCILED	6/8/2021		27.28
28245	54985	ACCOUNTS_PA YABLE	Check	6/4/2021	DUO-SAFETY LADDER CORPORATION		42326 RECONCILED	6/9/2021		36.70
28247	54986	ACCOUNTS_PA YABLE	Check	6/4/2021	JOHN D. PREUER & ASSOCIATES		7053 RECONCILED	6/11/2021		1,129.85
28239	54987	ACCOUNTS_PA YABLE	Check	6/4/2021	NICHOLS PAPER & SUPPLY, CO		41932 RECONCILED	6/7/2021		1,718.76
28268	54988	ACCOUNTS_PA YABLE	Check	6/4/2021	GRAINGER		466 RECONCILED	6/7/2021		99.84
28249	54989	ACCOUNTS_PA YABLE	Check	6/4/2021	AT&T		171 RECONCILED	6/9/2021		972.78
28262	54990	ACCOUNTS_PA YABLE	Check	6/4/2021	84 LUMBER		989 OUTSTANDING			200.00

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
28254	54991 ACCOUNTS_PA YABLE	Check		6/4/2021	MCGOWN & MARKLING CO., L.P.A	12253	RECONCILED	6/9/2021		\$ 13,810.00
28241	54992 ACCOUNTS_PA YABLE	Check		6/4/2021	MADISON LOCAL SCHOOLS	10906	RECONCILED	6/11/2021		10,833.34
28244	54993 ACCOUNTS_PA YABLE	Check		6/4/2021	SCREENVISION DIRECT	40250	RECONCILED	6/10/2021		192.00
28261	54994 ACCOUNTS_PA YABLE	Check		6/4/2021	LAKE COUNTY DEPARTMENT	1435	RECONCILED	6/9/2021		975.24
28266	54995 ACCOUNTS_PA YABLE	Check		6/4/2021	CAE HEALTHCARE, INC	42206	RECONCILED	6/8/2021		150.00
28265	54996 ACCOUNTS_PA YABLE	Check		6/4/2021	LOWE'S COMPANIES, INC.	11038	RECONCILED	6/8/2021		216.38
28240	54997 ACCOUNTS_PA YABLE	Check		6/4/2021	HERMAN LOSELY & SON INC.	7944	RECONCILED	6/7/2021		153.00
28236	54998 ACCOUNTS_PA YABLE	Check		6/4/2021	A.M. LEONARD, INC.	1406	RECONCILED	6/7/2021		1,316.74
28270	54999 ACCOUNTS_PA YABLE	Check		6/4/2021	AT&T	41770	RECONCILED	6/8/2021		179.88
28263	55000 ACCOUNTS_PA YABLE	Check		6/4/2021	EXSCAPE DESIGNS, LLC	41963	RECONCILED	6/7/2021		963.12
28264	55001 ACCOUNTS_PA YABLE	Check		6/4/2021	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	6/7/2021		39.49
28258	55002 ACCOUNTS_PA YABLE	Check		6/4/2021	ALRO STEEL CORPORATION	41193	RECONCILED	6/7/2021		1,291.60
28250	55003 ACCOUNTS_PA YABLE	Check		6/4/2021	VIVIANI FAMILY LIMITED	11774	RECONCILED	6/7/2021		1,681.38
28267	55004 ACCOUNTS_PA YABLE	Check		6/4/2021	SHOP SUPPLY & TOOL CO., INC.	7258	RECONCILED	6/7/2021		159.50
28257	55005 ACCOUNTS_PA YABLE	Check		6/4/2021	ESC OF THE WESTERN RESERVE NATIONAL HEALTHCARE R ASSOC.	41901	RECONCILED	6/7/2021		245.00
28238	55006 ACCOUNTS_PA YABLE	Check		6/4/2021	NATIONAL HEALTHCARE R ASSOC.	11819	RECONCILED	6/7/2021		1,202.00
28294	55016 ACCOUNTS_PA YABLE	Check		6/10/2021	BENCO DENTAL CO	41892	RECONCILED	6/17/2021		932.85
28298	55017 ACCOUNTS_PA YABLE	Check		6/10/2021	CITY OF PVILLE UTIL.	215	RECONCILED	6/17/2021		727.54
28307	55018 ACCOUNTS_PA YABLE	Check		6/10/2021	OHIO CAREER DEVELOPMENT ASSN.	8108	OUTSTANDING			40.00
28322	55019 ACCOUNTS_PA	Check		6/10/2021	ESC OF THE	1697	RECONCILED	6/11/2021		3,977.88



## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
28326	55020	ACCOUNTS_PA YABLE	Check	6/10/2021	WESTERN RESERVE INTERNATIONAL LANGUAGE BANK	42174	OUTSTANDING			\$ 400.00
28327	55021	ACCOUNTS_PA YABLE	Check	6/10/2021	OHIO DEPT OF AGRICULTURE	11994	RECONCILED	6/17/2021		111.00
28303	55022	ACCOUNTS_PA YABLE	Check	6/10/2021	MAJOR WASTE DISPOSAL	570	RECONCILED	6/17/2021		75.00
28318	55023	ACCOUNTS_PA YABLE	Check	6/10/2021	GENERAL PEST CONTROL CO.	11210	RECONCILED	6/17/2021		752.75
28305	55024	ACCOUNTS_PA YABLE	Check	6/10/2021	O'REILLY AUTOMOTIVE, INC	40813	RECONCILED	6/21/2021		752.18
28290	55025	ACCOUNTS_PA YABLE	Check	6/10/2021	IRON MOUNTAIN INC	11058	RECONCILED	6/15/2021		187.45
28296	55026	ACCOUNTS_PA YABLE	Check	6/10/2021	AT&T	171	RECONCILED	6/16/2021		516.41
28299	55027	ACCOUNTS_PA YABLE	Check	6/10/2021	CINTAS CORPORATION	532	RECONCILED	6/14/2021		99.80
28317	55028	ACCOUNTS_PA YABLE	Check	6/10/2021	CDC MARS ELECTRIC CO.	1230	RECONCILED	6/15/2021		47.54
28301	55029	ACCOUNTS_PA YABLE	Check	6/10/2021	PENNCARE	8957	RECONCILED	6/16/2021		100.00
28309	55030	ACCOUNTS_PA YABLE	Check	6/10/2021	21C ADVERTISING	414	RECONCILED	6/16/2021		1,450.00
28319	55031	ACCOUNTS_PA YABLE	Check	6/10/2021	WELLS FARGO FINANCIAL LEASING	40583	RECONCILED	6/15/2021		4,199.00
28288	55032	ACCOUNTS_PA YABLE	Check	6/10/2021	HUNTINGTON NATIONAL BANK	10092	RECONCILED	6/18/2021		4,780.23
28310	55033	ACCOUNTS_PA YABLE	Check	6/10/2021	FIRST COMMUNICATIONS LLC	10610	RECONCILED	6/14/2021		107.23
28293	55034	ACCOUNTS_PA YABLE	Check	6/10/2021	OHIO ACTE	682	RECONCILED	6/21/2021		450.00
28315	55035	ACCOUNTS_PA YABLE	Check	6/10/2021	CHARDON OIL CO.	8287	RECONCILED	6/14/2021		145.68
28292	55036	ACCOUNTS_PA YABLE	Check	6/10/2021	COUNCIL ON OCCUPATIONAL EDUC	40492	RECONCILED	6/21/2021		3,155.00
28324	55037	ACCOUNTS_PA YABLE	Check	6/10/2021	NORTHEAST BLUEPRINT & SU	8936	RECONCILED	6/15/2021		350.00
28321	55038	ACCOUNTS_PA YABLE	Check	6/10/2021	DILLON HARRIS	42298	RECONCILED	6/23/2021		3,000.00
28291	55039	ACCOUNTS_PA YABLE	Check	6/10/2021	ANTHONY MORGAN	42299	RECONCILED	6/21/2021		3,461.00

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
28306	55040	ACCOUNTS_PA YABLE	Check	6/10/2021	VANESSA LOJACONO HART	42197	RECONCILED	6/14/2021		\$ 2,000.00
28308	55041	ACCOUNTS_PA YABLE	Check	6/10/2021	AUBURN CAREER CENTER	499	RECONCILED	6/14/2021		20,323.62
28300	55042	ACCOUNTS_PA YABLE	Check	6/10/2021	LORAIN CTY COMMUNITY COLLEGE	13647	RECONCILED	6/18/2021		370.00
28297	55043	ACCOUNTS_PA YABLE	Check	6/10/2021	JOHN D. PREUER & ASSOCIATES	7053	RECONCILED	6/22/2021		452.84
28287	55044	ACCOUNTS_PA YABLE	Check	6/10/2021	CREDIT CARD OPERATION	41906	RECONCILED	6/16/2021		6,921.34
28313	55045	ACCOUNTS_PA YABLE	Check	6/10/2021	ESC OF THE WESTERN RESERVE	41901	RECONCILED	6/11/2021		2,505.85
28323	55046	ACCOUNTS_PA YABLE	Check	6/10/2021	FA SOLUTIONS LLC	41342	RECONCILED	6/11/2021		1,809.00
28325	55047	ACCOUNTS_PA YABLE	Check	6/10/2021	CHAGRIN VALLEY AUTO PARTS	240	RECONCILED	6/11/2021		131.63
28320	55048	ACCOUNTS_PA YABLE	Check	6/10/2021	BFG SUPPLY CO., LLC	1284	RECONCILED	6/11/2021		1,005.70
28295	55049	ACCOUNTS_PA YABLE	Check	6/10/2021	B&H PHOTO-VIDEO	8659	RECONCILED	6/11/2021		141.85
28311	55050	ACCOUNTS_PA YABLE	Check	6/10/2021	CRILE ROAD HARDWARE	551	RECONCILED	6/11/2021		771.26
28312	55051	ACCOUNTS_PA YABLE	Check	6/10/2021	ELSEVIER	11447	RECONCILED	6/11/2021		2,721.80
28314	55052	ACCOUNTS_PA YABLE	Check	6/10/2021	POCKET NURSE ENTERPRISES, INC, INC	10331	RECONCILED	6/11/2021		955.96
28302	55053	ACCOUNTS_PA YABLE	Check	6/10/2021	ADVANCED GAS & WELDING	13407	RECONCILED	6/11/2021		496.10
28289	55054	ACCOUNTS_PA YABLE	Check	6/10/2021	DAWN BUBONIC	12967	RECONCILED	6/11/2021		24.18
28304	55055	ACCOUNTS_PA YABLE	Check	6/10/2021	MARY ANN KERWOOD	1517	RECONCILED	6/11/2021		53.44
28316	55056	ACCOUNTS_PA YABLE	Check	6/10/2021	MICHELLE RODEWALD	11544	RECONCILED	6/11/2021		190.63
28332	55057	ACCOUNTS_PA YABLE	Check	6/18/2021	CROSSROADS HEALTH	7363	RECONCILED	6/24/2021		1,440.00
28345	55058	ACCOUNTS_PA YABLE	Check	6/18/2021	SC STRATEGIC SOLUTIONS	41786	RECONCILED	6/28/2021		90.00
28337	55059	ACCOUNTS_PA YABLE	Check	6/18/2021	TECHSOURCE TOOLS INC	41380	RECONCILED	6/25/2021		17,798.40
28331	55060	ACCOUNTS_PA YABLE	Check	6/18/2021	SAM'S CLUB	8469	RECONCILED	6/22/2021		209.54

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
28334	55061	ACCOUNTS_PA Check YABLE	Check	6/18/2021	MANUFACTURING SKILL STANDARDS WEX BANK	40085	RECONCILED	6/23/2021		\$ 1,725.00
28343	55062	ACCOUNTS_PA Check YABLE	Check	6/18/2021	SPRINT	41338	RECONCILED	6/28/2021		51.54
28339	55063	ACCOUNTS_PA Check YABLE	Check	6/18/2021	PROFESSIONAL PRIDE INC	41733	RECONCILED	6/24/2021		336.66
28346	55064	ACCOUNTS_PA Check YABLE	Check	6/18/2021	SHERWIN WILLIAMS	42238	OUTSTANDING			1,764.00
28333	55065	ACCOUNTS_PA Check YABLE	Check	6/18/2021	SCREENVISION DIRECT	334	RECONCILED	6/23/2021		585.12
28338	55066	ACCOUNTS_PA Check YABLE	Check	6/18/2021	PACIFIC ONESOURCE INC	40250	RECONCILED	6/28/2021		432.00
28342	55067	ACCOUNTS_PA Check YABLE	Check	6/18/2021	C.W. COURTNEY COMPANY	41552	RECONCILED	6/22/2021		4,951.00
28344	55068	ACCOUNTS_PA Check YABLE	Check	6/18/2021	ACCOUNTABLE ASSETS INC	41930	RECONCILED	6/21/2021		1,140.00
28335	55069	ACCOUNTS_PA Check YABLE	Check	6/18/2021	CORNERSTONE EARTHWORK LLC	42304	RECONCILED	6/25/2021		1,457.50
28340	55070	ACCOUNTS_PA Check YABLE	Check	6/18/2021	DIONE DEMITRO CONSULTING AND FACILITATION LLC	42331	RECONCILED	6/22/2021		21,750.00
28341	55071	ACCOUNTS_PA Check YABLE	Check	6/18/2021	OHIO ACTE	42254	RECONCILED	6/30/2021		600.00
28336	55072	ACCOUNTS_PA Check YABLE	Check	6/18/2021	HOME DEPOT CREDIT SERVICES	10400	RECONCILED	6/25/2021		120.00
28330	55073	ACCOUNTS_PA Check YABLE	Check	6/18/2021	CAE HEALTHCARE, INC	10207	RECONCILED	6/23/2021		2,530.95
28355	55074	ACCOUNTS_PA Check YABLE	Check	6/21/2021	DATASTORY CONSULTING LLC	42206	RECONCILED	6/28/2021		541.50
28359	55075	ACCOUNTS_PA Check YABLE	Check	6/21/2021	TERESA DICKERSON	41683	RECONCILED	6/29/2021		3,495.00
28358	55076	ACCOUNTS_PA Check YABLE	Check	6/21/2021	MAKENZIE HOLT	42284	OUTSTANDING			747.19
28357	55077	ACCOUNTS_PA Check YABLE	Check	6/21/2021	MARIA LARICCIA	42273	RECONCILED	6/29/2021		747.19
28353	55078	ACCOUNTS_PA Check YABLE	Check	6/21/2021	STEVE ADAMS	42268	OUTSTANDING			747.19
28360	55079	ACCOUNTS_PA Check	Check	6/21/2021		42260	RECONCILED	6/29/2021		747.19

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
28356	55080	YABLE ACCOUNTS_PA Check	Check	6/21/2021	MAINSTREAM ENGINEERING	41501	RECONCILED	6/28/2021		\$ 499.00
28352	55081	YABLE ACCOUNTS_PA Check	Check	6/21/2021	BUNZL DISTRIBUTION MIDCENTRAL	7024	RECONCILED	6/28/2021		778.42
28354	55082	YABLE ACCOUNTS_PA Check	Check	6/21/2021	GRIFFIN CZARNECKI	42093	RECONCILED	6/28/2021		747.19
28377	55089	YABLE ACCOUNTS_PA Check	Check	6/23/2021	AMERICAN EXPRESS	40915	OUTSTANDING			75.00
28376	55090	YABLE ACCOUNTS_PA Check	Check	6/23/2021	ILLUMINATING COMPANY	925	RECONCILED	6/24/2021		1,785.18
28380	55091	YABLE ACCOUNTS_PA Check	Check	6/23/2021	GRAINGER	466	RECONCILED	6/28/2021		305.04
28371	55092	YABLE ACCOUNTS_PA Check	Check	6/23/2021	VERIZON WIRELESS	41745	RECONCILED	6/29/2021		134.35
28385	55093	YABLE ACCOUNTS_PA Check	Check	6/23/2021	CLEVELAND PLUMBING SUPPLY CO	7888	RECONCILED	6/25/2021		800.00
28372	55094	YABLE ACCOUNTS_PA Check	Check	6/23/2021	PACIFIC ONESOURCE INC	41552	RECONCILED	6/28/2021		4,951.00
28387	55095	YABLE ACCOUNTS_PA Check	Check	6/23/2021	ALL LIFT SERVICES COMPANY	10854	RECONCILED	6/25/2021		840.26
28369	55096	YABLE ACCOUNTS_PA Check	Check	6/23/2021	TOTAL QUALITY TESTING INC	40323	OUTSTANDING			2,635.00
28378	55097	YABLE ACCOUNTS_PA Check	Check	6/23/2021	ADVANCED GAS & WELDING	13407	RECONCILED	6/24/2021		738.05
28384	55098	YABLE ACCOUNTS_PA Check	Check	6/23/2021	B&H PHOTO-VIDEO	8659	RECONCILED	6/24/2021		263.96
28373	55099	YABLE ACCOUNTS_PA Check	Check	6/23/2021	CDW GOVERNMENT	11547	RECONCILED	6/24/2021		3,563.00
28386	55100	YABLE ACCOUNTS_PA Check	Check	6/23/2021	ESC OF THE WESTERN RESERVE	41901	RECONCILED	6/24/2021		1,470.04
28374	55101	YABLE ACCOUNTS_PA Check	Check	6/23/2021	JOHNSTONE SUPPLY	13078	RECONCILED	6/24/2021		1,065.31
28370	55102	YABLE ACCOUNTS_PA Check	Check	6/23/2021	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	6/24/2021		965.00
28383	55103	YABLE ACCOUNTS_PA Check	Check	6/23/2021	POCKET NURSE ENTERPRISES, INC, INC	10331	RECONCILED	6/24/2021		249.93
28375	55104	YABLE ACCOUNTS_PA Check	Check	6/23/2021	LBL PRINTING	13500	RECONCILED	6/24/2021		1,963.98
28379	55105	YABLE ACCOUNTS_PA Check	Check	6/23/2021	DEE STARK-KURTZ	8279	RECONCILED	6/24/2021		42.88

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
28382	55106	ACCOUNTS_PA Check YABLE	Check	6/23/2021	JEFF SLAVKOVSKY	13632	RECONCILED	6/24/2021		\$ 29.02
28381	55107	ACCOUNTS_PA Check YABLE	Check	6/23/2021	BRIAN BONTEMPO	41373	RECONCILED	6/24/2021		183.49
<b>Default Payment Type: Electronic</b>										
28286	0	ACCOUNTS_PA YABLE	Electronic	6/4/2021	SERS	900926	RECONCILED	6/5/2021		1,191.88
28348	0	ACCOUNTS_PA YABLE	Electronic	6/21/2021	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	6/26/2021		3,314.99
28284	0	ACCOUNTS_PA YABLE	Electronic	6/10/2021	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	6/12/2021		7,944.23
28281	0	ACCOUNTS_PA YABLE	Electronic	6/10/2021	STATE TEACHERS RETIREMNT FLEX SAVE	480	RECONCILED	6/12/2021		28,292.68
28329	0	ACCOUNTS_PA YABLE	Electronic	6/10/2021	MEDICAL MUTUAL OF OHIO	999992	RECONCILED	6/12/2021		100.00
28388	0	ACCOUNTS_PA YABLE	Electronic	6/29/2021	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	6/29/2021		403.47
28328	0	ACCOUNTS_PA YABLE	Electronic	6/10/2021	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	6/12/2021		53,830.30
28282	0	ACCOUNTS_PA YABLE	Electronic	6/10/2021	Workers Comp	900950	RECONCILED	6/12/2021		1,128.08
28362	0	ACCOUNTS_PA YABLE	Electronic	6/23/2021	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	6/26/2021		637.53
28361	0	ACCOUNTS_PA YABLE	Electronic	6/21/2021	SERS	900926	RECONCILED	6/26/2021		1,151.30
28283	0	ACCOUNTS_PA YABLE	Electronic	6/10/2021	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	6/12/2021		3,845.34
28349	0	ACCOUNTS_PA YABLE	Electronic	6/21/2021	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	6/26/2021		7,537.13
28285	0	ACCOUNTS_PA YABLE	Electronic	6/10/2021	BANK ONE/MEMO/FICA	900693	RECONCILED	6/12/2021		23.25
28350	0	ACCOUNTS_PA YABLE	Electronic	6/21/2021	STATE TEACHERS RETIREMNT	480	RECONCILED	6/26/2021		26,502.14
28351	0	ACCOUNTS_PA YABLE	Electronic	6/21/2021	Workers Comp	900950	RECONCILED	6/26/2021		964.38
										<b>\$ 245,409.60</b>
										<b>\$ 136,866.70</b>
										<b>\$ 382,276.30</b>

## AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
<b>Type: REFUND</b>										
<b>Default Payment Type:</b>										
28271	55007 REFUND	Check	6/8/2021	KRIS JACKSON	42327	RECONCILED	6/28/2021			\$ 515.00
28272	55008 REFUND	Check	6/8/2021	MARGARITA MOSCOSA	42328	OUTSTANDING				400.00
28273	55009 REFUND	Check	6/8/2021	MAYNOR LOPEZ	42324	RECONCILED	6/11/2021			375.00
28274	55010 REFUND	Check	6/8/2021	CARLOS MOLINA	42323	OUTSTANDING				30.00
28275	55011 REFUND	Check	6/8/2021	SAMUEL TRAYTER	42325	RECONCILED	6/11/2021			695.00
28276	55012 REFUND	Check	6/8/2021	JENNIFER GOULD	41837	RECONCILED	6/15/2021			282.00
28277	55013 REFUND	Check	6/8/2021	CHRISTINE STOLAR	42290	OUTSTANDING				2,798.00
28278	55014 REFUND	Check	6/8/2021	LAKE COUNTY JOB AND FAMILY SERVICES	42329	RECONCILED	6/17/2021			4,527.22
28279	55015 REFUND	Check	6/8/2021	AUSTIN GIROSKI	42277	RECONCILED	6/9/2021			834.00
28363	55083 REFUND	Check	6/23/2021	HANNAH WHITE	42259	RECONCILED	6/24/2021			3,401.50
28364	55084 REFUND	Check	6/23/2021	GRIFFIN CZARNECKI	42093	RECONCILED	6/28/2021			3,248.00
28365	55085 REFUND	Check	6/23/2021	BRENDAN SINGLETON	42332	RECONCILED	6/28/2021			375.00
28366	55086 REFUND	Check	6/23/2021	ANNA DOAK	42333	RECONCILED	6/28/2021			852.00
28367	55087 REFUND	Check	6/23/2021	MATTHEW ULLE	41958	OUTSTANDING				755.61
28368	55088 REFUND	Check	6/23/2021	DEPARTMENT OF VETERANS AFFAIRES	42330	RECONCILED	6/30/2021			16,460.00
<b>Type: PAYROLL</b>										
<b>Default Payment Type:</b>										
28280	0 PAYROLL		6/10/2021	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	6/12/2021			250,676.60
28347	0 PAYROLL		6/21/2021	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	6/26/2021			214,285.13
										<u>\$ 35,548.33</u>
										<u>\$ 35,548.33</u>
										<u>\$ 464,961.73</u>
										<u>\$ 464,961.73</u>

**Grand Total**

**\$ 882,786.36**

**Auburn  
Career Center**



*Attachment Item #10*

*Human Resources*



# Auburn Career Center



## Human Resources

August 3, 2021

### Adult Workforce Education 2021-2022

Employee Name	Title	Hourly Amount
Anne Anderson	Aspire Instructor	\$21.63
Bruce Cline	Aspire Instructor	\$23.79
Cheryl General	Aspire Instructor	\$21.63
Colin Cutts	AWT Instructor	\$30.00
Corey DiRocco	Bath Remodel Instructor	\$30.00
Deborah McCarty	Aspire Instructor	\$21.63
Derrick Krzys	EMT/Firefighter Instructor	\$30.00
Diane Marjenin	Aspire Instructor	\$21.63
Ed Molzon	CPT Instructor	\$30.00
Edward Fleisher	Aspire Instructor	\$21.63
Erica Soeder	Emergency Services Telecommunicator	\$30.00
Francisco Rosales	Interpreter	\$25.00
Gregory Hollerbach	EMT/Firefighter Instructor	\$30.00
Jack Barlow	HVAC Instructor	\$30.00
Janna Strand	PN Faculty Instructor	\$30.00
Jason Gardner	Computer Instructor	\$30.00
Jeanna Purses	Aspire Instructor	\$21.63
Joe Cooper	Emergency Medical Technican Instructor	\$30.00
John Blauch	EMT/Firefighter/PN Faculty Instructor	\$30.00
Joshua Erdani	Firefighter Instructor	\$30.00
Justin Meister	EMT/Firefighter Instructor	\$30.00
Kay Deighan	Aspire Instructor	\$21.63
Keith Chaffee	Emergency Services Telecommunicator	\$30.00
Laura Ciszewski	Computer Instructor	\$30.00
Luigi Ianiro	Firefighter Instructor	\$30.00
Matthew Kulbis	AWT Instructor	\$30.00
Melissa Mazzoleni	Aspire Point Person	\$21.63
Michael Brush	Firefighter Instructor	\$30.00
Richard LaForce	CPT/Industrial Electrical Instructor	\$30.00
Timothy Johns	Emergency Services Telecommunicator	\$30.00
Tricia Durst	Aspire Instructor	\$21.63
William McSherry	Aspire Instructor	\$21.63
William Shaw	Emergency Services Telecommunicator/Firefighter Instructor	\$30.00

**Substitutes - Professional**  
2021-2022

<b>Employee Name</b>	<b>Subject Certified</b>
Karen Altenweg	Intergrated Language Arts/Social Studies
Larry Brown	Graphic Occupations
Marilyn craine	Education of the Handicapped
Corey DiRocco	Carpentry
Christine Harvey	General Education
Madelon Horvath	English/Speech Communication
Dave Litterst	Industrial Technology
Mary Peterson	General Education
Thomas Rutledge	Agriscience
Christine Theroux	Integrated Social Studies
Diane Toth	Family & Consumer Science Education
Ann Walker	Integrated Language Arts
Karen Weaver	Cosmetology
John Wilson	Basic Business/Computer Science
Peggy Youdath	Education of the Handicapped

**Substitute - Classified**  
2021-2022

<b>Employee Name</b>	<b>Area</b>
Sarah Wild	Kitchen Helper
Tiffany Difranc	Kitchen Helper

**Substitute**  
2021-2022

<b>Employee Name</b>	<b>Title</b>	<b>Hourly Rate</b>
Brenda Carraher	Sub Cafeteria Supervisor	\$15.53

**Classified - Non Teaching**  
2021-2022

<b>Employee Name</b>	<b>Title</b>	<b>Hourly Amount</b>	<b>Days</b>
Roberta Patton	Kitchen Assistant	\$13.19	As Scheduled

**Resignation**  
2021-2022

<b>Employee Name</b>	<b>Title</b>	<b>Effective Date</b>
Monica Lewis	PN Faculty	July 7, 2021

**Evening Security**  
2021-2022

Deputy James Wheeler	Deputy Jackie Trazc
Deputy Garret Stefancin	Deputy Christopher Cichon
Deputy Michael Reed	Deputy Jeff Ridler

**Auburn  
Career Center**



*Attachment Item #11*

*Approve Part-time Salary  
Schedule*

# Auburn Career Center



## Part Time Salary Schedule

2021-2022

Substitute Teacher Rate	Per Day	\$100.00
Substitute Teacher Rate	Per ½ Day	\$50.00
Substitute Teacher “Floater” Rate	Per Hour	\$14.29
Substitute Secretary/Receptionist	Per Hour	\$13.90
Substitute Cafeteria Supervisor	20% of the subs normal hourly rate	
Substitute Kitchen Help	Per Hour	\$12.94
Building/Security Check	Per Hour	\$46.04
Student Intern	Per Hour	\$8.98
Van Driver	Per Hour	\$14.29

Board Approved:

**Auburn  
Career Center**



*Attachment Item #13*

*Approve School Resource  
Officer*



# Lake County Sheriff's Office

Sheriff Frank Leonbruno

104 East Erie St. Painesville, Ohio 44077 (440)350-5517 Fax: (440)350-5630  
email: [sheriffwebmaster@lakecountyohio.org](mailto:sheriffwebmaster@lakecountyohio.org) website: [www.lakecountyohio.gov/sheriffoffice](http://www.lakecountyohio.gov/sheriffoffice)

July 12, 2021

Dr. Brian Bontempo  
Superintendent  
Auburn Career Center  
8140 Auburn Road  
Concord, Ohio 44077

RE: **SCHOOL RESOURCE OFFICER**

Dear Dr., Bontempo:

Deputy Michael Reed will be the School Resource Officer at Auburn Career Center. Therefore, he will be the SRO for the 2021-2022 school years.

Our Agreement for the 2021-2022 school years would remain, with an increase to cover the Deputy's contracted increase. A Deputy's salary plus benefits (health insurance, retirement, Medicare tax, etc.) is \$112,724.79 for the year. Therefore, Auburn's portion for the upcoming school year would be \$84,545.00

If this agreement is acceptable to you, I would appreciate having a commitment, in writing, as soon as possible, or you may sign and return this letter as your acceptance of the agreement.

If you have any questions regarding this matter, please do not hesitate to call.

Sincerely,  
Frank Leonbruno  
Sheriff, Lake County Sheriff's Office  
104 East Erie Street, Painesville, Ohio 44077  
(440)350-5517  
[fleonbruno@lakecountyohio.gov](mailto:fleonbruno@lakecountyohio.gov)



X \_\_\_\_\_  
Sheriff Frank Leonbruno

X \_\_\_\_\_  
Dr. Brian Bontempo, Superintendent

# Auburn Career Center

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

## High School Student Handbook and Code of Conduct 2021-2022

**Attitude**  
**Respect**  
**Responsibility**

**Auburn Career Center**  
8140 Auburn Road, Concord Twp., Ohio 44077  
440.357.7542 or 800.544.9750  
[www.auburncc.org](http://www.auburncc.org)

## Forward

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

## Student Responsibilities

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



## Welcome to Auburn Career Center

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

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

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

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

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

Chris Mitchell  
Director of High School

## HIGH SCHOOL PHONE EXTENSION LIST

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

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Mrs. Stacy Allen	Workforce Readiness Coordinator ..... 8239
Ms. Dorothy Bentley	Intervention Specialist ..... 8275
Captain John Blauch	Emergency Medical Services ..... 8238
Ms. Kaitlin Boyd	School Counselor ..... 8014
Mr. Justin Bruno	Automotive Collision Repair ..... 8234
Mrs. Laura Ciszewski	Technology & Engineering Design..... 8136
Mr. Terry Colescott	Advanced Manufacturing..... 8197
Mr. Keith Conn	Electrical Engineering Prep ..... 8383
Mrs. Beth Cueni	Technology Literacy..... 8224
Mrs. Angela Eckman	Dental Assistant Technology..... 8384
Mr. Gregg Evans	Intervention Specialist ..... 8196
Mr. Jason Gardner	Pro Web and Gaming Design ..... 8386
Mrs. Barb Gordon	Enrollment Specialist ..... 8110
Mr. Dennis Harvey	Architecture & Project Management ..... 8230
Mr. Chris Hastings	Intervention Specialist ..... 8192
Mr. Robert Hill	Construction ..... 8208
Ms. Brandi Holland	Cosmetology ..... 8217
Mrs. Shelby Kaminski	VOSE Coordinator.....8151
Mrs. Nanci Kasten	On-line English ..... 8134
Mr. Andrew Kelner	Director of Business Partnerships ..... 8018
Mr. Rodney Kozar	Interactive Multimedia Technology ..... 8207
Mrs. Justine Malvicino	Career Guidance Advisor..... 8215
Mrs. Jane Metrisin	Teaching Professions Pathway..... 8280
Mr. Chris Mitchell	Director of High School..... 8060
Mrs. Angela Nelson	Marketing & Business Applications..... 8221
Ms. Sarah Noble	School Counselor ..... 8031
Mrs. Robin Nunes	On-line English..... 8283
Deputy Mike Reed	School Resource Officer..... 8111
Mr. Wayne Reed	HVAC ..... 8389
Mr. David Richards	Plant, Turf and Landscape Management ..... 8362
Mr. Jared Rogge	Welding ..... 8242
Mrs. Amy Ryan	Culinary Arts ..... 8117
Deputy Scott Sitz	Criminal Justice & Security..... 8306
Mr. Scott Slagle	Production Welding Technology ..... 8122
Mr. Darrin Spondike	Computer Networking Technology ..... 8243
Mrs. Dee Stark	Director of Curriculum and Instruction ..... 8030
Mrs. Chris Tredent	Patient Care Technician ..... 8223

Ms. Cayley Volpin	Career Development/Enrollment Specialist.....	8401
Mr. Tom Welk	Automotive Technology .....	8218
Mrs. Stephanie Wiencek	Career Assessment/Intervention Specialist.....	8191
Mrs. Stacey Yarnell	Allied Health Technology .....	8257

### Important Calendar Dates

August 18 (Wednesday).....	First Day of School
September 3 (Friday).....	Staff In-Service Day (no class)
September 6 (Monday) .....	Labor Day
October 8 (Friday) .....	NEOEA Day
November 24 – 26 (Wednesday – Friday) .....	Thanksgiving Break
December 22 – January 3 (Wednesday – Monday).....	Winter Break
January 3 (Monday).....	Staff In-Service Day (no class)
January 17 (Monday) .....	Martin Luther King Day
February 21 (Monday) .....	President’s Day
March 21 – 25 (Monday – Friday) .....	Spring Break
April 15, 18 (Friday – Monday) .....	Easter Break
May 25 (Wednesday).....	Last Day of Classes for Second Year Students
May 27 (Friday) .....	Last Day of Classes for First Year Students

### Places To Go

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

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## **Family Education Rights and Privacy Act (FERPA)**

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

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

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

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

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

## **Student Records Protection of Pupil Rights Amendment (PPRA)**

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an non-emancipated minor, his/her

parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning political affiliations or beliefs of the student or the student's parents/guardians, mental or psychological problems of the student or the student's family, sex behavior or attitudes, illegal, anti-social, self-incriminating or demeaning behavior, critical appraisals for other individuals with whom respondents have close family relationships, legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers, religious practices, affiliations, or beliefs of the student or his/her parents/guardians, or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). Consistent with the PPRA and Board policy, parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the high school principal at 440.357.7542 to inspect such materials. Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the high school principal. The Superintendent will notify parents/guardians of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

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

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

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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses [FERPA@ED.Gov](mailto:FERPA@ED.Gov) or [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **Attendance**

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

### **School Day/Bell Schedule**

First year students:

First Bell rings at 8:15 a.m.

Class 8:18 a.m. – 10:53 a.m.

Second year students:

First Bell 10:55 a.m.

Class 10:58 a.m. – 2:28 p.m.

First Lunch 10:58 a.m. – 11:28 a.m.

Second Lunch 12:00 p.m. – 12:30 p.m.

### **Absence Reporting Procedures**

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

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

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

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

If a student is unexcused absent during a school day and a parent/guardian call is not received, an automated calling system will call the student's home phone number beginning at

9:15 a.m. for first year students or 1:00 p.m. for second year students to alert parents of their student's absence. This also serves as a reminder that a call must be received by the Auburn Career Center Attendance Office in order to excuse the absence.

## Checkmate Attendance Kiosk

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

## Absence Classifications

- **Early Dismissal**

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

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

- **Emergency Medical Forms**

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



- **Excused Absence**

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

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

- **Field Trips**

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

- **Planned Absences**

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

- **Tardiness**

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

- **Unexcused Absence/Class Cutting/Truancy**

Class cutting is an absence of 20 minutes or more from any assigned periods. Unexcused absence is any absence that does not meet one of the reasons listed in the Excused Absence section of the handbook or is not an approved planned absence. A student with an unexcused absence will be considered truant and no credit will be earned for work missed during those days. An unexcused absence exists when a student is absent from school with his/her parent's knowledge, but for a reason deemed to be unacceptable by the administration. (Example:

oversleeping, missed bus, car trouble, etc.]). Students may not be permitted to make up work for credit when their absence is unexcused. Truancy is defined as an absence from school and/or any part of class without parent's and/or a school official's knowledge or permission. Truancy may result in disciplinary action, forfeiture of any opportunity to make up work for credit, Juvenile Court filing, loss of driving privileges, and/or participation in any student clubs, CTSO's, Business Partnership Programs, etc....

- **Employability/Participation Points/Grade**

Unexcused absences may impact a student's grade negatively. When a student misses class, they miss a day's worth of content and potential assignments. If the absence is unexcused, the student may not be allowed to make up the missed assignment. Auburn Career Center programs function as if a student is working in their particular career field. An absence of class can be equated to missing a day of work in the student's chosen area of work. Every Auburn program instructor has an employability grade as part of the student's overall grade. Absences, especially unexcused, will lower the employability grade and impact the overall grade negatively.

- **Excessive Absences and Habitual Truant**

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

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

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

**30 or more consecutive hours without legitimate excuse**

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

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

- **Withdrawal**

A student must notify his/her Auburn or home school counselor if they wish to withdraw from

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

- **Making up Missed Work**

Students who have been **excused** absent may make-up the work they missed for that absence. It is the student's responsibility to check with each teacher the day the student returns from an absence to arrange to get course content or any missed assignments or tests. Assignments that were due and tests that were scheduled on the day of the absence will be due on the day the student returns. With an extended excused absence, "Make-up" work must be completed within the following deadline: students will have one school day to make up work for each day of excused absence to a maximum of five (5) school days regardless of the length of absence. Failure to make-up the work may result in academic penalties. **Participation/employability points may not be allowed to be made up when a student is absent, either excused or unexcused.**

**Teachers are not required to provide assignments or make-up tests/exams for unexcused absences. Meaning if a student is unexcused absent, they may receive partial or no credit for work they missed during that time or day. It is the student's responsibility to find out what was missed on an absence.**

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

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

- **Associate School Exams**

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

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

It is strongly recommended that students attend their classes at Auburn when their home school is not in session. **Only when associate districts are closed, Auburn students are not counted absent, if they do not attend.** However, students are still required to make up work

and content they may have missed. Bus transportation is provided from school to school when Auburn is in session and the home school is not.

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

- **Assemblies at Associate Schools**

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

## General Information

- **Auburn Certificates**

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

### **Auburn Honors Certificate Requirements**

- ✓ 95% Attendance rate for two years at Auburn (no more than 18 days over two years)
- ✓ Earned a 3.5 or higher-grade point average in their career tech program over two years
- ✓ Safety certification earned in career tech program
- ✓ Employability skills earned in career tech program
- ✓ Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's career field
- ✓ Active participation in the program's Career Technical Student Organization
- ✓ High School diploma for Second years

### **Auburn Distinction Certificate Requirements**

- ✓ 93% Attendance rate for two years at Auburn (no more than 26 days over a two years)
- ✓ Earned a 3.0 or higher-grade point average in their career tech program over two years
- ✓ Safety certification earned in career tech program

- ✓ Employability skills earned in career tech program
- ✓ Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's career field
- ✓ Active participation in the program's Career Technical Student Organization
- ✓ High School diploma for Second years

#### **Auburn Merit Certificate Requirements**

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

#### **Auburn Completion Certificate Requirements**

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

#### **Auburn Perfect Attendance Certificate Requirements**

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

#### **Industry Credentials/Certifications**

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

- **Board of Education Policies and Procedures**

The Board of Education has established policies and procedures that pertain to students, staff and school operations. These policies and procedures are updated throughout the school year and are available on-line at <https://go.boarddocs.com/oh/aubcc/Board.nsf/Public>.

- **Building Entry/Exit Procedures**

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

immediately. Do not open doors for anyone. All visitors must sign in at the main entrance/reception area.

- **Business Partnership Program**

### **Internships**

#### Eligibility Requirements:

Internship sites must be related to the students' career training program. Auburn students who have met or interviewed with the Auburn Business Partnership Office and who meet the following criteria are eligible:

- ✓ 3.5 GPA in all courses at Auburn
- ✓ 95% attendance at Auburn
- ✓ Passing all courses at their associate school and at Auburn
- ✓ Teacher recommendation is required
- ✓ Will submit all required documents by the deadline
- ✓ Complete all components of the second year portfolio
- ✓ Successfully complete CTE testing or National Certification testing
- ✓ Attend and give a presentation at the Business Partnership Recognition Expo

### **Mentorship**

#### Eligibility Requirements:

Mentorship sites must be related to students' career training program.

Auburn Students who have participated in the Auburn Employability Workshop and who meet the following criteria are eligible:

- ✓ 2.5 GPA in their career and technical program
- ✓ 90% attendance at Auburn
- ✓ Passing all courses at their associate school and at Auburn
- ✓ Teacher recommendation is required
- ✓ Will submit all required documents by the deadline
- ✓ Complete all components of the second year portfolio
- ✓ Successfully complete CTE testing or National Certification testing
- ✓ Attend and give presentation at the Business Partnership Recognition Expo

### **Volunteer Community Service Learning**

#### Eligibility Requirements:

Auburn students who have participated in the Auburn Employability Workshop and who meet the following criteria are eligible:

- ✓ 2.5 GPA in their career and technical program
- ✓ 90% attendance at Auburn
- ✓ Passing all courses at their associate school and at Auburn
- ✓ Teacher recommendation is required

- ✓ Submit all required documents by the deadline
- ✓ Attend and give presentation at the Business Partnership Recognition Expo

### **Apprenticeship**

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

### **Career Shadowing and College Visit/Technical School Day**

Students participate in a one (1) day event shadowing an occupation of interest or visiting a college or technical school of interest. If students are not participating in career shadowing or college/technical school visitation on this day, then they are participating as a Sophomore Visit Day Host in their classroom and must have permission from their instructor or be a member of Auburn STARS or a Student Ambassador.

### **Mock Interviews**

Students practice interviewing and present resumes to Auburn business partners. Students are required to participate in this before any Business Partnership Programs begin.

- **Cafeteria/Breakfast/Lunches**

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

### **Lunch Schedule**

First Lunch- 10:58 a.m. – 11:28 a.m.

Second Lunch 12:00 p.m. – 12:30 p.m.

Breakfast and lunches will be free under the United States Department of Agriculture's School Lunch Plan. Students may receive one breakfast and lunch under the plan as long as the plan is active.

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

### **Free and Reduced Lunch**

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

- **College Credit Plus and College Credit**

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

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

For more information, please review the Auburn Career Center College Credit Plus Guide Book at [www.auburncc.org](http://www.auburncc.org).

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

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

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

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

- **Credit Flexibility**

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



- **Dress Code**

**All programs at Auburn have adopted Auburn program attire or uniforms to be worn in all programs. Students are expected to be in uniform every day and may be subject to discipline or loss of employability/participation points in their program.** Clothes and hair are expected to be neat, clean and not create a health/safety hazard or distract from the learning process. When not in uniform (arriving and departing the school building) students should be professionally and appropriately dressed for their program. Students must comply with all personal protection equipment necessary for their program, especially while in the lab. One ear must be free from earbuds/headphones at all times.

Brief and revealing clothing are not appropriate apparel in school. Tops and bottoms must overlap at all times covering all undergarments, including when arms are raised or bending over. Clothing that is excessively tight, short or revealing skin is deemed inappropriate. Shoulder straps should be 3” wide and shorts/skirts should be no higher than 4” above the knee. Clothing that is ripped, torn, or has holes may be deemed inappropriate as well. Any apparel or accessory that graphically or symbolically may be deemed vulgar, offensive, obscene, or libelous or promotes sex, racism, inequality, violence, weapons, tobacco, drugs or alcohol can be an interruption to the educational process and therefore is unacceptable and will not be permitted. In addition, hats, hoodies, chains, spikes or any other item that may be construed by a school official as a safety hazard will not be permitted. **Hats and hoodies should be off and down upon immediate entry into the building. Hats may be worn in programs with instructor permission but must be removed when leaving the classroom or lab.** Pajama/lounge pants or bottoms are not permitted.

Masks/facial coverings/shields may be required as part of the dress code based on Governor of Ohio, local authorities, Ohio Department of Health, Lake County General Health District mandates or Board of Education policy. Failure to comply may result in emergency removal from school and/or disciplinary action

**School Administration retains the right to interpretation of the dress code and will make the final decision on whether an item is permissible or not.**

- **Driving and Parking**

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

- ✓ One-day temporary parking permits are \$5 for each day issued. These are issued as a special circumstance or if an emergency resulting in a student driving arises and a

parent has notified the High School Office. Parking fees are non-refundable. **A student may obtain up to three (3) temporary permits per semester. Any student who exceeds this limit will be required to purchase a permanent tag.**

- ✓ Ohio law requires valid driver's license and proof of liability insurance to be kept on file with the application.
- ✓ Parking permits are non-transferable and must be visible at all times in vehicle.
- ✓ Students must park in their designated program parking area. This will be assigned when the permit is approved.
- ✓ All drivers shall obey safe driving practices. Administration reserves the right to revoke driving privileges for reckless operation or driving related issues of any kind. There will be no refunds for a permit that is revoked.
- ✓ Auburn assumes no responsibility for theft or damage to vehicles or their contents. Vehicles should remain locked at all times.
- ✓ Permit parking tag must be displayed on the rearview mirror with the front showing through the windshield at all times while on school property.
- ✓ A parking permit is to be used only by the permit holder.
- ✓ Students are not to visit the parking lot during regular school hours, including lunch.
- ✓ **No loitering is allowed in any vehicle or in any Auburn parking lot. When students arrive at school, they are to park, lock their cars, and enter the building immediately.**
- ✓ Student drivers are required to stop when hailed by any Auburn staff member.
- ✓ All drivers shall obey the traffic flow when exiting any Auburn parking lot and maintain the 10-mph speed limit on school grounds and 20-mph school zone on Auburn Road.
- ✓ Squealing tires, revving engines, honking horns or general reckless operation may result in loss of driving privileges.
- ✓ All vehicles entering school property are subject to search and inspection. Failure to comply with a reasonable search will be considered insubordination and may result in further discipline.
- ✓ Any vehicle illegally parked without a permit on Auburn property may be subject to discipline.
- ✓ Students must maintain good academic, behavioral and financial standing at Auburn and their home school to obtain and keep a parking permit.
- ✓ If a student's parking privileges are suspended/revoked as a result of the violation of driving/parking regulations or behavioral issues, no fees will be refunded.
- ✓ A violation of regulations can result in the loss of driving privileges. The amount of time is determined by individual circumstances but can result in losing driving privileges for the remainder of the school year.
- ✓ Any student(s) suspended from their associate high school transportation system cannot drive or ride with other Auburn students to Auburn. An alternative transportation arrangement must be made by the student and his/her parents/guardians in the event of such suspension.

- ✓ Students are to follow all Ohio Bureau of Motor Vehicles Laws. Parents/Guardians and students are reminded that Ohio Revised Code Section 4507.071 limits the number of passengers who can ride with a driver holding a probationary license.
- ✓ **Administration has the right to ask students to remove or cover any stickers, flags, or displays on student vehicles in an Auburn parking lot that is deemed inappropriate, offensive or may disrupt the educational process. Administration retains the right to interpretation of what content may be considered inappropriate, offensive or disruptive to the educational process and will make the final decision on whether an item is permissible or not. Students who refuse to comply with this rule may lose their driving/parking privileges and may be subject to further discipline under the Auburn Student Code of Conduct.**

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

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

- **Equal Education Opportunity**

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

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

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

- **Fees**

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

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

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

Students can avoid fines by promptly returning borrowed materials.

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

- **Grades**

**Auburn Grading Policy**

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and below

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

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

- 3.51 – 4.0 = A
- 2.51 – 3.5 = B
- 1.51 – 2.5 = C
- 0.51 – 1.5 = D
- Below .50 = F

## **Grading Periods**

**Quarter 1- August 18, 2021 – October 19, 2021**

**Quarter 2- October 20, 2021 – December 21, 2021**

**Quarter 3- January 4, 2022 – March 18, 2022**

**Quarter 4- March 28, 2022 – May 27, 2022**

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

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

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

## **Incompletes**

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

## **Failure Policy**

If a student fails during the last grading period, a failing grade for the year may occur regardless of previous grades, and could result in loss of credits. Also, students who fail the last quarter of their second year may not be invited to the completion ceremony. If a student fails his/her first year in a two-year program, they will not be permitted to return for their second year. This would happen by earning at least two (2) failing quarter grades of an F during the school year. Second years that fail may jeopardize graduation requirements.

- Students must pass three (3) out of four (4) nine-week grading periods in order to receive credit for the year.

## **Withdrawal Policy**

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

## **Report Cards and High School Transcripts**

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

- **Hall Lockers**

Students are given lockers at the beginning of the school year. Students should be advised that their lockers remain in the control of the school and are subject to random search by school administrators at any time for contraband, harmful or dangerous substances, or weapons when necessary for the maintenance of the educational process or to protect the health, safety, and welfare of other students. Lockers are part of the school property and students will be responsible for cleaning lockers. The school district cannot be responsible for articles stolen from lockers. Lockers are to be locked at all times and combinations are not to be shared with others.

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

- **Harassment and Bullying**

**Board Policy 5517 - ANTI-HARASSMENT  
General Policy Statement**

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

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

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

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

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

### **Definitions**

#### **Bullying**

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

- A. teasing;
- B. threats;

- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

### **Harassment**

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

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

### **Sexual Harassment**

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

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

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.



- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

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

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

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

### **Race/Color Harassment**

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

### **Religious (Creed) Harassment**

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

### **National Origin/Ancestry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the

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

### **Disability Harassment**

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

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

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

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Director believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Director shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance

with this policy. While the Compliance Officer investigates the allegation, the Director shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Director informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.

### **Anti-Harassment Compliance Officers**

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

Jeff Slavkovsky  
Assistant Superintendent  
440.357.7542  
8221 Auburn Road, Concord Twp., OH 44077

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

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

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

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

report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

### **Investigation and Complaint Procedure**

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

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

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

### **Informal Complaint Procedure**

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

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

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

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

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

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

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

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

### **Formal Complaint Procedure**

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

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, Director, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Director, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

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

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

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

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

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

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

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

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;



- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

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

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

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

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

### **Privacy/Confidentiality**

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants

proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

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

### **Sanctions and Monitoring**

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

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

### **Retaliation**

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

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

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

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

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

### **Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension**

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

### **Education and Training**

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

### **Retention of Investigatory Records and Materials**

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

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an

alleged violation of this policy;

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

- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

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

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

- **Health Services**

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

If a student becomes ill during the school day, he or she should notify a staff member and request permission to go to the High School Office. An appropriate staff member within the High School Office will determine whether the student should remain in school or go home for the remainder of the day. However, under no circumstances will a student be released from school without proper parental permission. In certain circumstances, the Lake County General Health District may be notified and require an investigation regarding a student illness. Auburn personnel will work with the LCGHD and may need to share information. Auburn will work with the LCGHD to protect student information and respect confidentiality.

#### **Administration of Medication**

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

#### **Control of Casual-Contact Communicable Diseases**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or

isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

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

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

### **COVID-19**

Auburn Career Center has developed and implemented a Back to School Plan with the Lake County General Health District as it relates to COVID-19. The Back to School Plan can be accessed via the Auburn Career Center website's home page at [www.Auburncc.org](http://www.Auburncc.org) or by following this link to the page directly: <https://www.auburncc.org/COVID-19.aspx>. The page is updated with information regarding COVID-19 and how it impacts Auburn Career Center. The Back to School Plan document is also updated as needed as it relates to COVID-19 and procedures needed at Auburn Career Center.

### **Control of Non-casual-Contact Communicable Diseases**

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

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

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

### **Control of Blood-Born Pathogens**

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

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

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

- Utilizing tools and/or equipment where an accident or injury may occur.
- Healthcare Programs where the drawing of blood may occur for training purposes.

### **Preparedness for Toxic and Asbestos Hazards**

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

- **Identification (ID) Badges**

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

- **Lockers**

Student lockers, desks, cabinets, and similar property are the property of the Auburn Board of Education and are provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

- **Online Academic Courses**

Auburn students utilize Schoology to access the following courses:

English 11 – NCAA Accredited

English 12 – NCAA Accredited

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

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

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

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

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

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

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

- **Perry Power Plant Relocation or Other Emergency Evacuation**

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

- **Positive Behavior Intervention and Support (PBIS)**

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



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

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

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

- **Safety and Security**

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

### **Safety Assessment and Intervention (SAI) Team**

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

#### **The SAI Team consists of the following members:**

Jeff Slavkovsky, Executive Director of Career & Technical Education

Chris Mitchell, Director of High School

Mike Reed, SRO & Lake County Sherriff's Deputy

Dorothy Bentley, Intervention Specialist

Robin Nunes, Online English Instructor

Kaitlin Boyd, School Counselor

Angela Nelson, Marketing & Business Applications Instructor

- **Safety Drills**

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

In the event of an individual or school-wide emergency, parent(s)/guardians(s) will be notified.

**Please keep contact information up-to-date with the school via the Infinite Campus Parent Portal on the Auburn website.**

- **School Counselors**

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

- **School Resource Officer**

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

- **Search and Seizure/Interrogations**

To maintain discipline and order in the schools and to protect the safety and welfare of students, employees and community members, the Board of Education authorizes its administration to conduct searches of school property, searches of a student's person or personal property, or student automobiles, and the contents within, with or without the

student's consent, in accordance with Board-adopted procedures. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. The Board of Education further authorizes its administration to seize illegal, unauthorized, or contraband materials that may be discovered in any search. The Board of Education has further developed procedures that will be followed in the event a law enforcement agency requests an opportunity to search or interrogate a student.

### **Drug Search of School Property Including Lockers and Parking Lot**

The administration is authorized to utilize any drug detection methods as well as canines, whose reliability and accuracy for sniffing out contraband has been established, to aid in the search for contraband in school-owned property and automobiles parked on school property. An indication by the dog that contraband is present on school property or an automobile shall be cause for a further search by school officials. Seized contraband will be placed in a secure area by administration or turned over to any law enforcement officer after proper notation and receipt. The administration will exercise its dual responsibility to discipline student offenders and to offer help for them and their family.

- **Student Clubs**

**AWT Robots**- open to all

**Drug Free Clubs of America** – open to all

**Gay-Straight Alliance**- open to all

**National Technical Honors Society** - invitation

**SADD** – open to all

**STARS** – application process

**Student Ambassadors** – application process

**Student Leadership Team** – open to all

- **Student Fees**

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

- Driving/Parking Permits
- Auburn Completion Ceremony

- **Student Data/Learning Management Software**

- **Infinite Campus**- Auburn Career Center uses Infinite Campus to manage student information. This includes but is not limited to student/parent/guardian contact information, grades, attendance, disciplinary, fees, and parking permits. Parents/Guardians must create their own portal account for Auburn in order to have access to their student's Auburn information. Students will also have their own account and access to their Auburn Infinite Campus information that is separate from the portal access.

- **Schoology**- Schoology is Auburn’s learning management software that instructors use to deliver program curriculum content online for student access. Students will be given an Auburn Schoology account that contains important content for learning. Content can range from reading and written assignments, videos, and assessments among other things.

- **Student Organizations (CTSO’s)**

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

**Educators Rising** – Teaching Professions Pathway

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

**National FFA** – Plant, Turf and Landscape Management

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

- **Students with Disabilities**

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

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

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

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

A student can access special education and related services at Auburn Career Center. However, those services and accommodations can look different due to the Career and

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

- **Student Rights of Expression**

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

Material cannot be displayed if it:

- is obscene to minors or libelous, or can be perceived pervasively indecent, offensive or vulgar;
- advertises any product or service not permitted to minors by law;
- intends to be insulting or harassing;
- intends to incite fighting; or
- presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- Administration has the final say and approval of material of expression.
- Administration also has the right to remove any material of expression not approved or deemed appropriate for a school environment.
- Disciplinary action may be issued to any student not following procedures for displaying free expression or issuing, posting or in any other way of communicating any material on Auburn Career Center property or grounds not approved or deemed inappropriate for a school.

- **Technology**

**STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Technology Resources to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the

opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

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

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

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

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

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other

material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled or by passed by the use of proxy servers or personal cell phone networks at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

18 U.S.C. 1460



18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

47 .F.R. 54.500 – 54.523

Revised 2/6/18

### **Electronic Equipment**

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

- **Video Surveillance**

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

- **Visitors**

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

No social visitors are permitted to visit Auburn during the school day, including lunch.

Approved associate school student visitors will be permitted to visit and explore programs through the Enrollment Specialists.

# Student Code of Conduct

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

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

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

## **The Student Code Of Conduct Applies:**

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

In addition, this Code of Conduct includes:

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

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

## **Student Code of Conduct-**

1. **Lockers, Book Bags, Purses and Personal Items/Valuables** - These items are to be stored in the student's hall locker outside of the classroom. Lockers are to be locked and combinations are not to be shared. Students should not share lockers or access another student's locker. Students should not access another

student's locker or any school/personal items. Lockers are expected to be clean and organized. Food and drink may only be stored in appropriate containers for lunch and never left in lockers.

2. **Classroom Rule Violation** – Each learning environment has different rules for students that are developed by the instructor. These rules are for the safe and orderly operation of that learning environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code of Conduct.
3. **Technology Violation** – Misuse of the school technology e.g., computers, tablets, chromebooks, Auburn network, internet and/or disclosing password or login information as described in the technology agreement is prohibited. (See Student Education Technology Acceptable Use and Safety pg. 47)
4. **Academic Dishonesty/False Reporting** – Cheating on a test/quiz, copying assignments, plagiarism, lying or altering records/documents will be considered academic dishonesty. **Forgery/Falsifying Communication** will also be treated as a violation of dishonesty. No credit will be earned for the work and/or discipline may be assigned to the student as well. This also includes students who make false statements, claims or provide any false information to a staff member or students or that in any way defames or damages the reputation of another student or staff member.
5. **Disorderly Conduct** – Defined as when the behavior of anyone (parent/guardian, citizen, adult or minor) becomes disruptive at school or at a school event or dangerous to the individual or others at the event, school authorities have the right, authority, and affirmative obligation to take action. If such behavior is merely disruptive of the event, the individual(s) will be warned that they must stop the disruptive behavior or they will be instructed to leave. If the warning does not settle the matter, the individual(s) may be instructed to leave the premises. Failure to obey these instructions technically creates a trespass, and the offender(s) may be removed by the proper authorities.
6. **Disruption, Interference, or Obstruction of the Educational Process** – Any student behavior, actions, or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, class/program, assemblies, field trips, and other school events.
7. **Dress Code** – It is the policy of the Auburn Board of Education to recognize the rights and privileges of each student in the matter of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. **See Dress Code on pg. 19.** Students may be required to wear Auburn uniform/attire or dress specifically for their program. Students are issued ID badges while in school and should wear them or have with them at all times.
8. **Drugs, Alcohol and Counterfeit-Controlled Substance** – Students shall not use, possess, transmit, sell or offer to sell, buy or attempt to buy, or conceal alcoholic beverages, narcotics or other drugs including counterfeit drugs, look-a-like, prescription, Over-the-Counter or any paraphernalia capable of being used to use drugs. Evidence of use or possession of alcohol or drugs at school or a school-related event is a violation of the Code of Conduct. “Vapes”, e-cigarettes, Juuls, and look-alikes may be considered under “paraphernalia capable of being used to use drugs.”

9. **Food/Beverages** – Consumption of food and beverages is only permitted in the Cafeteria and certain designated areas of the school. Beverages in bottles with screw tops or permanent lids only are permitted in the classroom by the discretion of the instructor. Fast food containers or any cups with pop top lids are not permitted. Students may be told to discard any drink/food that does not meet requirements for class.
10. **Gambling** – Games of chance, which include wagering, gambling, etc., are not permitted.
11. **Harassment/Threatening/Aggressive Behavior (including Bullying/Cyberbullying)** – Harassment, threatening, intimidation, or bullying behavior by a student in the Auburn Vocational School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying,” in accordance with O.R.C. 3313.666, means any intentional written, verbal, graphic or physical act including electronically transmitted acts, i.e., Internet, social media, cell/smart phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
  - A. causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of student’s personal property; and
  - B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students. **(For the complete policy see page 19)**
12. **Hazing** – No student shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student, or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, while under the jurisdiction of the school. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen this prohibition.
13. **Identification** – All students must promptly, upon request, identify themselves to school staff and show their school id badge in an appropriate manner, in school buildings, on school grounds, or at school-sponsored events. Students should wear their Auburn ID badges at all times.
14. **Insubordination/Disrespect** – Failure to comply with directions of school employees during any period of time when under their authority or supervision. Disrespectful behavior toward any staff member is also being insubordinate and includes but is not limited to profanity, argumentative behavior, not following directions, and rudeness.
15. **Out-of-Bounds/Loitering** – Being any place on the school grounds where the student has no expressed or written permission to be. This includes the parking lot. Students are expected to enter the school immediately upon their arrival (either by bus or car) and may not leave the school or grounds without permission. The driveway crossing the creek/pond area is strictly off limits to all unauthorized students.

16. **Panic Inducing Behavior** – Any behavior that has the potential to cause or causes a panic situation is strictly forbidden. Any student that induces panic by way of words or deeds will be subject to discipline and/or reported to the authorities.
17. **Parking/Driving Violation** – No student may drive to Auburn Career Center without a parking permit from Auburn Career Center. Students must follow all traffic laws and may not drive recklessly or in an unsafe manner while on the school grounds. Students will be expected to park in designated lots for their program location and wing. Students who do not follow the driving and parking procedures may lose their parking permit and be designated for additional discipline. See the Driving and Parking section on pg. 19.
18. **Personal Communication Devices/Cell/Smart Phones** – Student cell/smart phones are to be turned off, kept out of sight and not used during class time of the school day. "Using" refers to, not only the making and/or receiving of calls, but also sending messages, taking pictures, making recordings, posting to social media sites, etc..., <https://go.boarddocs.com/oh/aubcc/Board.nsf/Public> Policy number 5136.

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

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

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

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

19. **Obscene Content/Pornography Possession** – Possessing, pandering, reviewing inappropriate, sexually explicit or obscene material/pornography is prohibited. This includes on any smart/cell phone or technology device e.g., computer, tablet, chromebook, etc.... Administration retains the right to interpretation of any material and will make the final decision on said material. Administration may refer cases or situations to law enforcement to see if any violations of law occurred with potential obscene content or pornography possession.
20. **Profanity and Obscene Behavior** – Written or verbal language, as well as gestures and actions of an obscene nature, are prohibited.

21. **Repeated Violations of the Student Code of Conduct** – Students who engage in acts that violate this Student Code of Conduct, whether disciplined or not for previous violations, may be subject to further and more severe discipline, including suspension or expulsion for subsequent violations. While the individual offense may not warrant such severe disciplinary measures, repeated violations of the same and/or similar Code provisions may result in severe disciplinary measures at the sole discretion of the administrator. Continued minor violations of different areas of this Code may also result in more severe disciplinary actions as well.
22. **Refusing to Accept Discipline** – Students failing to comply with disciplinary consequences may face additional consequences for such action.
23. **Safety Violation** – Students who do not observe safety procedures and behave in an unsafe manner may be immediately removed from program labs, and or classrooms, and referred for discipline. Disciplinary consequences for blatantly unsafe behavior will be dealt with to the full extent of Auburn’s disciplinary code. This includes horseplay in the class or lab, using equipment or supplies in an unsafe manner or in a manner for which they were not intended for use, The OSHA standards of individual safety will be followed.
24. **Smoking, Vaping or Possession of Tobacco Products** – Smoking, vaping or chewing of tobacco products on school buses, in the school building, on or near school grounds, or at any school-sponsored activities is illegal [O.R.C. 3313.751]. Students will not be permitted to have tobacco products or other cigarette products in their possession (in pockets, purses, cars etc...), even if the tobacco products were not being used. Likewise, any tobacco-free chew or snuff, as well as smokeless, electronic cigarettes, juuls and vapes are not permitted. All tobacco products and/or look-alike tobacco products will be confiscated and dealt with in a disciplinary manner. Vapes, Juuls, e-cigarettes that are confiscated may be disposed of by administration. “Vapes”, e-cigarettes, Juuls, and look-alikes may be considered under “paraphernalia capable of being used to use drugs.” Any student possessing these material may be subject to discipline under section 8 of this code of conduct.
25. **Theft, or Knowingly Receiving or Possessing Stolen Property/Unauthorized Possession of School or Private Property** – A student will not knowingly possess unauthorized school or private property, unless granted explicit permission. Unauthorized taking of property of another person or receiving or possessing such property is also prohibited. Students caught stealing will be disciplined and may be reported to law enforcement officials. Auburn is not responsible for personal property.
26. **Truancy/Persistent Absence or Tardiness** – Students shall not be absent/tardy from school without permission from either school or parent/guardian. Failure to comply with attendance procedures may result in referral to the attendance intervention team or the proper juvenile court.
27. **Trespassing** – Although schools are public facilities, the law allows the Board to restrict access to school property. Examples of trespassing include: being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or

into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the administration.

**28. Unauthorized Bodily Contact (Level I, II, III, IV)** – The act of physically touching, hitting or making physical threats to a student or employee of the school district or any person while on school property or while attending an event under the jurisdiction of the school.

**Level I:** Public display of affection (consensual)

**Level II:** Pushing, shoving, inappropriate touching/grabbing (non-consensual), horseplay

**Level III:** Students have physical altercation, but end altercation on their own

**Level IV:** Physical altercation had to be stopped by bystander/school personnel or causing bodily harm

**29. Unauthorized Fire** – Any use of fire for purposes not related to instruction in the program is prohibited.

**30. 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.

**31. Vandalism and/or Destruction of Property** – A student shall not cause or attempt to cause damage, destruction, defacement of any school property or private property during a school activity, function or event off school grounds. Such action can result in payment for repair or replacement. In addition, littering anywhere on school property is not permitted.

**32. 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.

**33. Weapons** – The Board of Education prohibits students from possessing, storing, making or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle. Unless otherwise authorized by law, pursuant to O.R.C. Section 2923.122, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

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

## **Disciplinary Options**

- **Phone call/contact from teacher**
- **Verbal Warning of possible disciplinary action**
- **Verbal/written apology**
- **Conference involving parent(s)/guardian(s), student, teacher and other school officials**
- **Alternative Assignment/Work in Program**

Students who violate Student Code of Conduct at Auburn may be asked to complete an assignment related to their program, the specific violation, both or a specific duty in class as a consequence.
- **Revocation of Parking Permit and/or School Privileges/Programs**

Any student who violates the Code of Conduct at Auburn can be subject to revocation of their parking privileges either temporarily or permanently. This may include removal from any Business Partnership Program involvement (internship, mentoring, etc...), CTSO's, Student Clubs or any other school activity or event.
- **Employability/Participation Points**

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

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

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

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

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



- **Referred to legal authority**

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

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

- **Emergency Removal of a Student**

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

- **Suspension**

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

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

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

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

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

- **Expulsion (recommendation for)**

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

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

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

- **Due Process Rights- Policy 5611**

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

Accordingly, the Board establishes the following procedures:

**A. Student subject to suspension:**

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

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, Director, or other administrator will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
  - a. Superintendent;
  - b. student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Director, Assistant Director, Superintendent, or any other administrator, may send the student and his/her

parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

### **Appeal of Suspension to the Board or its designee**

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

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

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

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

### **Appeal to the Court**

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

## **B. Students subject to expulsion:**

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

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

### **Appeal of Expulsion to the Board**

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

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

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

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

### **Appeal to the Court**

Under State law, the decision of the Board or its designee may be further appealed to the Court of Common Pleas.

#### **C. Students subject to emergency removal:**

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

#### **D. Students subject to permanent exclusion:**

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

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

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

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

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

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

Mr. Erik Walter - **President**, ESC of the Western Reserve  
Dr. Susan Culotta, - **Vice President**, ESC of the Western Reserve  
Mrs. Jean Brush, ESC of the Western Reserve  
Mr. Kenneth Cahill, ESC, of the Western Reserve  
Mr. Tom Fazekas, Fairport Harbor Exempted Village Schools  
Mr. Geoffrey Kent, ESC of the Western Reserve  
Mr. Ken Klima, Cardinal Local Schools  
Mr. Roger Miller, Berkshire Local Schools  
Mr. C.J. Paterniti, Chardon Local Schools  
Mr. Paul Stefanko, Chardon Local Schools  
Mrs. Mary Wheeler, Kenston Local Schools

### **AUBURN ADMINISTRATION**

Dr. Brian Bontempo, Superintendent  
Mrs. Sherry Williamson, Treasurer  
Mr. Jeffrey Slavkovsky, Executive Director of Career & Technical Education  
Mr. Chris Mitchell, Director of High School  
Mrs. Dee Stark, Director of Curriculum & Instruction  
Mr. Andrew Kelner, Director of Business Partnerships

### **ASSOCIATE SCHOOLS**

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

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

**Auburn Career Center  
Student/Parent Handbook, Code of Conduct, Technology Agreement and  
Student Photography/Video Release 2021-2022**

I have read all of the information included in the Auburn Student/Parent HANDBOOK and CODE OF CONDUCT for the 2021-2022 school year and understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of Auburn.

**Parent/Guardian**

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

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

**Student**

I have read and agree to abide by the Student Education Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines. This Photography/Video Release (hereinafter "Release"), executed on this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, (hereinafter "Parent/Guardian") to the Auburn Career Center Board of Education (hereinafter "Board"), memorializes the parties' complete understanding with regard to the use, by the Board, of any and all photography and video recordings in which my daughter/son's (hereinafter "High School Student") image appears, on its website and in

brochures or other print-based promotional materials.

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

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

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

\*Revised 7/29/2021

# Auburn Career Center



## High School Staff

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Handbook  
2021-22

8140 Auburn Road  
Concord Township, Ohio 44077

440.357.7542      Main Number  
800.544.9750      Toll Free Number  
440.358.8012      High School Fax  
440.357.0310      Board Office Fax

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

**Brian Bontempo**

Superintendent  
X8011

**Chris Mitchell**

Director of High School  
X8060

**Jeff Slavkovsky**

Executive Director of CTE  
X8033

**Michelle Rodewald**

Director of Adult Workforce  
X8159

**Sherry Williamson**

Treasurer  
X8006

**Dee Stark**

Director of Curriculum & Instruction  
X8030

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



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## Forward

This handbook is published as a guide to aid high school staff of the Auburn Career Center in improving their instructional program and to answer questions that arise from time to time in connection with school policies and procedures. Although some of the Board of Education policies have been included in this manual, it should be clearly understood that procedures are not policies, and the actual Board Policy is the final authority. Auburn Vocational School District Board Policy can be found at the following website address:

<https://go.boarddocs.com/oh/aubcc/Board.nsf/Public>

Throughout the school year, there may be additions or deletions published which will supplement, amplify or modify the original contents of this handbook. Revised versions of this handbook will be made available electronically. Staff members should be sure to check whether a revised version has been made available electronically before relying upon hard copies of this handbook, as hard copies may be outdated.

Information contained in this handbook is intended to assist teachers and has no contract or legal status related to collective bargaining agreements between CATA/OEA and the Auburn Vocational School District Board of Education or Ohio Revised Code. It is expected that all teachers will become familiar with this manual. Your ideas and suggestions are welcome for future revision.

## Mission

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:

- 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 a positive contribution.
- Change is exciting and essential for growth.

**ATTITUDE \* RESPECT \* RESPONSIBILITY**

## 2021-2022 PHONE EXTENSION

Adult Auto Tech-----8109	Golar, Kelley-----8015	Ryan, Amy-----8117
Adult HVAC-----8388	Gordon, Barb-----8110	Sitz, Scott # 52-----8306
Adult Machining-----8390	Harvey, Dennis-----8230	Slagle, Scott-----8122
Adult Welding-----8245	Hastings, Christopher-----8192	Slavkovsky, Jeff-----8033
Allen, Stacy-----8239	High School Office-----8113	Smith, Lori-----8010
Anderson, Erica-----8402	Hill, Robert-----8208	Special Ed-----724
Atwell, Joe-----8162	Holland, Brandi-----8217	Spondike, Darrin-----8243
Auburn Room-----8210	Horticulture Lobby-----8360	Staff Lounge-----8100
Barto, Shelley (Fin Aid)---8326	Horticulture, Class-----8375	Stark, Dee-----8030
Barwidi, Laura-----8090	Hutter, Cory-----8236	Stevenson, Sonia-----760
Bentley, Dorothy-----8275	Kaminski, Shelby-----8151	Stropkey, Phil-----8208
Blackwell, Liesl-----757	Kamis, Laura-----8276	Suttles, Blair-----8237
Blauch, John-----8238	Karako, Nan-----755	Szoka, Carol-----8298
Bontempo, Brian-----8011	Kasten, Nanci-----8134	Teleconference-----8040
Boyd, Kaitlin-----8014	Kelner, Andrew-----8018	Tele-Outside Call-----358-8040
Brown, Jessica, Reception--0/8112	Kozar, Rodney-----8207	Tredent, Christine-----8223
Brown, Teresa-----721	ESC of Western Res. Rec---788	Tressler, Becky-----726
Bruno, Justin-----8234	Machuta, Leslie-----8334	Ventresco, JoAnn (Geauga Core)8220
Bryski, Crystal-----749	Maintenance-----8163	Volpin, Cayley-----8401
Bubonic, Dawn-----8138	Malvicino, Justine-----8215	Welk, Thomas-----8218
Buchs, Diane-----8113	McClure, Carrie-----759	Wiencek, Stephanie-----8191
Burke, Debra-----727	McVicker, Carrie-----8325	Williams, Steve-----8170
Ciszewski, Laura-----8136	Medved, Sanja-----8214	Williamson, Sherry-----8006
Colescott, Terry-----8197	Metrisin, Jane-----8280	Yarnell, Stacey-----8257
Computer Help Desk-----8050	Mitchell, Chris-----8060	Board/ESC Fax-----357-0310
Conn, Keith-----8383	Naro, Michelle-----8278	HS/Adult Fax-----358-8012
Cosmetology Reception A 8199	Nelson, Angela-----8221	ACC-----800-544-9750
Cowen, David-----8028	Noble, Sarah-----8031	ACC-----440-357-7542
Cueni, Beth-----8224	Nunes, Robin-----8283	LGCA-----440-357-9383
Davis, Sean-----8026	Pinchot, Lori-----714	Red-----Administration
DePasquale, Tori-----8044	PN Faculty-----8367	Green-----Adult
Deputy Mike Reed #49-----8111	Ramos, Steve-----756	Blue-----Central Office (BOE)
Dickens, Krista-----708	Howell, Karen-----8366	Purple-----Geauga Unit
Dimatteo, Denise-----711	Receptionist-----0	Pink-----LAKE ESC/SST
Edwards, Carol-----728	Reed, Mike #49-----8111	Rotunda-----8902
Eckman, Angela-----8384	Reed, Wayne-----8389	Forum (106)-----8106
Evans, Gregg-----8196	Richards, David-----8362	TLC Board Room (116)-----8116
Franko, Mike-----8163	Rodewald, Michelle-----8159	Presentation Center-----8123
Gardner, Jason-----8386	Rogge, Jared-----8242	

## Teacher Information

### Advisory Committees

According to the Ohio Department of Education Quality Career Technical Education Standards, all career technical programs must have and hold regular advisory board meetings at least twice a year and take quality notes. The minutes of your meeting will be submitted to your building administrator.

**Standard 2: School and Community Relations:** School, community, and industry partners are engaged in developing and supporting the career-technical education program.

**Standard 3: Program Planning and Evaluation:** A results-driven needs assessment and evaluation exists for continual program development and improvement.

Therefore, it is the instructor's responsibility to develop the cooperation and coordination of the community in forming the Advisory Committees to assist in cultivating your career technical education program. The Business Partnership Department can assist with acquiring members if needed.

An effective committee is one that knows in advance that something positive will occur as a result of its work. To have something occur, the committee must be goal directed. One of the best ways to encourage attendance and participation is to give the committee real situations to discuss.

Be sure to provide an agenda where your advisory board members can provide input on curriculum, equipment and opportunities for your students. Ask for their services with your CTSO, internships, and guest speakers.

Guidelines for working with Advisory Committees are:

- Keep meetings short and to the point.
- Be willing to listen to member's advice, questions and concerns.
- Enlist help of individuals between meetings.
- Send minutes to all members. This helps to keep members who missed the meeting informed.
- Select members who have a variety of backgrounds in the program area.
- Invite the committee to observe the program and make suggestions for improvement.
- Show members you appreciate their time and effort by incorporating their ideas.

### Announcements

All announcements will be made at 8:30 am and at 11:35 am. Announcements should be emailed to Jessica Brown ([jbrown2@auburncc.org](mailto:jbrown2@auburncc.org)) by 8:15 or 11 am to be read that day. Jessica will make all announcements, please do not have students email or send them down to make announcements.

### Anti- Harassment

Staff members are expected to conduct themselves at all times so as to provide an atmosphere free from unlawful harassment, which includes sexual harassment. Any staff member who engages in harassment and/or sexual harassment will be subject to disciplinary action, up to and including termination.

Any member of the School District community or third party who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described in the Board’s Policies and Guidelines.

The following individual shall serve as the district’s “Anti-Harassment Complaint Coordinator”:

Jeff Slavkovsky  
 Auburn Vocational School District  
 8140 Auburn Road, Concord, Ohio 44077  
 440.357.7542

For additional information, as to the types of behavior that are prohibited or further information on the investigation and complaint procedure, please see the Board’s Policies, Guidelines, and Forms related to Anti-Harassment, which may be found at <https://go.boarddocs.com/oh/aubcc/Board.nsf/Public>

## Non-Discrimination and Access to Equal Educational Opportunity

### **NOTICE OF NONDISCRIMINATION AND COMPLAINT PROCEDURES (INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)**

#### **Nondiscrimination**

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

#### **Complaint Procedure**

##### **Section I**

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 may be referred to as a grievance, with the District’s Civil Rights Coordinator:

<b>Sarah Noble – Title IX</b>	<b>Kaitlin Boyd – Civil Rights</b>	<b>Shelby Kaminski – Section 504 &amp; ADA</b>
Auburn Vocational School District 8140 Auburn Road, Concord, OH 44077 440.357.7542 x8031	Auburn Vocational School District 8140 Auburn Road, Concord, OH 44077 440.357.7542 x8014	Auburn Vocational School District 8140 Auburn Road, Concord, OH 44077 440.357.7542 x8151

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: [ocr.cleveland@ed.gov](mailto:ocr.cleveland@ed.gov); Web: <http://www.ed.gov/ocr>.

## Section II

A person who believes s/he has a valid basis for a complaint may discuss the matter, informally and on an oral basis with the District's Civil Rights Coordinator, who will investigate the complaint and respond in writing to the complainant. If the informal procedures, do not resolve the matter to the complainant's satisfaction or s/he skips the informal process, s/he may initiate formal procedures according to the following steps:

### Step 1

Investigation by the District's Civil Rights Coordinator: A person may initiate a formal investigation by filing a written complaint with the District's Civil Rights Coordinator. The complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant and describe the alleged discriminatory action in sufficient detail to inform the Civil Rights Coordinator of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the Civil Rights Coordinator for good cause. The Civil Rights Coordinator will conduct an impartial investigation of the complaint. As part of the investigation, the Civil Rights Coordinator shall permit the complainant to present witnesses and other evidence in support of his/her complaint. The investigation shall be completed within ten (10) school days of the written complaint being filed. The Civil Rights Coordinator will notify the complainant in writing of his/her decision and will maintain the district's files and records relating to the complaint.

### Step 2

If the complainant is not satisfied with the Civil Rights Coordinator's Step 1 decision, s/he may submit, in writing, a signed statement of appeal to the Superintendent of Schools within five (5) school days after receipt of the coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and in writing to the complainant within ten (10) school days of receiving the written appeal.

### Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) school days of his/her receipt of the Superintendent's Step 2 response. In an attempt to resolve the complaint, the Board of Education shall meet with the concerned parties and their representative within twenty (20) 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.

The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case in the appropriate Federal District Court. Use of the internal complaint procedures is not a prerequisite to the pursuit of other remedies.

The Civil Rights Coordinator will investigate all complaints in accordance with this procedure.

**A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.**

## Attendance

**Attendance should be taken by 8:20 am for morning classes and 11:00 am for afternoon classes** in Infinite Campus or **via Checkmate** for first lunch. **DO NOT WAIT FOR MADISON TO ARRIVE!!!**

- Any student not present should be marked absent.
- Adjustments will be made when students sign in **on Checkmate computers**.
- If a student is absent two or more days in a row, the instructor should call home to check on the student's reason for missing class. Please document in Infinite Campus your phone call.

## Budget Process

Please submit an [Equipment Request Form](#) along with three quotes and minutes of your advisory board meeting by October 15<sup>th</sup> for fall purchases. There will be another time during your May summative meeting that you may put in requests for the following year. The administrative team will meet in November and June to determine which request will be granted. At the May meeting with the instructor, we will review this year's budget and prepare for the next year's funds.

When you need a new piece of equipment, please submit to your building administrator the following:

- minutes from your advisory board meeting will need to show that the committee is also in agreement for the need.
- Either using your standards or a short explanation of how this piece meets your curriculum.

## Course Credits

Two (2)- year Career and Technical Education programs award three (3) credits per year for passing grade of "D" or better. It is, therefore, possible for a student to earn six (6) credits towards graduation at their associate school for your two (2)-year career and technical program.

Senior only option students will earn credit based on home school decisions.

## Customer Service

Performing work for internal or external customers is an extension of the Career and Technical Education lab experience for students in many Career and Technical Education programs. Services performed as a part of the curriculum of Auburn Career Center will be guided by the following criteria:

1. Auburn Career Center will service agencies and individuals as determined by the Administration to be in the best interest of the school and the students' educational experiences.
2. **Permission from the Director will be obtained for services performed in your lab facility or in the community prior to accepting the work.** Please have Waiver form filled out and signed. ([MyAuburn](#))
3. A Hold Harmless Agreement will be signed and on file for each customer service job that is completed and needs to be turned in to the office with the invoice.
4. Clientele and students will adhere to safety and prescribed methods established by teachers.
5. All work will be inspected by the instructors prior to releasing the job.

**IN ALL CASES, WORK ORDERS ARE REQUIRED.** All money must be Deposited in the high school office each day.

Each teacher will follow the established Customer Service guidelines. This plan should include:

1. The established cost for various services.
2. How a customer can make arrangements for service.



3. The instructor must have a “paid-in-full” receipt from the High School Office prior to release of the job.

Charges to customers will include the cost of parts plus a percentage increase. A service charge of \$25.00 will be assessed for all services performed. All Customer Service work will be scheduled through the instructor. The instructor will verify that all work is done in a professional manner; and upon completion of the work, an invoice will be completed. A copy of the work order will be sent to the High School Office with the keys at the time it is completed. This money will be credited to the individual program account.

Records will be kept on file for all work done. This is an integral part of the training program. Instructors are responsible for keeping records for Customer Service **and communicating in a timely manner, within 24 hours during school days.** The intent of Customer Service is to provide “real world” experiences for Auburn Career Center students and to economically break even in terms of cost. The experience of Customer Service is to also ensure that the Auburn Career Center is not losing money that the school would have to absorb but is also not making an excessive profit or windfall gains that would cause competition with local businesses.

Auburn Career Center staff members may make use of the Customer Service provided at Auburn Career Center. It is expected and required that all staff members follow the established procedures for any Customer Service in the building.

Teachers taking students off-site for Customer Service activities must take a completed Field Experience Form or a Field Trip Permission Form signed by a parent/guardian and have a **Field Trip Application Form approved by Director.** Again, the services and products provided through Auburn’s various high school career-technical programs are not designed to be competitive with local businesses to produce revenue for the District or to provide a benefit to employees. Such services and products must be consistent with the District’s educational mission and appropriately suited to the students who will be involved in the activities.

The district reserves the right to determine when and how such services and products are made available to the public. However, when such services and products are made available to the public, the customer will be charged an amount sufficient to cover costs of materials, supplies, and parts used and any other reasonable cost associated with Customer Service. Charges, except for materials and parts, may be waived for students enrolled in the course.

## Donations

All donations whether equipment or supplies, **MUST** be approved by the Board of Education. Information regarding items, donor, donor’s address and program area must be given to the Director who will then forward to Treasurer, Sherry Williamson. Final acceptance will rest with the approval of the Auburn Vocational School District Board of Education. After the Board approves a donation, a “Thank You” letter will be sent by the Treasurer, Sherry Williamson.

## Guidelines for Acceptance

1. All donations must first be approved for acceptance by the program instructor and Director with the [Donation Form](#) completed.
2. In the case of vehicles, a title must accompany the vehicle or it cannot be accepted.
3. Contact Maintenance Department for pick-up if necessary.
4. Director submits a list of all donations (with titles attached, if applicable) monthly to the Treasurer for acceptance by the Board of Education.
5. Thank you, letters are sent by the Treasurer, on behalf of the Board of Education.
6. Titles for donated vehicles are kept in the Treasurer's office.

## Drug Policy

It is the primary objective of Auburn Career Center to ensure that the education of all students shall proceed in an efficient, orderly and non-disruptive manner. The sale, use, or possession of intoxicants, illegal drugs or any controlled substances on school premises is an obstacle to that objective and an interference with the rights of students to receive quality academic and career-technical instruction.

## Drug Search of School Property Including Lockers and Parking Lot

The administration is authorized to utilize any drug detection methods including canines, whose reliability and accuracy for sniffing out contraband has been established. Canine searches have been effective in the search for contraband in school-owned property and automobiles parked on school property. An indication by the dog that contraband is present on school property, or an automobile shall be cause for a further search by school officials. Seized contraband will be placed in a secure area by administration and turned over to a law enforcement officer.

## Employee Emergency Medical Form

Copies are available in the High School Office; once complete please hand in to HR Director, Lori Smith, in the Board office.

## Employee Technology Acceptable Use and Safety

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. The Board regulates the use of District Technology and Information Resources by Director consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related

administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's Technology and Information Resources and staff's personal communication devices when they are connected to the district's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity (see Policy 7530.02).

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

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

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

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

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

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child

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

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

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

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

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

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

Building Directors are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District Technology Resources.

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

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents and other staff members.

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

Staff members may only use District Technology Resources to access or use social media if it is done for educational or business-related purposes.

General school rules for behavior and communication apply.

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

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

### **Social Media Use**

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

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

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

## FERPA

### Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student 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 when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education  
400 Maryland Avenue, SW, Washington, D.C. 20202-8520

## Field Experiences (Work Based Learning Experiences)

Work Based Learning experiences must be approved **3 days** prior to the event. Work Based Learning experience applications are posted on the [MyAuburn](#) web page.

- Log in, (Password AuburnCC) and print the form.
- If a student is driving themselves to the event, please print and have the student and parent complete a 5515 form (Parent permission for student to drive form).
- If a van is needed for student transportation, please email Diane Buchs with enough time to secure a driver and a van if possible.
- Once approved please provide Carol Szoka the names of student(s), date(s) and times that they will be out so she can notify home schools if necessary.

## Field Trips

Field trip applications must be approved **2 weeks** prior to the field trip. Plan ahead and have the paperwork completed in a timely manner. Otherwise, it will be denied.

- Only one field trip per class is permitted.
- Students are NEVER allowed to drive to field trips on their own.
- Forms are posted on the [MyAuburn](#) Web page.
- Log in, (Password AuburnCC) and then look for Field Trip Application and the Parent Permission Form.
- Prior to filling out the form, contact one of the three local schools that can provide transportation for a quote.
  - Riverside
  - Chardon
  - Perry
  - Willo-Transportation
- After you have this price, complete the form, and turn into the Director for approval and submit a requisition for transportation.
- If you are taking **8** or less students a school van may be requested.
- If you are not a valid van driver, please email a request for a driver at that time to Diane Buchs.
- Please turn in a copy of signed permission forms to Carol Szoka 2 days before the trip.

Once you have received a copy for approval:

- Fill out the Request for a bus/transportation form.
- Print Permission slips for each student and make sure you have all of them.
- Check with Carol and Diane to see if student needs medication dispensed while on field trip
- Please provide Carol Szoka with the names of students that will be attending the field trip and whether it is an all-day or half day field trip so she can notify the home schools if necessary.

## Financial Obligations to school

Accounts Payable, Carrie McVicker is located in the board office at the TLC. All balances must be paid in full in a timely manner, prior to end of school year.

## Guest Speakers

Guest speakers are an integral part of Career Technical Education. We encourage you to bring in guests as appropriate and as their talk fits your curriculum. **Please be sure to make note in your lesson plans as well as inform the Director and Receptionist of your Guest(s).** We want to ensure they are greeted properly.

## HR Kiosk – Sick/Personal/Professional

1. **If sick in the morning and need a substitute, text Chris Mitchell at 216.408.6101, by 6:00 am to request a sub. Please make sure he responds to your request. DO NOT e-mail for a sub. Please do not come to work if you are sick!**
2. You should always go to the kiosk to fill out a request for leave. The minimum time to request off is ¼ day for sick or personal time even if you are taking just one hour. High School Administrative Assistant, Diane Buchs will receive substitute requests via the Kiosk.
3. Sub for union purposes, no matter how long, make request in kiosk under Professional.
4. Professional days for workshops/conferences must be approved first via travel form then put in kiosk for a sub.
5. When in doubt about requesting sub, call High School Administrative Assistant, Diane Buchs and ask.
6. If sick in the morning and do NOT need a substitute, call or text Dee Stark on her cell, 440.478.8874.
7. Personal days are for personal business. However, personal days are not permitted on either side of a holiday.

The program teacher needs to prepare their class that there will be times when a substitute teacher will be needed. First and foremost, the program teacher needs to stress to their students that proper behavior and full cooperation with the lesson plan is the expectation for students if a substitute teacher is needed.

- Please make sure that the front office has two prepared lessons that will last at least three hours in case of an emergency absence. Please provide the following information for your subs:
  - Classroom cell phone policy
  - Uniform Policy – Should be mandatory to wear.
  - Classroom Emergencies – Take note of evacuation maps and give lock down procedures.
  - Lesson plans with copies if applicable.
  - Specific information regarding assemblies, meetings, club days, etc.
  - List of reliable students to assist.

These emergency lessons are due in the office by the end of the first week of classes with students.

- PLEASE make sure to leave valid sub plans that will engage the students for 3 hours on your desk. DO NOT EMAIL THEM TO DIANE IN THE MORNING FOR A PLANNED ABSENCE. She does not have time to print your lesson plans at the start of the day.
- The high school Administrative Assistants, Diane Buchs and Carol Szoka leave at 3:30 p.m. Requests to them after 3 pm will go unfilled. If you need a substitute teacher for the following day and it is after 3:30 p.m., you must text **Chris, 216.408.6101**, and let him know you need a sub; then go into the kiosk and complete the request.



## Industry Credentials

We encourage students to prepare and take Industry Recognized Credential Assessments; however, it is the responsibility of the teacher to ensure they are prepared to take those industry credential exams. Therefore, instructors must have students take and pass with an 80% a pre-test for the industry credential prior to scheduling the exam. The district will pay for the first attempt for each student to earn a 12-point industry credential(s). IE: if you have four 3-point exams, the district pays for one attempt at each of the four tests. If you have more than one 12-point exam the district pays for one attempt at each exam.

## Infinite Campus

The [Infinite Campus](#) link is found on the Auburn Home page. Teachers are responsible to utilize Infinite Campus to take attendance, keep track of grades and to submit interims and End of Quarter grades, as well as document parent contact. Teachers must enter three (3) grades per week. IE: Employability, Participation, Quizzes, Tests, Homework, Lab grade, Projects, etc. See EMIS Coordinator, Kelley Golarin (8015) for assistance.

## Interims

**Interims are due at the halfway point of each quarter. Infinite Campus is used to process these scores.** See Guidance Administrative Assistant, Leslie Machuta (8334) for assistance

## Grades

Grades are due at the end of each nine-week grading periods.

The grading scales is as follows:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and below	F

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

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

3.51 – 4.0 = A

2.51 – 3.5 = B

1.51 – 2.5 = C

0.51 – 1.5 = D

Below .50 = F

Student performance is looked at just as business/industry would look at an employee on the job. The quality of tasks completed, time required, participation, attitude and consistency of effort are all a part of being at Auburn and one's grade.

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

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

### **Incompletes**

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

### **Failure Policy**

If a student fails during the last grading period, a failing grade for the year may occur regardless of previous grades and could result in loss of credits. If a student fails his/her first year in a two-year program, they will not be permitted to return for their second year. Second year students that fail may jeopardize graduation requirements.

- Students must pass three (3) out of four (4) nine-week grading periods in order to receive credit for the year.

[Infinite Campus](#) is used to process the grades. See *Counseling Administrative Assistant, Leslie Machuta (8334)* for assistance.

### **Lesson Plans**

**All teachers are required to have daily lesson plans.** Daily lesson plans shall give directions for instruction and implementation of courses of study; they should also include assessment strategies. Daily lesson plans are required per state minimum standards, OAC Chapter 3301-35 and must be submitted to administrators each Monday Morning by 8 am. If and only if a curriculum map has been updated for the coming year, it may be submitted in lieu of weekly lesson plans. Any changes in the plans should be submitted to the Director of Curriculum and Instruction.

Each lesson shall include the material to be covered, for each of the five days of the succeeding week and are required for lab and theory/academics. A general [sample lesson plan](#) form & an OTES sample lesson plan form is available in the appendix. **Homework is meant to enhance the classroom learning. With this in mind Homework should be assigned at a minimum of once a week.** Assignments should be appropriate in length and rigor. **Guest Speakers** are always welcome if they enhance the curriculum. Please note guest speakers in your lesson plans and provide advanced notice to the Director of high school and the Receptionist when bringing in guests to the building.

The teacher's schedule, class lists, seating charts, a lesson plan, and names of textbooks as well as regularly used teaching materials shall be available in a substitute file folder or notebook for use by a substitute teacher and must be on file in the High School Office. **All lesson plans shall include objectives, key**

questions, instructional procedures, review assignments, how students will be assessed and possible special projects.

## Inventory

Teachers are responsible for an accurate inventory of their program. This includes the location of items that were traded or otherwise removed from inventory. Any single item that has a value of \$500 or more needs to be labeled by the Treasurer's office and entered into the inventory of Auburn Vocational School District assets.

### Guideline for Disposal or Removal from Inventory

1. Disposal of any District property must be approved by the Director. Disposal of any District property that has an inventory tag, indicating a value of more than \$500.00 must be approved by the Director and processed through the Treasurer's Office.
2. Any donated vehicles removed from the property must be accompanied by the title.
3. Transfer from one department to another must be approved by the Director and the Treasurer's office to insure proper inventory control.
4. The program instructor makes arrangements for all removals of equipment with prior Director approval and according to the directions given from the Treasurer's office.

A receipt must be given to the Director by the teacher responsible for the program for all equipment and/or vehicles scrapped which will then be forwarded by the Director to the Treasurer.

## Maintenance Help!

In a **maintenance safety emergency**, please call receptionist and have Maintenance paged for help. In a **non-emergency situation**, call 8162 or 8163 or email maintenance at "Maintenance" and let them know specifically what you need.

Examples:

**Maintenance safety emergency** – spillage of bodily fluids needing clean-up, broken glass, etc.

**Non-emergency situation** – Light burnt out in projector, student can't get their locker open, etc.

Big ticket items (smartboards, projectors, etc.) please contact the Director first and he/she will notify maintenance.

## Master Schedule

During the time you are scheduled to instruct students, you are responsible for their health and safety. Please be sure to have coverage of your students at all moments during that time period. This includes group breaks, assemblies, school events, etc.

Classes meet the entire time they are scheduled. Dismissing students early reduces important and needed instructional time.

## Master Schedule 2021 - 22

	Planning Period	1st Year Block	1st Lunch	2nd Lunch	2nd Year Block	Teacher / Mtg Time
	7:30-8:15	8:18 - 10:53am	11:00-11:30	11:30-12:00	12:00-12:30	12:30 - 2:28pm
ADM	Prep	Advanced Manufacturing 1 - IARM1	Lunch (15)		Advanced Manufacturing 2	Tchr / Mtg
ACR	Prep	Automotive Collision Repair 1 - RM7B		Lunch (14)	Automotive Collision Repair 2	Tchr / Mtg
AHT	Prep	Allied Health Technology 1 - RM2C	Lunch (18)		Allied Health Technology 2	Tchr / Mtg
APM	Prep	Architecture Proj Management 1 - RM23C	Lunch (11)		Architecture Project Management 2	Tchr / Mtg
AUT	Prep	Automotive Technology 1 - RM2B		Lunch (19)	Automotive Technology 2	Tchr / Mtg
CJS	Prep	Criminal Justice and Security 1 - RM3B	Lunch (17)		Criminal Justice 2	Tchr / Mtg
CNT	Prep	Computer Networking 1 - RM26C		Lunch (10)	Computer Networking 2	Tchr / Mtg
CON	Prep	Construction 1 - RM8C	Lunch (16)		Construction 2	
COS-A	Prep	Cosmetology 1A - RM3A	Lunch (19)		Cosmetology 2 A	Tchr / Mtg
CUL	Prep	Culinary Arts 1 - RM12A	Lunch (16)		Culinary Arts 2	Tchr / Mtg
DAT	Prep	Dental Assistant Technology 1 - RM13C	Lunch (14)		Dental Assistant Technology 2	Tchr / Mtg
EEP	Prep	Electrical Engineering Prep 1 RM6A		Lunch (17)	Electrical Engineering Prep 2	Tchr / Mtg
EMS	Prep	Emergency Medical Services 1 - RM10C	Lunch (16)		Emergency Medical Services 2	Tchr / Mtg
HVC	Prep	HVAC 1 - IA2	Lunch (14)		HVAC 2	Tchr / Mtg
IMT	Prep	Interactive MM Technology 1 - RM7C		Lunch (12)	Interactive Multimedia Technology 2	Tchr / Mtg
MBA	Prep	Marketing Business Applications 1 - RM25D		Lunch (13)	Marketing Business Applications 2	Tchr / Mtg
PCT	Prep	Patient Care Technician 1 - RM2C		Lunch (15)	Patient Care Technician 2	Tchr / Mtg
PTL	Prep	Plant Turf & Landscape Mgt - HORT	Lunch (18)		Plant Turf & Landscape Management 2	Tchr / Mtg
PWT	Prep	Production Welding Technology 1 - RM1B		Lunch (14)	Production Welding Technology 2	Tchr / Mtg
TED	Prep	Technology Engineering Design 1 - RM15D		Lunch (13)	Technology Engineering Design 2	Tchr / Mtg
TPP	Prep	Teaching Professions Pathway 1 - RM28C	Lunch (12)		Teaching Professions Pathway 2	Tchr / Mtg
WGD	Prep	ProWeb & Game Design 1 - RM14D		Lunch (7)	ProWeb & Game Design 2	Tchr / Mtg
WLD	Prep	Welding 1 - RM5B		Lunch (20)	Welding 2	Tchr / Mtg
			170	149		
<b>Academic &amp; Support Staff 2021 - 22</b>						
English Teachers - 2		VOSE - 1				
School Counselors - 2		Intervention Specialists - 3				
Enrollment Specialists - 1.5		Career Assessment - 1				
Career Development - 0.5		Business Partnership - 1				

August 1, 2021

The First and Last Ten Minutes of class time are valuable times for formative assessments of student learning. Except in cases of emergency, teachers should refrain from sending students places such as the restroom during the first and last ten minutes of class. The first ten minutes into the period is one of the most significant times in terms of maintaining structure and engagement of your lesson. The last ten minutes of class should be the time you wrap up and students are cleaning up. Make sure they assist in keeping your room clean and neat!

### Office Supplies

For general office supplies, come to the High School office. For large quantities and specialty items please ask either the Assistant Treasurer, Tori DePasquale, or Executive Administrative Assistant, Lori Smith, via email.

### OTES Evaluations

Definition of Teacher Effectiveness:

After conducting extensive research, the following definition of teacher effectiveness was developed by educational practitioners in Ohio and is Reinforced by *Ohio's Standards for the Teaching Profession*. The research supports the direct connection between effective teaching and high student achievement.

Effective (SKILLED) teacher:

- Understand student learning and development, respect the diversity of the students they teach, and hold high expectations for all students to achieve and progress at high levels;
- Know and understand the content areas for which they have instructional responsibility;

- Understand and use varied assessments to inform instruction, and evaluate and ensure student learning;
- Plan and deliver effective instruction that promotes high levels of student learning and achievement for all students;
- Collaborate and communicate with students, parents, other teachers, administrators and the community to support student learning; and
- Assume responsibility for professional growth and performance as an individual and as a member of a learning community.

### Professional Goals

Professional goals should be well thought out and documented in OhioES.com by September 15<sup>th</sup> of each year. If you were an Accomplished teacher, the year prior you do not have to meet with me to plan your goals. If you were evaluated as Skilled the year prior, you will plan your goals and review the with your evaluator prior to inputting them in OhioES.com. If you were evaluated below skilled, you will work with your evaluator to come up with goals for the year.

### Pre-Conference

Pre-conferences are typically scheduled the day or two before the actual observation. Please have [Pre-Conference Worksheet in OhioES.com](#) completed prior to arrival. This is your time to provide evidence of planning for your students' individual needs to your observer.

### Formal Observation

Evaluators use the scripting box as a method of collecting evidence during the formal classroom observation. A formal observation consists of a classroom visitation of a minimum of 30 minutes, but can be an entire lesson, or class period. Evidence is then categorized on the *Teacher Performance Evaluation Rubric* and scored holistically. This means that evaluators will assess which level provides the best overall description of the teacher. The scoring process is expected to occur upon completion of each observation cycle. The evaluator is to consider evidence gathered during the pre-observation conference, the observation, the post-observation conference, as well as informal observations (classroom walkthroughs).

A copy of the formal observation rubric will be available in OhioES after the post-conference.

### Summative Assessment

These forms will be completed by your administrative team by May 1<sup>st</sup> of each year, sent to the State, and will be handed out to the teachers in hard-copy form by May 10<sup>th</sup>.

### Parent Communications

#### Parent Monthly Recaps

Please use infinite campus to let parents know when interims, final grades and opportunities/projects are happening in your classroom. You can send out a form letter to all parents of your students quickly and easily each month. Kelley Golinar can help you set this up.

## Parent Phone Calls

There should be an attempt to reach every 1<sup>st</sup> year parent at least once in the first nine weeks. This will help with building relationships and letting them know you are here to help their child be successful. Later in the year if issues should arise, they are more likely to be on your side and less defensive. Please be sure to respond to parents within **24** hours of their initial contact.

## Parent Teacher Conferences

Parents will be invited to call the Guidance Office and make an appointment to meet with you.

- ✓ Please print grade sheet and collect any student work that you have to share with the parents on their student's progress.
- ✓ Try to sandwich any unpleasant message between two good messages.
- ✓ Remember student information (especially grades) is confidential! Do NOT share other student's information, compare two students, or speak of other students' behaviors with anyone but their parents or guardians. Make sure grade sheets are placed in a secure location during conferences. Do not leave them unattended. Same with IEP & 504 information.

For any parent who does not attend conferences, instructors are directed to make a follow up call to the home of their student and discuss the student progress with the parent within two weeks following Parent Teacher Conference evening.

## Reporting Abuse

Ohio law requires that each school employee report suspected cases of child abuse and neglect. The law makes provisions for reporting suspected cases of physical, sexual, emotional abuse, or neglect or dependency (lack of support) of anyone 18 years or younger or persons with special needs 21 or younger.

The number to call for Lake County's Children Support is 440.350.4000 and for Geauga County's Children Services is 440.285.9141. Callers should be prepared to provide the name, address and age of the child; name and address of his/her caretaker; the nature and extent of the known or suspected abuse; any other information that might be helpful in establishing the cause of the abuse. Make certain the caseworker has your name and you have his/her name also. You cannot meet the requirement of the law simply by informing a counselor or an administrator, who in turn follows up with a report. **However, see a counselor or an administrator and make the report jointly.**

The duty to report suspected child abuse or neglect is created by Ohio Revised Code Section 2151.421, which states that: ***No school teacher, school employee, or school authority "who is acting in an official or professional capacity and knows or has reasonable cause to suspects . . . that a child . . . has suffered or faces a threat of suffering any physical or mental wound, injury, disability or condition of a nature that reasonably indicates abuse or neglect of the child shall fail to immediately report that knowledge or reasonable cause to suspect . . . to the public children services agency. . . a municipal or county peace officer. . ."***

## Requisitions

The application link is found on the Auburn home page or [click here](#).

Once you enter your username and password (obtained from Assistant Treasurer, Victoria DePasquale, at ext. 8044).

## Room Requests

Jessica Brown, *dial zero*.

## School Crisis Plan

Executive Director of CTE, Jeff Slavkovsky, is the Safety Director for Auburn Vocational School District. Coordination of all safety procedures are under his responsibility and these plans are detailed in the Crisis Plan updated annually.

Each teacher will receive a separate binder with the school crisis plan in it. Please read through this binder thoroughly, sign acknowledgement form and return to the High School Office. Keep your crisis plan in a safe place for quick reference.

## Teacher Attire

Teachers should be dressed professionally for their career field. Female professional attire includes no cleavage, no sheer clothing, no straps less than 1", no leggings (extremely tight pants), or no short skirts (less than 2-3" above the knee). Professional attire for males includes no jeans (unless in heavy trades), no wrinkled or un-tucked shirts, and shirts should have a collar.

## Technology Help!

All requests must go through the ticket process found on the Auburn's quick links page ([www.auburncc.org](http://www.auburncc.org))  
Click on [Technology Incident Ticket](#)

## Visitor Regulations

All visitors must report to the receptionist upon arrival at Auburn and secure a visitor's pass. Teachers should encourage students to continue their regular classroom and laboratory activities as visitors walk through the building. Pride in appearance of the building and grounds should be a common concern of both students and teachers. Students from associate schools who wish to visit the school for a day, or a particular class will make their visiting arrangements for a personal visit through the Enrollment Specialists in the Career Development Department only. No student visitors are allowed in unless prior arrangements have been made.

- No staff or students should ever open doors for visitors or other students unless otherwise directed by administration.
- All visitors must enter through the front doors for safety reasons.

# TEACHER LICENSES

## Individual Professional Development Plan

Members of the Auburn Vocational School District's IPDP Committee include: Robin Nunes, Dorothy Bentley, Jared Rogge, Jeff Slavkovsky and Dee Stark. After a teacher has received their first Professional license, the teacher will need to complete an IPDP. To do so, first, Log into the **Kiosk** from the Auburn Home page ([www.auburnncc.org](http://www.auburnncc.org)). Next, Click on the tab at the top that says IPDP Profile. Each teacher will need to complete an Initial Plan. This plan should be updated as course credits or CEU's are earned so that they can

**Plan Mission:** Renewal of 5 Year License  
**Focus:** My focus is aligned to Accc's strategic plans for curriculum. We are offering courses on line and I am working to improve my online instruction and earn a license in Curriculum and Instruction along with an administrative degree  
**Plan Status:** Archived  
**Creation Date:** 10/18/2010  
**Revision Date:**  
**Submission Date:** 10/18/2010  
**Approval Date:** 11/18/2010  
**Archived Date:** 03/20/2014  
**Effective Date:**

**PRINT Development Plan**

**Plan Focus**

**Focus - Part 1: Describe the area(s) of focus and state specifically what you plan to do to engage in professional learning in your current assignment.**

**My professional development activities will focus mainly on the following areas:**

**Teachers understand student learning and development, and respect the diversity of the students they teach.**

- Displaying knowledge of how students learn and of the developmental characteristics of age groups.
- Understanding what students know and are able to do, and use this knowledge to meet the needs of all students.
- Expecting that all students will achieve to their full potential.
- Modeling respect for students' diverse cultures, language skills and experiences.
- Recognizing characteristics of gifted students, students with disabilities and at-risk students in order to assist in appropriate identification, instruction and intervention.

**Teachers know and understand the content area for which they have instructional responsibility.**

- Knowing the content I teach and use my knowledge of content-area concepts, assumptions and skills to plan instruction.
- Understanding and using content-specific instructional strategies to effectively teach the central concepts and skills of the discipline.
- Understanding school and district curriculum priorities and the Ohio academic content standards.
- Understanding the relationship of knowledge within the discipline to other content areas.
- Connecting content to relevant life experiences and career opportunities.

be reviewed and approved by the IPDP Committee in preparation for license renewal.

## Initial Plan

More information can be found on the MyAuburn Page. (Hold down the control button and Click on the links below for quick access.)

[LPDC - IPDP Instructions](#)

[LPDC - Request for Program Approval](#)

[LPDC Guidelines and Standards](#)



## Plan Goals

Goal 1 - Also indicate how you will evidence the attainment of this goal:

a.) Continue improving my educational technology knowledge.

Goal 2 - Also indicate how you will evidence the attainment of this goal:

b.) Continue improving my online instructional techniques.

Goal 3 - Also indicate how you will evidence the attainment of this goal:

c.) Work towards earning a License in Curriculum and Instruction/Administrative Degree

## Request for Professional Development

To submit a request for Professional Development, the employee will need to log into the Kiosk from the Auburn Career Center home page. Once the screen appears, the employee will need to complete all fields on the form and press “submit”. The form will then go to the employee’s immediate supervisor and will then be forwarded to the Director and then, if approved, will be routed to the Superintendent. When the initial professional development plan has been approved you can then request for professional development activities to be approved. This form can be found on the home page of the website. The employee should go to the IPDP Profile tab at the top of the page, click on Create Activity on the left-hand side and then fill out the form below and click on Create Activity Request.


## Teacher Workday

The teacher contracted workday is 7:30 a.m. to 3:00 p.m. Monday, Wednesday, Thursday and every other Tuesday beginning with the first Tuesday in the new school year. The other Tuesdays, teachers will stay until 4:00 p.m. for extended Professional Learning Community meetings of the teaching staff. See Dates to Remember for actual dates. Teachers may leave at 2:30 p.m. every Friday or the last day of the school week.

With approval of the teacher’s immediate supervisor or his/her designee, a teacher’s individual workday may be adjusted in order for them to take care of a personal matter that necessitate a minimal amount of time away from the district and/or does not interfere with regular assigned time with students. All variations of the teacher contract schedule must be entered into HR Kiosk and marked appropriately as “dock”, “jury duty”, “personal”, “professional leave” or “sick”.

# Teacher Work Calendar

## Auburn Vocational School District 2021-2022 High School Calendar



August 21							September 21							October 21							November 21						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
														31													

December 21							January 22							February 22							March 22						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1		1	2	3	4	5			1	2	3	4	5		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28						27	28	29	30	31		
							30	31																			

April 22							May 22							June 22							July 22						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4						1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
																					31						

Compensatory Day/ No School	Holiday/Vacation No School	No School for Student/ In-Service Days	Start/End Date	Evening Events
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Board Approved 3/2/2021  
 Revised 3/18/21; 5/26/21

## Teacher Staff/PLC Schedule

PLC's are from 2:30 – 4 pm. on the following dates:

- PLC - August 24, 31
- PLC - September 14, 28
- PLC - October 12, 26
- PLC - November 9, 30
- PLC - December 14,

- PLC - January 11, 25
- PLC - February 8, 22
- PLC - March 8, 29
- PLC - April 12, 26
- PLC - May 10, 17

Agendas will be emailed out prior to the meeting

## Securing a Sub

Please apply for sick, personal or professional time as early as possible. Entering this information, prior to the date of occurrence by 3 pm, into the Kiosk secures a sub for you. Any “emergency” sick time should be texted to Diane Buchs at 440.897.0752 after 3 pm and as early as possible prior 7 am.

<p align="center"><b>August 21</b></p> <p>13<sup>th</sup>, 16<sup>th</sup> &amp; 17<sup>th</sup> ~ District In-Service Days  16<sup>th</sup> ~ High School Orientation Day  18<sup>th</sup> ~ First Day of School</p>	<p align="center"><b>January 22</b></p> <p>3<sup>rd</sup> ~ Winter Break ~ No School  4<sup>th</sup> ~ Classes Resume  17<sup>th</sup> ~ MLK Day ~ No School</p>	<p align="center"><b>Grading Periods</b></p> <p>Qrt. 1 8/18/2021-10/19/2021  Qrt. 2 10/20/2021 – 12/21/2022  Qrt. 3 1/4/2022 – 3/18/2022  Qrt. 4 3/28/2022 – 5/27/2022</p>
<p align="center"><b>September 21</b></p> <p>3<sup>rd</sup> ~ District In-Service Day ~ No School  6<sup>th</sup> ~ Labor Day ~ No School</p>	<p align="center"><b>February 22</b></p> <p>21<sup>st</sup> ~ President's Day ~ No School</p>	
<p align="center"><b>October 21</b></p> <p>6<sup>th</sup> ~ High School Parent/Teacher Conferences  8<sup>th</sup> ~ NEOEA Day ~ No School</p>	<p align="center"><b>March 22</b></p> <p>2<sup>nd</sup> ~ High School Interview Night  21<sup>st</sup> – 25<sup>th</sup> ~ Spring Break ~ No School  28<sup>th</sup> ~ Classes Resume</p>	
<p align="center"><b>November 21</b></p> <p>24<sup>th</sup> ~ Teacher Compensatory Day ~ No School  25<sup>th</sup> – 26<sup>th</sup> ~ Thanksgiving Break ~ No School</p>	<p align="center"><b>April 22</b></p> <p>15<sup>th</sup> &amp; 18<sup>th</sup> ~ Break ~ No School  19<sup>th</sup> ~ Classes Resume</p>	
<p align="center"><b>December 21</b></p> <p>2<sup>nd</sup> ~ District Evening Open House  22<sup>nd</sup> – 31<sup>st</sup> ~ Winter Break ~ No School</p>	<p align="center"><b>May 22</b></p> <p>27<sup>th</sup> ~ Last Day of School  30<sup>th</sup> ~ Memorial Day ~ No School  31<sup>st</sup> ~ Teacher Compensatory Day ~ No School</p>	

## Stipends

In the event of circumstances that require staff to be present in the school or in attendance at required activities, and where stipulated by the Collective Bargaining Agreement, the teacher shall make application for stipend pay **two weeks prior to the date of activity**. Application for stipend requires prior approval of the Director and Superintendent.

As per the Collective Bargaining Agreement and as listed on the School Year Calendar, teachers are required to attend all open houses, parent-teacher conferences, new student interview and sophomore orientation evenings. The day before Thanksgiving Day and the last day of school will serve as a compensatory day for teachers.

## Taking Attendance

Attendance is taken in Infinite Campus (Link found on ACC website), make sure the Schedule (Highlighted; has Main selected – otherwise you will receive an error message.) On the left-hand side menu, make sure you have selected Attendance! Then pick the section of your class to take attendance, IE: morning or afternoon. Be sure to click SUBMIT to send to the attendance office. If you have any questions or concerns, see an Administrative Assistant in the High School Office.

Auburn Career Center's Website can be found at [www.auburncc.org](http://www.auburncc.org)

## Time Off Work

### Family and Medical Leave

In accordance with the Family and Medical Leave Act ("FMLA"), the policies of the Board of Education, and the collective bargaining agreement, the Board provides FMLA leave to staff members. To utilize this benefit, an employee shall provide the Superintendent with proper prior notice of the need to take FMLA leave, and shall provide requisite information and documentation to support the requested leave. For more information, on how to request FMLA leave, see the Board of Education's policies on FMLA leave, located at <https://go.boarddocs.com/oh/aubcc/Board.nsf/Public>

In accordance with FMLA regulations, any accrued paid leave will be used concurrently with approved FMLA leave.

### Sick Leave

Employees shall qualify for sick leave absences with full pay during any school year for one or all of the following reasons:

- (1) Personal illness
- (2) Pregnancy\*
- (3) Injury
- (4) Exposure to contagious disease which could be communicated to others.
- (5) Absence due to illness, injury or death in the employee's immediate family (O.R.C. 3319.141).

"Immediate family" shall be interpreted to include father, mother, step-parents, brother, sister, husband, wife, child (includes step-children and foster children), domestic partner, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, uncle, aunt, grandchildren and children within the household.

Such absences shall be approved by the Superintendent or his/her designated representative. (see [HR Kiosk --Sick/Personal/Professional](#) )

Upon return from 5 days of sick leave or an injury, such employee of the Board of Education shall submit a signed Physician's note indicating the scope of activities permitted and/or completion of a return to work form and shall give the name and address of an attending physician if medical attention was required. (When in doubt ask administration.)

A regular certified /licensed employee who is absent because of illness and whose position has not been terminated, as provided by law, is still in service of this district, and accumulates sick leave credit while absent on approved sick leave.

\*Pregnancy does not refer to the state of being pregnant but refers only to pregnancy - related disability including pre- and post-delivery periods of inability to adequately perform one's job. Sick leave will be paid only during the time period in which a physician certified the employee to be physically disabled, and only to

the extent of the number of days accumulated. It is not the intent of the law to sanction the use of sick leave for child care (as opposed to the child's illness).

Fraudulent use of sick leave and/or falsification of the grounds for the use of sick leave shall be grounds for disciplinary action up to and including termination.

### **Accumulation of Sick Days**

For each completed month of service, each certified/licensed employee of the Board of Education shall be entitled to accrue sick leave at a rate one and one-fourth work days with pay per month which totals 15 days per year.

The unused portion of sick leave may be accumulated up to 300 days.

Certified/licensed employees without accumulated sick leave shall be advanced five days and may be advanced an additional ten days of the maximum accumulation possible for the remainder of the current contract year.

An employee who transfers from one public agency to another shall be credited with the unused balance of his/her sick leave to a maximum of 300 days. It is the responsibility of the employee to secure a written statement from former employers as to the accumulated sick leave credit to be transferred.

### **Sick Day Redemption**

Employees are eligible for the sick day redemption program when they have accumulated over 300 days. The sick days not used between August 1st and July 31st (12 months) will be redeemed at a rate of \$50.00 per day for the number of days over the 300 as of July 31st of each year. Reimbursement will be the number of sick days not used between 300 and 318 days. (Exception: The employee's remaining personal days, a maximum of three days will be converted to sick leave days on July 31st of each year. Thus, the maximum of sick days that can be accumulated is 318 days. The maximum number of sick leave days that can be redeemed is 18 days.) Payment for the previous year's unused sick leave days will be made during the month of September. All days redeemed shall not count for any other purpose in the future.

## **Student Information:**

### **Academic Instructor Expectations for Online Courses**

All Auburn Online Academic Classes are presented in the Schoology Learning Platform. All of the content will be available in Schoology 24/7. Content in Schoology will be presented via prose, video presentation, interactive video presentations, website interaction, visual graphics displays, etc.

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

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

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

## FERPA

Class survey, Tool Inventory, IEP & 504's. Any forms with students' names attached should be kept in a LOCKED cabinet at all times! (see [FERPA rules](#))

## Free & Reduced Lunch Form

Copies are found on the Auburn Webpage, High School, and Forms; or in the High School Office.

## Injuries

### NON-EMERGENCY

Please, call the Receptionist when a student is injured in your classroom; she will call for John Blauch and the high school office will make arrangement for necessary coverage. **Do NOT send students to Captain John Blauch directly! Do NOT send students that are bleeding anywhere!!!** Hold them in your classroom and John will come to them.

### EMERGENCY

#### Emergency Response Procedures:

If there is an emergency in the lab or classroom, the instructor needs to train all students to immediately inform the instructor. If the emergency involves the instructor, students should be drilled to contact the Receptionist by using the telephone in the instructor's office and dial "0". If there is no answer, please continue to dial the following numbers: 8298 (Carol Szoka) or 8113 (Diane Buchs). Remain calm, explain the situation.

If there is no immediate answer send someone to the nearest classroom or office and notify another adult of the incident and request additional help by calling 911.

***If the victim is conscious, it is best to have them lie still with feet elevated 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.***

## Locker Distribution List

Lockers lists are given to teachers at the beginning of the year. Program teachers assign students their lockers and **return a copy of locker assignments to the High School Office.** If any locker is found to be broken

during the assignment of lockers to students, the number of the locker should be recorded as broken and this information should be highlighted and sent to Joe Atwell, Head of Maintenance, for repair.

## Request to Dispense Medication Form

Copies are found on the Auburn Webpage, High School, and Forms; or in the High School Office.

## Student Emergency Medical Form (EMF)

Student Emergency Medical Forms are in Infinite Campus. Parents can log into the Parent Portal to complete the form. All parents were sent a link to the parent portal so they can review the information and update any necessary items at the beginning of August. **DO NOT LET STUDENTS IN YOUR LAB WITHOUT AN EMF ON FILE!!!**

## Student Photography & Video Release Form

The information about Student Photography and Video Release is contained in the student handbook. However, parents must sign off in Infinite Campus through the Parent Portal. All parents were sent a reminder to complete this task at the beginning of August.

## Student Technology Agreement

This information is part of the Student Handbook and Code of Conduct. Parents will sign into the Parent Portal in Infinite Campus and sign off on the agreement. Students should NOT be using Auburn Technology if the form is not signed.

## Syllabi

Syllabi are completed and sent to Dee Stark, for review each year. Copies are handed out at new student orientation. **Additional copies are handed out at the beginning of each year.** Existing electronic copies can be found on-line.

## Tools

A statement about tools should be handed out at new student orientation. Students will inventory tools at the beginning of the year and sign a contract stating that at the end of the year inventory any missing items will be billed to the student's account.

## Textbook distribution list

Request copies in the High School Office or copy the attached form in the Appendix. These should be filled out if you are providing a loaner book to students to use throughout the year. Please ensure they return the book at the end of the year.

## Internships – Business Partnerships

*Participation in a Business Partnership Internship includes the following requirements:*

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

### Option 1: Internship Privilege

The Internship Privilege is an educational opportunity that prepares a student for workforce employment and transition to post-secondary education. During the internship, students will apply academic, employability, and technical skills in the workplace. Internship sites must be related to the students' career training program.

Internships will be scheduled in coordination with the students' academic schedule and coursework. They will take place three days (Monday, Wednesday and Friday) a week during the student's time at Auburn.

Eligibility Requirements:

Auburn students will meet the following criteria to be eligible:

- ✓ 3.5 GPA in all courses at Auburn
- ✓ 95% attendance at Auburn
- ✓ Passing all courses at their associate school and at Auburn
- ✓ Teacher recommendation
- ✓ Complete resume and cover letter

### Option 2: Mentorship

The mentorship is a program that is designed to give the student an educational opportunity to apply their skills by working in the workplace. **Mentorship sites must be related to the students' career training program.**

Mentorships will be scheduled in coordination with the student's academic schedule and coursework. They will take place one or two days (Monday, Wednesday or Friday) a week during the student's time at Auburn.

Eligibility Requirements:

Auburn students will meet the following criteria to be eligible:

- ✓ 2.5 GPA in their career and technical program
- ✓ 90% attendance at Auburn
- ✓ Passing all courses at their associate school and at Auburn
- ✓ Teacher recommendation
- ✓ Complete resume and cover letter

### Option 3: Career Field Experience

The Career Field Experience is designed to give the student an educational opportunity to apply their skills by working in the community.

The field experience will be for one day a week during the student's Auburn time. This experience will be scheduled in coordination with the student's academic schedule and course work.

Eligibility Requirements:

Auburn students will meet the following criteria to be eligible:

- ✓ 2.5 GPA in their career and technical program
- ✓ 90% attendance at Auburn
- ✓ Passing all courses at their associate school and at Auburn
- ✓ Teacher recommendation
- ✓ Complete resume and cover letter



## Student Organizations/Clubs

Club/Activity Days are on the same day as PLCs. There is a shared calendar for Club/Activity Advisors to sign up for times to meet. This Calendar is shared with updates periodically throughout the year.

### SkillsUSA

#### Overview of SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. We help each student excel. A nonprofit national education association, SkillsUSA serves middle-school, high-school and college/postsecondary students preparing for careers in trade, technical and skilled service (including health) occupations.

#### Membership:

SkillsUSA serves more than 372,655 students and instructors annually. This includes 20,598 instructors who join as professional members. Including alumni, Skills USA membership totals over 434,000. SkillsUSA has served more than 13.6 million annual members since 1965 and is recognized by the U.S. Department of Education and the U.S. Department of Labor as a successful model of employer-driven workforce development.

#### Mission:

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

### FCCLA

Family, Career and Community Leaders of America is a nonprofit national Career and Technical Student Organization for young men and women in Family and Consumer Sciences Education in public and private schools through grade 12. Everyone is part of a family, and FCCLA is the only national Career and Technical Student Organization with the family as its central focus. Since 1945, FCCLA members have been making a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education.

Today 200,000 members in more than 5,500 chapters are active in a network of associations in 50 states, including the Virgin Islands and Puerto Rico. Chapter projects focus on a variety of youth concerns, including teen pregnancy, parenting, family relationships, substance abuse, peer pressure, environment, nutrition and fitness, teen violence, and career exploration. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life -- planning, goal setting, problem solving, decision making, and interpersonal communication -- necessary in the home and workplace.

#### Mission

To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

## FFA

FFA is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education.

FFA develops members' potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success.

Members are future chemists, veterinarians, government officials, entrepreneurs, bankers, international business leaders, teachers and premier professionals in many career fields.

FFA is an intra-curricular student organization for those interested in agriculture and leadership. It is one of the three components of [agricultural education](#).

### Mission

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

To accomplish its mission, FFA:

- Develops competent and assertive agricultural leadership.
- Increases awareness of the global and technological importance of agriculture and its contribution to our well-being.
- Strengthens the confidence of agriculture students in themselves and their work.
- Promotes the intelligent choice and establishment of an agricultural career.
- Encourages achievement in supervised agricultural experience programs.
- Encourages wise management of economic, environmental and human resources of the community.
- Develops interpersonal skills in teamwork, communications, human relations and social interaction.
- Builds character and promotes citizenship, volunteerism and patriotism.
- Promotes cooperation and cooperative attitudes among all people.
- Promotes healthy lifestyles.
- Encourages excellence in scholarship.

### Motto

The FFA motto gives members twelve short words to live by as they experience the opportunities in the organization.

**Learning to Do, Doing to Learn, Earning to Live, Living to Serve.**

## DECA

DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe.

With nearly a 70-year history, DECA has impacted the lives of more than ten million students, educators, school administrators and business professionals since it was founded in 1946. Their strong connection with our organization has resonated into a brand that people identify as a remarkable experience in the preparation of emerging leaders and entrepreneurs. DECA's programs and activities have constantly evolved

as we use the latest technology and apply cutting edge educational research. Our core focus has remained consistent and is captured in our mission.

## Educators Rising (EdRising) Ohio

Is a dynamic non-profit organization for middle and high schools' students interested in education-related careers. *Educators Rising Ohio* began as the Future Educators Association (FEA) Ohio in 1991, before rebranding as the current organization in 2015. FEA Ohio was established by the Ohio Department of Education, in collaboration with both Phi Delta Kappa International and the national Future Educators Association®.

Today, *Educators Rising Ohio* currently serves over 1,000 students across the state and is a state affiliate of the national Educators Rising organization. *Educators Rising* is the only federally-recognized Career and Technical Student Organization (CTSO) focused on the field of education and has over 14,000 members and counting. Furthermore, as the co-curricular component of state-recognized Career and Technical Education (CTE) programs of study, *Educators Rising Ohio* enhances the classroom experience for students.

### **Mission Statement of Educators Rising Ohio:**

Educators Rising Ohio provides the foundation upon which Ohio students can develop the skills and knowledge necessary to pursue careers in education.

## National Technical Honor Society

NTHS is a nationally recognized student organization. The mission statement is to honor student achievement and leadership, promote educational excellence and enhance career opportunities for the NTHS members. Entry into NTHS is stringent; students must demonstrate high scholastic achievement, dedication to service, positive leadership, and high character values to be considered for membership.

Requirements:

Grades will be reviewed after the first semester (January). All qualified students will be invited to a meeting that will provide more information about becoming a member. Both morning and afternoon students are eligible. Students must complete and turn in an Auburn NTHS application.

Scholarship: Minimum cumulative grade point average of 3.25 in all classes and 3.6 GPA in all Auburn classes.

Leadership: Students must demonstrate leadership in the classroom, in school, at work, or in the community.

Character: Students must demonstrate good character.

\*\*The induction of new NTHS members takes place in February. Program teachers are invited and encouraged to attend the Induction Ceremony to support their students.

## Drug Free Clubs of America



**Drug Free Clubs of America was founded by three firefighters in the Greater Cincinnati area, with the promising idea that if teen drug use never begins, it never has to be defeated.**

So how do we prevent teens from experimenting or giving into peer pressure? By giving students a logical exit from a tough situation. The offer from a friend or neighbor to try a drug can be a powerful, intimidating situation. DFCA's approach to preventing student drug abuse gives members the ability to say "I Can't, I might get tested". In addition, Drug Free Clubs creates perfect opportunities for parents to talk to their child about drug abuse, and then reinforces each member's good

choices through discounts, free items, special event days, and recognition in the community and at school for choosing to be drug free.

Drug Free Clubs of America combines:

1. A reasonable excuse to escape peer pressure.
2. Prompted moments and guidance for parents to communicate with their child.
3. Continuous tangible rewards encourage members to make ongoing healthy decisions.

**This creates a potent drug avoidance recipe to benefit EVERY TEEN.**

## SADD

Originally, the mission of the SADD chapter was to help young people say “No” to drinking and driving. Today, the mission has expanded. Students have told us that positive peer pressure, role modeling and environmental strategies can prevent other destructive decisions and set a healthier, safer course for their lives. That is why SADD has become a peer-to-peer education, prevention, and activism organization dedicated to preventing destructive decisions, particularly underage drinking, other drug use, risky and impaired driving, teen violence, and teen suicide.

### Mission

To provide students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, risky and impaired driving, and other destructive decisions.

SADD is an inclusive, not exclusive, organization. SADD recognizes that the pressures on young people to drink, use illicit drugs and engage in other unhealthy behaviors are strong. SADD seeks not to punish or alienate those students who make unfortunate choices but rather aims to inform, educate, support and empower young people to make positive decisions in their lives.

## STARS (Student Tour and Representative Specialists)

Auburn will have 12 juniors and 12 senior STARS to help as tour guides and hosts during events. The students interested in this role will need to complete an application, turn in reference forms and be interviewed by the Ms. Volpin before being selected.

STARS Duties:

- ★ Follow directions, maps, lead people and be a polite host.
- ★ Act as a tour guide for 8<sup>th</sup> grade groups, any student visitor or adult groups.
- ★ Attend all meetings, wear your Auburn uniform and ID badge.
- ★ Work on an as-needed basis at various events throughout the school year.
- ★ Represent Auburn with a positive attitude and be a professional role model.

STARS Expectations:

- ★ Have a positive attitude and be willing to walk and talk!
- ★ Have good communication skills and be willing to speak to people about Auburn.
- ★ Be energetic, enthusiastic, and be a professional role model.
- ★ Be dressed in clean Auburn uniform and wear name badge every day at all events.
- ★ Maintain good grades, attendance and behavior records at Auburn and your associate school.

## Student Ambassadors

Each program at Auburn Career Center will be represented by two morning and two afternoon Student Ambassadors. The students will need to complete an application, turn in references forms and then be selected for this role by Ms. Volpin. The hours will count toward community service.

Student Ambassador Duties:

- ★ Represent your program at open house, sophomore visitation, open house, new student orientation evening, 8<sup>th</sup> grade tours and other events.
- ★ Attend all meetings and carry out your duties throughout the entire school year.
- ★ Set up and speak at tabletop displays that represent your career training program.
- ★ Make sure your program display board is updated, neat, accurate, and attractive.

Student Ambassador Expectations:

- ★ Be energetic, enthusiastic, positive and a professional role model.
- ★ Be a good communicator and willing to speak to people about your career field.
- ★ Be dressed in a clean Auburn uniform and wear name badge every day and at all events.
- ★ Maintain good grades, attendance and behavior records at Auburn and your associate school.

## Student Leadership Team

The Student Leadership Team is an organization consisting of students from any career tech class who are interested in helping make Auburn a better environment. Membership is voluntary and open year-round. Students must apply by completing an application and return to the counselors' office. Meetings take place during school hours. A student's academics come first; members whose grades slip below 60% will be asked not to attend Student Leadership Team meetings/events.

## Receipt Books

If your Student Activity is participating in a fundraiser, you will need to see the Assistant Treasurer for a receipt book. All money should be turned in daily to the High School Office safe. No money should be left in the classroom overnight.

## Purpose Statement

Purpose statements are completed at the beginning of each year (by October 15) for each program class and student activity group. The purpose statement provides the Board of Education an idea of fundraisers and a *Class funds appropriation. (Fundraisers and possible expenditures)*

**Purpose Statement/Activity Fund Budget**

Club or Class Name: Allied Health Technology  
 Activity Account Number: 200-901A  
 Date Submitted: 10/09/12

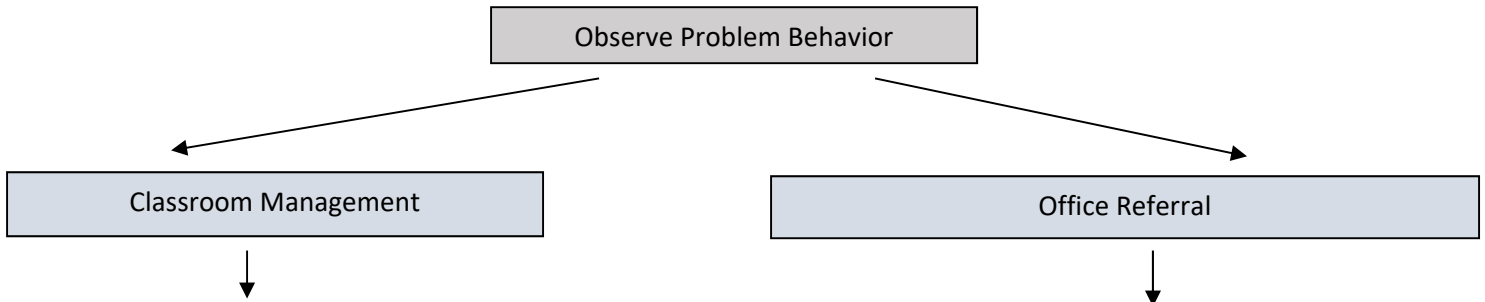
**Purpose/Philosophy of class or club involved in developing an awareness of vocational needs and interests. The principal and funds are raised selectively by or such as:**  
 Fundraising promotes a sense of team which is a core topic in the health curriculum. Through fundraising AHT students are able to provide funds needed for community service projects. Relationship building within the classroom is cemented through spending time together during the junior breakfast, senior lunch and field trip experiences.

	Last Year's Balance:	1018.08	A
<b>Planned Fundraisers:</b>			
(Activity)	(Anticipated Earnings)		
1 Fundraiser TBD	\$ 600		
2 AHT Clothing	\$ 1,400		
3 Field Trip: Tickets & lunch	\$ 760		
4	\$		
5	\$		
	<b>REVENUE ANTICIPATED:</b>	\$ 2,760	B
	<b>TOTAL BALANCE AND REVENUE:</b>	\$ 3,778.08	A+B=C
<b>Activity Estimated Expenditures:</b>			
(Activity)	(Cost)		
1 AHT Clothing	\$ 1,400		
2 Science Center	\$ 760		
3 Junior Breakfast (Fall)	\$ 60		
4 Senior Lunch (Spring)	\$ 300		
5 Community Service Costs	\$ 400		
	<b>EXPENDITURES ESTIMATED:</b>	\$ 2,920	D
	<b>TOTAL BALANCE AT END OF YEAR</b>	\$ 858.08	C-D
<b>Superintendent</b>	Signature _____		

PBIS



**Student Behavior Management Process**



Document Incident



Classroom Managed:  
Classroom Rule Violation  
Dress Code  
ID Badge  
Food/Beverages  
Personal Communication Devices  
Insubordination (Minor)



Use Classroom Management Strategies:  
Apologies  
Breaks  
Change Seating  
Hand Gestures  
Informative Statement (Prompt)  
Parent/Guardian Conference  
Parent/Guardian Phone Call  
Problem-Solving Techniques  
Proximity  
Redirection  
Social Conference  
Verbal Praise

Completed Referral Forms Should Be Given to The Office. The Student Will Be Called to The Office By An Administrator. If Classroom Managed Issues Persist Refer Student To The Office.

Computer Network, Internet, Password Violation  
Dishonesty  
Disruption of Educational Process  
Harassment/Aggressive Behavior/Bullying  
Identification Refusal  
Insubordination (Major)  
Out-Of-Bounds  
Parking/Driving Violation  
Pornography Possession  
Profanity/Obscene Behavior  
Refusing To Accept Discipline  
Safety Violation  
Smoking (Tobacco/Smokeless, Electronic, Vapes)  
\*Theft  
Truancy  
Unauthorized Touching Level 1 (PDA)  
Unauthorized Touching Level 2 (Horseplay)  
\*Unauthorized Touching Level 3 (Minor Fight)  
\*Unauthorized Touching Level 4 (Major Fight)  
\*Vandalism  
\*Disorderly Conduct  
\*Drugs/Alcohol  
\*Extortion  
Forgery/Falsifying  
Gambling  
\*Hazing  
\*Panic Inducing Behavior  
\*Trespassing  
\*Unauthorized Fire  
\*Unauthorized Sale or Distribution  
\*Violations of Law  
\*Weapons  
\*Some Infractions Constitute Immediate Contact Of Administration And/Or SRO.

...ent of policies and procedures at Auburn Career Center. Better enforcement of these procedures by ALL staff will help to improve the culture, structure and discipline on our campus as well as translate to better behavior, improved academic outcomes and a more enjoyable experience for our students and staff.

1. Food and drink

- a. ONLY Drinks with screw-on lids are allowed in the classroom. 1st years are checked for drinks in the cafeteria but once they pass into the classroom the drinks become responsibility of instructor to take away.
- b. Food is not to be allowed in the classroom at all. All food should be consumed in cafeteria or PC!

- c. **Students should not be leaving class to go to the cafeteria vending machines to buy snacks to bring back to class.**
  - d. This includes students in third lunch eating packed lunches or fast food brought in for lunch. They need to wait until their lunch period.
  - e. Please monitor lockers, they should not have unapproved drink containers in them.
2. **Book bags, purses and other valuables:** They should all be stored in student lockers. No student should have these in the classroom or common areas. Several reasons for this:
  - a. When drug dogs come through, all student property will be in one place
  - b. Cuts down on the possibility of theft
  - c. Increase safety of not knowing what might be in the bags (drugs, vapes, explosives, weapons)
3. **Referral flowchart:** A flowchart in conjunction with PBIS was developed and is included with this sheet.
  - a. Research shows that contact with parents/guardians prior to and just after an incident in many cases decreases the incidents or repeat incidents of bad behavior.
  - b. Therefore, before any referral is submitted for a minor or repeated infractions, contact with the parent/guardians must be made and documented in Infinite Campus. If this is not documented, then student will not be disciplined, and instructor will be notified that they have not completed the first step.
  - c. A teacher may issue PBIS referrals, once a phone call has been made, for the same infractions thereafter.
  - d. Major infractions are sent directly to the HS office without needing a parent call from instructor at that moment. All instructors should contact parents after school. Administration will also be contacting parents.
  - e. Referral forms can be found in the High School Office or copied from this handbook.
4. **Dress code:** **PLEASE be more diligent with our dress code.** Even though our students change into uniforms, some of the program uniforms are only shirts.
  - a. It is **everyone's** responsibility to ensure our students are dressed appropriately. See something, say something!!!
  - b. Students have uniforms, the district pays for some of these uniforms. **It is your responsibility as the teacher to ensure your class is in uniform.**
  - c. Hats should not cover a student's face. Hoods should never be worn.
5. **Badges:** This goes along with dress code. Badges are a safety item, part of their uniform and now their hall pass. If students have an Auburn badge on, we know they belong at Auburn Career Center and have permission to be in the building and hallways.



- a. A student who has a missing badge will be sent to Student Services to have another one made at student's expense.
- b. ALL staff must be diligent in checking for badges.
- c. No hall passes will be allowed without a student id badge.

## 6. Parking lot issues:

### Morning driving:

- a. The Director reviews all requests for driving privileges. Temporary passes will be kept by student and handed in to SRO as they leave.
- b. Each week the High School Administrative Assistant provides the Resource Officer with a report as to who has been coming in for daily passes only. These individuals will have their parents/guardians called by the SRO and let them know that they do not have permission to drive.
- c. Students will be reminded that they cannot get another one once **they have reach three**. If they drive without a temporary permit, they will be disciplined including revocation of parking privileges for the remainder of the year and possibly the next year.
- d. Permanent passes must be displayed on designated area of vehicle.
- e. Parking passes will be revoked from students who continually violate policies of tardiness and unapproved driving privileges.
- f. Cars without permanent display will automatically be assumed to not have a pass and will be referred to High School Office.
- g. The School Resource Officer will check daily for passes in parking lot.

7. **Unexcused absences and tardiness:** If a student is absent two or more days in a row, the instructor will call home to check on the student's reason for missing class. Not only will this build relationships, but it may help retain students in our programs, especially since our funding will be based on student program completers.

**All students must have an admit slip to enter the classroom if tardy to class.**

**Unexcused absences do not require you to let students make up work!!!**

**It is the responsibility of the teacher to check Infinite Campus for attendance!**

## 8. Car pass from High School Office:

- a. Should a student need to go to their car, they will need to be escorted by the School Resource Officer from the office to their vehicle and back to the office.
- b. Instructor's need be more restrictive in permitting students to go to the office to get a car pass. Instructors need to remind their students to bring everything they need into the building when they leave their car because they will not be able to go to their car.

9. **Uniforms: Students need to wear uniforms every day.** For those who do not have one, we have extra uniforms that we can use in some of the programs. They will not match your uniform.

- a. Instructors need to set up an area in their shop to keep their students who do not have uniforms and give them paperwork to do. Students should not be sent to the PBIS Coordinator for uniform non-compliance.
- b. If students are in a program that requires steel toed safety boots and they are not affordable to the student at the present time, over-the-shoe OSHA approved covers for the trade programs would be acceptable and can be ordered through Diane Buchs in the office.

**10. Emergency medical forms:** Students are not permitted to go into the lab if they do not have an Emergency Medical Form on file in the office. Teachers will need to call parents of students that have not completed their forms in Infinite Campus and explain that their son or daughter will have to stay out of the lab, while the others go to the lab, until the Emergency Medical Form has been completed in Infinite Campus.

## Afternoon Flowchart for coming to school:

1. All afternoon students will enter the north cafeteria doors and stay in cafeteria. First lunch students will sign in on checkmate computers in the cafeteria. Students cannot come in the back-lot doors for any reason.
2. Staff will supervise cafeteria doors from 10:55 am until 11:00 am. This will cover early arrivals and give them two (2) minutes after the bell rings to get to class.
3. After 11:00 am, cafeteria doors will be closed, and supervising staff will direct late students to the front doors under the canopy to enter the building. At that point, they must sign in on the checkmate computers by the High School Office to get a pass to class. Any student who gets to class and does not have a pass from the High School Office after 11:02 am should be sent back to the office to get one.
4. If they do not get one and choose to roam the building, they will have already been marked absent, unexcused.
5. Late busses will drop off students at front door by the canopy and students will sign in on the checkmate computers at the High School Office and then go directly to class. These students will not have a pass but an announcement will be made.
6. This accomplishes:
  - a. Keeps better track of afternoon students
  - b. Alleviates congestion in commons area before the bell
  - c. Minimizes tardies and students sneaking in late; better accountability
  - d. Puts responsibility on students to come to the High School Office to sign in.
  - e. Allows more staff members to watch cafeteria and parking lot

## Hall Passes

When you give a student permission to leave your classroom, they must check in and check out electronically for their id to become a hall pass. We will be checking the electronic system to ensure they have checked in or out. **There is no need for a buddy system.** Students will be less likely to wonder aimlessly solo. Please try to limit the number of times your students are out of your classroom. They are missing valuable instructional time when they are out of the room. There is no need for any other type of hall pass now. **PUT**

**LINK IN HERE**

## Student driving

Students that intend to drive to the school to catch the bus for a field trip, must obtain a temporary parking pass **prior** to the field trip date. Forms are on the website.

## Events

### Completion Ceremony

Completion Ceremony is an award ceremony for Auburn students who have successfully completed a two-year Career and Technical Education program. This is held during the school day. In order to participate, students need to turn in a permission form, complete their portfolio, have all fees paid in full and attend the rehearsal on the day before the Completion Ceremony. There is a strict dress code to be able to walk across the stage. Information regarding Completion Ceremony is delivered via email, assemblies, to parents and teacher meetings starting in May.

### Portfolios

Portfolios are handed out at completion ceremony and include the following:

- Superintendent Letter
- Cover Letter
- Resume
- Project Summary
- Webexam Scores
- National Career Readiness Certificates
- Summary of Internship with Internship Employer Letter of Recommendation
- Industrial Credentials/Certificate

### Freshman Fridays

During the month of February, freshman students from any of our 10 associate districts may come in the morning to visit two programs of their choice. These visits are coordinated through the enrollment department and you are notified the day before if you have a visitor. Please note that changes do happen at the home schools that we are not always aware of. These run similar to a Welcome Wednesday event. It is in your best interest to have a dynamic lesson prepared for these Fridays. Please prep your student ambassadors to speak with the student and show them around your classroom and lab.

### Interview Night

Interested students who have applied to your program are interviewed by Instructors to ensure they have selected the right program choice. Teachers and prospective students have the opportunity to become acquainted and confirm this opportunity for next year. You will receive a standard rubric questionnaire for each student and should ask each student the same questions. Although conversations may take their own twist please try to stick to the questions formatted.

### Meet and Greet

Incoming students will come in May to meet with their teachers and get familiar with the building. Please keep this evening light and fun. We want students to have a positive mental image of Auburn over the summer so we can maintain our enrollment. Use this time to gather contact information and get to know the

students and parents. Over the summer we lose approximately 20% of our enrollment. We hope this will help to keep that percentage down.

## Open House

Fall Open House:

This open house is for current students and their families, prospective students and their families, and the community. The timing of the event is the day after Sophomore Visit Day, therefore, the focus is on recruiting NEW students for the following school year. All efforts are made to inform students and parents of your program so they can make an informed decision regarding attending Auburn Career Center.

In preparing for the event, each program instructor is responsible for:

- Assuring labs and classrooms are neat and clean
- Displaying student work
- Displaying program banner and signage
- Helping Student Ambassadors to update the program display board
- Assuring all visitors sign into your classroom

## Fall New Student Orientation

This is an opportunity for the parents to meet the instructors and the instructors to review the expectations of their program. It is a thorough presentation of material required for the student to be successful. The following is a guideline for the evening of this event.

6:00 – 6:15 p.m.

\_\_\_\_\_ As parents arrive, have them sign in and handout the packet already pre-assigned to them. If there is no an assigned packet, provide them with an extra. Infinite Campus information should be reviewed and updated at this time.

Welcome and Introductions 6:20 p.m.

\_\_\_\_\_ Take the time to tell the students and parents about yourself.

\_\_\_\_\_ Complete an ice breaker or at the minimum have students go around the room and introduce themselves and their parents.

Program Information/Overview of the program

Focus on the “Outcomes” of your program, NOT the “rules” of your program

\_\_\_\_\_ Highlight projects being completed throughout the year – show some examples

\_\_\_\_\_ Articulated Credit, CT<sup>2</sup>, CCP, & Industry Certifications

\_\_\_\_\_ Internship Eligibility and Opportunities

\_\_\_\_\_ Career Tech Student Organizations and Competitions as appropriate for program.

- DECA, FCCLA, FFA, SkillsUSA
- National Technical Honor Society
- Bully Prevention
- Ambassador & Stars
- Drug Free Clubs of America

\_\_\_\_\_ Tech Lit

Course Syllabus – Do NOT read the syllabus to your students and parents.

Highlight the exciting parts of your course.

\_\_\_\_\_ Dress Code/Program Apparel – uniforms must be worn everyday!

\_\_\_\_\_ Reference to Tool List, Tool Contract

\_\_\_\_\_ Books/Online Books/Resources – Let Kelley know if they need to gain access to Infinite Campus Parent Portal.

## Forms – Parent Forms/Financial Requirement

Be sure to collect the following from each parent/student

\_\_\_\_\_ Emergency Medical Forms – please remind parents to update as needed throughout the year in infinite campus

\_\_\_\_\_ NCCER form, if applicable

\_\_\_\_\_ Drug Free Clubs of America – Employability Certificate – Voluntary

\_\_\_\_\_ Free & Reduced Lunch Information – Forms mailed in August

\_\_\_\_\_ Tool Equipment List

\_\_\_\_\_ Tool Contract Form – Student & Parent Signature

\_\_\_\_\_ Extra Uniform Items can be ordered online. Link went out in back to school mailer.

•

\*Class Fees (Uniform, tools, workbooks and class fee) – All fees due October 30, 2020

Families that qualify for FREE and Reduced meals will have two shirts credited to their Infinite Campus account for morning year only. (Meal applications will be distributed via mail in August)

Online Payment Instructions – [www.auburncc.org/highschool](http://www.auburncc.org/highschool) quicklinks

## Important Dates

\_\_\_\_\_ Calendar in packet for 2021-22

\_\_\_\_\_ August 18, 2021 – First Day of School

\_\_\_\_\_ October 30, 2021 – All fees dues

## Parent Visit Day

Parent visit day is held on the last Friday in January each year. This is an opportunity for students to showcase their work to their parents.

## Sophomore Visit Day

This is a day when every sophomore in each of our 10 districts is invited to visit Auburn Career Center. There are approximately 700 visitors between the morning and afternoon sessions. A hands-on activity and possibly a “take-home” project give the visiting students a sense of the program.

The current Auburn students are required to do a Job Shadow experience, a college visit or if a Star or Student Ambassador, report to Auburn and assist with the day.

- In preparing for the event, permission forms for our current students are required in the office by deadline date!!!
- Ensure all visitors sign in.
- Assure labs and classrooms are neat and clean.
- Create an engaging activity for visitors.

### Job Shadow/College Visits:

Your students not staying to assist with Sophomore Visit Day will need to find either a job shadow or a college visit experience for the day. Please help them secure these sites during Club/Activity day in October. This is a mandatory experience for our students and parent permission slips will be handed out as they secure sites.

A parent letter is emailed out in October explaining the details of this day. Please provide your parents updates on the events during this time through Infinite Campus. Please call home to those students struggling to find a site and discuss the event with the parents and help in finding sites.

### Welcome Wednesday

These occur every Wednesday during the second semester so that sophomore students may visit the programs they are interested in. Each student is allowed to see two programs of their choice and spend approximately 75 minutes in each class. During this time, it is up to each instructor and their student ambassadors to “sell” the benefits of their program. A well-planned, fun and exciting lesson plan is encouraged for these days! (like every day!) Each visitor completes a survey which can be shared with individual instructors.

## Appendix

Auburn’s Home Page [www.auburncc.org](http://www.auburncc.org)

### Acronyms

#### Associate School Districts

BE	Berkshire
CA	Cardinal
CH	Chardon
FA	Fairport

#### Auburn Career Center’s Technical Programs

ACR	Auto Collision Repair
ADM	Advanced Manufacturing
APM	Architecture Project Management
AHT	Allied Health Technology

HA	Harvey
KE	Kenston
KI	Kirtland
MA	Madison
PE	Perry
RI	Riverside
EU	Euclid
ME	Mentor
WI	Wickliffe

AUT	Automotive Technology
CJS	Criminal Justice & Security
CNT	Computer Networking
CON	Construction
COS	Cosmetology
CUL	Culinary
DAT	Dental Assisting Technology
EEP	Electrical Engineering Prep
EMS	Emergency Medical Services
HVAC	Heating, Ventilation & Air Conditioning
IMT	Interactive Multimedia Technology
MBA	Marketing & Business Applications
PCT	Patient Care Technician
PWT	Production & Welding Technology
PTLM	Plant Turf & Landscape Management
TED	Technology Engineering & Design
TPP	Teaching Professions Pathway
WGD	Pro Web & Game Design
WLD	Welding

<b>Places within Auburn's Campus</b>	
PC	Presentation Center
TLC	Technology Learning Center
Annex	Small tan house across the street from main building
Ind Arts Building	Houses ADM & HVAC programs
HORT Bldg	Behind main building across man bridge

### Miscellaneous Education Terms

504	Section 504 of the Rehabilitation Act of 1973 504
ABA	Applied Behavior Analysis
ACTE	Association for Career and Technical Education
ADA	Americans with Disabilities Act
ADD; AD/HD; ADHD; ADD/In	Attention-Deficit/Hyperactivity Disorder; ADD Inattentive
AP	Advanced Placement
ASL	American Sign Language
AT	Assistive Technology

AYP	Adequate Yearly Progress
BIP; BMP	Behavior Intervention Plan; Behavior Management Plan
BOE	Board of Education
CATA	Career And Technical Association
CATE	Career and Technology Education Also seen as CTE
CBA	Curriculum-Based Assessment
CIP	Continuous Improvement Plan
DD	Developmentally Disabled; Developmentally Delayed
DOH	Department of Health
ED	Emotionally Disturbed
EH	Emotionally Handicapped
ELL	English Language Learner
ERIC	Educational Resources Information Center
ESC	Education Service Center
ESL	English as Second Language
eTPES	Electronic Teacher/Director Evaluation System found at <a href="http://www.ohiotpes.com">www.ohiotpes.com</a>
ETS	Educational Testing Service
FAPE	Free Appropriate Public Education
FERPA	Family Educational Rights & Privacy Act
GE	General Education
GED	General Education Diploma
GPA	Grade Point Average
GT/LD	Gifted and Talented with Learning Disabilities
HI	Hearing Impaired
HS	High School
IDA	International Dyslexia Association
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Program
IEPT	Individualized Education Program Team
ITP	Individual Transition Plan
K-12	Kindergarten through 12th Grade
LEA	Local Education Agency
LD	Learning Disability
LRE	Least Restrictive Environment
MDT	Multidisciplinary Team
MH	Multiply Handicapped
MOU	Memorandum of Understanding
MR	Mental Retardation
MRI	Magnetic Resonance Imaging



MS	Middle School
NCLB	No Child Left Behind Act of 2001
NCLD	National Center for Learning Disabilities
OASSA	Ohio Association of Secondary School Administrators
OCAPS	Ohio Competency _____
OCD	Obsessive-Compulsive Disorder
OCR	Office for Civil Rights
ODD	Oppositional Defiant Disorder
ODE	Ohio Department of Education
OTES	Ohio Teacher Evaluation System
PLC	Professional Learning Community
PTSD	Post Traumatic Stress Disorder
RTI	Response-to-Intervention
SAT	Scholastic Aptitude Test
SD	School District
SLO	Student Learning Objectives
SPED	Special Education

## High School Employee Directory

For the most up-to-date version see <http://www.auburncc.org/Directory.aspx>

## MyAuburn

<http://www.auburncc.org/my/>

MyAuburn has links to many forms, handbooks, and employee benefit information.

## Purpose of I.P.D.P.

All forms are located in the HR KIOSK which the link is found on the Auburn Home Page ([www.auburncc.org](http://www.auburncc.org))

## OTES Forms

<https://ohioes.com/login>



## Donation Form

(To Be Completed By Employee Accepting Donation)

Date: \_\_\_\_\_ Employee: [Click here to enter text.](#)

Item(s) Donated: [Click here to enter text.](#)

Model and/or Serial Number: [Click or tap here to enter text.](#)

Condition: [Click or tap here to enter text.](#)

Notables: [Click or tap here to enter text.](#)

Donated By: [Click or tap here to enter text.](#)

Address: [Click or tap here to enter text.](#)

Phone: [Click or tap here to enter text.](#)

Does Item Need to be Picked Up by Maintenance?  Yes  No

---

### This Section to be Completed By Administration

Director Approval: \_\_\_\_\_

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

Maintenance Approval: \_\_\_\_\_

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

Letter Mailed: \_\_\_\_\_

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

Board Approval: \_\_\_\_\_

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

Add to Inventory? \_\_\_\_\_

# Equipment Request Form



## Auburn Equipment Request Form

This form must accompany any request for program equipment.

Requests must be turned into the director by October 15<sup>th</sup> for purchases for current school year or May 5<sup>th</sup> for the next year.

Program \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Item \_\_\_\_\_ Cost \_\_\_\_\_

Please be sure to attach 3 quotes if item costs over \$1000. Copy your advisory board minutes showing the need for the item requested and how it fit into your curriculum here:

## Lesson Plan Template

For online copy go to

Morning	Monday	Tuesday	Wednesday	Thursday	Friday
Activities: Classroom  Lab  Standards:					
Assessments: Formative: Questioning/Observations Checklists, etc.  Summative: Quizzes/Tests/ Projects Presentations					

Afternoon	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Activities:</b> Classroom   Lab   Standards:					
<b>Assessments:</b> <b>Formative:</b> Questioning/Observations Checklists, etc.   <b>Summative:</b> Quizzes/Tests/ Projects Presentations					

# Student Referral

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Auburn Career Center Program: \_\_\_\_\_ (I or II) Associate  
 School: \_\_\_\_\_  
 Time of Incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_  
 Referring Staff Member Name: \_\_\_\_\_

Classroom Rule Violation		Disorderly Conduct		<b>Comments:</b>
Computer Network, Internet, Passwords		Drugs/Alcohol		
Dishonesty		Extortion		
Disruption of Educational Process		Gambling		
Dress Code		Hazing		
Food/Beverages		Panic Inducing Behavior		
Harassment/Aggressive Behavior/Bullying		Trespassing		
Identification Refusal		Unauthorized Fire		
Insubordination		Unauthorized Sale or Distribution		
Out of Bounds		Violations of Law		
Parking/Driving Violation		Weapons		
Personal Communication Devices		PBIS Request for Assistance		
Pornography Possession		Academic Support		
Profanity/Obscene Behavior		Social Support		
Refusing to Accept Discipline		Function Based Intervention		
Safety Violation		Other Support		
Smoking (Tobacco, Smokeless, Electronic, Vapes)		Other		
Theft				<b>Instructor Made Contact with Parent/Guardian</b>  Date: _____
Truancy				
Unauthorized Bodily Contact: I. Public Display of Affection				
Unauthorized Bodily Contact: II. Pushing, Shoving, Grasping (Horseplay or unconsented)				
Unauthorized Bodily Contact: III. Physical				
				<b>Student Conference With Administrator</b> Date: _____  <b>Administrator Signature:</b> _____  <b>Next Steps:</b>

Altercation Minor (Fighting)				
Unauthorized Bodily Contact: IV. Physical Altercation Major (Fighting/Bodily Harm)				
Vandalism				

**Classroom Rule Violation-**

Student does not follow class rule as set.

**Computer Network, Internet, Passwords-** Student engages in playing games, surfing the web, etc. during instructional time. Or, Student engages in improper use of the computer such as inappropriate websites or trying to bypass the school’s firewall, etc.

**Dishonesty-** Student engages in lying, cheating, plagiarizing, falsifying notes/documents, or providing false information.

**Disruption of Educational Process-** Student engages in a minor behavior that disrupts the natural flow of the classroom or school environment such as noises, rocking chair, tapping pencil, blurting out, etc.

**Dress Code-** Student does not wear uniform or wears clothing that is not within the dress code guidelines outlined in the student handbook such as wearing a hat, hood up, pants low, clothes with offensive designs or writing, etc.

**Food/Beverages-** Student has food or beverage out of authorized area or in improper container.

**Harassment/Aggressive Behavior/Bullying-** Student delivers disrespectful messages (verbal, gestural, electronic) to

another person that includes threats and intimidation, obscene gestures, pictures or written notes. This includes aggression, an imbalance of power, consistent and deliberate.

**Identification Refusal-** Student fails to respond to adult request for ID.

**Insubordination-** Student engages in a brief or minor verbal or nonverbal display of rudeness or discourtesy. Example: arguing, tone of voice, eye rolling, etc. Or, Student engages in verbal messages that include swearing, name-calling or inappropriate use of words.

**Out of Bounds-** Student being any place on school grounds where they have no expressed or written permission to be.

**Parking/Driving Violation-** Student does not follow guidelines in Student Handbook/Code of Conduct for Parking and Driving.

**Personal Communication Devices-** Student has cell phone in their possession during instructional time.

**Profanity/Obscene Behavior-** Student engages in instances of inappropriate language/gestures whether directed or not directed at another person.

**Refusing to Accept Discipline-** Student refuses to follow directive of adult regarding corrective action.

**Safety Violation-** Student does not follow safety rules/guidelines as set.

**Smoking (Tobacco, Smokeless, Electronic, Vapes)-** Student has smoking products or paraphernalia.

**Theft-** Student is in possession of, having passed on, or being responsible for removing someone else’s property without that person’s permission.

**Unauthorized Bodily Contact: I. Public Display of Affection-** Student engages in displays of affection beyond handholding or engages during instructional time.

**Unauthorized Bodily Contact: II. Pushing, Shoving, Grasping (Horseplay)-** Student engages in improper behavior in a school environment without intention to harm such as pulling out a chair, play fighting, shoulder bumping, pushing/shoving, not keeping hands and feet to self, picking up other students.

**Unauthorized Bodily Contact: III. Physical Altercation Minor (Fighting)-** Student gets angry or frustrated and cannot keep his/her emotions in control at which point the aggression is directed towards someone such as hitting, punching, shoving, kicking, etc.

**Unauthorized Bodily Contact: IV. Physical Altercation Major (Fighting/Bodily Harm)-** Student engages in actions involving



serious physical contact where one person tries to or does physically strike another. This is usually where a verbal argument leads to a physical altercation.

**Disorderly Conduct-** Student gets angry or frustrated and cannot keep his/her emotions in control

such as slamming fist on the desk/floor, throwing a book across the room, shouting, flipping over a desk, etc.

**Panic Inducing Behavior-** Student delivers written or verbal language, sign, or act that conveys a serious expression of

intent to cause harm or violence. Even in jest, the false threat is perceived as causing fear or a major disruption.

Text Book Sign-out List

**AUBURN CAREER CENTER  
TEXTBOOK LIST**

Teacher Name \_\_\_\_\_ Department \_\_\_\_\_

Book Title \_\_\_\_\_ Publishing Co. \_\_\_\_\_

Student Name	Remarks	Book #	Returned	Lost	Fine

Return completed copy to the high school office.

## Hall Locker List 2021-2022 Cosmetology

Locker	Combination	Student Name
A19	00-00-01	
A20	00-00-02	
A21	00-00-03	
A22	00-00-04	
A23	00-00-05	
A24	00-00-06	
A25	00-00-07	
A26	00-00-08	
A27	00-00-09	
A28	00-00-10	
A99	00-00-11	
A100	00-00-12	
A101	00-00-13	
A102	00-00-14	
A103	00-00-15	
A104	00-00-16	
A105	00-00-17	
A106	00-00-18	
A107	00-00-19	
A108	00-00-20	
A109	00-00-21	
A110	00-00-22	
A111	00-00-23	
A112	00-00-24	
A113	00-00-25	
A114	00-00-26	
A115	00-00-27	
A116	00-00-28	

**Auburn  
Career Center**



**School Crisis  
Plan  
2021-2022**

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**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.

## **Preface**

### **What is the definition of a Crisis?**

A crisis can have major impact on an educational facility or an entire school district, depending on the nature of the crisis. The most important consideration in dealing with a crisis is the health, safety and welfare of the students and staff.

A crisis can happen at any time. Examples include bus accidents, kidnapping, gas explosions, death of a student or staff member, hazardous waste accidents, or a hostage situation.

Some of these things are very likely to occur at any school. The larger the school district, the more complicated the communication chain may become for contacts within the district. The larger the community, the more media contacts there are to be made. Regardless of size, there are certain persons who need to be called in crisis situations.

For issues that have a general impact, such as a natural disaster, or for issues that affect the district as a whole, responsibility for crisis management rests with district administrators.

The District Administrative Team is listed below, with the Executive Director acting in the capacity of Administrative Safety Director. That individual will lead the District's immediate response to a crisis and also be in charge of coordinating the drills and other activities of preparation.

Brian Bontempo, Superintendent	(440) 358-8011
Sherry Williamson, Treasurer	(440) 358-8006
Jeff Slavkovsky, Executive Director of CTE	(440) 358-8033
Dee Stark, Director of Curriculum and Instruction	(440) 358-8030
Michelle Rodewald, Director of Adult Workforce Education	(440) 357-7542 x8028
Chris Mitchell, Director of High School	(440) 357-7542 x8060
Victoria DePasquale, Assistant Treasurer	(440) 357-7542 x8044
Joe Atwell, Director of Maintenance	(440) 357-7542 x8162
Sanja Medved, Manager, Food Service	(440) 357-7542 x8214

### **Administrative Responsibilities**

- The Superintendent shall develop a list of persons in charge of the facility in his/her absence. It is advisable that this list be accessible to others.
- Persons in charge when the Superintendent is away shall have copies of the Crisis Plan or shall be made fully aware of the location of the book.
- Persons in charge when the Superintendent is away need to be thoroughly familiar with crisis situations and how to use this publication.
- The Administration needs to devise a procedure for notifying parents/guardians in the event the school needs to close after students have arrived.

### **Superintendent's Assistance to Stricken Areas**

- Utilize emergency plans as described in this manual.
- Assess and control the situation.
- The Director of High School or Director of Adult Workforce Education will have someone contact the Superintendent requesting assistance and explaining the situation and needs.
- Superintendent will gain information, collaborate with the Executive Director, Director of High School, Director of Adult Workforce Education, and Director of Maintenance, and then assess the situation and communicate appropriate action, making necessary contacts to activate assistance.

- Superintendent will advise other Administrators as to assistance that may be expected through the Executive Director, Director of High School, Director of Adult Workforce Education, or the Director of Maintenance.
- The Superintendent will coordinate with the media. If camera crews attempt to go to a particular site, the Superintendent will go to that site. The Superintendent should immediately be forwarded any calls or inquiries for interviews as well as be made aware of any camera crew on school property.

## **General Guidelines**

- 1) The Executive Director acting in the capacity of Administrative Safety Director will be responsible for leading the immediate response to any crisis.
- 2) This District should annually identify individuals who are on their crisis team, with specific duties assigned to each.
- 3) If a crisis occurs, the Superintendent, Administrators, and other appropriate personnel should be notified immediately and kept apprised of continuing developments. The district team can assist with information, decisions, logistics, media contacts and agency/governmental contacts.
- 4) When the crisis is over, a meeting will be held with all involved to evaluate the plan and make any necessary modifications.

## **Communicating with the Media in Times of Crisis**

- 1) The primary goal should be to keep the public informed about the crisis while trying to maintain the privacy of students and staff, while at the same time assure as little interruption of the educational process as possible.
- 2) The Superintendent will be the sole communicator with the media for the District regarding the crisis. If local authorities are involved, the Incident Command Team will make decisions on who will address the media about what.
- 3) All facts will be provided to the media, after verified and cleared by local authorities to the Superintendent, and repeated consistently.
- 4) All messages will be concise and focused to provide a summary of events, the next steps to be taken, and acknowledge who is leading the resolution of the crisis.
- 5) As dictated by the Incident Command Team, the Superintendent and/or the Public Information Officer will provide the media with regular and frequent updates during the resolution of the crisis.
- 6) If cleared by local authorities, after the crisis is over, a summary of the incident will be provided to bring closure to the event.



- 7) The Superintendent will treat all media inquiries with honest, respectful, and timely information. The Superintendent will express all personal and empathetic messages to families, staff, and other public audiences as needed.
- 8) All other school personnel should refer any media inquiries to the Superintendent stating that “all communication is coordinated through the Superintendent to provide the media with the most up-to-date and factual information.” In addition, all staff should not be making statements about the incident through social media, blogs, texting, email, or any other electronic means. All comments made could become public, despite if they are accurate or not.
- 9) As soon as possible, prepare a written statement that gives the basic facts clearly and concisely or ask the Superintendent to prepare one for you. *Two or three minutes spent writing down some specific points is valuable.* If there is time, try to anticipate what some of the questions will be and prepare answers. News people will always want to know: who, what, when, where, why, and how.
- 10) If news media personnel arrive on campus while students are in class, guide their activities so they will not disrupt the educational process. The news media can come onto the campus but should not be permitted to enter buildings or interview students without parent permission, and will be relegated to the area identified by the Incident Command Team.
- 11) Staff members should not be engaged in conversation with the media or reporters. *Do not let a reporter's friendly, sympathetic manner disarm you into giving him/her additional information. Do not assume any chatty comments "are off the record" even if you or the reporter say they are. Keep in mind that the media are not in business to help you with your communications needs; the media are in business to 1) make money and 2) disseminate news. "News" can be defined as any information of interest to the public.*
- 12) Staff should be aware that reporters are under constant deadlines, but no deadline is so important that it is worth making an inaccurate statement. If a reporter says he/she has deadline problems, ask how long you have to get the information, and then try to obtain it within that amount of time. Do not put reporters off; they will only get more insistent and abrasive if you do so. Please refer all reporter inquiries to the Superintendent.
- 13) The Superintendent's Office should be updated on any emergency.
- 14) If the crisis will have a long term effect on the students and staff of the school, a committee should be formed to help provide the Superintendent, Executive Director, Director of High School, and Director of Adult Workforce Education of the information available regarding the progress of moving past the incident.  
**All communications will be evaluated by the entire district after the crisis has ended within 48 hours.**

## Emergency Evacuation Guidelines

Due to architectural design, and other variable and contributing physical characteristics of a school facility, it is virtually an impossibility to establish a standard emergency evacuation drill or procedure which will effectively, and efficiently, govern all contingencies during the execution of the drill or procedures, but there are fundamentals, which if observed, will expedite the evacuation while maintaining the greatest possible safety factors.

**The primary and specific function of the faculty members, custodians, and office personnel is the expeditious evacuation of the student body and all other occupants of the school facility. All other functions shall be secondary and supplemental to the evacuation.**

Primary routes are established by the Crisis Team with consultation with local authorities. Secondary or auxiliary evacuation routes shall be established in the event that the primary evacuation route is untenable. Under all conditions, travel distances within the confines of the school facility should be kept to a minimum to disallow, or minimize, the possibility of panic by virtue of extended or prolonged exposure to heat, smoke, or gases.

A Quick Reference Guide to this Crisis Plan is located in each room. Also, emergency evacuation cards, indicating a basic floor plan with primary and secondary evacuation routes, are posted at eye level and on the door knob side of the individual classroom doors. The classroom roster shall be attached to the backside of the emergency evacuation card so that attendance can be made when the class has reached its assigned position outside of the school facility.

A red card and a green card are also included. After attendance has been taken, the teacher should hold up the green card should there be no discrepancies to the day's attendance and the students currently present. Should a student be unaccounted for, or should another student be currently present that is not a member of the class, the red card should be held up. The red card signifies for the assigned personnel to inquire about the discrepancy and coordinate a response.

Faculty members, custodians, and office personnel shall:

- 1) Assist, or cause the assistance of, physically handicapped students. This shall mean to include students temporarily handicapped by broken bones, etc.
- 2) Inspect, or cause the inspection of lavatories, supply rooms, and other lesser occupied rooms and areas of the school facility to insure total evacuation. Members of the student body may not be directed to act in this capacity.

- 3) Inspect, or cause the inspection of, their respective classrooms and areas to insure total evacuation. Members of the student body may not be directed to act in this capacity.
- 4) Close, or cause the closing of, all windows in their respective classrooms and areas. Due to the varying styles and types, malfunctions or ease of closing, this procedure shall be deleted should the efficiency of the evacuation be impaired.
- 5) Close, or cause the closing of, all doors in their respective classrooms and areas. This procedure shall be deleted should the efficiency of the evacuation be impaired.
- 6) Affect a "herding" procedure as opposed to leading or following to insure the elimination of stragglers and the rerouting of the student body in the event the primary route is untenable.

Strict silence shall be observed throughout the evacuation to facilitate the issuance of verbal orders or commands by those in authority.

Swift walking pace shall be maintained against running to disallow, or minimize, the possibility of stumbling, tripping or falling. Use of the handrails shall be emphasized.

All occupants shall be evacuated from the proximity of the school facility so as to disallow, or minimize the possibility of injury from heat, smoke, flame radiation, explosion or debris which may result from a fire and so as not to hamper the operation of the Fire Department.

### **Shelter in Place**

Should the safety and well-being of all be determined to be at risk outside of the building, directives will be given to re-enter a safe section of the building, or directives will be given to enter another building on campus. Shelter in Place locations will include the presentation center, cafeteria, industrial technology building, the technology learning center, or the horticulture building.

A record of emergency evacuation drills shall be maintained by the Executive Director acting in the capacity of Administrative Safety Director. These records shall mean to include the date of the drill, the time of the drill, the time necessary for the total evacuation and remarks pertaining to any unusual condition(s) that would tend to minimize the effectiveness of the drill. The record shall include the present school year and the two preceding school years.

## Lockdown Procedure

- 1) The Administration will broadcast the following announcement to all areas of the school building: **“Attention! We are in school-wide lockdown.” (Repeat 3 times)** This signals all **teaching staff members** to:
  - a) Quickly look into the hall for anyone and signal for them to enter their room. Lock themselves and their students in their labs and classrooms.
  - b) Turn off lights, close interior shades, draperies, etc. to cut off visual contact. Leave open all exterior blinds so safety forces can see into the room.
  - c) Direct and make sure that all persons under their jurisdictions in the classroom (lab) are in the designated safe area. All people should be kept away from doors, outside sight lines, and windows where possible. This may include in a locker room, isolated corner or under desks.
  - d) Calmly explain that there is a crisis or crisis drill currently in operation.
  - e) Identify any persons under their jurisdiction who are in attendance but not in their present location. Also take note of anyone present, but not under their direct jurisdiction. **Do not let anyone leave or enter the designated safe area!**
  - f) If any persons in their area are injured, attend to them and administer First Aid, if possible.
  - g) Silence phones and radios. Remember to turn off text alerts as well. Teachers should use cell phones to communicate with the Superintendent (cell 440.251.1250) or other administrators. These numbers should be in your cell phone directory. Should staff or students use cell phones, please keep voice low, and use short concise sentences to convey only pertinent facts. **If possible, use text feature versus voice.** If cell phones are not able to communicate, please assure others that this is normal in times of crisis or disaster.
  - h) If possible, during an intrusion, movements will be monitored through the surveillance cameras and locations announced. Should it be deemed safe to evacuate, refer to the emergency evacuation plan.
  - i) If evacuating is not an option, barricade the doors. Push and stack as many large things as possible up against the door. Remain in the designated safe area until notified by proper authorities. The authorities will be able to enter the room when it is safe. No one will have to let them into the room, so do not attempt to open the door should someone ask from the outside.

- j) Should the fire alarm sound during lockdown, do not necessarily perform the emergency evacuation plan. An emergency evacuation should only automatically be performed if visible flames or smoke can be observed.
  - k) If an actual incident has occurred, as soon as the situation has been resolved write a concise, clear report of their whereabouts, actions, and any direct or indirect relationship to the incident, noting specific details (time, locations, witnesses, etc.) See Appendix B.
- 2) Call 911. State where you are, what is happening and where in the building.
  - 3) All staff and visitors are to move to the designated safe areas.
  - 4) **Student Services Personnel**, as soon as their safety is secured, are to report to the school office to:
    - a) Identify students in need of immediate intervention, and initiate such intervention.
    - b) Contact parents of those students who are identified in 4a).
    - c) Develop a plan for utilization of the Lake and/or Geauga Crisis Intervention Team.
  - 5) **Maintenance Staff**, as soon as their safety is secured, are to report to the school office to assist any emergency personnel and perform emergency repairs.
  - 6) **Employees are advised not to disarm, bargain, reason, etc.** with an armed individual or anyone suspected of being armed. Personal safety and the safety of those persons under Auburn's jurisdiction are of the utmost and only priority. However, individuals faced with incidents that present potential imminent bodily harm or death, professional judgement should be used for response.

Auburn Career Center contracts with the Lake County Sheriff Office (LCSO) to employ a Sheriff Deputy to act in the role of a School Resource Officer (SRO) during the school day. The SRO will actively pursue and engage any violent intruder on the premises. In addition, Auburn employs a commissioned Lake County Sheriff Deputy as an instructor for the Criminal Justice and Security high school program (“Deputy Instructor”). The Deputy Instructor wears a Lake County Sheriff Officer badge and openly carries a firearm, as permitted by ORC 2923.122 (D)(1)(a). As any teacher, the Deputy Instructor is to fulfill all lockdown procedures with the students in the program. However, if an actual incident occurs and the Deputy Instructor (1) fulfills all lockdown procedures and (2) ensures that all students are able to evacuate, then the Deputy Instructor will actively pursue and engage any violent intruder, in coordination with the SRO. **The Deputy Instructor shall not actively pursue and engage any violent intruder unless all lockdown procedures are fulfilled and all students are able to evacuate.**

When the crisis has subsided, care must be taken to protect the privacy of all involved. Relationships with the news media are described earlier in this document. Particular

care must be taken to protect the privacy of students. The Auburn Career Center will not allow members of the news media to interview students without the permission of parents or guardians.

## Lockdown Drills

### Secured Lockdown

The Administration will broadcast the following announcement to all areas of the District: **“Attention! We are in school-wide Lockdown.”** (Repeat 3 times.)

This signals all to follow the Lockdown Procedure above

### Working Lockdown

The Administration will broadcast the following announcement to all areas of the specific building: **“Attention! We are in school-wide Working Lockdown. Lock your doors and continue your normal business. No one should leave or enter the area you are currently at.”**

Working Lockdowns are used when the hallways need to be clear for various reasons, such as a medical emergency.

# **AED (Automated External Defibrillator) Procedure**

## **GENERAL GUIDELINES**

### **Location of Automated External Defibrillator (AED)**

The Auburn Career Center owns and maintains automated external defibrillators for use on cardiac arrest victims on the school grounds. These AEDs are located in a prominently displayed location in the A-Wing hallway and the Technology Learning Center atrium area. It will be kept visible and accessible to all staff members.

### **Staff CPR-AED Training**

Staff members are offered VOLUNTARY training in how to perform CPR, choking maneuvers, and utilization of the AED. Voluntary training and response assures coverage under Ohio's Good Samaritan Law. This training must be updated biannually to maintain certification. As CPR skills are not required under staff job descriptions, employees are covered by the Good Samaritan Law.

### **Persons Who Can Use the AED**

Any person trained in the proper use of an AED should be allowed to utilize the device in an emergency. Normally this will be a staff member; however, students or bystanders should be permitted to use the device, **when an AED trained staff member is not present**. The AED will guide the individual through the process. The standard training will be the Heartsaver AED or Healthcare Provider (Professional Rescuer) Course from the American Heart Association, American Red Cross or other equivalent certifying agency.

### **If the AED is Used**

In the event that the AED is used, contact the person in charge of AED maintenance, John Blauch, immediately. The AED can be used again by using the extra set of electrodes, available in the AED case. The defibrillator battery is good for multiple shocks and events. The AED records the heart rhythms, thus the event can be electronically downloaded, such that information for the physician caring for the patient can be reviewed later.

### **General Guidelines for AED Use**

The procedure for use of the AED will be in congruence with the manufacturer's recommended operating instructions and the current American Heart Association's recommendations for CPR-AED use and implementation [revised every eight (8) years].

Caveats for AED use are:

- 1) CPR must be performed in combination with the use of an AED.
- 2) The AED pads are only applied to unconscious, non-breathing persons.
- 3) An AED can be applied and used on people regardless of age.
- 4) All persons must be "clear" or not touching a victim prior to pushing the shock button.
- 5) Any person may use an AED, regardless of training, including members of the lay public.

## Procedure for Cardiac Arrest

- 1) Call 911. State where you are; what is happening and where in the building.
- 2) Notify the Administration through the High School Office at ext. 8298 or 8113.  
**Evening classes should dial 0.**
- 3) An office employee will then make an immediate “All Call” PA announcement with the narrative: **“Attention! There is a medical emergency in Room \_\_\_\_, all trained staff members please respond.” (Repeat three times)**
- 4) The Administrative Assistant will attempt to call the trained EMT or RN on Radio Channel 2.
- 5) Administration should implement a working lockdown procedure.
- 6) An office staff member should get the AED and bring it to the location of the emergency.
- 7) Any available staff members trained in CPR-AED use should report to that room to assist with CPR and defibrillation.
- 8) One staff member should meet the ambulance crew and escort them to the location of the problem.
- 9) After the cardiac arrest, contact assigned AED maintenance person to place the unit back in service.

### **Maintenance of the AED**

Maintenance duties include replacing the lithium battery, defibrillation pads, and getting the unit repaired in the event the red “wrench” light comes on. No other maintenance is needed to the unit. Contact Captain John Blauch with questions.

**Liability increases when the device cannot be utilized quickly due to delays in access to the unit. It must always be placed back in the cabinet from where it came.**



## **Aircraft Disaster**

**In the event of an aircraft crash into or near facility,** any observing faculty or staff member should:

- 1) Call 911. State where you are; what is happening and where in the building.
- 2) Notify the Administration through the High School Office at ext. 8298 or 8113 so that the Emergency Evacuation Plan can be put into action. **Evening classes should dial 0.**
- 3) Utilize modified emergency exit plan (available at all door exits) to maximize safety of students.
- 4) Students and staff should be assembled in an area as far from the crash scene as possible and should be up-hill and up-wind from the crash.
- 5) Provide for treatment and removal of injured people.
- 6) Account for all facility occupants and determine extent of injuries.

**Aircraft crash on or near school site but no damage to facility:**

- 1) Call 911. State where you are; what is happening.
- 2) Notify the Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**
- 3) All students and staff should remain in the facility. Any students or staff outside should report immediately to their classroom or designated area until further instructions are received.
- 4) No evacuations should occur unless subsequent explosion or fire endangers the facility, or instructions to do so are made by Administration or local authorities.

## Assault and Rape

In the event there is an occurrence of rape and/or serious assault on the premises of Auburn Career Center, any faculty or staff member learning of this event should:

- 1) Call 911. State where you are; what is happening and where in the building.
- 2) If injuries are life-threatening, render first-aid to victim, if possible.
- 3) Notify Administration through the High School Office at ext. 8298 or 8113.  
**Evening classes should dial 0.**
- 4) An Administrator or Administrative Assistant to check for:
  - 1.) Emergency Medical Authorization Form.
  - 2.) Personnel emergency card if a staff member.
- 5) Administrator and/or local authorities will notify parent/guardian or next of kin.
- 6) Faculty or staff member attending to the victim should obtain as much information regarding the assailant and incident as possible.
- 7) If the attack just occurred, the victim should stay as they are. They should not clean themselves or change, as that could disturb any evidence.
- 8) If advisable, the faculty or staff member may be asked to accompany victim if necessary.

REMINDER – PLEASE NOTE that the Superintendent's Office will be the only source of information released to the press.

## **Blood-borne Pathogens**

Blood-borne pathogens are disease-producing micro-organisms that may be present in human blood and other body fluids. These pathogens include, but are not limited to HBV and HIV. Exposure to these pathogens can be controlled by preventing human blood and other body fluids from coming into contact with employees' and students' skin, eyes or mouth and more importantly, with cuts or breaks in the skin and open sores in the mouth.

Appropriate safety precautions include wearing gloves, masks, and face shields that can be found in the classroom biohazard bag. Immunization for HBV is also an effective precaution.

Auburn Career Center employees and students who have a higher risk of contact with blood-borne pathogens include, but are not limited to:

- Health care instructors
- Cafeteria workers
- Maintenance and custodial workers
- School administrators
- Students in some designated programs

These persons shall be offered HBV immunizations provided by the school district.

## Bleeding Incident

If someone is bleeding, any observing faculty or staff member should:

- 1) Keep the injured person stationary. **DO NOT LET THEM MOVE ABOUT!**
- 2) **Immediately contact the High School Office** at ext. 8298 or 8113 and advise that the victim is bleeding and in need of help. **Evening classes should dial 0.**

**If the victim is in jeopardy, loses consciousness, and/or stops or has difficulty breathing, or if blood is spurting and/or bleeding does not stop under direct pressure:**

- 3) Call 911. State where you are; what is happening and where in the building.
- 4) Notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**
- 5) An Administrator may enact a Working Lockdown Procedure.
- 6) From the classroom biohazard kit, put on disposable gloves (and a mask and eye protection if splattering of blood could occur).
- 7) If possible, have the victim apply direct pressure to the wound with sterile gauze or the cleanest material available. If the victim is unable to apply direct pressure, faculty or staff member or other faculty or staff member present should apply direct pressure to the wound.
- 8) Instruct the victim to elevate the injured area to decrease the bleeding. (Elevation should only be encouraged if it does not increase the victim's discomfort).
- 9) **Using gloves**, place any materials contaminated by blood in a plastic bag and seal the bag.
- 10) After materials have been placed in a sealed plastic bag, immediately notify the High School Office at ext. 8298 or 8113 of the location of the bag of contaminated materials. They will then contact the maintenance department, who is solely responsible for its removal to a biohazard disposal container. **Evening classes should dial 0.**

## **Bodily Fluids Contamination**

If a classroom, lab, or unsecured area is contaminated with bodily fluids by incident involving bleeding, vomiting, urine, etc., all personnel should:

- 1) Immediately notify the High School Office at ext. 8298 or 8113 and they will inform the maintenance department. **Evening classes should dial 0.**
- 2) An Administrator may enact a Working Lockdown Procedure.
- 3) **DO NOT ATTEMPT TO CLEAN** contaminated area or contaminated materials on your own.
- 4) Remove all individuals from the area, and keep others from entering the contaminated area and exposure to contaminated materials.
- 5) All incidents of bodily fluid spills and contamination will be cleaned by maintenance personnel only with the use of authorized spill kits.

***If you come into contact with blood or any bodily fluid, you should, in all cases, immediately rinse/wash/flush the area thoroughly with soap and water. Contact the High School Office at Ext. 8298 or 8113 to report any exposure. Evening classes should dial 0.***

***All blood or bodily fluid spills are to be contained and cleaned BY AUTHORIZED AUBURN CAREER CENTER STAFF ONLY. All spills must be immediately reported!***

## Bomb and Weapon Threats

The Superintendent and local authorities must evaluate the seriousness of bomb threats or other disruptive types of demonstrations using input from all sources; then, the Superintendent acts in such a manner that reflects the best safety and interests of those under his/her charge.

Bomb and other threats may be originated in writing, in person, over the telephone, posted on social media or relayed through a second source. Also, someone may be concerned about a suspicious package or device that is noticed on campus.

**Basic Documentation** – The individual receiving the threat shall attempt to:

- 1) If the threat is received through a phone call, the person who has answered the phone is advised to keep the caller on the line as long as possible.
- 2) If any faculty or staff members become aware of a bomb threat, weapon threat, or other type of threats, they should notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**
- 3) If a bomb is suspected to be on campus, only landlines should be used for telephone calls. Mobile phones can be used as detonators.
- 4) Write down all the information obtained in the exact words. Use the record sheet immediately following the instruction pages; place copies of the bomb or weapon threat sheet at appropriate phone locations. (Appendix C)

**The Administration shall:**

- 1) Notify the Lake County Sheriff's Office.
- 2) Notify the Superintendent and/or their designee.
- 3) Institute a Working Lockdown Procedure, with school activities continuing as normally as possible.
- 4) Alert appropriate staff of situation and implement facility search.
- 5) The decision to evacuate the building will be made jointly by Safety Forces and Administration. **Staff should be alert to anything unusual and report such to the Administration.**
- 6) The recommendation to close school will be made only after consultation between the Superintendent's office and Administration with Safety Forces.
- 7) Submit written reports to authorities as soon as possible following incident.

## **Bus and Auto Accident on Trips Away from District**

Before leaving the district:

- School buses, by law are required to carry first aid kits.
- Trip Supervisor needs to take along, in all school authorized automobiles and vans, all safety equipment required.
- Only school van certified personnel are to drive students in school vans.
- Trip Supervisor needs to take along a list of students in attendance, including for each student his/her Emergency Medical Authorization Form.
- Trip Supervisor needs to take along a list of chaperones and teachers who are in attendance on the trip, their home addresses and home phone numbers, home school phone numbers, name and work telephone of spouse or nearest relative and medical and health information on each. A copy of the teacher's Emergency Medical Authorization Form should be taken on the trip.
- Trip Supervisor needs to follow Board of Education policy and administrative regulation on field trips.

### ***In event of accident:***

- 1) Remain calm.
- 2) If threat of fire exists, move faculty and students to a safe location.
- 3) Call 911. State where you are; what is happening.
- 4) Notify Administration through the High School Office at (440) 357-7542 ext. 8298 or 8113. **Evening classes should dial 0.**
- 5) Administration will notify School District Transportation Department (if bus).

## **Bus and Auto Accidents with Serious Injuries/Fatalities**

- 1) Driver and Chaperones remain calm.
- 2) If threat of fire, move faculty and students to a safe location.
- 3) Call 911. State where you are; what is happening.
- 4) Administer first aid, if possible.
- 5) Notify Administration through the High School Office at (440) 357-7542 ext. 8298 or 8113 or through their cell phones. **Evening classes should dial 0.**
- 6) Administrators will notify School District Transportation Department (if bus).

DO NOT ISSUE STATEMENTS TO THE PRESS. REFER PRESS TO THE CIVIL AUTHORITIES IN CHARGE OR THE SUPERINTENDENT.

## **Earthquake or Other Natural Disasters**

In the event Auburn Career Center experiences an earthquake or other natural disaster of life-threatening severity, the Administration will determine that if the safety of students and staff is endangered. If the students' safety is possibly at risk, the Administrator will follow procedures listed below:

In the event of injuries:

- 1) Call 911. State where you are; what is happening and where in the building.
- 2) Give first aid, if possible.
- 3) Set up a first aid center.

During the disaster:

- 1) The staff should order the students to drop to the floor and move away from windows and from under light fixtures, and be as close to an interior wall as possible. Do not have students go outside until directed to do so.
- 2) If the facility is unsafe, initiate the Emergency Evacuation procedure. Do not re-enter the facility until advised to do so.

Move the students away from facility, trees or wires, etc. Stay in the open until instructed to do otherwise.



## Fire or Explosion

When a fire or explosion occurs in a facility, there is an immediate threat to students and staff.

- 1) If the fire alarm has not already sounded, pull the fire alarm.
- 2) Initiate the regular Emergency Evacuation immediately.
- 3) Call 911. State where you are; what is happening and where in the building.
- 4) Administration will consult with the Superintendent regarding closing of school.

## Fire Prevention

The prevention of fire in the Auburn Career Center facility is an ongoing activity. Areas where an increased potential for fire exists will be specifically identified. Those identified areas will include, but not be limited to, areas where:

- 1) Flammable materials are stored.
- 2) Flammable materials are utilized on a regular basis.
- 3) Open flame or heat is utilized on a regular basis, and/or
- 4) There is an increased risk of fire as identified by the local Fire Chief or Marshall.

Areas designated as having increased potential for fire are designated on the evacuation maps at the end of this document and include:

- |  |                          |
|--|--------------------------|
| 1. Auto Technology Lab/Storage Areas           | Room 2B                  |
| 2. Auto Body Lab/Storage Areas                 | Room 6B                  |
| 3. Boiler Room                                 | A Wing                   |
| 4. Compactor Storage Area                      | C Wing                   |
| 5. Construction Technology Lab/Storage Areas   | Room 9C                  |
| 6. Cosmetology Lab/Storage Areas               | Rooms 5A and 7A          |
| 7. HVAC Lab/Storage Areas                      | Industrial Arts Building |
| 8. Kitchen and Culinary Arts Lab               | Kitchen                  |
| 9. Maintenance Storage Area                    | Back Building            |
| 10. Maintenance and Environmental Services Lab | Room 8B                  |
| 11. Health Lab/Storage Areas                   | Room 13C                 |
| 12. Welding Lab/Storage Areas                  | Room 9B                  |

The Director of Maintenance will inspect the identified areas on a regular basis. Any concern, irregularity, or potential problem will be reported to the Superintendent by the Director of Maintenance. The fire extinguishers are officially inspected by Concord FD annually. The Director of Maintenance will also inspect building fire extinguishers on a semi-annual monthly basis.

## Fire Drill Guidelines

Facility administrators should be aware of the following:

- ☑ Prior to the fire drill, the proper fire authorities/alarm companies should be notified.
- ☑ After a fire drill, the proper fire authorities/alarm companies should be notified of the time involved for the drill.
- ☑ The date of the drill and the time involved should be reported to the Superintendent's Office by the Director of High School or Director of Adult Workforce Education.
- ☑ Two (2) exits should be known to all:
  - One (1) main route
  - One (1) alternate route
- ☑ The teacher should be the last person out of the door to make sure that open windows are closed and the hall door is closed.
- ☑ Teachers must know where every child is when you get to your safety point:
  1. Use class roster to take attendance.
  2. Make note of students who are present at school but not with you now.
  3. Make note of students who are with you but not on your class roster.
  4. If either of #2 or #3 applies, hold up the red card.
  5. If attendance is perfect, hold up the green card.

Those with a "specialist" (nurse, tutor, etc.) must be accounted for by the specialist who should notify the school official accounting for red cards. Any student outside the room at the time of the drill but not with a specialist must immediately leave by the closest door, and then the student must report to the nearest teacher's group.

## Gas Leak

Natural gas leaks, with odor in the facility, may occur and bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside of a facility.

If leak is in or near facility:

- 1) Initiate the Emergency Evacuation Plan and notify Administration by contacting the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.** Get students a safe distance from the facility.
- 2) Call 911. State where you are; what is happening and where in the building.
- 3) If the leak is inside the building, windows and doors should be opened, if possible. If outside, everything should be closed up. No flames or sparks; no starting vehicles.
- 4) The Maintenance Department should turn off main gas valve.
- 5) Call Dominion East Ohio if necessary (440-946-8776).
- 6) Keep students at a safe distance until the problem has been corrected.

## Hazardous Substance Response

The most important aspects of responding to a hazardous substance incident are identifying the substance and responding quickly. Lost time can increase the severity of a victim's reaction to the substance.

In cases of a hazardous substance incident, the first staff member at the site of the incident should:

- 1) Insure the safety of bystanders. Do not enter the area! If others are in the area, use precautionary measures to insure their safety. Do not allow others to enter the area!
- 2) Identify the substance, if possible.
- 3) Notify Administration through the High School Office at ext. 8298 or 8113, unless there is an imminent danger of explosion or other catastrophe, then call 911.  
**Evening classes should dial 0.**
- 4) If serious enough, the Emergency Evacuation Plan will be initiated. Once outside, separate those who may have been affected and stay upwind. Maintenance will shut off HVAC system.
- 5) Follow the exact response(s) in the exact order as found on the corresponding Material Safety Data Sheet (MSDS).

**It is important to note that each incident MUST be followed up by:**

A phone call from an Administrator to the parent/guardian of all minors involved and an accident report. (Appendix B).

## Kidnapping

In the event of a kidnapping, the individual receiving information regarding a kidnapping should:

- 1) Call 911. State where you are; what is happening and where in the building.
- 2) Notify Administration through the High School Office at ext. 8298 or 8113.  
**Evening classes should dial 0.**
- 3) An Administrator should notify the parent/guardian.
- 4) An Administrator should notify Associate School Principal. The Superintendent, Director of High School and School Counselors will notify their counterparts at the Associate School District that the student attends.

Among ***preventative activities*** which may help avoid kidnapping situations are:

- 1) School Administrative Assistants should have a list of students who are not to be released to anyone except a particular parent or guardian.
- 2) Emergency Medical Authorization Form and Infinite Campus profile of such students should be flagged with this information.

## Medical Emergency

When a life threatening situation is perceived to exist, the individual receiving information regarding a medical emergency should:

- 1) Call 911. State where you are; what is happening and where in the building.
- 2) Apply first aid and life-sustaining techniques, if possible.
- 3) Notify Administration through the High School Office at ext. 8298 or 8113.  
**Evening classes should dial 0.**
- 4) An office employee will then make an immediate "All Call" PA announcement with the narrative: **"Attention! There is a medical emergency in Room \_\_\_\_, all trained staff members please respond."** (Repeat three times)
- 5) An Administrator will enact a Working Lockdown Procedure.
- 6) The Administrative Assistant will attempt to call the trained EMT or RN on Radio Ch. 2.
- 7) An Administrator will call the victim's parent/guardian immediately. Some situations may require immediate transportation of the student/employee by EMS.
- 8) If parent or guardian cannot be reached, an Administrative Assistant should continue to:
  - Phone parent or persons listed on Emergency Medical Authorization Form or Emergency card if staff member.
  - Phone the secondary contacts on Emergency Medical Authorization.
  - If applicable, contact brother or sister (if on site) to seek additional information.
  - If a connection is made, forward the call to an Administrator who will provide information regarding the medical emergency.

## Nuclear Plant Accident

The Crisis Plan for any nuclear accident is well documented. Any response to a nuclear plant accident will be found in the Perry Nuclear Plant Disaster Plan. A county-wide disaster plan has already assigned busses to arrive at Auburn Career Center to relocate students and district personnel.

Auburn Career Center students will be bused to Mentor Ridge Middle Elementary School. Ridge Middle Elementary School is located at 7860 Johnnycake Ridge (Route 84), Mentor, across from the Great Lakes Mall. Students may be picked up at Ridge Middle Elementary School.

Any student not picked up at Mentor Ridge Middle Elementary School by 8:00 p.m. will be transported to Willoughby South High Middle School located at 5000 Shankland Road, Willoughby. To get from Ridge Middle Elementary School to South High Willoughby Middle School, take Route 84 West for about four miles to Shankland Road. Turn right on Shankland Road and proceed North. South High Willoughby Middle School is on the left.

Students that drive to Auburn will be allowed to use their vehicle to leave the premises, but will be **encouraged not to go home** if their home is within the danger zone. This zone will depend on where the accident is located and the severity.

All persons involved in the relocation of Auburn Career Center students need to keep in mind that students attend Auburn from Lake and Geauga Counties. Thus, students are coming to Auburn from a large geographic area and some students will be able to go directly home if they drove.

## Power Failure

If there has been a power failure at Auburn Career Center, or if lines are reported down in the area, the Director of Maintenance should assess the situation, notify the Superintendent and the following procedures should be used:

### ***Power failure prior to school opening:***

- 1) Notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.** The internal phone system may not work in the event of a power outage.
- 2) The Director of Maintenance will call First Energy at 888-544-4877.

### ***Power failure during school hours:***

- 1) Director of Maintenance will notify the Superintendent and Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.** The internal phone system may not work in the event of a power outage.
- 2) An Administrator will institute a Working Lockdown. All people should move to areas that have more natural light.
- 3) The Director of Maintenance will call First Energy at 888-544-4877.
- 4) The Director of Maintenance will keep Superintendent's Office posted and await notification of a school or district closing decision.
- 5) An Administrator will compose a message and activate the automatic phone messenger system to notify parents if school will be closed or if there will be an early dismissal.

### ***Power lines down in area:***

The individual who first discovers that a power line is down should:

- 1) Call 911. State where you are; what is happening.
- 2) Notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**
- 3) An Administrator will have the School Resource Officer and the Director of Maintenance go to the area of the downed lines to prevent people from going near them.
- 4) Call First Energy if necessary at 888-544-4877.



## Tornado Guidelines

If a weather siren is heard, or if an individual is made aware of an immediate threat of a tornado coming toward Auburn Career Center, they should notify the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**

An announcement will be made that a tornado warning has been issued for the area and the plan for going to the tornado shelter area is to be put into effect immediately.

### Instructions and Regulations

Students should:

- 1) Keep calm and quiet and listen for instructions
  - when alarm sounds
  - while going to shelter area
  - while in shelter area
- 2) Let the teacher know immediately if injury occurs.

**Tornado Watch**: An alert or forecast issued whenever atmospheric conditions are favorable for development of severe weather or tornadoes, giving an estimate of the situation. Actual condition in the area at that time of the "watch" announcement may not be threatening.

**Tornado Warning**: A warning of danger issued when a tornado has been sighted and there may be danger to life and property if protection measures are not taken by people who are in its path.

Teacher should:

- 1) Look into the hallway and direct any nearby students to the shelter area.
- 2) Take class roster and take attendance once the class has reached the shelter area.
- 3) Make note of students who are present at school but not with you now.
- 4) Make note of students who are with you but not on your class roster.
- 5) Make special provisions for assisting handicapped individuals.

Office employees and others should be instructed as to what to do with records, closing of vaults, etc.

Custodians should be instructed about securing dangerous utilities.

Students and teacher should know positions to take for greatest safety – squatting with hands locked at back of neck, etc., or other protective methods.

If there is not time to put into effect the regular tornado shelter plan:

- Go to the inside wall of the room, preferably in a corner.
- Stay away from windows and doors.
- Lie down on floor under desk or heavy piece of furniture.

School vehicle drivers should be familiar with the procedures to follow if a tornado is spotted while they are transporting students:

- Drive away from the tornado's path at a right angle.
- If there is not time to escape, have students exit vehicle and lie flat in nearest ditch or ravine.

**Shelter** - The Executive Director acting in the role of Administrative Safety Director and Director of Maintenance should determine by a study of each facility the best tornado shelter areas.

Tornado drills are required at least once a month during April, May, and June, pursuant to OFC 409.2. Plans regarding tornado drill procedures for each facility should be in all offices prior to the beginning of each school year.

## Tragedy

In the event of a tragedy (death, suicide, murder, etc.), the individual who is first to become aware of the tragedy should immediately notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**

### ***Immediate Action:***

- 1) Call 911 or proper authorities if this has not been done. One staff member should meet the ambulance crew and escort them to the location of the problem.
- 2) An Administrator should immediately verify the facts and details of information provided by the person first on the scene of the tragedy.
- 3) Notify Superintendent, Director of Maintenance, and/or other Administrators.
- 4) An Administrator or proper authorities will contact the family of the person involved in the tragedy.
- 5) Any/all relatives of the person(s) victimized by the tragedy and part of the Auburn Career Center student body, faculty, staff, or other personnel will be contacted by an Administrator and provided with privacy and/or counseling from guidance counselors, EMT, or nurse personnel until they are either able to leave or have been picked up by family members.
- 6) Generally, anything related to the tragedy should be left as is, so civil authorities can collect evidence for an investigation. If and when the tragedy is free from any criminal investigation or legal entanglements, the High School Principal acting as Administrative Safety Director will remove any personal items from the individual, desks, purses, briefcases, backpacks, or other containers as well as secure any personal information contained in any high school/adult/personnel files or folder(s), disable any electronic access to email, program access or other systems, and remove the individual's name from any and all mailing or computer list(s).

### ***School Plan of Action:*** (specific to be determined with each incident)

- 1) The Administrator in charge will contact the Superintendent to give a full appraisal of the tragedy and the recommendations of the proper authorities.
- 2) The Superintendent will decide on one of the next steps. Steps could include one or all of the following:
  - Initiate a lockdown or working lockdown.
  - Initiate a School-wide conference call for all personnel.
  - Address the school community on PA system providing update and directions.

- 3) The Superintendent will notify Administrators, Director of Maintenance, and proper authorities if necessary of next step chosen from list above and seek their help in implementing plan.
- 4) The Superintendent will notify the media and board members, plus respond to other inquiries regarding the tragedy.
- 5) The Superintendent, Director of High School and School Counselors will notify their counterparts at the Associate School District that the student attends.
- 6) After the plan has been implemented, the Superintendent and the Administrators will hold a district wide meeting to provide a summary of the events that occurred related to the tragedy.
- 7) Administrators and all personnel involved in responding to the tragic event will meet to evaluate the crisis plan procedures to gain insight and how to improve the crisis plan if a similar event should happen in the future.
- 8) If special activities, memorial services, or other healing activities are needed, the Superintendent will assemble a "Transition" committee to help guide the District in listening to constituents and to guide the district in moving forward after the tragic event.

## Weapons and/or Hostage Situation

1. In the event of, or under the suspicion of, a person on campus having possession of a dangerous weapon (gun, knife, etc.), or using or likely to use a weapon, and/or people are taken hostage on campus, the Lockdown Procedure should be followed.
2. If an active shooter is in the building, the orange button on the MARCS radio should be pressed. The radio is located at the reception desk. If possible, communicate any information to the dispatchers through the radio. ***This radio is only to be used if an active shooter is in the building.***
3. **If it is an immediate emergency, call 911.** State where you are; what is happening and where in the building.
4. Notify Administration through the High School Office by calling ext. 8298 or 8113. **Evening classes should dial 0.**
5. The Administration will broadcast the following announcement to all areas of the school building: **“Attention! We are in school-wide lockdown.” (Repeat 3 times)**
6. Once the situation is secured by safety forces, specific evacuation directions will be initiated by safety forces on campus.

## Appendix A - Important Phone Numbers

### **Auburn Career Center Administration**

Brian Bontempo, Superintendent	(440) 358-8011
Sherry Williamson, Treasurer	(440) 358-8006
Jeff Slavkovsky, Executive Director of CTE	(440) 358-8033
Dee Stark, Director of Curriculum and Instruction	(440) 358-8030
Michelle Rodewald, Director of Adult Workforce Education	(440) 357-7542 x8159
Chris Mitchell, Director of High School	(440) 357-7542 x8060
Victoria DePasquale, Assistant Treasurer	(440) 357-7542 x8044
Joe Atwell, Director of Maintenance	(440) 357-7542 x8162
Sanja Medved, Manager, Food Service	(440) 357-7542 x8214

### **Schools Directory**

#### **ESC of the Western Reserve – (440) 350-2563**

#### **Berkshire Local Schools**

John Stoddard, Superintendent	- (440) 834-3380 x2106
Michael King, H.S. Principal	- (440) 834-3380 x3302
Brian Hiscox, Asst. Principal	- (440) 834-3380 x3624
Michelle Paluf, School Counselor (A-L)	- (440) 834-3380 x3314
Brittany Bakalar, School Counselor (M-Z)	- (440) 834-3380 x3308
Nancy Sherbondy, Attendance	- (440) 834-3380 x3304
Suzanne Steinhoff, Transportation	- (440) 834-3380 x2111

#### **Cardinal Local Schools**

Bill Kermavner, Superintendent	- (440) 632-0261 x1001
Markiel Perkins, H.S. Principal	- (440) 632-0264 x5002
Jill DeRamo, High School Counselor	- (440) 632-0264 x5004
Anne Dalby, Middle School Counselor	- (440) 632-0261 x4004
Tammi Cable, Attendance/Guidance	- (440) 632-0264 x5001
Diane Baumgartner, Transportation	- (440) 632-5913/(440) 632-0263 x6005

#### **Chardon Local Schools**

Michael Hanlon, Superintendent	- (440) 285-4052 x400
Ed Kline, Asst. Superintendent	- (440) 285-4052 x401
Douglas Murray, H.S. Principal	- (440) 285-4057 x411
Ryan Bandiera, Asst. Principal	- (440) 285-4057 x413
Douglas Higham, Asst. Principal	- (440) 285-4057 x
Nicolle Hetrick, School Counselor	- (440) 285-4060 x421
Kyle Kovach, School Counselor	- (440) 285-4060 x419
Tim Hurlbut, School Counselor	- (440) 285-4060 x420
Tina LaCasse, Attendance	- (440) 285-4059
Bob Thompson, Transportation	- (440) 285-4069 or (440) 286-0501

### **Fairport Harbor Schools**

Domenic Paolo, Superintendent - (440) 354-5400  
Katie Rumbarger, H.S. Principal - (440) 354-3592 x306  
Doreen Fischer, Asst. Principal - (440) 354-3592 x352  
Michelle Jurick, School Counselor - (440) 354-3592 x304  
Renee Kazsmer, Attendance/Guidance - (440) 354-3592 x301

### **Gaitway High School**

Anthony Forfia, Program Administrator - (440) 708-0013 x152  
Donna Zoldak-Cook, Director of Special Programs (440) 477-5309  
Cindy Hendrickson, Secretary - (440) 708-0013 x153

### **iSTEM Geauga Early College High School**

Tamee Tucker, Principal - (440) 358-8032  
Glee Slivka, Attendance - (440) 358-8038

### **Kenston Local Schools**

Nancy Santilli, Superintendent - (440) 543-9677  
Kathleen Poe, Asst. Superintendent - (440) 543-9677  
Jeremy McDevitt, Asst. Superintendent - (440) 543-9677  
Tom Gabram, Principal - (440) 543-9821 x2000  
Kathleen Phillips, Asst. Principal - (440) 543-9821 x2020  
Matthew Watts, Asst. Principal - (440) 543-9821 X2010  
Katie Detwiler, School Counselor - (440) 543-9821 x2130  
Ray Kimpton, School Counselor - (440) 543-9821 x2120  
Jessica Kardamis, School Counselor - (440) 543-9821 x2110  
Patsy Grekar, Attendance - (440) 708-1811  
Melody Coniglio, Transportation - (440) 543-9567

### **Kirtland Local Schools**

Chad VanArnhem, Superintendent - (440) 256-3311 x1001  
Scott Amstutz, H.S. Principal - (440) 256-3366 x4001  
Matt Paul, Assistant Principal - (440) 256-3366 x4002  
Kara Prosuch, Guidance - (440) 256-3366 x4005  
Mary LaVerde, School Counselor – (440) 256-3366 x4006  
Lisa Sutliff, Attendance - (440) 256-3366 x4008  
Sheila Dikowicz, Transportation - (440) 256-3311 x1013

### **Madison Local Schools**

Angela Smith, Superintendent - (440) 428-2166 x315  
Dave Bull, Asst. Superintendent – (440) 428-2166 x336  
William Fisher, H.S. Principal - (440) 428-9346  
Jack Whaley, Asst. Principal - (440) 428-9348  
Jen Catanese-Grimes, Asst. Principal - (440) 428-3947  
Julie Behm, School Counselor (L-Z)- (440) 428-9351 x351  
Jacqueline Rode, School Counselor (A-K) – (440)428-2161 x350  
Janine Albert, Attendance - (440) 428-2162  
Kim Boggs, Transportation - (440) 428-9312

### **Perry Local Schools**

Jack Thompson, Superintendent - (440) 259-9200 x.9299  
Betty Jo Malchesky, Asst. Superintendent – (440) 259-9200 x.9202  
Todd Porcello, H.S. Principal - (440) 259-9300 x9399  
Scott Niedzwiecki, Asst. Principal – (440) 259-9300 x9398  
Lisa Gigante, School Counselor - (440) 259-9300 x9385  
Lina Kosloski, {Substitute} School Counselor - (440) 259-9300 x9384  
Deana Scarano, Attendance - (440) 259-9300 x9381  
Sheila Dikowicz/Linda Kirsch, Transportation – (440) 259-3005 x3007

### **Painesville City Schools**

Joshua Englehart, Superintendent - (440) 392-5062  
Micheal Chokshi, Asst. Superintendent – (440) 392-5081  
Van McWreath, H.S. Principal - (440) 392-5111  
Domenic Wlodyka, Asst. Principal - (440) 392-5121  
Phil Schar, Asst. Principal - (440) 392-5160  
Sharon Fitzgerald, (A-L) School Counselor - (440) 392-5141  
Marilyn Vihtelic, (M-Z) School Counselor - (440) 392-5142  
Neza Oduwole, Attendance - (440) 392-5130  
Shaun Bell, Director of Operations – (440) 392-5091  
Cindy Slattman, Administrative Asst. Transportation - (440) 392-5674

### **Riverside Local School District**

Jim Kalis, Superintendent - (440) 358-8202  
Charles Schlick, Asst. Superintendent - (440) 358-8206  
Peter Hliatzos, H.S. Principal - (440) 358-8303  
Michael Lewis, Asst. Principal - (440) 352-3341 x4310  
Scott Bailis, School Counselor - (440) 352-3341 x4311  
Lindsay Kosinski, School Counselor - (440) 352-3341 x8331  
Karin Pennock, School Counselor - (440) 352-3341 x4312  
Cheryl McTaggart, Attendance - (440) 352-3341 x4317  
James Haffa, Transportation – (440) 352-8321  
Donna Schoeneich, Transportation - (440) 352-3341 x4281  
Deb Blauvelt, Transportation Administrative Asst. - (440) 357-5571



## **West Geauga Local Schools**

Dr. Richard Markwadt, Superintendent - (440) 729-5900  
Dr. Nancy Benincasa, Asst. Superintendent - (440) 729-5900  
Jay Bishop, H.S. Principal - (440) 729-5900  
Shawn Krippel, Asst. Principal - (440) 729-5900  
Sarah Widman, School Counselor - (440) 729-5900, x5965  
David Callahan, School Counselor - (440) 729-5900, x5965  
Theresa Poelking, Attendance - (440) 729-5958  
Cheryl Fowler, Transportation – (440) 729-5900, x0026

## **Other Important Telephone Numbers**

First Energy	(888) 544-4877
Dominion Energy Ohio	Gas Leak – (877) 542-2630 Customer Service – (800) 362-7557
Poison Control	(800) 222-1222
Lake County	
Sheriff	(440) 354-3434 - 911
Concord Fire Department	(440) 354-7503 - 911
Emergency Management Agency	(440) 350-5499 after 4:00 pm 951-5252
Lake County General Health District	(440) 350-2543
Geauga County	
Sheriff	(440) 286-1234
Department of Emergency Services	(440) 279-2170
Geauga County Health District	(440) 279-1900
State of Ohio	
Highway Patrol (Chardon Post)	(440) 269-1242 or (440) 354-3233
Highway Patrol (Painesville)	(440) 354-3233

**Appendix B**



**INCIDENT STATEMENT**

{To be completed by the injured party (Employee, Student, Visitor, etc.)}

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

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ AM/PM

Location: \_\_\_\_\_

Date Reported to Supervisor: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

*Please answer, in detail, the following questions (Use back of page if needed)*

What happened? \_\_\_\_\_

\_\_\_\_\_

How did it happen? \_\_\_\_\_

\_\_\_\_\_

Witness(es)? (List Names): \_\_\_\_\_

\_\_\_\_\_

Describe the nature of your injury (Include all body parts involved): \_\_\_\_\_

\_\_\_\_\_

What, if any, treatment was required? \_\_\_\_\_

\_\_\_\_\_

Where was treatment obtained? \_\_\_\_\_

\_\_\_\_\_

What corrective action(s) would you take to prevent recurrence? \_\_\_\_\_

\_\_\_\_\_

Signature of Injured Party: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**Appendix C – Bomb or Weapon Threat Report Form**  
(Keep at appropriate telephone locations)

- Questions to Ask: 1] When is bomb going to explode?  
2] Where is it right now?  
3] What does it look like?  
4] What kind of bomb is it?  
5] What will cause it to explode?  
6] Did you place the bomb?  
7] Why?  
8] What is your address?  
9] What is your name?

Caller's Voice:

- Calm  Angry  Excited  Slow  Rapid  Soft  Loud  Laughter  Crying  
 Normal  Distinct  Slurred  Nasal  Stutter  Lisp  Raspy  Deep  Ragged  
 Accent  Clearing Throat  Disguised  Familiar  Deep Breathing

Background Sounds:

- Street  P.A. System  Voices  Animal Noises  Local  Booth  Motor  
 Long Distance  Music  Machinery  Static  House Noises

Threat Language:

- Well Spoken  Foul  Irrational  Taped  Incoherent  
 Identifiable speech characteristics  Foreign

Exact Wording of threat:

Time \_\_\_\_\_ Date \_\_\_\_\_ Sex of caller \_\_\_\_\_

Length of call \_\_\_\_\_ Age of caller \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# HEALTH AND LOCAL SAFETY PLAN

American Rescue Plan

2021-2022

Effective Date: June 30, 2021

## Safe Return to School

The Auburn Career Center will continue to seek to provide in-person instruction for the 2021-2022 school year. We believe that in-person instruction for Career & Technical Education is critical to the effective delivery of instruction. We continue to monitor input from the CDC, Ohio Department of Health and local Health Departments to inform decisions. This document applies to High School and Adult programming.

## Personal Safety

All students and staff are encouraged to continue to do self-health checks each morning prior to the school day. Do not come to school if you are sick. If you test positive for COVID-19 you must follow current notification protocols, including calling the Auburn Attendance Office at 440.358.8023.

## Masks/Personal Protection Equipment (PPE)

- Staff, students and visitors have the option to wear masks.
- There shall be only positive interactions with those choosing to wear masks.
- Industry standards will be followed for the use of any PPE during lab settings.
- 3ft distancing will be followed at all times. Masks will be worn when 3ft. cannot be followed.

### Hand Washing/Sanitization

- Staff and students continue to be encouraged to wash hands upon entering the classroom.
- Hand sanitizer will continue to be available at school entrances and throughout the building.

### Water Fountains

- Water fountains have water bottle filling stations.
- Staff and Students are encouraged to bring water bottles.

### Disinfecting

- The district will provide a sanitizing team to clean high touch areas daily.
- Sanitizing spray will be used for classrooms and large areas daily.

### Outdoor, Classroom, Labs and Other Gathering Spaces

- 3ft distancing will be followed at all times. Masks will be worn when 3ft. cannot be followed.
- Auburn Career Center allows classes, with permission, to conduct classes in designated outside space.
- No gathering of two or more classes.
- Group gatherings for school clubs are permitted with a 3ft. social distancing.

### Social Distancing

- While indoors, all students and staff will continue to maintain at least 3 feet of physical space whenever possible.

### Cafeteria

- All food safety protocols remain enforced by the Food Service Department.
- Breakfast will be served in the cafeteria and PC 1A & 1B, depending on the program.
- Lunch will be served in the cafeteria and in adjacent classroom.
- Shields and touchless payment systems are installed.
- Fresh air flow system in Cafeteria will be increased during lunch hours.

Drop Off & Pick Up

- All buses will load and unload at the main entrance and at the Horticulture building.
- Students will enter the building through either doors 3, 33 or 36, depending on the program.
- Students will be permitted to enter the main hallway after 8:00 am and 10:58 am.

**\*\* Auburn Career Center Board recognizes that this is a fluid document and may modify these protocols as information is made available. The Auburn Career Center Board authorizes the Superintendent to modify and implement, any changes immediately to this document based on the best information available. \*\***

**Auburn  
Career Center**



*Attachment Item #18A*

*Consent Agenda:*

*Lake/Geauga Educational  
Assistance Foundation  
Agreement*



July 12, 2021

Ms. Lori Smith  
Auburn Career Center  
8221 Auburn Rd.  
Concord Twp, OH 44077

Subject: LEAF 2021-2022 advisory contract and general updates

Dear Ms. Smith:

As shared with you in March, we share a common goal: student success. LEAF, along with your school district, prioritizes efforts to guide students and their families. Through our partnership with your school district and our shared goal, together we are able to support **Auburn Career Center** students. Thank you.

LEAF's alliance with your guidance department reinforces our goal of completing 100% of the contracted hours at **Auburn Career Center** in light of the challenges this past school year. Through collaboration, LEAF continues to deliver high quality advising services to your students and parents.

LEAF is maintaining the hourly rate for the 2021-22 school year at \$50.00 per contract hour, which has remained steady for the past four school contract years. This year you will note on page three (3) that PTO time for calamity days and/or sick time is allocated at the district's expense for 200 hour and above contracts. We understand the COVID impact. Therefore, it is important for LEAF to be transparent with you as well. Please note that LEAF rates will increase in the 2022-2023 school year.

An invoice will be generated by LEAF for advisory services at **Auburn Career Center** and communicated with you on or about July 1, 2021. Payment is due between July 1st and the start of your school year. Please sign the included Contracted Services Agreement at your earliest convenience, scan and email to [admin@leaf-ohio.org](mailto:admin@leaf-ohio.org).

We appreciate your continuing support of LEAF's programs and your students. If you need to make any changes to what is offered in the below contract, please reach out to me. LEAF wants to meet the needs of every school district with whom we partner and can do that only if communication endures.

Please feel free to email, call, and/or text me (440-376-0379) any time. I am always open to input and suggestions on how to improve LEAF services for your students.

Sincerely,

Dr. Trista S. Warren  
Executive Director  
LEAF

Enclosure: 2021-2022 Contracted Services Agreement





CONTRACTED SERVICE AGREEMENT

In response to the ongoing COVID-19 crisis, LEAF modified our delivery models which have proven to be practical and effective for students and families across northeast Ohio. These changes were necessary last year, and we have learned (through data and reflection) that the convenience offered from the virtual platform has increased our availability for your school district's families. As we celebrate these necessary changes, LEAF continues to meet the needs of each school district. The following provides guidance on how LEAF addresses the needs of students and their families in regards to our services offered for college and career readiness:

1. **LEAF Advisory Delivery Model:** LEAF advisors are scheduled on-site at the high schools to meet with students face-to-face in groups or in one-on-one meetings. In addition to the face-to-face, we have found great success with our Virtual Meets. Therefore, a hybrid approach in the delivery model shall continue because it meets the needs of your students and their families.
2. **LEAF Information Delivery Model:** LEAF will maintain the paper-based Resource Guide for Pathway Success (RGPS) (*formerly the Resource Center Information Guide*) that is mailed directly to parents of your juniors and seniors early in the new/upcoming school year. Additionally, LEAF provides the Senior LEAFLET (an informational booklet issued to your senior students directly to provide guidance on what they should be doing when).

A total of sixteen (16) LEAF Informational e-Newsletters that share college and career data and guidance are emailed to your parents as well: nine e-Newsletters to parents of seniors, four to parents of juniors, two to parents of sophomores and one to parents of freshman (if applicable).

LEAF therefore requests from your district, student and parent email addresses of your high school students, separated by graduation year. The e-Newsletters are delivered via Constant Contact, and data has supported continued delivery of these bulletins. More than 40% of your students and parents are opening these e-Newsletters on a consistent basis.

3. **Fall Financial Aid Nights Delivery Model:** LEAF implements Parent Financial Aid Nights with your Guidance Department *if desired*. The Parent Financial Aid Nights may be implemented in person or via a virtual manner through Google Meet which is accomplished separately for each high school. Separate FAFSA Filing Assistance Nights are also available by request pending continued COVID-19 guidance rules.

**Standard Agreement Language:**

This agreement is between LEAF (Lake/Geauga Educational Assistance Foundation), a nonprofit career and college access advising organization and Auburn Career Center. LEAF will assign an experienced college access and financial aid advisor to your high school. He/she will provide services to the student population at your school during the 2021-2022 school year, as described below.



**CONTRACTED SERVICES AGREEMENT**  
between **LEAF** and **Auburn Career Center**  
for the 2021-2022 School Year

**CONTRACTED SERVICE AGREEMENT**

---

**Relevant Information:**

High School Name: **Auburn Career Center** Served Senior Student Population: **50 seniors**  
**8140 Auburn Road** **(estimated for 2021-2022)**  
**Concord Twp., OH 44077**

**LEAF Advisory Delivery, Contract Hours & Costs (2021-2022):**

**Please choose the option that best suits your district for the upcoming school year. All advisory hours will be invoiced at \$50.00/hour. Please note that no rate increases for the past four (4) school years have occurred. Rates will increase for the 2022-2023 school year.**

---

     25 hours @ \$50.00 = \$2,000.00 (duplicates 2020-2021 contracted time)

---

*LEAF Advisors are qualified to deliver any one or all of the services identified in this contract, and will provide any of the following services at your discretion and direction, as your contracted time permits:*

- **Guide** students through the college search process in an unbiased manner
- **Advise** students (and families) about the college financial aid process
- **Advise** students (and families) about the different types and sources of college financial aid
- **Advise** students about the timeline of tasks that should be accomplished each year
- **Prepare and distribute** informational publications via multiple channels, including both traditional mail and electronic e-Newsletter delivery modes
- **Assist** students (and families) with Free Application for Federal Student Aid (FAFSA), as requested
- **Prepare and present** an on-site or virtual Financial Aid Night for students and their families
- **Provide** group FAFSA-filing nights at your school, when requested, pending guidance on safe distancing practices
- **Implement** group in-school or virtual classroom information sessions for seniors, and for underclassmen, where contracted time permits (ex: Junior classroom presentations in spring)
- **Provide** fee waivers to eligible students for college application and testing fees
- **Guide** students in the search for scholarship opportunities, both institutional and community-based
- **Assist** students through the financial aid verification process, if selected by the Dept. of Education
- **Guide** students (and families) through the complexity of a financial aid appeal case, when applicable
- **Explain** the Student Aid Report, Financial Aid Award Letters and student/parent loan options
- **Assist** students after college acceptance with tasks related to their enrollment responsibilities

*LEAF will track, document, and provide 2021-2022 program service statistics to your district.*



CONTRACTED SERVICE AGREEMENT

LEAF services and opportunities available only for schools that contract with LEAF:

- **LEAF Publications and e-Newsletters** – Each school year, LEAF prepares a comprehensive informational SENIOR LEAFLET, and distributes it to seniors through their LEAF Advisor at their high school.

LEAF will prepare a total of sixteen e-Newsletters throughout the school year that target the topics of interest and importance for the parents of your students in each high school grade level.

- **The Resource Guide for Pathway Success (RGPS) (formerly the Resource Center Information Guide)** – LEAF prepares a Resource Guide for Pathway Success (RGPS) that is mailed directly to the parents of junior and senior students in the high schools that LEAF serves. This guide contains approximately 24 pages of information and topics relevant to planning the future of high school juniors and seniors, and generating meaningful conversation between parents and their students.

The RGPS also contains the schedule for Virtual LEAF Resource Information Sessions, where students and their families can hear expert speakers discuss specific topics regarding college, career, scholarship, and financial aid options. Upon your request, LEAF can arrange to present a requested topic solely to the parents within your school district.

- **Ohio Career Information System (OCIS) access** - The Ohio Career Information System (OCIS) is an internet-based system of accurate and comprehensive occupational, post-secondary education and financial aid information. The LEAF annual subscription to this service is available for guidance counselors, teachers and administrators in schools that have contracted for LEAF services.

- **LEAF-funded Scholarships** – Scholarships funded by LEAF donors and LEAF special events are only available to students in schools that have contracted with LEAF for in-school advisory.

- **The Umbrella Project** - This is an experiential education opportunity for art and engineering students to participate in LEAF's Umbrella Project. For those districts who choose to engage, LEAF donates upwards of \$500 in art supplies to high school art departments for upper-level fine art students to compete, participate, and create unique works of art. This project is consistent with the State of Ohio Department of Education Fine Arts Curriculum Standards and can easily be integrated into an upper-level fine arts classroom curriculum or an after-school art club.

The umbrellas are also displayed for public viewing by the community at large - historically, at Lake Erie College and the Great Lakes Mall. Students participating in The LEAF Umbrella Project have the opportunity to compete and win college scholarships for their artistic efforts.

- **Jimmy Malone College Chat Scholarship** – Each year, four LEAF-contracted high schools are chosen to participate in LEAF's College Chat program in partnership with WMJI 105.7 morning radio host, Jimmy Malone. He talks to a select group of students about the realities of college, self-motivation, staying away from distractions and achieving your dream. One student from each high school receives a \$500 LEAF-funded scholarship.



CONTRACTED SERVICE AGREEMENT

The partnering school district will provide these accommodations to LEAF under this contract:

1. Provide LEAF advisor with an adequate, safe, private location with access to telephone and internet;
2. Access to high school students on an individual, group and virtual basis;
3. Access to read-only student class schedule and grade point average information via the district LMS;
4. High school student directory information for download (name, address, telephone, birthdate, along with student and primary parental email addresses - LEAF permits a parent "opt-out");
5. Access to FAFSA completion data as identified by the Ohio Department of Education and the Ohio Department of Higher Education;
6. Notifications of school closings, health updates, necessary school attendance/non-attendance notifications; and
7. Access to the school specific crisis plan as well as attendance at the crisis safety all-staff training meeting.

**All advisory hours will be invoiced at \$50.00/hour. Please note that no rate increases for the past four (4) school years have occurred. Rates will increase for the 2022-2023 school year.**

CHECK ONE:

25 hours @ \$50.00 = \$2,000.00 (duplicates 2020-2021 contracted time)

**Authorization by both parties:** Please sign and date this contract, retain one for your records and return one electronically to [admin@leaf-ohio.org](mailto:admin@leaf-ohio.org) ASAP. At that time, an invoice with the agreed upon advisory hours will be generated and **is due prior to the first day of the new school year.**

LEAF:

A handwritten signature in blue ink that reads "Trista S. Warren".

Dr. Trista S. Warren, Executive Director

Date: July 12, 2021

Telephone #: 440-376-0379

Auburn Career Center:

\_\_\_\_\_  
Signature

Date:

\_\_\_\_\_  
Printed name

Telephone #:

\_\_\_\_\_  
email address

Please indicate below your District's contact and appropriate information on where/how LEAF should forward our 2021-2022 Invoice for receipt of a Purchase Order # and/or payment:

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

e-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

**Auburn  
Career Center**



*Attachment Item #18B*

*Consent Agenda:*

*Business Partnership  
Affiliation Agreements*



***List of Business & Industry  
Affiliation Agreements for Business Partnership***

3 S Towing And Recovery	Ameri-Tow Services Of Ohio	Big Creek Veterinary
72 Degrees Air Conditioning & Heating	Amicone Building & Construction	Bill's Body & Paint
A Better Choice SLS Inc.	Amotec, Inc.	Bixels
A Touch Of Rain	Amped	Bo's Showcar Auto Body
A&W Drywall Repair	Anderson Heating & Cooling	Bob Evans
A.J. Pistochnik Painting & Decorating	Anytime Fitness	Bowden Manufacturing
A.K. Electric	Apex Dermatology	Briar Hill
Ab Tire And Service	Applebee's Grill & Bar	Brookes & Henderson Bldg Co.
Action Carstar	Aqua Doc Lake & Pond Management	Brooks And Henderson Construction
Advanced Auto Parts	Aqua Ohio, Inc.	Brumall
Advanced Rv	Architectural; Fiberglass, Inc.	Buckeye Chocolate
Aerotek	Around The Clock Homecare	Buyers Products Company (Just Time Staffing)
Aexcel Corporation	Arthur Lewis Steel	Cable Communications
Agm Physical Therapy	Ashton Technology	Campbell Plumbing
Aim Performance Training	Asm Industries	Campo Roofing Company
Air Lift	Atrium	Caranci Performance Diesel
Air Technical Industries	Auburn Career Center	Carter Lumber
Aj Nowac Landscaping Inc.	Automation Plastics Corp.	Carvana
Alicat Hair Studio	Avalign Integrated Llc	Cast Nylons
Alliance For Working Together (Awt) Foundation	Avenue Auto Clinic	Chagrin Valley Custom Furniture
Alloy Bellows & Precision Welding	Avery Dennison	Chardon & Chesterland Family Eye
Alpha Machining, Llc	Baffa Landscape	Chardon Accounting
Alvord's Yard & Garden	Bainbridge Body Shop	Chardon Square Auto & Tire
Amelia Grace Assisted Living	Beauty Marks	Chardon Square Carstar
American Controls, Llc	Bella Stone Works	Chardon Welding, Inc.
	Best Buy Tire	

# Auburn Career Center



## *List of Business & Industry Affiliation Agreements for Business Partnership*

Charles P. Bolton Estate	Cowboy Earthworks, LLC	Earth Concepts
Chesterland Electric company	Crescent Digital LLC	Eastside Auto Care
City of Chardon Police Prosecutor	Crossroads Health	Easy Signs
City Of Painesville	CT Consultants	EFF Technologies
City Of Pepper Pike	CTSI	Engineered Endeavors
Claridon	CVS	Enterprise Welding
Classic Auto Repair	Czuba Cycles	Environmental Growth Chambers
Classic Auto-East	D & S Automotive Collision & Restyling	Ericson Manufacturing Company
Classic Chevrolet	Data Voice Connect	Euclid City Schools
Classic Hyundai Of Mentor	Davey Tree Expert Co.	Euclid Heat Treat
Cleveland Clinic	DCR Systems	Eugene's Auto Repair
Clover Electric	De Nora Tech, Inc.	Excalibur Collision, Inc.
Cobb Industrial, Inc.	Delaware North	Executive Events & Entertainment
Collinwood Iron	Dentistry At Winbury	Expert Tech Automotive
Cometic Gaskets	Dieco Manufacturing Inc.	Exscape Designs
Communications Service	DiMarco & Associates, LLC	Federico Tire Pros
Component Repair Technolog Inc.	Diversified Bus. Systems	Feedall Automation
Concord Motorsports	Divine Living	Finelli Ironworks
Concord Paving	Dolbey Systems, Inc.	First Time Automotive
Concord Village Skilled Nursing & Rehabilitation	Driftwood Restaurants & Catering	Fischer Special Tooling
Confident Tire	Drug Mart	Fit N Finish
Conrad's Tire	Drummond Corporation	Fives Landis Corp.
Cornerstone IT	Duke Manufacturing	Food For Thought
Cortland	Duramax Marine Inc.	Formtek, Inc.
County Line Automotive Restoration	Dutch Country Restaurant	Francesco's Salon & Spa
	Earth & Waterscapes	Francis Engineering & Racing



***List of Business & Industry  
Affiliation Agreements for Business Partnership***

Frank's Auto Body	H & H Landscaping	INCO
Frankie & Paulie Salon	H & M Landscaping	Independent Tree
Frato Products	H Jacks Plumbing & Heating	Infield Chiropractic Office
Fredon Corporation	H.A.V.E.	Innovative Landscapes
Freshcoat Painters	Habco Tool & Development Company, Inc.	Intellitronix
GAR Paving	Habitat For Humanity	Istem Early College High School
Garage Experts	Hair Affair	Iten Industries
Gardiner	Hartley Manor Assisted Living	J L Taylor
Gateway	Haueter's Lawn & Sport Center	J. Patrick Audio & Video
GCA Services Group	Heckaman Heating & Cooling, Inc.	Jade Products, Inc.
GCS Construction	Heisley Tire & Brake, Inc.	Janco Industries
Geauga Faith Rescue Mission	Henderson Fabrication	JB Excavating
Geauga Family YMCA	Herman Losely & Son, Inc.	Jemm Construction
Geauga Mechanical Co.	Hess & Associates Engineering	Jennifer & Co.
Glenn's Golf Cart Central	Highway Auto Center	Jennings
Global Commerical	Hillcrest	Jergens, Inc.
Glow Salon Inc.	Hml Landscaping	Jermone T. Osborne Excavating, Inc.
GNU Technology, Inc.	Home Depot	Jfd Landscape
Gold Key-Hexpol	Hometown Heating LLC	John F. Gallagher Plumbing
Goodwill	Horner	John Roberts Spa
Grand River Equipment	Hy-Gain Electric	Johnny Law's Automotive Services
Great Clips	I'll Cut You Salon	Johnstone Supply
Great Lakes Cheese	IC Automation	Jonke Construction
Great Lakes Growers, LLC	Icon Construction	Jp Dennis Machine, Inc.
Greenspace Construction Services, LLC	Impullitti Landscaping Inc.	Junction Auto Sales
Griffin Technology		Junie Balloonie



# Auburn Career Center



## *List of Business & Industry Affiliation Agreements for Business Partnership*

Kennametal	LawnMark	Mckinley Elementary School
Kensington Electric	Legacy Equestrian Center	Mentor Icebreakers
Kew Landscaping LLC	Lew's Reliable Heat & Air Conditioning	Mentor Senior Center
Kimpton Schofield Hotel	Lincoln Electric	Mercury Plastics
Kinetico	Lintern Corporation	Merritt Woodwork
Kish Heating & Cooling, Inc.	Litigation Management	Metal Recycling Salvage
Kraft Maid	Little Mountain Precision	Metz Culinary Management
KrewKuts	Lorenzo Masonry	Mfg Landscaping
Kucera	Lowe's	Middlefield MFG
Lacava's Landscaping	Madison Healthcare	Middlefield Mfg
Ladies & Gentlemen Salon	Madison IT	Midtire
Lake County Council On Aging	Madison Muffler	Midwest Land Clearing, Inc.
Lake County Educational Ser. Center	Madison Veterinary Hospital	Mj Tree Services
Lake County General Health District	Major Waste	Mobile 1
Lake County Nursery	Mangia Mangia	Monroe Auto Service
Lake Erie College	Mapledale Landscaping	Mr. Excavator
Lake Health Systems	Mar-Bal	Msc Industries, Inc.
Lake Humane Society	Marci's Hair on the Square	Nails by Nora, LLC
Lake Metro Parks	Maria's Hair Salon	Nolan Plumbing & Heating
Lake-Geauga Computer Association	Marous Brothers	Norman Noble
Lake-Geauga Habitat For Humanity	Mars Electric	North Coast Auto Restoration Llc
Lakeside Automotive	Master Scape LLC	North Coast Perennials
Lanhan Landscaping & Design	Mastertech Diamond Products	Nowac Landscape
Laurentia Winery	Max Motil, Inc.	NPK Construction
Lawn & Order Landscaping	Maxim Healthcare Services	Oakview Landscaping
	Mazzola	Ohio Landscape Association



***List of Business & Industry  
Affiliation Agreements for Business Partnership***

Ohio Ordnance Works	Premier Paint Technologies	Roll-Kraft
Ohio Paving & Amp Construction	Premier Painting	Roll-Off Inc.
Ohio Valley Group	Presrite Corporation	Rosewood Diesel Shop LLC
Ohman Family Living Facilities	Preston Ford	Rosipko Interiors, Inc.
Old School Kustoms	Preston Superstore	Royal Heating & Air Conditioning
Omni Systems	Princeton Tool	RRL
Pace Engineering	Process Technologies	Ryder's Inn
Painesville Elks Lodge 549	Progressive Insurance	S & S Auto Care Inc.
Painesville Public Library	Punderson	S.A.M Industries
Panel Tech	Qp Manufacturing LLC	Salon 2 You
Panzica	Quail Hollow Golf Course	Salon Alvarcz
Paris Room	Quail Hollow Resort	Salon Bella Luca
Parker Hannifin	Quality Electrodynamics	Sand Ridge
Parker Place	Qualtech Technologies, Inc.	Schill Grounds Management
Pattie Group	Quick Response Service	Schofield Hotel
Paul's Tractors	R & D Heating & Sheet Metal	Schwartz Land Survey
Pcc Airfoils, Llc	R.D. Banks Chevrolet	Secure Recycling
Pentair	Radick's Landscaping Inc.	Selinick Company
Pep Manufacturing, Inc.	Ravenwood Health	Seme & Son Automotive
Perfect 10 Salon	Ray Arnold Masonry	Shaker Numeric
Pinehaven Landscaping	Red Stone Schoolhouse	Shear Attraction
Plumbers Local No.55	Regal Diamond Products, Inc.	Shepp Electric
Positive Energy Electrical	Rimeco	Sherman Welding
Precious Care Assisted Living	Robison Equipment Company	Shoreside Plumbing
Precise Tool & Die Co., Inc.	Rock's Farm & Garden	Signature Health
Precision Orthopedic	Rohaley's Auto & Truck Repair	Sinistra Hair Lounge



***List of Business & Industry  
Affiliation Agreements for Business Partnership***

Sitework Developing Inc.	Sylish Studios	Tracom
Skf Company	Symphony At Mentor	Tree Trimmin Express
Small Hands Big Dreams	Target	Tremco
Smart Style	Taylor Home Services	Tri-County Electric
Smartland, LLC	Tec, Inc.	Tri-Den Heating & Air Conditioning, LLC
Smylie One Heating, Cooling And Plumbing	Telcon LLC	Tri-Point Medical Center
Snow Electric	Tessa Precision Products, Inc.	Trufab Technology
Snyder's	The Belcre Agency, LLC	Truline Industries
Snyders Auto	The Driftwood Group (Welshfield Inn)	Tryst Salon And Spa
Soldiers To Sawyers	The John F. Gallagher	Tt Electronics
South Euclid Automotive	The Lubrizol Corporation	Turfscape, Inc.
South Franklin Circle	The Mullet Company	Turk Construction
Spectrum Cable	The Residence Of Chardon	Twist Athletics
Spire Institute	The W Salon	Two Season Heating & Cooling
Spruceberry Farm	The Woodsman Tree Service Inc.	Ullman Oil
Stafast Products, Inc.	Thendesign Artchitecture	Universal Auto & Tire
Stainless Works	Thirion Homes	University Hospital
Star Precision	Tibaldi Law	University Hospitals: Geauga Medical Center
Sternberg & Zeid Co.	Tiny Tots Day Care	Us Lighting Group
Stonewater Golf Club	Tire & Wheel Automotive Service Center	V & S Schuler Engineering
Streb Electric Ltd.	Titan Aircraft Supply	Vancuren Services, Inc.
Studio J. Lea	Tomorrows A Salon	Vanguard CNC Laser Cutting
Sumi Carbide	Topgolf	Vecmar Corporation
Sunroof & Restylers City, Inc.	Torque Transmission	Vehicles Unlimited
Sunset Industries, Inc.	Total Lawn Care	Velotta Auto Service
Swagelok	Towlift Inc.	Victor Security LLC

*List of Business & Industry  
Affiliation Agreements for Business Partnership*

Vinney's Authentic Italian  
Eatery  
Visual Marking Systems, Inc.  
W.S. Tyler  
Walgreens  
Wave Imaging  
Ways Welding  
WEISS North America  
Wf Hann And Sons  
Whitehouse Chocolates  
William Keach - Lax  
William Keach- Architect  
Wolf Creek Company  
Woodhill Supply  
Wrap Ohio, LLC  
Xcel Athletics Cheer &  
Tumble Academy/Step 1  
Yanos Automotive  
Yardmaster  
Zagar Inc.  
Zappy's Auto Wash  
Zepeda Electric  
Zeppe's  
Zingales