

Auburn Vocational School District BOARD OF EDUCATION

Minutes of August 4, 2020

The August 4, 2020 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:30 p.m.

Mrs. Williamson administered the Oath of Office to the appointed Board Member, Mr. Paterniti and collected the qualification statements.

Upon roll call, the following members were present:

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

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

124-20 Approve Agenda & Addendum

A motion was made by Mr. Stefanko and seconded by Mr. Kent to approve the August 4, 2020 agenda and addendum.

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

Nays: None

Mr. Walter declared the motion passed

125-20 Approve Minutes of Regular Meeting on June 2, 2020 and Special Board Meeting on July 14, 2020

A motion was made by Mr. Kent and seconded by Mrs. Javins to approve the minutes of the June 23, 2020 Regular Board meeting and Special Board meeting on July 14, 2020.

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

Nays: None

Mr. Walter declared the motion passed

Public Participation – Suspended

Administrative Report

- OSBA Capital Conference – Virtual Event 2020 – Details will be forthcoming
- Staff In-Service Days – August 13, 14 & 17, 2020
- Opening of School Year for Students – August 18, 2020
- Terry Colescott – Ohio Teacher of the Year

Facilities Committee Report –Jeff Slavkovsky gave a monthly update

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, 2020 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #9)

No Action Required.

126-20 Approve Fund Accounts

A motion was made by Mrs. Wheeler and seconded by Mr. Stefanko to approve the following account funds.

Fund Name	Fund Account Number
Governor’s Emergency Education Relief (GEER) Fund	508
CRF Funding	510-K-12

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

Nays: None
Mr. Walter declared the motion passed

127-20 Approve Transfers

A motion was made by Mrs. Javins and seconded by Dr. Culotta to approve the transfers from the General Fund effective August 4, 2020.

Fund	Amount	Purpose
Public School Support	\$50,000.00	Student trips for local, state and national contests
Employee Benefit Self Insurance	\$24,653.09	Healthcare Deductible
Food Service – Lunchroom	\$30,000.00	Food Service 20-21 school year

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

Nays: None
Mr. Walter declared the motion passed

128-20 Approve Change Funds

A motion was made by Mr. Klima and seconded by Dr. Culotta to approve the following change funds for the 2020-2021 school year total of \$137.00.

Attendance/Main Office	\$80.00
Lunchroom	\$57.00
Total	\$137.00

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

Nays: None
Mr. Walter declared the motion passed

129-20 Human Resources

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

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

Nays: None
Mr. Walter declared the motion passed

130-20 Approve High School Student Handbook for 2020-2021 School Year

A motion was made by Mrs. Wheeler and seconded by Mr. Stefanko to approve the High School Student Handbook for the 2020-2021 school year. (Attachment Item #14)

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

Nays: None
Mr. Walter declared the motion passed

131-20 Approve High School Teacher Handbook for 2020-2021 School Year

A motion was made by Mr. Stefanko and seconded by Mr. Klima to approve the High School Teacher Handbook for the 2020-2021 school year. (Attachment Item #15)

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

Nays: None
Mr. Walter declared the motion passed

132-20 Approve 2020-2021 SY School Crisis Plan

A motion was made by Mr. Kent and seconded by Mrs. Javins to approve the school crisis plan for the 2020-2021 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, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

133-20 Approve Consent Agenda

A motion was made by Mr. Stefanko and seconded by Mr. Klima to approve items 17a - 17c as a consent agenda.

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

Nays: None
Mr. Walter declared the motion passed

134-20 Contract/Affiliation Agreement

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

- a. *Crossroads Health Service Agreement (Attachment Item #17A)*
- b. *Lake/Geauga Educational Assistance Foundation Agreement (Attachment Item #17B)*
- c. *ESC Mid-Day Cleaning Contract*

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

Nays: None

Mr. Walter declared the motion passed

135-20 Approve School Resource Officer

A motion was made by Mr. Stefanko and seconded by Dr. Culotta to approve Lieutenant 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 2020-2021 school year would remain. Auburn's portion for the upcoming school year would be \$83,480.00. (Attachment Item #18A)

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

Nays: None

Mr. Walter declared the motion passed

136-20 Approve Agreement between Auburn Career Center and Energy Harbor

A motion was made by Mr. Klima and seconded by Mrs. Javins to approve the contract with Energy Harbor which is required to provide a Joint Information Center (JIC), for use during scheduled drills and/or emergencies at the Perry Nuclear Power Plant (PNPP). Auburn Career Center has the facilities, equipment, and services required for use by Energy Harbor for the JIC during scheduled drills/emergencies at the PNPP. This agreement will be in effect for a one-year period commencing August 1, 2020 – July 31, 2021. Energy Harbor will reimburse the district for retainer fees and daily rates for the facilities, equipment and services used for the JIC. Energy Harbor will provide a certificate of insurance as additional insured. (See Attachment Item #18B)

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

Nays: None

Mr. Walter declared the motion passed

137-20 Approve Revised Back to School Plan

A motion was made by Dr. Culotta and seconded by Mrs. Wheeler to approve the revisions to the Back to School plan for the 2020-2021 school year. (Attachment Item #18C)

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

Nays: None
Mr. Walter declared the motion passed

138-20 Approve Policy Modification

A motion was made by Mrs. Wheeler and seconded by Dr. Culotta to make the following policy modification to the Auburn Vocational Board of Education Policy Manual. Original policy can be viewed by visiting the website at [Auburn Board Policy Link](#). (Attachment #18D)

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

Nays: Mr. Walter
Mr. Walter declared the motion passed

139-20 Adjourn

A motion was made by Mr. Stefanko and seconded by Dr. Culotta to adjourn the meeting at 6:54 p.m.

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

Nays: Mr. Walter
Mr. Walter declared the motion passed


Treasurer


Board President

**Auburn
Career Center**



Attachment Item #9

Render Financial Reports

Auburn Career Center
Bank Reconciliation
June 30, 2020

Dollar Bank - Main Depository	\$ 5,231,838.14
Huntington	\$ 28,013.37
O/S checks - a/p	\$ (9,022.21)
CHECK CORRECTION #52260	\$ 10.00
O/S checks - p/r	\$ (4,060.40)
Payroll Accum (O/S)-Checks NI	\$ -
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	5,247,315.90
Health Care Deductible Pool - Dollar	\$ 5,348.27
Flexible Spending Account - Dollar	\$ 5,874.90
Star Ohio	\$ 107,380.06
Net Available Cash	\$ 5,365,919.13
Investments:	
Wells Fargo Financial	\$ 2,427,980.76
Total Investments	\$ 2,427,980.76
Balance per bank	\$ 7,793,899.89
Balance per books	\$ 7,797,273.49
+/- FSA Monthly Deduction Adjustment	\$ (3,373.60)
	\$ 0.00

Investments Report

Institution	Amount
Wells Fargo	\$ 2,427,980.76

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 001 GENERAL								
Code 002 BOND RETIREMENT	\$ 6,474,056.44	\$ 289,871.62	\$ 10,174,292.63	\$ 1,501,525.66	\$ 10,172,826.10	\$ 6,475,522.97	\$ 251,671.05	\$ 6,223,851.92
Code 004 BUILDING	\$ 0.00	\$ 613,591.00	\$ 613,591.00	\$ 0.00	\$ 613,591.00	\$ 0.00	\$ 0.00	\$ 0.00
Code 006 FOOD SERVICE	\$ 1,093,230.30	\$ 20,000.00	\$ 120,000.00	\$ 0.00	\$ 1,134,035.90	\$ 79,194.40	\$ 0.00	\$ 79,194.40
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 0.00	\$ 30,886.69	\$ 162,657.39	\$ 8,958.62	\$ 162,657.39	\$ 0.00	\$ 0.00	\$ 0.00
Code 011 ROTARY-SPECIAL SERVICES	\$ 22,101.11	\$ 210.00	\$ 14,394.50	\$ 0.00	\$ 24,170.51	\$ 12,325.10	\$ 0.00	\$ 12,325.10
Code 012 ADULT EDUCATION	\$ 1,207.21	\$ 0.00	\$ 23,276.13	\$ 0.00	\$ 24,483.34	\$ 0.00	\$ 0.00	\$ 0.00
Code 014 ROTARY-INTERNAL SERVICES	\$ 108,927.89	\$ 32,595.48	\$ 1,419,396.79	\$ 187,459.98	\$ 1,355,421.07	\$ 172,903.61	\$ 17,874.37	\$ 155,029.24
Code 018 PUBLIC SCHOOL SUPPORT	\$ 2,605.73	\$ 0.00	\$ 904.40	\$ 0.00	\$ 1,573.83	\$ 1,936.30	\$ 332.43	\$ 1,603.87
Code 019 OTHER GRANT	\$ 12,934.14	\$ 2,100.00	\$ 62,363.70	\$ (3,676.56)	\$ 62,293.63	\$ 13,004.21	\$ 659.50	\$ 12,344.71
Code 022 DISTRICT AGENCY	\$ 162,070.36	\$ 0.00	\$ 5,450.00	\$ 42,218.14	\$ 124,080.71	\$ 43,439.65	\$ 13,465.12	\$ 29,974.53
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 10,304.76	\$ 0.00	\$ 2,000.00	\$ 0.00	\$ 500.00	\$ 11,804.76	\$ 3,500.00	\$ 8,304.76
Code 070 CAPITAL PROJECTS	\$ 9,330.40	\$ 0.00	\$ 40,867.05	\$ 2,298.60	\$ 38,977.05	\$ 11,220.40	\$ 0.00	\$ 11,220.40
Code 200 STUDENT MANAGED ACTIVITY	\$ 304,345.32	\$ 0.00	\$ 700,000.00	\$ 12,059.37	\$ 345,003.00	\$ 659,342.32	\$ 658,520.13	\$ 822.19
Code 451 DATA COMMUNICATION FUND	\$ 79,290.07	\$ 161.00	\$ 48,297.07	\$ 2,765.39	\$ 54,370.81	\$ 73,216.33	\$ 8,749.89	\$ 64,466.44
Code 467 Student Wellness and Success Fund	\$ 0.00	\$ 0.00	\$ 4,300.00	\$ 0.00	\$ 4,300.00	\$ 0.00	\$ 0.00	\$ 0.00
Code 499 MISCELLANEOUS STATE GRANT FUND	\$ 0.00	\$ 0.00	\$ 45,449.95	\$ 37,829.95	\$ 44,169.95	\$ 1,280.00	\$ 1,280.00	\$ 0.00
Code 501 ADULT BASIC EDUCATION	\$ 4,455.44	\$ 49,733.88	\$ 279,886.12	\$ 17,243.48	\$ 275,836.83	\$ 8,504.73	\$ 8,504.73	\$ 0.00

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 44,328.18	\$ 259,039.09	\$ 437,088.04	\$ 39,492.64	\$ 274,016.91	\$ 207,399.31	\$ 207,399.31	\$ 0.00
Code 599 MISCELLANEOUS FED. GRANT FUND	\$ 0.00	\$ 0.00	\$ 124,034.00	\$ 38,337.60	\$ 100,354.60	\$ 23,679.40	\$ 0.00	\$ 23,679.40
Grand Total	\$ 8,329,187.35	\$ 1,298,188.76	14,280,748.77	\$ 1,886,512.87	\$ 14,812,662.63	\$ 7,797,273.49	\$ 1,174,456.53	\$ 6,622,816.96

AUBURN VOCATIONAL SCHOOL DISTR Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTD Expended	Encumbrance	FYTD Unencumbered
Code 001 GENERAL							
Code 002 BOND RETIREMENT	\$ 10,302,780.50	\$ 121,716.65	\$ 10,424,497.15	\$ 10,172,826.10	\$ 1,501,525.66	\$ 251,671.05	\$ 0.00
Code 004 BUILDING	\$ 613,591.00	\$ 0.00	\$ 613,591.00	\$ 613,591.00	\$ 0.00	\$ 0.00	\$ 0.00
Code 006 FOOD SERVICE	\$ 114,452.00	\$ 1,019,583.90	\$ 1,134,035.90	\$ 1,134,035.90	\$ 0.00	\$ 0.00	\$ 0.00
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 162,657.39	\$ 0.00	\$ 162,657.39	\$ 162,657.39	\$ 8,958.62	\$ 0.00	\$ 0.00
Code 011 ROTARY-SPECIAL SERVICES	\$ 24,170.51	\$ 0.00	\$ 24,170.51	\$ 24,170.51	\$ 0.00	\$ 0.00	\$ 0.00
Code 012 ADULT EDUCATION	\$ 24,483.34	\$ 0.00	\$ 24,483.34	\$ 24,483.34	\$ 0.00	\$ 0.00	\$ 0.00
Code 014 ROTARY-INTERNAL SERVICES	\$ 1,361,181.36	\$ 12,114.08	\$ 1,373,295.44	\$ 1,355,421.07	\$ 187,459.98	\$ 17,874.37	\$ 0.00
Code 018 PUBLIC SCHOOL SUPPORT	\$ 456.26	\$ 1,450.00	\$ 1,906.26	\$ 1,573.83	\$ 0.00	\$ 332.43	\$ 0.00
Code 019 OTHER GRANT	\$ 51,268.99	\$ 11,684.14	\$ 62,953.13	\$ 62,293.63	\$ (3,676.56)	\$ 659.50	\$ 0.00
Code 022 DISTRICT AGENCY	\$ 134,899.05	\$ 2,646.78	\$ 137,545.83	\$ 124,080.71	\$ 42,218.14	\$ 13,465.12	\$ 0.00
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 3,000.00	\$ 1,000.00	\$ 4,000.00	\$ 500.00	\$ 0.00	\$ 3,500.00	\$ 0.00
Code 070 CAPITAL PROJECTS	\$ 42,021.31	\$ 1,355.91	\$ 43,377.22	\$ 38,977.05	\$ 2,298.60	\$ 0.00	\$ 4,400.17
Code 200 STUDENT MANAGED ACTIVITY	\$ 832,126.13	\$ 171,397.00	\$ 1,003,523.13	\$ 345,003.00	\$ 12,059.37	\$ 658,520.13	\$ 0.00
Code 451 DATA COMMUNICATION FUND	\$ 62,880.70	\$ 240.00	\$ 63,120.70	\$ 54,370.81	\$ 2,765.39	\$ 8,749.89	\$ 0.00
Code 467 Student Wellness and Success Fund	\$ 4,300.00	\$ 0.00	\$ 4,300.00	\$ 4,300.00	\$ 0.00	\$ 0.00	\$ 0.00
Code 499 MISCELLANEOUS STATE GRANT FUND	\$ 45,449.95	\$ 0.00	\$ 45,449.95	\$ 44,169.95	\$ 37,829.95	\$ 1,280.00	\$ 0.00
Code 501 ADULT BASIC EDUCATION	\$ 2,500.00	\$ 0.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 0.00
	\$ 279,886.12	\$ 4,455.44	\$ 284,341.56	\$ 275,836.83	\$ 17,243.48	\$ 8,504.73	\$ 0.00

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

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTD Expended	Encumbrance	FYTD Unencumbered
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 437,088.04	\$ 44,328.18	\$ 481,416.22	\$ 274,016.91	\$ 39,492.64	\$ 207,399.31	\$ 0.00
Code 599 MISCELLANEOUS FED. GRANT FUND	\$ 100,354.60	\$ 0.00	\$ 100,354.60	\$ 100,354.60	\$ 38,337.60	\$ 0.00	\$ 0.00
Grand Total	\$ 14,599,547.25	\$ 1,391,972.08	\$ 15,991,519.33	\$ 14,812,662.63	\$ 1,886,512.87	\$ 1,174,456.53	\$ 4,400.17

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
Type: ACCOUNTS_PAYABLE										
Default Payment Type: Check										
26085	52124	ACCOUNTS_PA	Check	6/4/2020	DOMINION ENERGY OHIO ILLUMINATING COMPANY	4003 RECONCILED	6/11/2020			\$ 1,386.76
26122	52125	ACCOUNTS_PA	Check	6/4/2020	ILLUMINATING COMPANY	925 RECONCILED	6/5/2020			162.46
26084	52126	ACCOUNTS_PA	Check	6/4/2020	AUDRIE NELSON	42067 RECONCILED	6/17/2020			500.00
26165	52127	ACCOUNTS_PA	Check	6/4/2020	ABIGAIL KEIFER	41854 OUTSTANDING				88.00
26086	52128	ACCOUNTS_PA	Check	6/4/2020	ESC OF THE WESTERN RESERVE	41901 RECONCILED	6/5/2020			50,861.61
26113	52129	ACCOUNTS_PA	Check	6/4/2020	NEOLA, INC.	11092 RECONCILED	6/10/2020			1,225.00
26109	52130	ACCOUNTS_PA	Check	6/4/2020	VERIZON WIRELESS	41745 RECONCILED	6/12/2020			134.99
26126	52131	ACCOUNTS_PA	Check	6/4/2020	U S POSTAL SERVICE	7745 RECONCILED	6/8/2020			2,000.00
26098	52132	ACCOUNTS_PA	Check	6/4/2020	GRIMES HORTICULTUR E, INC.	8014 RECONCILED	6/8/2020			1,447.17
26103	52133	ACCOUNTS_PA	Check	6/4/2020	VIVIANI FAMILY LIMITED	11774 RECONCILED	6/10/2020			1,563.60
26176	52134	ACCOUNTS_PA	Check	6/4/2020	LORAIN CTY COMMUNITY COLLEGE	13647 RECONCILED	6/10/2020			101.25
26148	52135	ACCOUNTS_PA	Check	6/4/2020	OHIO SCHOOLS COUNCIL	672 RECONCILED	6/9/2020			570.00
26121	52136	ACCOUNTS_PA	Check	6/4/2020	PENNCARE	8957 RECONCILED	6/8/2020			1,139.48
26092	52137	ACCOUNTS_PA	Check	6/4/2020	OHIO NURSERY AND LANDSCAPING	10357 OUTSTANDING				1,050.00
26118	52138	ACCOUNTS_PA	Check	6/4/2020	84 LUMBER	989 RECONCILED	6/8/2020			476.60
26102	52139	ACCOUNTS_PA	Check	6/4/2020	LAKE COUNTY DEPARTMENT	1435 RECONCILED	6/10/2020			580.50
26147	52140	ACCOUNTS_PA	Check	6/4/2020	ART	171 RECONCILED	6/9/2020			3,099.97
26155	52141	ACCOUNTS_PA	Check	6/4/2020	AGM ENERGY SERVICES LLC	41355 RECONCILED	6/24/2020			3,368.75
26159	52142	ACCOUNTS_PA	Check	6/4/2020	DE LAGE LANDEN FINANCIAL	41637 RECONCILED	6/10/2020			675.20
26172	52143	ACCOUNTS_PA	Check	6/4/2020	GCA SERVICES	41167 RECONCILED	6/8/2020			16,724.73

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26145	52144	YABLE	YABLE	6/4/2020	GROUP COMDOC INC.	8170	RECONCILED	6/8/2020		\$ 476.04
26088	52145	YABLE	YABLE	6/4/2020	KINZUA ENVIRONMENT AL INC	4035	RECONCILED	6/8/2020		315.40
26091	52146	YABLE	YABLE	6/4/2020	LE'ANESSA MACKKEY	41704	RECONCILED	6/10/2020		60.00
26099	52147	YABLE	YABLE	6/4/2020	21ST CENTURY MEDIA - OHIO	414	RECONCILED	6/22/2020		423.85
26141	52148	YABLE	YABLE	6/4/2020	TROPHY WORLD	52	RECONCILED	6/9/2020		67.00
26133	52149	YABLE	YABLE	6/4/2020	GRANGER	466	RECONCILED	6/8/2020		315.60
26097	52150	YABLE	YABLE	6/4/2020	JOHN D. PRUFER & ASSOCIATES OE MEYER CO	7053	RECONCILED	6/8/2020		3,850.81
26150	52151	YABLE	YABLE	6/4/2020	TONY SCHEIBER TOWING	42031	RECONCILED	6/8/2020		25,475.00
26111	52152	YABLE	YABLE	6/4/2020	ALEX PRATHER	12185	RECONCILED	6/11/2020		800.00
26156	52153	YABLE	YABLE	6/4/2020	GAGE NEELY	42023	RECONCILED	6/12/2020		508.19
26161	52154	YABLE	YABLE	6/4/2020	DOUGLAS JASTREDOWSKI	42022	RECONCILED	6/10/2020		508.19
26115	52155	YABLE	YABLE	6/4/2020	PAYTON PERCE	42020	RECONCILED	6/8/2020		508.19
26101	52156	YABLE	YABLE	6/4/2020	ETHAN MOORE	42014	RECONCILED	6/8/2020		508.19
26095	52157	YABLE	YABLE	6/4/2020	HUNTER HESS	42013	RECONCILED	6/8/2020		508.19
26116	52158	YABLE	YABLE	6/4/2020	RICHARD HAYDEN	42009	RECONCILED	6/11/2020		508.19
26170	52159	YABLE	YABLE	6/4/2020	DILLION MCFARLAND	40940	RECONCILED	6/8/2020		508.19
26104	52160	YABLE	YABLE	6/4/2020	CHRISTOPHER TORPLINSKI	42111	RECONCILED	6/10/2020		508.19
26146	52161	YABLE	YABLE	6/4/2020	JOSEPH ORNELLAS	42110	RECONCILED	6/8/2020		508.19
26160	52162	YABLE	YABLE	6/4/2020	JOSHUA DELFS	42109	RECONCILED	6/23/2020		508.19
26149	52163	YABLE	YABLE	6/4/2020	ABISAI VARGAS PEREZ	42108	RECONCILED	6/9/2020		508.19
26096	52164	YABLE	YABLE	6/4/2020	CONNOR O'RYAN	41883	RECONCILED	6/8/2020		508.19
26173	52165	YABLE	YABLE	6/4/2020		42002	RECONCILED	6/15/2020		508.19

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26140	52166	ACCOUNTS_PA	Check	6/4/2020	ARMAND JOHNSON	42001	OUTSTANDING			\$ 508.19
26123	52167	ACCOUNTS_PA	Check	6/4/2020	JUAN GUERRERO MENA	42107	RECONCILED	6/10/2020		508.19
26114	52168	ACCOUNTS_PA	Check	6/4/2020	JESSICA VOILMAN	42106	RECONCILED	6/11/2020		508.19
26094	52169	ACCOUNTS_PA	Check	6/4/2020	CHRISTINA SANDERS	42105	RECONCILED	6/11/2020		508.19
26163	52170	ACCOUNTS_PA	Check	6/4/2020	MACKENZIE FRYE	42104	RECONCILED	6/9/2020		508.19
26153	52171	ACCOUNTS_PA	Check	6/4/2020	HEATHER CSOKMAY	42103	OUTSTANDING			508.19
26112	52172	ACCOUNTS_PA	Check	6/4/2020	KAYLA SWIDER	42102	RECONCILED	6/8/2020		508.20
26157	52173	ACCOUNTS_PA	Check	6/4/2020	BRITTANY STEVENSON	42101	RECONCILED	6/10/2020		508.20
26124	52174	ACCOUNTS_PA	Check	6/4/2020	JAMES SCARDELLETTI	42100	OUTSTANDING			508.20
26178	52175	ACCOUNTS_PA	Check	6/4/2020	OWEN NAPIER	42099	RECONCILED	6/8/2020		508.20
26142	52176	ACCOUNTS_PA	Check	6/4/2020	LANDYN MILLER	42098	RECONCILED	6/10/2020		508.20
26158	52177	ACCOUNTS_PA	Check	6/4/2020	CONNOR KAUCIC	42097	RECONCILED	6/15/2020		508.20
26143	52178	ACCOUNTS_PA	Check	6/4/2020	MADISON JOHNSON	42096	RECONCILED	6/11/2020		508.20
26152	52179	ACCOUNTS_PA	Check	6/4/2020	WILLIAM HILLIARD	42095	RECONCILED	6/8/2020		508.20
26168	52180	ACCOUNTS_PA	Check	6/4/2020	ZACHARY GRUBACH	42094	RECONCILED	6/8/2020		508.20
26108	52181	ACCOUNTS_PA	Check	6/4/2020	GRIFFIN CZARNECKI	42093	RECONCILED	6/9/2020		508.20
26089	52182	ACCOUNTS_PA	Check	6/4/2020	JACK BUCKEY	42092	RECONCILED	6/15/2020		508.20
26132	52183	ACCOUNTS_PA	Check	6/4/2020	ASHLEY ALLEN	42091	RECONCILED	6/18/2020		508.20
26090	52184	ACCOUNTS_PA	Check	6/4/2020	RICHARD ZALANKA	42090	RECONCILED	6/30/2020		508.19
26138	52185	ACCOUNTS_PA	Check	6/4/2020	SEAN TURCHON	42089	RECONCILED	6/9/2020		508.20
26175	52186	ACCOUNTS_PA	Check	6/4/2020	MICHAEL SHELTON	42088	OUTSTANDING			508.20
26167	52187	ACCOUNTS_PA	Check	6/4/2020	MELINDA RAYMOND	42087	RECONCILED	6/8/2020		508.20
26162	52188	ACCOUNTS_PA	Check	6/4/2020	BRITTANY PLYMEL	42086	RECONCILED	6/8/2020		508.20
26139	52189	ACCOUNTS_PA	Check	6/4/2020	CHAD LAWTON	42085	RECONCILED	6/9/2020		508.20

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26130	52190	YABLE ACCOUNTS_PA	Check	6/4/2020	ANTHONY KUKWA IV	42084	RECONCILED	6/11/2020		\$ 508.20
26087	52191	YABLE ACCOUNTS_PA	Check	6/4/2020	NICHOLAS JOHNSON	42083	RECONCILED	6/8/2020		508.20
26134	52192	YABLE ACCOUNTS_PA	Check	6/4/2020	ROBERT FORSTER	42082	RECONCILED	6/11/2020		508.20
26137	52193	YABLE ACCOUNTS_PA	Check	6/4/2020	GRANT EGENSPERGER	42081	RECONCILED	6/8/2020		508.20
26107	52194	YABLE ACCOUNTS_PA	Check	6/4/2020	CAROL COOPER	41931	VOID		6/4/2020	508.20
26174	52195	YABLE ACCOUNTS_PA	Check	6/4/2020	RICHARD BLUE	42080	RECONCILED	6/9/2020		508.20
26093	52196	YABLE ACCOUNTS_PA	Check	6/4/2020	TIMOTHY ZDESAR	42079	RECONCILED	6/8/2020		508.20
26135	52197	YABLE ACCOUNTS_PA	Check	6/4/2020	STEPHEN REHO	42078	OUTSTANDING			508.20
26131	52198	YABLE ACCOUNTS_PA	Check	6/4/2020	MICHAEL RAGAZZO	42077	RECONCILED	6/11/2020		508.20
26151	52199	YABLE ACCOUNTS_PA	Check	6/4/2020	KYLE MISKIMEN	42076	RECONCILED	6/15/2020		508.20
26154	52200	YABLE ACCOUNTS_PA	Check	6/4/2020	RYAN MCELFRESH	42075	RECONCILED	6/9/2020		508.20
26171	52201	YABLE ACCOUNTS_PA	Check	6/4/2020	DANIELLE LOCHER	42074	RECONCILED	6/17/2020		508.20
26129	52202	YABLE ACCOUNTS_PA	Check	6/4/2020	ZACHARY LAWRENCE	42073	RECONCILED	6/9/2020		508.20
26119	52203	YABLE ACCOUNTS_PA	Check	6/4/2020	KYLE LANGER	42072	RECONCILED	6/8/2020		508.20
26164	52204	YABLE ACCOUNTS_PA	Check	6/4/2020	BRIAN KOLAT	42112	RECONCILED	6/10/2020		508.20
26136	52205	YABLE ACCOUNTS_PA	Check	6/4/2020	CAITLYN KASCASAK	42071	OUTSTANDING			508.20
26117	52206	YABLE ACCOUNTS_PA	Check	6/4/2020	ERIC HARB	42070	RECONCILED	6/22/2020		508.20
26106	52207	YABLE ACCOUNTS_PA	Check	6/4/2020	JACOB EBRIGHT	41962	RECONCILED	6/15/2020		508.20
26166	52208	YABLE ACCOUNTS_PA	Check	6/4/2020	CASSANDRA DODD	42069	RECONCILED	6/9/2020		508.20
26120	52209	YABLE ACCOUNTS_PA	Check	6/4/2020	ANDEW BJORNHOLM	42068	RECONCILED	6/8/2020		508.20
26100	52210	YABLE ACCOUNTS_PA	Check	6/4/2020	MELINDA NYE	41998	RECONCILED	6/8/2020		508.20
26110	52211	YABLE ACCOUNTS_PA	Check	6/4/2020	CLAYTON GALLION	41997	RECONCILED	6/8/2020		508.20
26169	52212	YABLE ACCOUNTS_PA	Check	6/4/2020	KATHRYN BARTONE	41913	RECONCILED	6/8/2020		508.20
26127	52213	YABLE ACCOUNTS_PA	Check	6/4/2020	JESSICA	42004	OUTSTANDING			508.20

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26144	52214	YABLE ACACCOUNTS_PA	Check	6/4/2020	MORRISON TASHYANNA STEEL	41993	RECONCILED	6/9/2020		\$ 729.61
26105	52215	YABLE ACACCOUNTS_PA	Check	6/4/2020	ALRO STEEL CORPORATION	41193	RECONCILED	6/5/2020		458.82
26177	52216	YABLE ACACCOUNTS_PA	Check	6/4/2020	MSC INDUSTRIAL SUPPLY CO. INC.	7489	RECONCILED	6/5/2020		1,323.00
26125	52217	YABLE ACACCOUNTS_PA	Check	6/4/2020	SEAN DAVIS	40587	RECONCILED	6/5/2020		103.90
26128	52218	YABLE ACACCOUNTS_PA	Check	6/4/2020	DAVID IVEY	41882	RECONCILED	6/5/2020		69.29
26179	52219	YABLE ACACCOUNTS_PA	Check	6/4/2020	ALEX CICORA	41931	RECONCILED	6/9/2020		508.20
26199	52220	YABLE ACACCOUNTS_PA	Check	6/9/2020	ILLUMINATING COMPANY	925	RECONCILED	6/11/2020		18,892.92
26197	52221	YABLE ACACCOUNTS_PA	Check	6/9/2020	JONES & BARLETT LEARNING, LLC	10442	RECONCILED	6/15/2020		293.30
26200	52222	YABLE ACACCOUNTS_PA	Check	6/9/2020	AMERICAN MEDICAL CERTIFICATIO N	41749	RECONCILED	6/15/2020		1,872.00
26193	52223	YABLE ACACCOUNTS_PA	Check	6/9/2020	CRILE ROAD HARDWARE	551	RECONCILED	6/17/2020		290.19
26190	52224	YABLE ACACCOUNTS_PA	Check	6/9/2020	LBL PRINTING	13500	RECONCILED	6/17/2020		291.66
26188	52225	YABLE ACACCOUNTS_PA	Check	6/9/2020	TIME WARNER CABLE - NORTHEAST WKKY	13042	RECONCILED	6/17/2020		77.43
26196	52226	YABLE ACACCOUNTS_PA	Check	6/9/2020	STRYKER SALES	12341	RECONCILED	6/15/2020		300.00
26195	52227	YABLE ACACCOUNTS_PA	Check	6/9/2020	CORPORATION CITY OF PVILLE UTIL. BUILDERS BOOK INC	41767	RECONCILED	6/15/2020		1,184.04
26194	52228	YABLE ACACCOUNTS_PA	Check	6/9/2020	ALL CONSTRUCTIO N SERVICES	215	RECONCILED	6/16/2020		329.73
26189	52229	YABLE ACACCOUNTS_PA	Check	6/9/2020	HCI/BUCKEYE EDUCATIONAL SYSTEMS	41952	RECONCILED	6/15/2020		333.35
26201	52230	YABLE ACACCOUNTS_PA	Check	6/9/2020	ATI ASSESSMENT TECHNOLOGIE	41736	RECONCILED	6/16/2020		3,285.00
26198	52231	YABLE ACACCOUNTS_PA	Check	6/9/2020	41917	RECONCILED	6/16/2020		6,844.00	
26192	52232	YABLE ACACCOUNTS_PA	Check	6/9/2020	40285	RECONCILED	6/10/2020		5.00	

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26191	52233	ACCOUNTS_PA	YABLE	6/9/2020	ELSEVIER S	11447	RECONCILED	6/10/2020		\$ 7,337.60
26187	52234	ACCOUNTS_PA	YABLE	6/9/2020	ADVANCED GAS & WELDING	13407	RECONCILED	6/10/2020		433.14
26206	52237	ACCOUNTS_PA	YABLE	6/11/2020	BENCO DENTAL SUPPLY CO AT&T	41892	RECONCILED	6/16/2020		1,439.57
26216	52238	ACCOUNTS_PA	YABLE	6/11/2020	SPRINT	171	RECONCILED	6/17/2020		671.14
26212	52239	ACCOUNTS_PA	YABLE	6/11/2020	WELLS FARGO FINANCIAL LEASING	41733	RECONCILED	6/18/2020		92.09
26223	52240	ACCOUNTS_PA	YABLE	6/11/2020	FIRST COMMUNICATI ONS LLC	40583	RECONCILED	6/15/2020		3,924.00
26213	52241	ACCOUNTS_PA	YABLE	6/11/2020	PEARSON EDUCATION WASTE MANAGEMENT OF OHIO	10610	RECONCILED	6/15/2020		74.17
26225	52242	ACCOUNTS_PA	YABLE	6/11/2020	EXSCAPE DESIGNS, LLC	11383	RECONCILED	6/15/2020		3,173.83
26219	52243	ACCOUNTS_PA	YABLE	6/11/2020	MAJOR WASTE DISPOSAL	734	RECONCILED	6/16/2020		220.32
26207	52244	ACCOUNTS_PA	YABLE	6/11/2020	GENERAL PEST CONTROL CO. PENNCARE	570	OUTSTANDING			75.00
26221	52245	ACCOUNTS_PA	YABLE	6/11/2020	OHIO BUREAU OF WORKERS	41963	RECONCILED	6/29/2020		4,159.12
26220	52246	ACCOUNTS_PA	YABLE	6/11/2020	OHIO BUREAU OF WORKERS	42031	RECONCILED	6/16/2020		225.00
26210	52247	ACCOUNTS_PA	YABLE	6/11/2020	OHIO BUREAU OF WORKERS	11210	RECONCILED	6/18/2020		204.75
26209	52248	ACCOUNTS_PA	YABLE	6/11/2020	OHIO BUREAU OF WORKERS	8957	RECONCILED	6/15/2020		980.99
26224	52249	ACCOUNTS_PA	YABLE	6/11/2020	O'REILLY AUTOMOTIVE, INC	40813	RECONCILED	6/19/2020		127.12
26214	52250	ACCOUNTS_PA	YABLE	6/11/2020	KIRTLAND LOCAL SCHOOLS	8328	RECONCILED	6/17/2020		252.80
26218	52251	ACCOUNTS_PA	YABLE	6/11/2020	SNAP ON INDUSTRIAL	1266	RECONCILED	6/15/2020		2,617.20
26222	52252	ACCOUNTS_PA	YABLE	6/11/2020	OHIO BUREAU OF WORKERS	6801	RECONCILED	6/15/2020		486.06
26215	52253	ACCOUNTS_PA	YABLE	6/11/2020	HENGST STRIFF BAJKO QUILL CORP	41179	RECONCILED	6/17/2020		8,690.62
26211	52254	ACCOUNTS_PA	YABLE	6/11/2020	QUILL CORP	855	RECONCILED	6/19/2020		209.27

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26208	52255	ACCOUNTS_PA	Check	6/11/2020	ESC OF THE WESTERN RESERVE	41901	RECONCILED	6/12/2020		\$ 9,237.60
26217	52256	ACCOUNTS_PA	Check	6/11/2020	LE'ANESSA MACKKEY	41704	RECONCILED	6/12/2020		729.61
26244	52263	ACCOUNTS_PA	Check	6/16/2020	BENCO DENTAL SUPPLY CO	41892	RECONCILED	6/22/2020		3,736.24
26236	52264	ACCOUNTS_PA	Check	6/16/2020	LBI PRINTING	13500	RECONCILED	6/17/2020		13,152.17
26241	52265	ACCOUNTS_PA	Check	6/16/2020	JOHN D. PREUER & ASSOCIATES	7053	RECONCILED	6/19/2020		169.65
26232	52266	ACCOUNTS_PA	Check	6/16/2020	FA SOLUTIONS LLC	41342	RECONCILED	6/23/2020		1,788.00
26234	52267	ACCOUNTS_PA	Check	6/16/2020	MCGOWN & MARKLING CO., L.P.A	12253	RECONCILED	6/18/2020		140,445.18
26246	52268	ACCOUNTS_PA	Check	6/16/2020	NTL HEALTHCARE R ASSOC.	11819	RECONCILED	6/22/2020		465.00
26237	52269	ACCOUNTS_PA	Check	6/16/2020	MADISON LOCAL SCHOOLS	10906	RECONCILED	6/23/2020		11,383.34
26242	52270	ACCOUNTS_PA	Check	6/16/2020	HCI/BUCKEYE EDUCATIONAL SYSTEMS	41917	RECONCILED	6/22/2020		1,800.00
26238	52271	ACCOUNTS_PA	Check	6/16/2020	WEX BANK	41338	RECONCILED	6/24/2020		55.35
26240	52272	ACCOUNTS_PA	Check	6/16/2020	OHIO DEPT OF JOB & FAMILY CREDIT CARD OPERATION	1877	RECONCILED	6/19/2020		2,573.65
26233	52273	ACCOUNTS_PA	Check	6/16/2020	OHIO SCHOOLS COUNCIL	41906	RECONCILED	6/19/2020		4,083.14
26235	52274	ACCOUNTS_PA	Check	6/16/2020	BREATHING AIR SYSTEMS	812	RECONCILED	6/23/2020		4,128.00
26243	52275	ACCOUNTS_PA	Check	6/16/2020	CDW GOVERNMENT	41934	RECONCILED	6/19/2020		46.24
26239	52276	ACCOUNTS_PA	Check	6/16/2020	DEE STARK-KURTZ	11547	RECONCILED	6/17/2020		86.50
26245	52277	ACCOUNTS_PA	Check	6/16/2020		8279	RECONCILED	6/17/2020		37.50
\$ 416,442.17										
Default Payment Type: Electronic										
26251	0	ACCOUNTS_PA	Electronic	6/16/2020	STATE TEACHERS RETIREMENT MEDICAL MUTUAL OF	480	RECONCILED	6/27/2020		27,854.25
26254	0	ACCOUNTS_PA	Electronic	6/30/2020		999994	RECONCILED	6/30/2020		318.25

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26185		0 ACCOUNTS_PA YABLE	Electronic	6/10/2020	OHIO BANK ONE/MEMO/ETC A	900693	RECONCILED	6/13/2020		\$ 23.25
26252		0 ACCOUNTS_PA YABLE	Electronic	6/17/2020	SERS	900926	RECONCILED	6/20/2020		1,129.75
26253		0 ACCOUNTS_PA YABLE	Electronic	6/30/2020	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	6/30/2020		1,033.61
26203		0 ACCOUNTS_PA YABLE	Electronic	6/9/2020	FLEX SAVE	999992	RECONCILED	6/13/2020		100.00
26184		0 ACCOUNTS_PA YABLE	Electronic	6/10/2020	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	6/13/2020		3,387.25
26186		0 ACCOUNTS_PA YABLE	Electronic	6/5/2020	SERS	900926	RECONCILED	6/6/2020		1,058.40
26249		0 ACCOUNTS_PA YABLE	Electronic	6/16/2020	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	6/27/2020		3,386.05
26250		0 ACCOUNTS_PA YABLE	Electronic	6/16/2020	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	6/27/2020		7,361.88
26183		0 ACCOUNTS_PA YABLE	Electronic	6/10/2020	STATE TEACHERS RETIREMENT	480	RECONCILED	6/13/2020		25,401.57
26202		0 ACCOUNTS_PA YABLE	Electronic	6/9/2020	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	6/13/2020		55,823.18
26248		0 ACCOUNTS_PA YABLE	Electronic	6/16/2020	Workers Comp	900950	RECONCILED	6/27/2020		1,002.17
26182		0 ACCOUNTS_PA YABLE	Electronic	6/10/2020	Workers Comp	900950	RECONCILED	6/13/2020		1,003.41
26181		0 ACCOUNTS_PA YABLE	Electronic	6/10/2020	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	6/13/2020		7,461.65
Type: REFUND										
Default Payment Type: Check										
26205	52235	REFUND	Check	6/9/2020	TRICIA HESTER	13018	OUTSTANDING			8.17
26204	52236	REFUND	Check	6/9/2020	STEVEN LASKEY	42114	OUTSTANDING			45.60
26231	52257	REFUND	Check	6/16/2020	THERESA CIPRIANO	42115	OUTSTANDING			5.00
26226	52258	REFUND	Check	6/16/2020	MARIBETH COMPTON	42116	OUTSTANDING			50.00
26227	52259	REFUND	Check	6/16/2020	APRIL	42117	OUTSTANDING			50.00
<hr/>										
\$ 136,344.67										
\$ 552,786.84										

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26228	52260 REFUND	Check		6/16/2020	LANNING DEBBIE MILLER	42118	RECONCILED	6/30/2020		\$ 50.00
26229	52261 REFUND	Check		6/16/2020	VERONICA NUNEZ	42119	OUTSTANDING			50.00
26230	52262 REFUND	Check		6/16/2020	MISSY WHOLF	42120	RECONCILED	6/29/2020		50.00
PAYROLL										
Type: Default Payment										
26180	0 PAYROLL			6/10/2020	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	6/13/2020		222,973.50
26247	0 PAYROLL			6/16/2020	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	6/27/2020		222,682.69
Grand Total										<u>\$ 445,656.19</u>
										<u>\$ 445,656.19</u>
										<u>\$ 998,751.80</u>

Auburn Career Center
Monthly History Comparison-General Fund
June 30, 2020

	Monthly Comparison				Avg Chg	Annual Comparison				Remain 2020	Budget Expended	
	June FY18	June FY19	June FY20			Actual 2018	Actual 2019	Budget 2020				
Revenue												
Real Estate	\$ 5,125,485	\$ 5,781,137	\$ 6,057,261		\$ 5,836,068	\$ 5,781,135	\$ 5,866,404	\$ (190,857)	103%			
Commercial	\$ 418,446	\$ 370,973	\$ 356,021		\$ 414,345	\$ 370,973	\$ 366,425	\$ 10,404	97%			
Tangible Personal (PLU)	\$ 419,558	\$ 2,328,865	\$ 2,240,061		\$ 2,394,304	\$ 2,328,865	\$ 2,317,478	\$ 77,417	97%			
Foundation	\$ 2,194,823	\$ 830,183	\$ 847,989		\$ 809,948	\$ 830,183	\$ 834,334	\$ (13,655)	102%			
Homestead & Rollback	\$ 787,438	\$ 772,987	\$ 616,144		\$ 409,978	\$ 540,961	\$ 527,720	\$ (88,424)	117%			
Other	\$ 379,956											
Subtotal	\$ 9,325,706	\$ 10,084,145	\$ 10,117,477		\$ 9,864,643	\$ 9,852,117	\$ 9,912,361	\$ (205,116)	102%			
Expense												
Salaries	\$ 4,107,214	\$ 4,028,581	\$ 4,114,072	0.1%	\$ 3,821,328	\$ 4,028,581	\$ 4,223,019	\$ 108,947	97%			
Benefits	\$ 1,662,612	\$ 1,784,586	\$ 1,877,308	6.3%	\$ 1,730,209	\$ 1,784,586	\$ 2,036,341	\$ 159,033	92%			
Purchased Services	\$ 1,221,824	\$ 1,542,845	\$ 1,507,668	12.0%	\$ 1,441,037	\$ 1,542,845	\$ 1,677,443	\$ 169,775	90%			
Supplies	\$ 416,225	\$ 492,966	\$ 558,910	15.9%	\$ 428,385	\$ 492,966	\$ 556,506	\$ (2,404)	100%			
Capital Outlay/Equipment	\$ 295,409	\$ 251,690	\$ 327,649	7.7%	\$ 175,255	\$ 251,690	\$ 395,665	\$ 68,016	83%			
Summer Projects	\$ 83,221											
Other	\$ 133,047	\$ 133,098	\$ 137,985		\$ 132,419	\$ 133,098	\$ 137,090	\$ (895)	101%			
Subtotal	\$ 7,919,552	\$ 8,233,766	\$ 8,523,592		\$ 7,728,633	\$ 8,233,766	\$ 9,026,064	\$ 502,472	94%			
Revenue/Expense (Operating Balance)	\$ 1,406,154	\$ 1,850,379	\$ 1,593,885		\$ 2,136,010	\$ 1,618,351	\$ 886,297					
Other Uses												
Advances Returned	\$ 58,884	\$ (42,605)	\$ 56,816		\$ 57,516	\$ 189,419	\$ 166,263					
Advances Out	\$ 40,575	\$ 178,129	\$ 227,074		\$ 82,468	\$ 178,129	\$ 43,300					
Transfers	\$ 1,006,878	\$ 1,121,528	\$ 1,422,160		\$ 989,772	\$ 1,121,528	\$ 1,503,592					
Subtotal	\$ (988,569)	\$ (1,342,262)	\$ (1,592,418)		\$ (1,014,724)	\$ (1,110,238)	\$ (1,380,629)					
Beginning Cash	\$ 5,904,707	\$ 7,568,876	\$ 7,687,177		\$ 4,844,657	\$ 5,965,943	\$ 6,474,056					
Ending Cash	\$ 4,844,652	\$ 6,474,056	\$ 6,475,523		\$ 5,965,943	\$ 6,474,056	\$ 5,979,724					
Encumbrances	\$ 99,104	\$ 121,717	\$ 251,671		\$ 115,351	\$ 121,717						

This is an unaudited financial report.

**Auburn
Career Center**



Attachment Item #13

Human Resources



Human Resources

August 4, 2020

Adult Workforce Education 2020-2021

Employee Name	Title	Hourly Amount
Sara Newpher	Telecommunicator Instructor	\$30.00
Lisa Sprowls	Geauga One-Stop	\$23.00
Terry Colescott	AWT Apprenticeship	\$30.00
Amber Evans	PN Faculty	\$30.00
Erica Slanoc	Geauga One-Stop	\$18.00
Edward Molzon	Blueprint Reading	\$30.00
Douglas Riedel	Firefighter Instructor	\$30.00
Brad Davis	Telecommunicator Instructor	\$30.00
Daniel Haymer	Firefighter Instructor	\$30.00
Derek Leskowak	Telecommunicator Instructor	\$30.00
Dianna Tabaj	PN Faculty	\$30.00

Substitutes – Professional 2020-2021

Name	Certified Area
Suzanne Jackson	Diversified Health Occupations
Karen Altenweg	Intergrated Language Arts/Social Studies
Charesha Barrett	Admin Professional
Larry Brown	Graphic Occupations
Amy Ferrell	General Substitute
Christine Harvey	General Substitute
Madelon Horvath	English/Speech Communication
Myrlene Joseph James	Mathematics/Physical Science/chemistry
Courtney Lange	Language Arts
Dave Litterst	Industrial Technology
Michael Martin	General Education
Mary Peterson	General Substitute
Neeru Ramnath	Marketing Communications/Business Admin & Management
Thomas Rutledge	Agriscience
Christine Theroux	Integrated Social Studies
Diane Toth	Family & Consumer Science Education
Ann Walker	Intergrated Language Arts
Karen Weaver	Cosmetology
John Wilson	Basic Business/Computer Science
Zahida Zeeshan	Integrated Business
Lewis Fletcher	HVAC

Substitutes - Classified 2020-2021

Name	Area
Roberta Patton	Kitchen Substitute

*Substitutes - Professional
8/1/2020 - 10/28/2020*

Name	Certified Area
Gary Cottrill	German
Ann Ebner	Intergrated Science
Michael Fox	Health/Physical Education
Michael Guerini, Jr.	General Education
Michael Lerman	Emergency Medical Technician/Firefighter/Public Safety

*Adult Workforce Education
8/1/2020-10/22/2020*

Employee Name	Title	Hourly Amount
Jack Barlow	HVAC	\$30.00
Glen Conley	Anatomy & Physiology - PN Faculty	\$30.00
Lucy Damko	Aspire Instructor	\$21.63
Mary Ann Engel	PN Faculty	\$30.00
Ryan Eubank	Welding	\$30.00
Deb Grgic	Aspire Instructor	\$21.63
Scott Hildenbrand	Firefighter Instructor	\$30.00
Randy Horvath	Small Engine Repair	\$30.00
Cory Hutter	Certified Production Technician	\$30.00
William Jefferies	Aspire Instructor	\$21.63
Mary Newcomb	Aspire Instructor	\$21.63
Joe Paoletta	Emergency Medical Services Instructor	\$30.00
Joe Renda	Welding Instructor	\$30.00
Jesse Srpan	Welding Instructor	\$30.00
Louise Vadasz	PN Faculty	\$30.00
Priscilla Valenti	PN Faculty	\$30.00
Troy Wotring	CNC/Manufacturing Instructor	\$30.00
Anthony Yeropoli	EMT/Firefighter Instructor	\$30.00
Tom Selfe	HVAC Instructor	\$30.00
Anthony Iliano	Firefighter Instructor	\$30.00



Attachment Item #14

*Approve High School
Student Handbook*

2020-2021 SY

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.

Student Handbook and Code of Conduct 2020-2021

Attitude
Respect
Responsibility

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

Forward

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

Student Responsibilities

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

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

Mrs. Stacy Allen	Workforce Readiness Coordinator	8239
Mr. Ronald Beech	Production & Welding Technologies/Mechanical Technology Application	8122
Ms. Dorothy Bentley	Intervention Specialist	8275
Captain John Blauch	Emergency Medical Services	8238
Ms. Kaitlin Boyd	School Counselor	8014
Mr. Larry Brown	Plant Turf & Landscape Management Teaching Assistant.....	8364
Mr. Justin Bruno	Automotive Collision Repair	8234
Mrs. Laura Ciszewski	Technology & Engineering Design/Mobile Applications Technology	8136
Mr. Terry Colescott	Advanced Manufacturing	8197
Mr. Keith Conn	Electrical Engineering Prep	8383
Mrs. Beth Cueni	Technology Literacy	8224
Mr. Corey DiRocco	Construction Teaching Assistant.....	8208
Mrs. Angela Eckman	Dental Assistant Technology	
Mr. Gregg Evans	Intervention Specialist.....	8196
Mr. Jason Gardner	Pro Web and Gaming Design/Internet Programming & Development	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-A	8217
Mrs. Shelby Kaminski	VOSE Coordinator.....	8151
Mrs. Nanci Kasten	On-line English	8134
Mr. Rodney Kozar	Interactive Multimedia Technology	8207
Mrs. Justine Malvicino	Cosmetology-B/ CTE Career Counselor.....	8215
Mrs. Jane Metrisin	Teaching Professions Pathway.....	8280
Mr. Chris Mitchell	Director of High School	8060
Mrs. Angela Nelson	Marketing & Business Applications/Business Management Technology.....	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
Mrs. Michelle Rodewald	Director of Adult Education & Business Partnerships	8159
Mr. Jared Rogge	Welding	8242

Mrs. Amy Ryan	Culinary Arts	8117
Deputy Scott Sitz	Criminal Justice & Security	8306
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 (Tuesday)	First Day of School
September 7 (Monday)	Labor Day
October 9 (Friday)	NEOEA Day
November 25 – 27	Thanksgiving Break
December 21 – January 3	Winter Break
January 18 (Monday)	Martin Luther King Day
February 15 (Monday)	President’s Day
March 29 – April 5	Spring Break
May 20 (Wednesday).....	Last Day of Classes for Second Year Students
May 28 (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
HallPass	Classroom Instructor
Illness, Injury, or Accident	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.

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

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

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

Student Records Protection of Pupil Rights Amendment (PPRA)

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an non-emancipated minor, his/her parents/guardians, to submit to or participate in any survey, analysis, or evaluation that

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

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

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

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

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

Attendance

Regular attendance is the key to a good education, vital to success at Auburn and in the world of work, 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.

First year students attend from 8:18 a.m. – 10:53 a.m.

Second year students attend from 10:58 a.m. – 2:28 a.m.

Absence Reporting Procedures

Parents/guardians **MUST** call Auburn Career Center Attendance Office at 440-358-8023 or email cszoka@auburncc.org and state the following information clearly:

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

A phone call or written note from a parent/guardian is required within 24 hours of a student's return to school to change the absence(s) from unexcused to excused. The attendance office voicemail can be reached 24 hours a day by calling 440-358-8023.

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

If a student is unexcused absent during a school day and a parent/guardian call 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 as to 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. Student arriving late or have an early dismissal will be required to "check-in" using the Checkmate Kiosk at the main office to get their admittance pass to class. Students who

need an early dismissal will be required to “check-out” using the Checkmate kiosk in the main office. Second year seniors may be required to “check-in” as part of the attendance process 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 are mailed to the student in the summer, can be found at the Auburn website, and in the High School Office. 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 the regular school hours. Students are not permitted to participate in a field trip unless there is written permission from a parent/guardian.

- **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....

- **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 truant 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.

- **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 will not be allowed to be made up when a student is absent.

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.

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**

It is strongly recommended that the students try to attend their classes at Auburn except on calamity days. No buses will run on calamity days. 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.** Bus transportation is provided from school to school when Auburn is in session. Buses will run regularly when an Associate School is not in session.

- **Assemblies at Associate Schools**

Students will be excused from Auburn to attend assemblies at their associate school 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 <http://www.neola.com/auburnjvs-oh/>.

- **Building Entry Procedures**

Auburn Career Center is dedicated to maintaining a safe and secure campus. All students are expected to enter through their designated/assigned program entrance. Once on campus, students are not permitted to leave the 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**

Students may have time to eat their breakfast at Auburn upon arrival to school. Breakfast will be provided in class when school starts. Auburn will have three lunch periods for students to eat. Students must follow all Auburn code of conduct rules, policies and procedures while eating.

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

Free and Reduced Lunch

Families should apply for free and reduce meals each year, even though they may not eat meals at Auburn. An on-line application is available or request a copy of the application in the High School Office.

- **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 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 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, 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 must 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 secure and fill out an Auburn parking permit application to drive and park at Auburn Career Center. Students who drive and park without a permit or permission may be subject to discipline under the code of conduct. Applications can be found on the website or in the High School Office.

- ✓ Permanent parking permit cost \$30 for the school year. Replacement fee for a lost or stolen tag is \$10.
- ✓ One-day temporary parking permit is \$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.

- ✓ 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.

- **Grades**

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

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. If a student fails his/her first year 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 withdrawal date. The district reserves the right to withdraw a student after 15 consecutive unexcused absences/days.

Report Cards and High School Transcripts

These 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**

Due to COVID-19 and the Governor of Ohio's mandates regarding social distancing, lockers will not be provided to students. Students must only bring essential supplies and items to school and they will be held/stored in class.

If the Governor's mandates are lifted the following procedures will be followed:

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.**

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 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.

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.

- **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 10/11/12 Grade

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

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

Online Instructors will arrange with the Program teachers for weekly face-to-face interaction time to introduce and clarify content and concepts and to answer questions and provide a

time for dialogue. If more time is needed for instruction, clarification, feedback, etc., students and Online Instructors can arrange to meet face to face more frequently. Feedback will be provided on all assignments through Schoology Platform; Instructors will expect appropriate responses from every student. Additional feedback may come via email and face-to-face conversations.

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

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

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

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

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

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

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

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

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

	Attitude	Respect	Responsibility
Hallways	Be kind	Use appropriate language Be quiet in the hallways	Go directly to your assigned destination
Classroom	Take pride in your work	Speak and act professionally	Be prepared for instruction Use electronic devices with 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 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 Sheriff'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

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

Due to COVID-19, all student fees must be paid online through the Infinite Campus parent portal.

- **Student Organizations (CTSO's)**

DECA – Distributive Education Clubs of America – Business Management

Technology/Marketing and 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,

Mobile Applications Technology/Technology Engineering & Design, Construction,

Cosmetology, Emergency Medical Services, HVAC, Mechanical Technology

Applications/Production & Welding Technologies, Interactive Multimedia Technology, Internet

Programming & Development/Pro Web Gaming and Design, Patient Care Technician, and

Welding

- **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), (i), 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.

Due to COVID-19, visitors will be restricted to entering Auburn Career Center. Only parents/guardians, educational, and approved visitors will be allowed on school premises.

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 shall respect the Code of Student Conduct at each Associate School. When a student is issued an out-of-school suspension or expelled from the associate school, Auburn will honor the disciplinary action. The violation does not have to correspond to Auburn's Student Code of Conduct. The associate schools shall also honor the suspensions or expulsions given by Auburn.

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.
2. **Classroom Rule Violation** - Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.
3. **Technology Violation** - Misuse of the school technology/computers, 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. 38)
4. **Academic Dishonesty/False Reporting** - Cheating on a test/quiz, copying assignments, plagiarism, altering records, **Forgery/ Falsifying Communication** will be treated as a violation of dishonesty. No credit will be earned for the work and/or discipline may be assigned to the student. This also includes students who make false statements or provide any false information 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, assemblies, field trips, and other 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 16 and 17. 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, prescription, Over-the-Counter or any paraphernalia capable of being used to use drugs. Evidence of use 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 are 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.

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 without a parking permit from Auburn. Students must follow all traffic laws and may not drive recklessly or in an unsafe manner while on the school grounds. See the Driving and Parking section on pg. 16.
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..., <http://www.neola.com/auburnjvs-oh/> 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/Pornography Possession** – Possessing inappropriate, sexually explicit or obscene material/pornography is prohibited. This includes on any smart/cell phone or technology device.

Administration retains the right to interpretation of any material and will make the final decision on said material.

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. The OSHA standards of individual safety will be followed.
24. **Smoking 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. Vapes, Juuls, e-cigarettes that are confiscated may be disposed of by administration.
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 system 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)

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

Level IV: Physical altercation had to be ended 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.

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AUBURN VOCATIONAL SCHOOL BOARD OF EDUCATION MEMBERS

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Kirtland Local Schools

Madison Local Schools

Painesville City Local Schools

Perry Local Schools

Riverside Local Schools

Lake Shore Compact – Euclid, Mentor & Wickliffe

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

Student Photography/Video Release 2020-2021

Student Name (please print): _____ Program: _____ Grade:

I have read all of the information included in the Auburn Student/Parent HANDBOOK and CODE OF CONDUCT for the 2020-2021 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.

Please turn over and complete the other

side

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

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

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

Student's Name: _____ Signature: _____ Date: _____

Please check each that applies:

_____ I give permission for my child's image (photograph) to be published online, provided only his/her first name is used and for the Board to transmit images of my child (as part of a group) over the Internet.

_____ I do not give permission.

Parent/Guardian: _____ Signature: _____ Date: _____

Please complete and return this signed form by August 31, 2020 to the Auburn High School Office.

*Revised 7/31/2020

**Auburn
Career Center**



Attachment Item #15

*Approve High School
Teacher Handbook*

2020-2021 SY

Auburn Career Center



High School Staff

Handbook
2020-21

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

Brian Bontempo

Superintendent
X8011

Chris Mitchell

Director of High School
X8060

Jeff Slavkovsky

Executive Director of CTE
X8033

Michelle Rodewald

Director of Adult Workforce &
Business Partnerships
X8159

Sherry Williamson

Treasurer
X8006

Dee Stark

Director of Curriculum and 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:

<http://www.neola.com/auburnjys-oh/>

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

2020-2021 PHONE EXTENSION

Adult HVAC -----8388
Adult Machining-----8390
Adult Welding -----8245
 Allen, Stacy----- 8239
 Anderson, Erica-----8402
 Atwell, Joe----- 8162
 Auburn Room----- 8210
Barto, Shelley (Fin Aid) 8326
Barwidi, Laura -----8090
 Beech, Ron ----- 8122
 Bentley, Dorothy ----- 8275
Blackwell, Liesl ----- 757
 Blauch, John ----- 8238
Bontempo, Brian -----8011
 Boyd, Kaitlin-----
 Brown, Jessica, (Rcpt.)--0/8112
 Brown, Larry -----
Brown, Teresa ----- 721
 Bruno, Justin----- 8234
Bryski, Crystal ----- 749
 Bubonic, Dawn ----- -- 8138
 Buchs, Diane----- 8113
Burke, Debra----- 727
 Carraher, Brenda ----- 8214
 Ciszewski, Laura----- 8136
 Colescott, Terry----- 8197
 Conn, Keith ----- 8383
 Cosmetology Reception A 8199
 Cosmetology Reception B 8198
Cowen, David-----8028
 Cueni, Beth----- 8224
Darrah, Merrie----- 752
Davis, Sean-----8026
DePasquale, Tori-----8044
 Deputy Mike Reed #49 --- 8111
Dickens, Krista ----- 708
 DiRocco, Corey -----
Dowd, Jessica ----- 722
 Eckman, Angela -----
Edwards, Carol ----- 728
 Evans, Gregg----- 8196
 Evening Receptionist ---0/8112
 Gardner, Jason ----- 8386
Garrett, Brittany ----- 788

Geauga Core ----- 8220
 Golinar, Kelley----- 8015
 Gordon, Barb ----- 8110
 Harvey, Dennis----- 8230
 Hastings, Christopher -----
 High School Office ----- 8113
 Hill, Robert----- 8208
 Holland, Brandi ----- 8217
 Horticulture, Class ----- 8375
Howell, Karen-----8366
 IT Department ----- 8024
 Ivey, Dave -----
 Kaminski, Shelby ----- 8151
Kamis, Laura -----8276
Karako, Nan ----- 755
 Kasten, Nanci----- 8134
Kerwood, Mary Ann -----8237
 Kozar, Rodney----- 8207
Kuhn, Tammy (Rcpt.) ---- 788
Lauer, Wendy -----8278
 Machuta, Leslie ----- 8334
 Maintenance----- 8163
 Malvicino, Justine----- 8215
McClure, Carrie----- 759
McKenrick, Pat ----- 720
McVicker, Carrie -----8325
 Medved, Sanja----- 8214
 Metrisin, Jane----- 8280
Mitchell, Chris -----8060
 Nelson, Angela ----- 8221
 Noble, Sarah ----- 8031
 Nunes, Robin ----- 8283
Pinchot, Lori----- 714
PN Faculty -----8367
Ramos, Steve ----- 756
 Receptionist ----- 0
 Reed, Mike #49-----8111
 Reed, Wayne----- 8389
 Richards, David ----- 8362
Rodewald, Michelle-----8159
 Rogge, Jared---- ----- 8242
 Ryan, Amy ----- 8117
 Sitz, Scott # 52 ----- 8306
Slavkovsky, Jeff----- -8033

Smith, Lori -----8010
Special Ed ESC----- 724
 Spondike, Darrin ----- 8243
 Staff Lounge ----- 8100
Stark, Dee -----8030
Stevenson, Sonia ----- 760
 Stropkey, Phil ----- 8163
 Szoka, Carol----- 8298
 Teleconference----- 8040
 Tele-Outside Call ---- 358-8040
 Tredient, Christine ----- 8223
Tressler, Becky ----- 726
 Ventresco, JoAnn (G. Core)8220
 Volpin, Cayley ----- 8401
 Welk, Thomas ----- 8218
 Wiencek, Stephanie ----- 8191
 Williams, Steve ----- 8170
Williamson, Sherry-----8006
 Yarnell, Stacey ----- 8257

Board/ESC Fax----- 357-0310
 HS/Adult Fax ----- 358-8012
 ACC ----- 800-544-9750
 ACC ----- 440-357-7542
 LGCA ----- 440-357-9383
 ESC Reception----- 788

Red ----- Administration
 Green ----- Adult
 Blue ----Central Office (BOE)
 Purple----- Geauga Unit
 Pink ----- ESC/SST

Rotunda ----- 8902
Forum (106)----- 8106
TLC Board Room (116) 8116
Presentation Center --- 8123

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 Instructors 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 (jbrown@auburnncc.org) by 8:15 or 11 am to be read that day by an instructor. 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 www.neola.com/auburnjys-oh/

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:

Sarah Noble – Title IX	Civil Rights	Shelby Kaminski – Section 504 & ADA
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; 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](#). DO NOT WAIT FOR MADISON TO ARRIVE!!!

- Any student not present should be marked absent.
- Adjustments will be made when students sign in.
- 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 15th 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 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 6 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 Christ 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.

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.

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.

Teachers must enter three (3) grades per week. IE: Employability, Participation, Quizzes, Tests, Homework, Lab grade, Projects, etc. See EMIS Coordinator, Kelley Golinar (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 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. 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.

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 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.**

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.

First and Last Ten Minutes of class time. 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 in to 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!

Master Schedule 2019 - 20

	Planning Period	1st Year Block	1st Lunch	2nd Lunch	3rd 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	2:28-3:00
ADM	Prep	Advanced Manufacturing 1 - IARM1	Lunch (18)	Advanced Manufacturing 2		Tchr / Mtg	
AHT	Prep	Allied Health Technology 1 - RM2C	Lunch (19)	Allied Health Technology 2		Tchr / Mtg	
ACR	Prep	Automotive Collision Repair 1 - RM7B		Lunch (14)	Automotive Collision Repair 2		Tchr / Mtg
APM	Prep	Architecture Proj Management 1 -RM23C	Lunch (16)	Architecture Project Management 2		Tchr / Mtg	
AUT	Prep	Automotive Technology 1 - RM2B		Lunch (17)	Automotive Technology 2		Tchr / Mtg
BMT	Prep	Business Mgt Technology 1 - RM20C		Lunch (17)	Business Management Technology 2		Tchr / Mtg
CJS	Prep	Criminal Justice and Security 1 - RM3B		Lunch (19)	Criminal Justice 2		Tchr / Mtg
CNT	Prep	Computer Networking 1 - RM26C		Lunch (16)	Computer Networking 2		Tchr / Mtg
CON	Prep	Construction 1 - RM8C	Lunch (18)	Construction 2		Tchr / Mtg	
COS-A	Prep	Cosmetology 1A - RM3A	Lunch (20)	Cosmetology 2 A		Tchr / Mtg	
COS-B	Prep	Cosmetology 1B - RM9A	Lunch (20)	Cosmetology 2 B		Tchr / Mtg	
CUL	Prep	Culinary Arts 1 - RM12A	Lunch (19)	Culinary Arts 2		Tchr / Mtg	
EEP	Prep	Electrical Engineering Prep 1 RM6A		Lunch (18)	Electrical Engineering Prep 2		Tchr / Mtg
EMS	Prep	Emergency Medical Services 1 - RM10C	Lunch (17)	Emergency Medical Services 2		Tchr / Mtg	
HVC	Prep	HVAC 1 - IA2	Lunch (12)	HVAC 2		Tchr / Mtg	
IMT	Prep	Interactive MM Technology 1 - RM7C		Lunch (18)	Interactive Multimedia Technology 2		Tchr / Mtg
IPD	Prep	Internet Prog & Development 1 - RM18C		Lunch (12)	Internet Programming & Development 2		Tchr / Mtg
MAT	Prep	Mobile Apps & Technology 1 - RM21C		Lunch (19)	Mobile Applications & Technology 2		Tchr / Mtg
MTA	Prep	Mehanical Technology Apps 1 - RM1B		Lunch (15)	Mehanical Technology Applications 2		Tchr / Mtg
PCT	Prep	Patient Care Technician 1 - RM2C		Lunch (20)	Patient Care Technician 2		Tchr / Mtg
PTL	Prep	Plant Turf & Landscape Mgt - HORT	Lunch (14)	Plant Turf & Landscape Management 2		Tchr / Mtg	
SMD	Prep	Sports Medicine 1 - RM1C	Lunch (12)	Sports Medicine 2		Tchr / Mtg	
TPP	Prep	Teaching Professions Pathway 1 - RM28C	Lunch (17)	Teaching Professions Pathway 2		Tchr / Mtg	
WLD	Prep	Welding 1 - RM5B		Lunch (18)	Welding 2		Tchr / Mtg
			202 + MHS 25		203		

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. Inherent in this definition is the expectation that all students will demonstrate a minimum of one year of growth based on standard and reliable measures.

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.

Pre-Conference

Pre-conferences are typically scheduled the day or two before the actual observation. Please have Pre-Conference Worksheet in OTES completed prior to arrival. This is your time to provide evidence of planning for your students' individual needs to your observer. The first pre-conference will also include some time to plan your goals for the year.

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 completed copy of the formal observation rubric will be provided during the post-conference.

Summative Assessment

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

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 1st 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

Wendy Lauer, x8278

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.auburnncc.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.auburncc.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 Acc'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.

The screenshot shows the 'Create Development Activity' form within the IPDP system. The form includes the following fields and options:

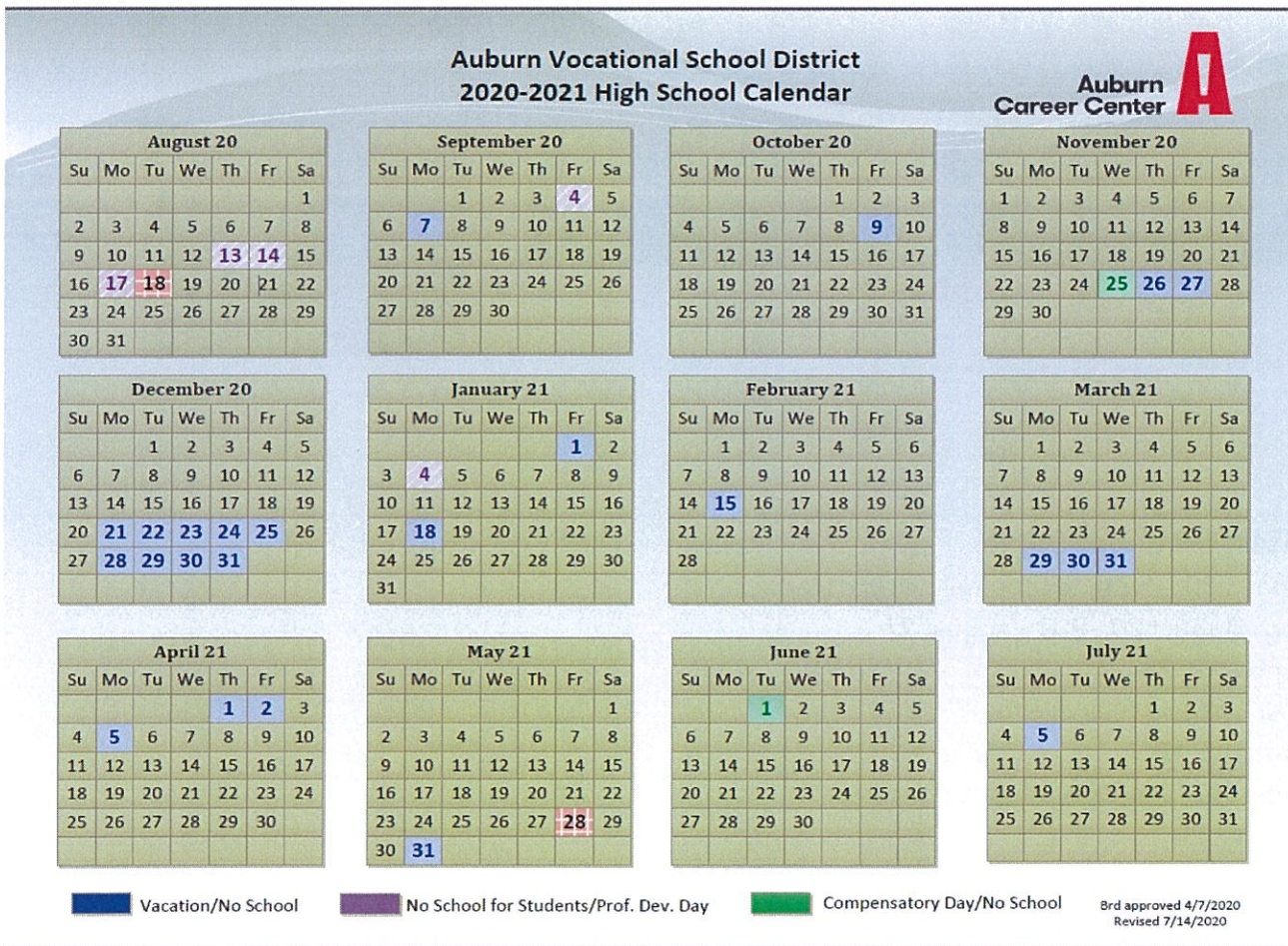
- Activity Name:** Text input field.
- Activity Begin Date:** Date picker (format: MM/DD/YYYY).
- Activity End Date:** Date picker (format: MM/DD/YYYY).
- Select Plan/Conference:** Two checked options: '2015 - 2018 Plan - CH1177213 - 3 Year - Professional - License - High School (7/1/2015 - 06/30/2018 - Plan ID:Active/Approved 04/20/2014)' and '2015 - 2018 Plan - CH1177213 - 3 Year - Professional - License - Principals (7/1/2015 - 06/30/2018 - Plan ID:Active/Approved 04/20/2014)'. There is also an unchecked option for '2015 - 2018 Plan - CH1177213 - 3 Year - Professional - License - High School (7/1/2015 - 06/30/2018 - Plan ID:Active/Approved 04/20/2014)'.
- Verification Method:** Dropdown menu with 'Certificate of Attendance' selected.
- Provider:** Text input field.
- Regional Supervisor:** Text input field.
- Enter one of the following credit hour fields:** Radio buttons for 'Semester Hours', 'Quarter Hours', 'Credit Hours', and 'Contact Hours'.
- NOTE:** Contact Hours CANNOT include any part of your lunch hour or any breaks that you may have taken.
- Description:** Text area.
- Activity Focus:** Text area.
- Comment:** Text area.
- Buttons:** 'Cancel' and 'Create Activity Request'.

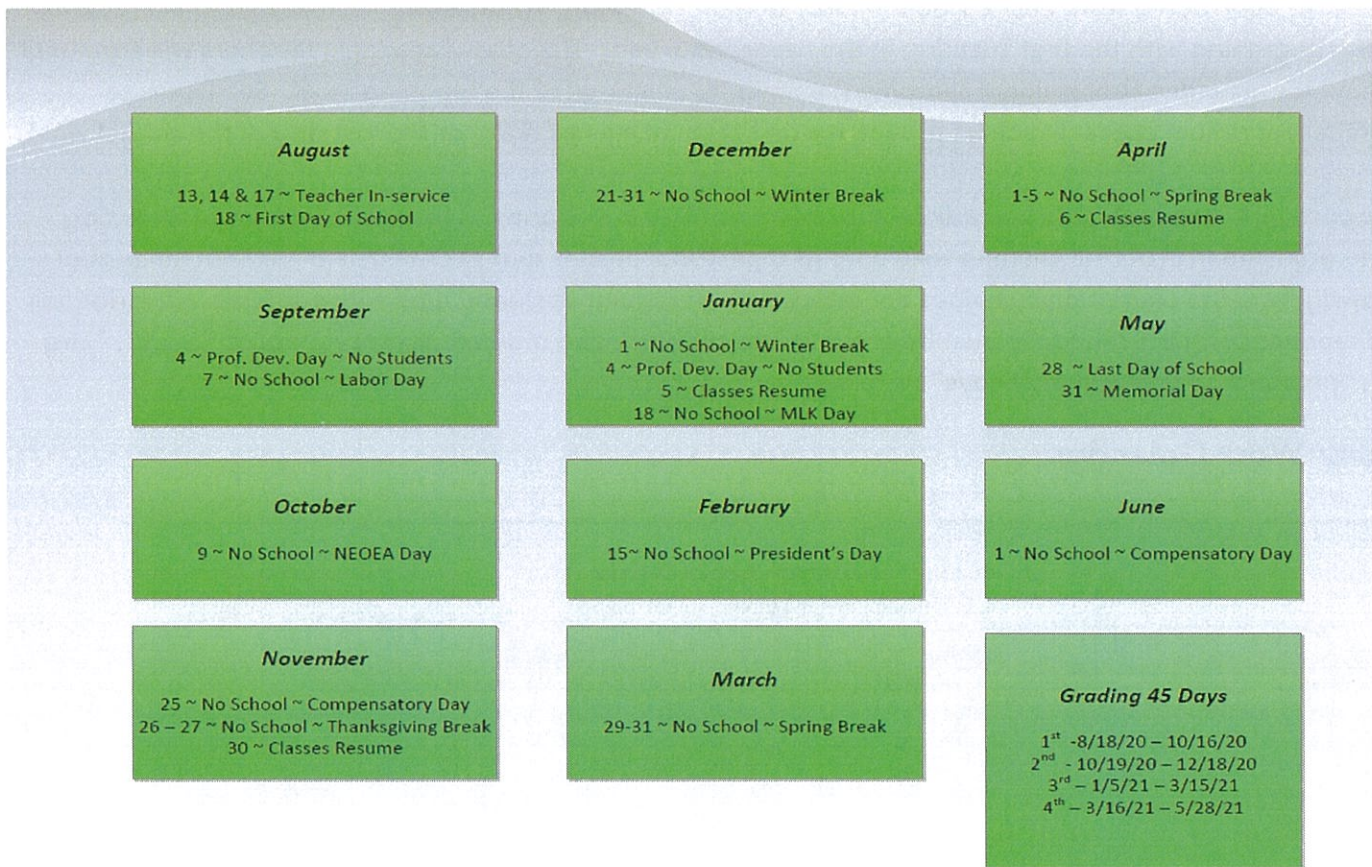
Teacher Work Day

The teacher contracted work day 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 work day 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





Teacher Staff/PLC Schedule

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

Staff Meeting - August 20, PLC - August 27

PLC - September 10, 24

PLC - October 8, 22

PLC - November 12, 19

PLC - December 10, Staff Meeting - December 17th

PLC - January 14, 28

PLC - February 11, 25

PLC - March 10, 31

PLC - April 14, 28

PLC - May 5, 12

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.

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

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 <http://www.neola.com/auburnjvs-oh/>

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 3 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

These forms are handed out at sophomore orientation night as part of their welcome packet. If students are not here that night, then the packet is mailed home. They are mailed home to afternoon students in the back to school mailer. Students are expected to turn in the form either at pick up days prior to school starting or the first day of school. **Students will not be allowed to work in labs without an Emergency Medical Form on file. Students without an emergency medical form turned in within two weeks of the start of school will not be allowed on campus.**

Extra forms can be found on the Auburn Webpage, High School, and Forms; or in the High School Office. Copies of EMAs on file from Orientation and Pick Up Day will be provided upon the first day of school with a check off sheet. Once collected and checked off, please make a copy for yourself and turn in to the high school office.

Student Photography & Video Release Form

These are part of the Student Handbook and Code of Conduct. They should be turned in to the teacher by the end of the first two weeks of school. Once collected and checked off, please make a copy for yourself and turn in to the high school office.

Student Technology Agreement

These are part of the Student Handbook and Code of Conduct. They should be turned in to the teacher by the end of the first two weeks of school. Once collected and checked off, please make a copy for yourself and turn in to the high school office.

IF A STUDENT DOES NOT HAVE ONE ON FILE... DO NOT LET THEM USE THE COMPUTERS IN YOUR CLASSROOM.

Extra forms can be found on the Auburn Webpage, High School, Forms; or in the High School Office. Administrative guidelines for student technology agreement can be found in the student handbook.

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

SkillsUSA is a partnership of students, teachers and industry representatives working together to ensure America has a skilled workforce. SkillsUSA helps each student to excel. SkillsUSA is a national organization serving teachers, high school, and college students who are preparing for careers in technical, skilled and service occupations, including health occupations, and for further education. SkillsUSA was formerly known as VICA (the Vocational Industrial Clubs of America).

Membership:

More than 300,000 students and advisors join SkillsUSA annually, organized into more than 17,000 sections and 52 state and territorial associations. Combining alumni and lifetime membership, the total number reached this year is more than 335,000. SkillsUSA has served more than 11.2 million members since its founding in 1965.

Mission:

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. SkillsUSA improves the quality of America's skilled workforce through a structured program of citizenship, leadership, employability, technical and professional skills training. SkillsUSA enhances the lives and careers of students, instructors and industry representatives as they strive to be champions at work.

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 8th 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.

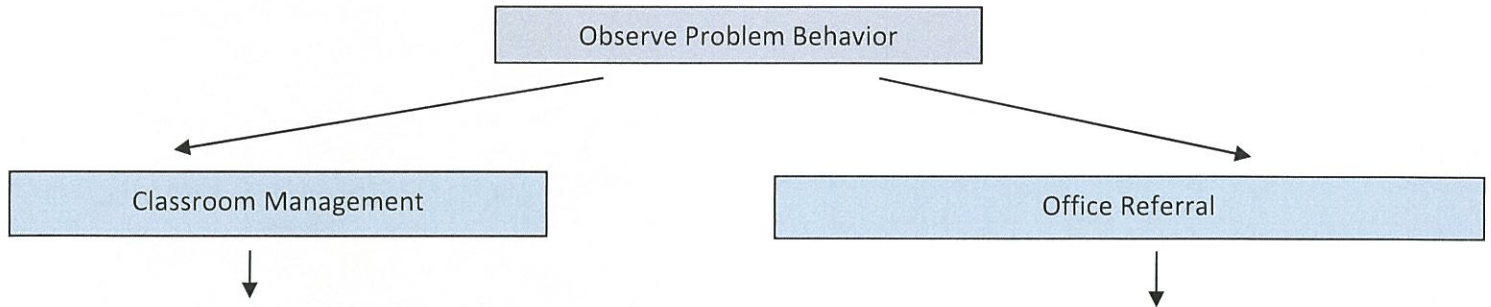
Student Ambassador Duties:

- ★ Represent your program at open house, sophomore visitation, open house, new student orientation evening, 8th 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.

Student Behavior Management Process



Attitude, Respect & Responsibility

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.

2020-21 Procedures

The following are changes to better the enforcement 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

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.

- 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 they 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!**
 - 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. **New referral flowchart:** A new 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
4. **Dress code:** PLEASE be much 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 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.
 - Afternoon driving:** (See Senior flowchart below for new routing of students)
 - d. Permanent passes must be displayed on designated area of vehicle. Temporary passes will be kept by student and handed in to SRO as they leave.
 - 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. School Resource Officer will receive a daily list of temporary passes. 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 or absent the prior day. This enables you to decide if they can make up work or not. Unexcused absences do not require you to let students make up work!!! It is the responsibility of the teacher to check and request for these slips!

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. Instructors 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 submitted their forms to the office 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 returned to the High School Office.

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 attendance in the cafeteria. Students cannot come in the back-lot doors for any reason.
2. Staff will supervise cafeteria doors from 10:40 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 at the High School Office and receive 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 at the High School Office to receive a pass and go to class.
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.

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 in the office and 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 at Lakeland Community College. 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.

Completion Ceremony Permission Slips

Permission slips must be turned in to the High School Office the week prior to Completion Ceremony if students want to participate.

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.

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

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. All forms to be completed and turned in before they leave, please.

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, CT², 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

_____ Reference to Tool List, Tool Contract

_____ Books/Online Books/Resources – Explain how they can 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 update as needed throughout the year

_____ 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

_____ Uniform Order Forms

- Sample uniforms in each size will be available in each classroom
- Each student should order 2 required uniforms and turn in the form to you
- No \$\$\$\$ will be collected tonight by Auburn
- Additional uniform pieces are available online with information coming in the summer mailing
- Uniform fees will be put on student accounts

*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 quicklinks

Important Dates

_____ Calendar in packet for 2020-21

_____ August 8, 2019 – 1:00 p.m. to 7:00 p.m. PICK UP DAY: Uniform, Schedule, ID badges, afternoon parking pass, fee payments accepted

_____ August 17, 2020 – First Day of School

_____ October 30, 2020 – All fees dues

Parent Visit Day

Parent visit day is held on the first Thursday in February 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

Acronyms

Associate School Districts

Auburn Career Center’s Technical Programs

BE	Berkshire
CA	Cardinal
CH	Chardon
FA	Fairport
HA	Harvey
KE	Kenston
KI	Kirtland
MA	Madison
NE	Newbury
PE	Perry
RI	Riverside
EU	Euclid
ME	Mentor
WI	Wickliffe

ACR	Auto Collision Repair
ADM	Advanced Manufacturing
APM	Architecture Project Management
AHT	Allied Health Technology
AUT	Automotive Technology
CJS	Criminal Justice & Security
CNT	Computer Networking
CON	Construction
COS	Cosmetology
CUL	Culinary
DNT	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

Places within Auburn's Campus	
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 www.ohiotpes.com
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)

OTES Forms

<https://ohioes.com/login>

Donation Form



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 15th for purchases for current school year or May 5th 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

Morning	Monday	Tuesday	Wednesday	Thursday	Friday
Activities: Classroom Lab Standards:					
Assessments: Formative: Questioning/Observations Checklists, etc. Summative: Quizzes/Tests/ Projects Presentations					

For online copy go to

Afternoon	Monday	Tuesday	Wednesday	Thursday	Friday
Activities: Classroom Lab Standards:					
Assessments: Formative: Questioning/Observations Checklists, etc. Summative: 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		Comments:
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				Student Conference With Administrator Date: _____ Administrator Signature: _____
Truancy				
Unauthorized Bodily Contact: I. Public Display of Affection				
Unauthorized Bodily Contact: II. Pushing, Shoving, Grasping				

(Horseplay or unconsented)				<hr style="border-top: 1px dashed black;"/> Next Steps:
Unauthorized Bodily Contact: III. Physical 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

Locker List Example

**Auburn
Career Center**



Attachment Item #16

*Approve 2020-2021 SY
School Crisis Plan*

**Auburn
Career Center**



**School Crisis
Plan**

2020-2021

DRAFT

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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
Brenda Carraher, 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 High School Principal 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.

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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 & 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 & 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 & 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.

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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 & 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 & 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 & 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 & 7A |
| 7. HVAC Lab/Storage Areas | Industrial Arts Building |
| 8. Kitchen & Culinary Arts Lab | Kitchen |
| 9. Maintenance Storage Area | Back Building |
| 10. Maintenance & 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 High School Principal 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 & 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.

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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 & 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.

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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 & 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.

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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.

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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 & 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.

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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
Brenda Carraher, 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 Grear, 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

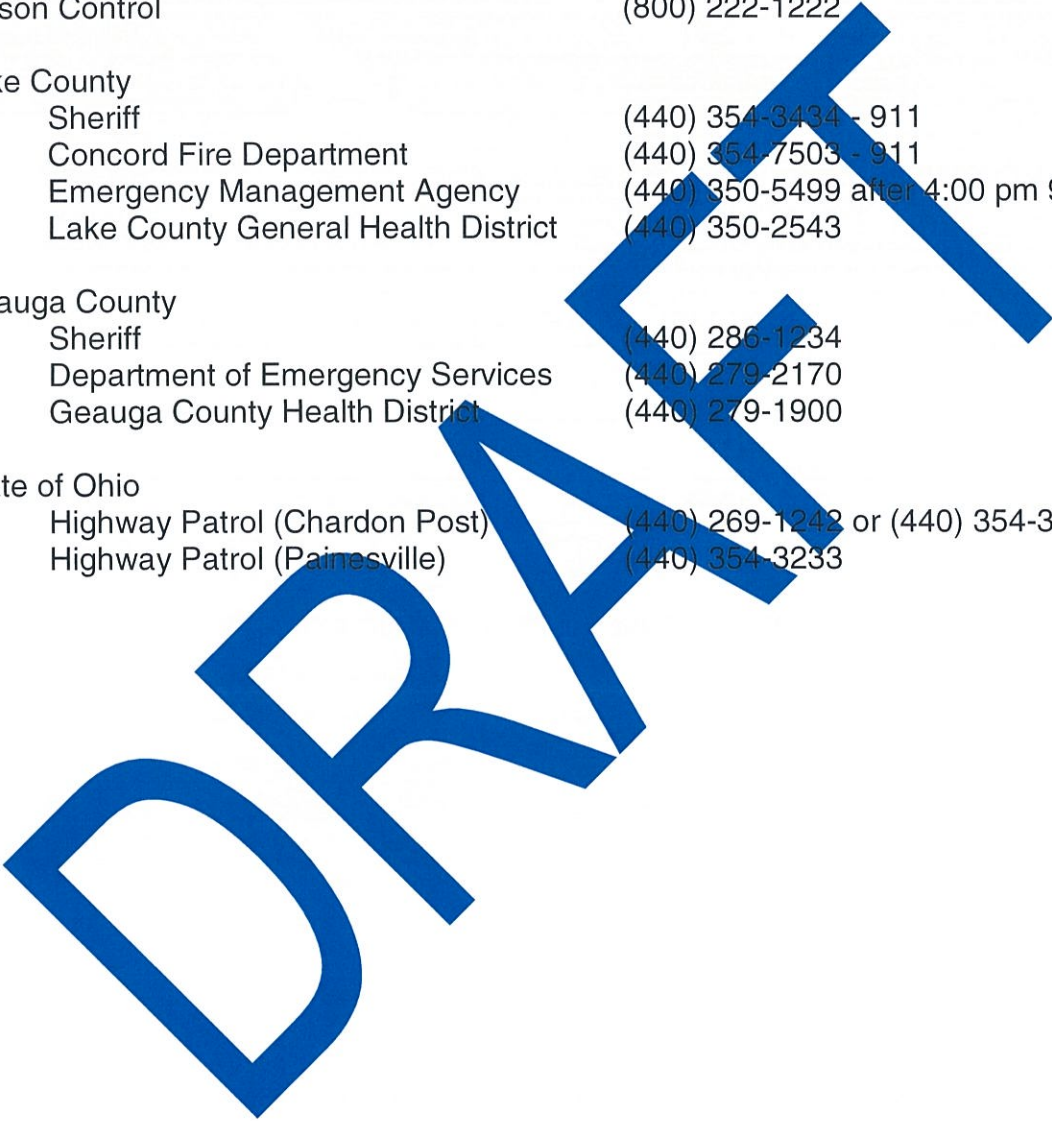
Joshua Englehart, Superintendent - (440) 392-5062
Micheal Chokshi, Asst. Superintendent – (440) 392-5081
Van McWreath, H.S. Principal - (440) 392-5111
Domenic Wlodyka, Asst. Principal - (440) 392-5121
Phil Schar, Asst. Principal - (440) 392-5160
Sharon Fitzgerald, (A-L) School Counselor - (440) 392-5141
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

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

**Auburn
Career Center**



Attachment Item #17A

*Consent Agenda:
Crossroads Health Service
Agreement*

**AGREEMENT FOR SERVICES
BETWEEN
Crossroads Health
AND
Auburn Joint Vocational School District**

THIS AGREEMENT is made by and between Crossroads Health, an Ohio not-for-profit corporation, and Auburn Joint Vocational School District ("District").

WHEREAS, Crossroads Health is an Ohio-based not-for-profit tax-exempt corporation that provides a set of comprehensive behavioral health prevention, intervention, assessment, and treatment services for children, youth, and families in school-based and other settings; and,

WHEREAS, The District is a school district organized under the laws of the State of Ohio; and is licensed, certified or approved to provide educational services to children in accordance with Ohio laws, and desires to enter into an agreement with Crossroads Health to provide school-based behavioral health prevention, intervention, and treatment services for children, youth, and families as described under this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and responsibilities set forth herein, Crossroads Health and the District agree as follows:

I. DEFINITIONS

1.0 Agreement. Shall mean this Agreement for Services and all exhibits, attachments, schedules and amendments hereto.

1.1 Covered Services. Behavioral health prevention, intervention, assessment, and treatment services provided to children, youth, and families as defined by the Ohio Department of Mental Health and the Ohio Department of Alcohol and Drug Abuse Services.

1.2 Participant. Shall mean a child or youth who is eligible to have Covered Services paid for by the District or by Medicaid.

II. SERVICES

Subject to the terms and conditions herein and subject to the requests of the District, the parties agree to the following:

2.0 Crossroads Health agrees to provide services to Participants as authorized by the District. The District will cooperate with Crossroads Health to assure that eligible Participants receive access to professional services that are appropriate to assure quality and continuity of care. The District will not be required to purchase any specific amount or type of services.

2.1 Crossroads Health agrees to submit progress reports to the District, and the parent(s) or appropriate guardian, as negotiated by the parties for each child. The progress report should include documentation of all services provided to the child, as well as, any specifics that would assist the District in the education and management of the Participant.

2.2 Crossroads Health agrees to participate in joint service planning with the parent(s) or appropriate guardian and the District). The District agrees that the parent(s) or appropriate guardian and Crossroads Health will have input into the development of the child's plan of services and, any disputes involving services or placement shall be resolved through mutual agreement.

2.3 The District agrees to notify Crossroads Health as soon as practicable if any of the following occur to

the child receiving services to the extent permitted by law: (1) the child is suspended or expelled; (2) the child received emergency medical treatment; and/or (3) the child is a victim or a perpetrator of a crime.

2.4 Crossroads Health agrees to provide appropriate notice to the parent(s) or appropriate guardian and the District for each child who is being terminated from Crossroads Health's services and to submit a progress summary with that month's invoice or within 20 days following termination, whichever is greater.

III. TERM AND TERMINATION

3.0 Term. This Agreement will be effective the duration of the 2020-2021 school term.

3.1 Termination. This Agreement may be terminated at anytime by mutual agreement of both parties. This Agreement may be terminated at any time by either party upon five (5) months prior written notice to the other party. This Agreement may be terminated immediately if there is any material default in the performance of the terms and conditions of this Agreement which default has not been cured within thirty (30) days following written notice of such default. Crossroads Health may terminate this Agreement upon thirty (30) days written notice to the District in the event that it is unable to pay for services rendered under this Agreement. Termination will have no effect upon the rights and obligations of the parties arising out of any transactions occurring prior to the effective date of such termination. Nothing in this Agreement will be construed to limit either party's lawful remedies in the event of a material breach of this Agreement.

IV. COMPENSATION

4.0 Services. The District agrees to pay Crossroads Health according to the terms and conditions of Appendix A.

4.1 Hold-Harmless. The payments by the District will be the sole compensation for services rendered under this Agreement with the exception that Crossroads Health will bill Medicaid for Medicaid reimbursable services when the Participant is enrolled in Medicaid. Crossroads Health agrees not to bill Participants and to hold harmless individual Participants in the event that the District cannot pay for school-based services only. The Alcohol, Drug Abuse, and Mental Health Services Board (ADAMHS) of Lake County supplements the difference between the service fees paid by the schools and Crossroads Health's costs associated with delivering these services.

V. BILLING

5.0 Invoicing. Crossroads Health will submit to the District on a monthly basis, a detailed invoice for services specifically delivered. All invoices shall include the following information:

- 1) Crossroads Health's name, address, telephone number, fax number, and federal tax identification number.
- 2) Billing date and the billing period.
- 3) Name of client, service provided, duration of service.
- 4) Service date(s).
- 5) Agreed upon rate of reimbursement.

5.1 Timeliness of Invoicing. A completed invoice will be submitted no later than thirty (30) days after the delivery of service.

5.2 Timeliness of Payments. The District will make payment to Provider within thirty (30) days of receipt of a properly submitted invoice.

5.3 Adjustments. All invoices will be considered final unless adjustment is requested by Crossroads Health in writing within sixty (60) days after submission.

5.4 Payment Denial and Appeal Process. In the event that a payment for a rendered service is denied by the District, Crossroads Health may submit an appeal to the District. The District will provide a representative to review the invoice and to discuss the reason for denial and to adjust the payment if appropriate. In the event of any dispute arising from any bill submitted by Crossroads Health, each party will have access to all reasonable and necessary documents and records that would, at the discretion of either party, tend to sustain its claim. Participant records will only be released to the extent allowable under Ohio and federal law. Crossroads Health will not be liable for payment for services provided to Participants which have not been authorized according to Section II of this agreement.

5.5 Reports. Crossroads Health will provide the District with mutually agreed upon periodic reports regarding Participants' utilization based upon billing information collected and maintained by these entities.

VI. CERTIFICATION

6.0 Certification. Crossroads Health shall maintain applicable state certifications and appropriate professional and organizational licenses. Crossroads Health warrants that each professional provider of service is appropriately licensed in the State of Ohio and certified in his/her specialty.

6.1 Verification. Credential verification is the review of licenses, diplomas, transcripts, certificates, or other documentation of an individual's qualification to provide services under this Agreement. For clinicians, it is the verification of appropriate educational and licensure credentials. For other staff, the process includes the completion of any education or skills training necessary to provide specific services and a criminal background check. Crossroads Health agrees to verify individual credentials of clinicians and other service providers employed by Crossroads Health who provide services under this Agreement. Crossroads Health warrants that it is making the necessary criminal background checks required by Ohio Administrative Code and is in compliance with the code governing hiring and contracting. Credential verification may be conducted by Crossroads Health or delegated to an accredited credentialing organization. Crossroads Health agrees to submit a summary of its credential verification process to the District upon request. Crossroads Health agrees to allow the District to monitor the credential verification process by periodic review, including random spot checks of documentation.

6.2 Notification. Crossroads Health agrees to notify the District if it loses state certification, or organizational or individual professional licensure for any of these services, which may constitute a default subject to Section III (Termination).

VII. ASSIGNMENT

7.0 This agreement cannot be assigned or delegated by Crossroads Health without the prior written approval of the District.

VIII. COOPERATION

8.0 Cooperation between the Parties. Crossroads Health and the District agree that to the extent compatible with the separate and independent management of each, they will at all times maintain an effective liaison and close cooperation with each other to provide maximum benefits and access to services for Participants at the agreed rates and with quality standards.

8.1 Quality Assurance and Improvement. The District agrees to cooperate with Crossroads Health in its implementation of effective quality assurance and improvement programs, subject to state and federal laws applying to access to records. Crossroads Health agrees to provide services in accordance with the services authorized by the District, and submit reports as required.

8.2 Identified Work Space. In each building Crossroads Health services are being provided, the District agrees to provide Crossroads Health staff with an identified office space in which services can be delivered uninterrupted and confidentially. This office space will be equipped with a desk or table, adequate seating for all parties, and with a secure shelf or cabinet for material used in the course of intervention with Participants.

IX. GRIEVANCES AND APPEALS

9.0 The Parties agree to cooperate and upon request to furnish any relevant information to one another, in resolving any Participant's grievance or appeal related to the provision of services.

X. DISPUTES

10.0 In the event that any dispute shall arise with regard to the performance or interpretation of any of the terms of this Agreement, or if either party claims that the other party has breached this Agreement, both parties agree to resolve disputes by meeting or teleconference within sixty (60) days of the date such dispute was brought to the attention of one party by the other party. In the event that the parties are unable to reach a resolution of the dispute, either party may give the other party written notice of its intent to terminate this Agreement in accordance with Section 3.1: Termination.

XI. INSURANCE AND INDEMNIFICATION

11.0 Insurance. Crossroads Health shall secure and maintain at its expense throughout the term of this Agreement such policy or policies of general liability and professional liability (malpractice insurance) as shall be necessary to insure Crossroads Health, its employees, its agents, and contracted providers against any claims for damages arising by personal injury or death, occasioned directly or indirectly in connection with the performance of any services by said providers. Coverage limits shall be at least in the amount specified in Ohio Statutes. Crossroads Health will give thirty (30) days' notice of termination of insurance. Upon entering into this Agreement, Crossroads Health will provide, if requested, the District with a Certificate of Insurance to confirm compliance with this Section XI. Prior to the modification, expiration and/or cancellation of insurance coverage, Crossroads Health will secure replacement coverage and provide the District with a Certificate of Insurance, if requested.

11.1 Notice of Potential Complaint or Grievance. The Parties agree to promptly advise one another in the event either has reason to believe a complaint or grievance may exist against it for services performed under this Agreement.

XII. NONDISCRIMINATION/CIVIL RIGHTS COMPLIANCE/LIMITED ENGLISH PROFICIENCY

12.0 In connection with the performance of work under this agreement, both parties agree to comply with applicable federal and state laws regarding nondiscrimination and equal employment opportunities including the Americans with Disabilities Act of 1990, 42 U.S.C., Section 12101, et seq., and the regulations promulgated there under. Both parties agree not to discriminate against any employee or applicant for employment for any reason consistent with the law. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Both parties further agree to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause. Crossroads Health understands that it must be in compliance with all applicable state and federal statutes and regulations relating to nondiscrimination in employment and service delivery. Crossroads Health also understands that it is required to provide equality opportunity for Participants with Limited English Proficiency ("LEP") and provide language access services to populations of persons with LEP who are eligible to be served. Crossroads Health understands that complaints of Participants or applicants related to civil rights compliance must be reported to the District and will be investigated by the District and Crossroads Health.

XIII. SUBROGATION

13.0 Crossroads Health agrees to cooperate with the District on all subrogation matters including but not limited to notifying the District within twenty-four (24) hours of an incident and forwarding copies of all documents and reports pertaining to the incident as they become available.

XIV. RECORDS

14.0 Maintenance of Records. Crossroads Health will maintain books and records pertaining to this Agreement in a form consistent and in compliance with confidentiality provisions of applicable federal and state laws. Crossroads Health agrees to preserve the full confidentiality of clinical records and protect from unauthorized disclosure all information, records, and data collected under this Agreement. Access to this information shall be limited to persons who, or agencies which, require the information in order to perform their duties and such others as may be required. Participants and their authorized representatives shall have access to their clinical records upon reasonable notice and in accordance with applicable law.

14.1 Access to Records. Crossroads Health will allow duly authorized agents or representatives of the District, during normal business hours, access to its premises to inspect, audit, monitor, copy or otherwise evaluate the performance of Crossroads Health's contractual activities and will forthwith produce all records requested as part of such an audit or review. Such access shall include the right to reproduce all such records and material and to verify reports furnished in compliance with this agreement. In the event that the right of access is requested under this section, Crossroads Health will, upon request, provide and make available staff to assist in the audit or inspection effort, and provide adequate space on the premises to reasonably accommodate the state or federal personnel conducting the audit or inspection effort. Crossroads Health agrees to comply with any requirements issued by the District as a result of such inspection or audit. All inspections or audits will be conducted in a manner as will not unduly interfere with the performance of Crossroads Health's activities. All information obtained during an audit or review will be treated as confidential.

14.2 Permission for Review of the Records Related to this Agreement. Upon written request, Crossroads Health will make available those contracts, books, documents or records necessary to verify the nature and extent of the costs of providing services under this Agreement. Such inspection shall be available up to six (6) years after the rendering of such services.

14.3 Record copying fees. Crossroads Health will copy and provide Participant records for the District, as requested, to provide continuity of care, assuming appropriate parental releases have been executed. Crossroads Health will not seek reimbursement from the District for clinical record copies.

XV. CONFIDENTIALITY OF PROPRIETARY INFORMATION

15.0 Crossroads Health and the District agree that performance of this agreement will result in employees' access to confidential information. Such information may include but not be limited to Participant clinical records, and certain proprietary and management information concerning both organizations. Both parties agree that any employees assigned to perform services or who otherwise have access to such information will be made aware of the confidential nature of such information. Crossroads Health agrees to comply with applicable federal and state rules and regulations including but not limited to those promulgated from HIPAA.

XVI. INDEPENDENT CONTRACTOR

16.0 The relationship between the District and Crossroads Health under this Agreement will be construed and deemed to be between independent contractors and for the sole purpose of carrying out the terms of this Agreement. Nothing in this Agreement will be construed to create a partnership, joint venture, employer-employee or principal-agent relationship between the parties, nor will the parties hold themselves out as being a partnership, joint venture, employer-employee or principal-agent relationship.

As between Crossroads Health and the District, each has full, complete, absolute and sole authority and responsibility regarding its own operations; and none shall have any direction or control over the manner in which any other performs its obligations.

XVII. OSHA REQUIREMENTS

17.0 Crossroads Health agrees to require its employees to comply with all applicable OSHA requirements.

XVIII. COMPUTER MALFUNCTION CONGENGENCY PLANS

18.0 Crossroads Health warrants that it has a contingency plan to ensure its ability to meet its obligations under this agreement in the event that it or its vendors experience any type of computer malfunction, including data changes that may affect mission-critical systems.

XIX. ADVERTISING

19.0 Crossroads Health and the District agree to provide and obtain, in advance, the other party's written approval of all advertising and promotional materials, both written and broadcast, which refer to the other party. No reference of the other party shall be made in any materials unless prior written approval is obtained. Consent shall be deemed given if not received in thirty (30) working days from the date of the request.

XX. NONEXCLUSIVITY

20.0 The parties enter into this Agreement on a nonexclusive basis.

XXI. NON-POACHING

21.0 During the term of this Agreement and for twelve months following its expiration or termination, the District shall not hire, employ or engage, whether directly or indirectly, any persons who were employees of Crossroads Health during the term of this Agreement. In the event that the District violates this provision, it shall provide to Crossroads Health immediately upon a demand a fee equal to 1.5 times the annualized salary or compensation of the subject person(s). The Parties may wave this paragraph with mutual written consent.

XXII. NOTICE

22.0 Any notice, demand or communication required, permitted or desired to be given under this Agreement will be deemed effectively given when personally delivered or mailed by prepaid certified mail, return receipt requested, addressed as follows:

Crossroads Health
ATTN: Lauren Wright, LPCC-S
Director of Community Based Services
8445 Munson Road
Mentor, OH 44060

Auburn Joint Vocational School District
ATTN: Jeff Slavkovsky
Executive Director of Career-Technical Education
8221 Auburn Road
Concord Township, OH 44077

XXIII. MISCELLANEOUS

23.0 Entire Agreement: This Agreement contains all the terms and conditions agreed upon by the parties hereto regarding the subject matter of this Agreement. Any prior agreements, promises, negotiations or representations, either oral or written, relating to the subject matter of this Agreement not expressly set forth in this Agreement are of no force or effect.

23.1 Modifications: This Agreement constitutes the entire understanding between the parties hereto, and no changes, amendments, or alterations shall be effective unless agreed to in writing by both parties. Notice to or consent of Participants shall not be required to effect any modifications to this Agreement.

23.2 Invalidity or Non-enforceability: The invalidity or non-enforceability of any terms or provisions hereof shall in no way affect the validity or enforceability of any other term or provision.

23.3 Enforcement: This Agreement shall be interpreted in accordance with the laws of the State of Ohio. Unless waived by both parties, venue for any action to enforce or interpret the provisions of this Agreement shall be in Lake County, Ohio.

IN WITNESS WHEREOF, the undersigned concur with the terms, conditions and understandings as set forth in this Agreement and have executed the Agreement as of the date and year first written above:

CROSSROADS HEALTH
8445 Munson Rd.
Mentor, OH 44060

By: _____
By: _____
Chief Executive Officer
Date: _____

AUBURN JOINT VOCATIONAL SCHOOL DISTRICT

By: _____
By: _____
Treasurer
Date: _____

By: _____
By: _____
Board of Education President
Date: _____

By: _____
By: _____
Superintendent
Date: _____

**APPENDIX A
PAYMENT AGREEMENT
NEW AMENDED**

This payment agreement by and between Crossroads Health and Auburn Joint Vocational School District is in effect for the term of the contract, unless amended by both parties, for the services and the reimbursement rates as listed below.

Ongoing clinical services at Auburn Joint Vocational School District

Students attending Auburn Joint Vocational School District will be eligible for ongoing clinical services. Crossroads Health will conduct a diagnostic assessment, and develop an individualized service plan (ISP) outlining specific services, goals and objectives. These services may include:

- (1) Individual in-school support, and specialized assessment, as appropriate.
- (2) Ongoing group services for identified students.

Other Services: Screening, short term sessions as indicated, crisis screening, consultation with staff, educational presentations, professional development, general classroom presentations and skill building groups (such as social skills, coping skills etc.)

The following amounts were agreed upon for this contract period:

Crossroads Health will provide one staff as agreed upon by the district to be used by Auburn Joint Vocational School District. This staff will be on site 1 day a week. Exceptions will be when staff needs to attend Crossroads Health meetings, trainings etc. In addition, there will be days where staff may start their work day later to allow for availability to conduct home or office based services with the students and families.

Total Contract Value for services rendered: \$12,800.00

This contract may be billed out at a variable rate due to staffing. Monthly billing will be \$6,400 per FTE-equivalent over the 10 months, August through May. A one-day per week employee is the equivalent of 0.2 FTE, thus, the cost per month per one-day per week employee is \$1,280.

Crossroads Health's Signature Date

Auburn Joint Vocational School District Signature Date

**Auburn
Career Center**



Attachment Item #17B

Consent Agenda:

*Lake/Geauga Educational
Assistance Foundation
Agreement*



CONTRACTED SERVICES AGREEMENT
between
Lake/Geauga Educational Assistance Foundation
and
Auburn Career Center
for the 2020-2021 School Year



In response to the COVID-19 crisis, along with district budgetary constraints, LEAF is proposing contract modifications to assist our partner high schools in the delivery of educational services that continue to support students in your district.

1. **LEAF Advisory Delivery Model:** LEAF advisors traditionally are scheduled on-site at the high schools to meet with students face-to-face in groups or in one-on-one meetings. We will be prepared to work within the educational delivery model that your school district decides to implement overall, which could include; full on-site delivery, full virtual delivery or some sort of hybrid implementation. At some high schools, the advisory contract hours may be reduced based upon the educational delivery model implemented by your district.

LEAF is confident that our experienced advisors will be able to deliver our services to your student population within any educational model that your school district determines is best for the upcoming school year; on-site, hybrid or virtual.

2. **LEAF Information Delivery Model:** LEAF will maintain the paper-based Resource Center Information Guide that we mail directly to parents of your juniors and seniors early in the new school year, as well as continue to provide the Senior LEAFLET booklet issued to your senior students directly.

The LEAF Newsletters will be modified from paper-based to e-Newsletters to better serve the changing information needs of your student population; nine e-Newsletters to parents of seniors, four to parents of juniors, two to parents of sophomores and one to parents of freshman.

This will necessitate a change from the past - LEAF will request from your district, the parental email addresses of your high school students, separated by graduation year.

3. **Fall Financial Aid Nights Delivery Model:** LEAF implements on-site Parent Financial Aid Nights at all schools, along with separate FAFSA Filing Assistance Nights at many schools, in conjunction with your Guidance Department. The Parent Financial Aid Nights may be implemented in a virtual manner through Google Meet - separately for each high school. Separate FAFSA Filing Assistance Nights are available pending Covid-19 guidance rules.
4. **2019-2020 Contract Completion Status:** In partnership with our guidance department partners, LEAF was able to successfully implement and complete the final portions of most school advisory contracts, even in a virtual world. With proactive emails and shout-outs, LEAF remained in contact with students and parents at your school that were still in need of our specialized help. The present completion stats for your school, through May 30th, are:

2019-2020 Contracted advisory hours (*total*): 22 advisory hours

2019-2020 Contracted advisory hours (*completed*): 22 advisory hours

% completion (*through May 30th*): 100 %

Remaining 2019-2020 advisory hours: 0

IF you are one of the few districts where advisory hours were not completed due to Covid-19 circumstances, please indicate your preference below for the remaining balance of advisory hours:

Check all that apply:

-
- Use the remaining contract hours to assist our students/parents virtually through the summer.
- Add as additional contract hours to 2020-21 LEAF Advisory program at no charge to our district.
- Issue a credit towards our 2020-2021 LEAF Advisory program invoice at \$50/hour.
- Send a refund check for the remaining balance, *through August 15, 2020*, at \$50/hour.
-

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 2020-2021 school year, as described below.

Relevant Information:

High School Name: **Auburn Career Center**
8140 Auburn Road
Concord, Ohio 44077

Unserved Student Population: **50** students
(estimated for 2020-2021)

LEAF Advisory Delivery, Contract Hours & Costs (2020-2021):

Choose the option that best suits your district for the upcoming school year:

-
- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Traditional advisory delivery (100% on-site) | 25 hours @ \$50.00/hour = \$ 1,250.00 |
| <input type="checkbox"/> Hybrid advisory delivery (with full contract hours) | 25 hours @ \$50.00/hour = \$ 1,250.00 |
| <input type="checkbox"/> Hybrid advisory delivery (on-site/virtual hybrid) | 25 hours @ \$50.00/hour = \$ 1,250.00 |
| <input type="checkbox"/> Virtual advisory delivery (100% virtual) | 12 hours @ \$50.00/hour = \$ 600.00 |
-

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 2020-2021 program service statistics to your district.

*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 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.

- **Resource Center Information Guide** – LEAF prepares a Resource Center Information Guide 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 information guide also contains the schedule for virtual LEAF Resource Center 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. LEAF donates upwards of \$500 in art supplies to approximately 10 high school art departments for upper-level fine art students to 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 - in the past at Lake Erie College and the Great Lakes Mall. Students participating in The LEAF Umbrella Project have the opportunity to 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.

School will provide these accommodations to LEAF under this contract:

- Provide LEAF advisor with an adequate, safe, private location with access to telephone and internet
- Access to high school students on an individual, group and virtual basis
- Access to read-only student class schedule and grade point average information
- High school student directory information for download, specifically; name, address, telephone, birthdate, along with student and primary parental email addresses. *LEAF will allow parents to "opt-out".*
- Access to the school specific crisis plan, and/or attendance at the crisis safety all-staff training meeting

Authorization by both parties: Please sign and date this contract, retain one for your records and return one electronically to admin@leaf-ohio.org by **July 1, 2020**. At that time, an invoice with the agreed upon advisory hours will be generated after July 2, 2020 and is due prior to the first day of the new school year.

For Lake/Geauga Educational Assistance Foundation (LEAF):



David K. Munson, Executive Director

Date: June 1, 2020

For **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 2020-2021 Invoice for receipt of a Purchase Order # and/or payment:

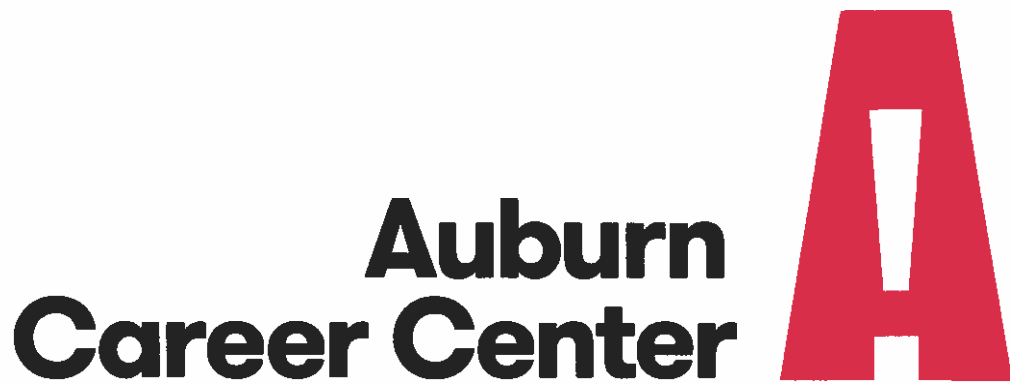
Contact: _____

Title: _____

e-mail: _____

Telephone: _____

Address: _____



Attachment Item #17C

*ESC of Western Reserve
Mid Day Cleaning Contract*



**ESC OF THE WESTERN RESERVE &
AUBURN CAREER CENTER
Addendum R.C. 3313.845
Service Agreement**

This is an ADDENDUM (“Addendum”) to the 2020-21 school year R.C. 3313.845 Service Agreement (“Agreement”) between the Auburn Career Center (“Board” or “District”) and the Educational Service Center of the Western Reserve (“ESC of the Western Reserve”) entered into in accordance with Paragraph 15 of the Agreement.

The ESC of the Western Reserve and the Board mutually agree as follows (check and initial if applicable):

2 positions for midday cleaning up to 15 hours per week based on timesheets for a cost not to exceed \$21,060.00

All other provisions of the Agreement shall remain in full force and effect except as set forth above.

IN WITNESS THEREOF, the parties hereto have set their hands.

**AUBURN CAREER CENTER
BOARD OF EDUCATION**

By _____ Date _____
President (In his/her official capacity only)

And by _____ Date _____
Superintendent (In his/her official capacity only)

And by _____ Date _____
Treasurer (In his/her official capacity only)

* This Agreement has no legal effect absent Board action

**EDUCATIONAL SERVICE CENTER OF THE WESTERN RESERVE
GOVERNING BOARD**

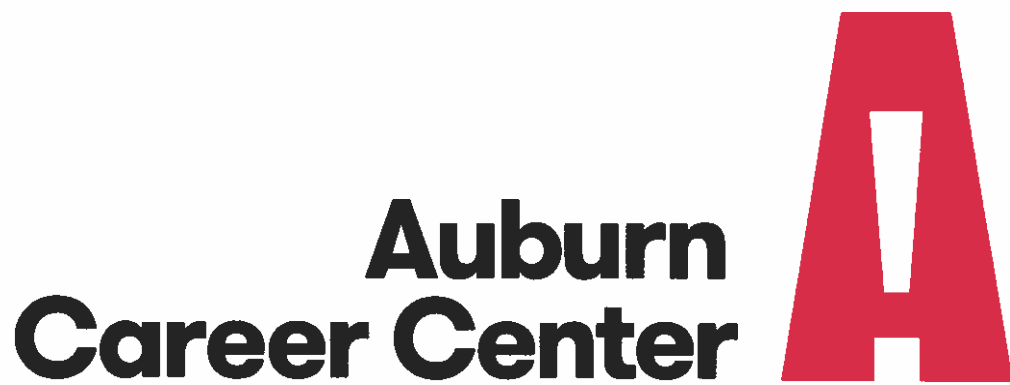
By _____ Date _____
President (In his/her official capacity only)

And by _____ Date _____
Superintendent (In his/her official capacity only)

And by _____ Date _____
Treasurer (In his/her official capacity only)

* This Agreement has no legal effect absent Governing Board action

Attachments: Board Resolution No. _____ (Board)
Board Resolution No. _____ (ESC of the Western Reserve)



Attachment Item #18A

*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 website: www.lakecountyohio.gov/sheriffoffice

July 1, 2020

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 2020-2021 school years.

Our Agreement for the 2020-2021 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 \$111,306.60 for the year. Therefore, Auburn's portion for the upcoming school year would be \$83,480.00.

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



X 
Sheriff Frank Leonbruno

X _____
Dr. Brian Bontempo, Superintendent

**AMENDED SCHOOL RESOURCE OFFICER MEMORANDUM OF UNDERSTANDING
BETWEEN THE
LAKE COUNTY SHERIFF'S OFFICE
AND THE
AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION**

This *Amended School Resource Officer Memorandum of Understanding* ("Memorandum") is entered into between the Auburn Vocational School District Board of Education ("Board") and Lake County Sheriff's Office ("Sheriff") (collectively, "Parties") pursuant to R.C. 3313.951 in order to clarify the purpose of the School Resource Officer Program ("SRO Program") and roles and expectations between the participating entities. The Parties agree to the following conditions.

1. PURPOSE OF THE SRO PROGRAM

The purpose of the SRO Program is to promote school safety by building a positive school climate in which students, teachers, and staff feel safe and students are supported to succeed. The SRO Program also seeks to reduce violent crime committed by, and against, youth in the school community. The SRO Program accomplishes this mission by supporting safe, secure, and orderly learning environments for students, teachers and staff. School Resource Officers ("SROs") will establish a trusting channel of communication with students, parents, teachers, and staff and establish regular feedback opportunities. The role of the SRO is not to enforce school discipline or punish students. Rather, the SRO will serve as a positive role model to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. The SRO will provide students, parents, teachers, and staff with information on community resources that are available to students and parents. The goals and objectives of the SRO Program are designed to develop and enhance rapport between youth, families, police officers, school administrators, and the community in order to promote overall student achievement and success.

2. GOALS OF THE SRO PROGRAM

A. The clearly defined set of goals for the SRO Program are as follows:

- 1) To maintain a uniformed peace officer presence at the Auburn Career Center during all school days and at such other school events as may be requested by the Board in advance of such event.
- 2) To foster an SRO Program that builds positive relationships between law enforcement, students, parents, teachers, and staff.
- 3) To promote a safe and positive learning environment.
- 4) To decrease the number of youth formally referred to the juvenile justice system.

3. **TERM OF MEMORANDUM**

The term of this Memorandum shall be from August 1, 2020, until July 31, 2021, for one hundred eighty five (185) days.

4. **APPOINTMENT OF SROS BY THE SHERIFF**

- A. **The Sheriff To Appoint A Full-Time SRO:** Throughout the term of this Memorandum, the Sheriff shall appoint one deputized, uniformed, peace officer to serve as a full-time SRO who will provide the services specified under this Memorandum.
- B. **Emergencies:** The Board understands that the Sheriff may need to temporarily re-assign the full-time SRO appointed under this Memorandum to other law enforcement responsibilities in the event of an emergency requiring the full-time SRO's presence elsewhere.
- C. **SRO Absence:** Should the full-time SRO be absent, for whatever reason, on any given school day or for another agreed-upon assignment, the Sheriff shall assign a similarly qualified member to temporarily serve as the appointed SRO during the period of absence.

5. **BACKGROUND, EXPERTISE, AND TRAINING OF SRO**

- A. **Background and Expertise of SRO:** Any SRO appointed by the Sheriff under this Memorandum shall be a deputized peace officer under the laws of the State of Ohio as may be amended from time to time who possesses the following background and expertise:
 - 1) A minimum of two (2) years of experience in law enforcement.
 - 2) Completion of a basic training program approved by the Ohio Peace Officer Training Commission ("Training Commission").
 - 3) Completion of at least forty (40) hours of SRO training through an entity approved by the Training Commission.
 - 4) Possession of a broad base of knowledge regarding youth, social issues, and the criminal justice system.
 - 5) A demonstrated ability to work with youth.
 - 6) Effective oral and written communication skills.
 - 7) A demonstrated ability to deal tactfully and effectively with others.

- 8) Such other qualifications as the Board may determine to be appropriate.
- B. **SRO Training:** The Parties agree that each SRO appointed to provide services through this Memorandum is a “school resource officer” as defined under R.C. 3313.951 and subject to the training requirements outlined in R.C. 3313.951(B)(1).
- C. **Waiver of 3313.951(B)(2) Exemption:** Notwithstanding R.C. 3313.951(B)(2), all SROs appointed to provide services under this Memorandum shall be subject to the SRO training requirements outlined under R.C. 3313.951(B)(1)(b) as may be amended from time to time and all other training requirements specified under the laws of the State of Ohio as may be amended from time to time with respect to SROs. The Sheriff and SROs specifically waive the exemption from compliance with the training requirements provided under R.C. 3313.951(B)(2).

6. **ROLES, RESPONSIBILITIES, AND EXPECTATIONS**

- A. **Roles, Responsibilities, and Expectations of SROs:** The SRO shall have the following roles, responsibilities, and expectations:
 - 1) To assist the Board, as requested, in matters of security for the Board.
 - 2) To use best efforts to ensure safe and secure facilities owned or leased by the Board.
 - 3) To respond to security situations or crises at property owned or leased by the Board using the appropriate escalation of force up to, and including, armed response by following established law enforcement protocol.
 - 4) To anticipate a wide spectrum of potential emergency situations.
 - 5) To serve as the Board’s liaison to local, state, and federal law enforcement agencies.
 - 6) To become familiar with the Student Handbook as may be amended from time to time, Student Code of Conduct as may be amended from time to time, and Board policies and administrative guidelines as may be amended from time to time.
 - 7) To report violations of the Student Handbook as may be amended from time to time, Student Code of Conduct as may be amended from time to time, and Board policies and administrative guidelines as may be amended from time to time through the proper channels to be handled by the Board’s administration.

- 8) To assist in developing, maintaining, and implementing Board approved school safety and school crisis plans including, but not limited to, (1) emergency response components; (2) visitor registration and identification procedures; (3) student and personnel identification procedures; (4) building surveillance systems; (5) building safety systems; (6) building lighting and signage; (7) school staff orientation and training; (8) community outreach regarding school safety plans; and (9) coordination of services with local, state, and federal law enforcement and emergency agencies.
- 9) To participate in, and successfully complete, any required training that may be deemed necessary to perform the roles, responsibilities, and expectations outlined under this Memorandum.

B. Roles, Responsibilities, and Expectations of the Sheriff: The Sheriff shall have the following roles, responsibilities, and expectations under this Memorandum:

- 1) To coordinate, in consultation with the Board, the work hours of any SRO appointed to provide services under this Memorandum.
- 2) To ensure that any SRO appointed to provide services under this Memorandum complies with all laws and regulations regarding deputized, uniformed, peace officers.
- 3) To ensure that any SRO appointed to provide services under this Memorandum complies with all the policies and procedures as may be amended from time to time of the Sheriff.
- 4) To complete any applicable performance evaluation(s) with respect to any SRO appointed to provide services under this Memorandum.
- 5) To ensure that all applicable criminal records/background check laws and any hiring restrictions imposed by those laws including, but not limited to, those set forth in R.C. Chapter 3319 as may be amended from time to time, are adhered to and satisfied.
- 6) To cooperate with the Board in making any necessary adjustments in the SRO Program.

C. Roles, Responsibilities, and Expectations of the Board: The Board shall have the following roles, responsibilities, and expectations under this Memorandum:

- 1) To provide the SRO with such facilities, supplies, and equipment as are necessary for the SRO to provide the services outlined under this Memorandum.

- 2) To provide the SRO with the opportunity to address students, teachers, school administrators, and parents about the SRO Program.
- 3) To provide the Sheriff and SRO with copies of the Student Code of Conduct as may be amended from time to time, Student Handbook as may be amended from time to time, and Board policies and administrative guidelines as may be amended from time to time, including, but not limited to, Board policies and administrative guidelines regarding student records and discipline.
- 4) To work cooperatively with the Sheriff to make any needed adjustments to the SRO Program.

D. Roles, Responsibilities, and Expectations of Board Administrators, Staff, and Teachers: The School Administrators, Staff, and Teachers shall have the following roles, responsibilities, and expectations under this Memorandum:

- 1) To seek input from the SRO regarding criminal justice problems relating to students and security issues.
- 2) To notify the SRO regarding the discovery of illegal contraband on property owned or leased by the Board including, but not limited to, firearms, drugs, and alcohol.
- 3) To notify the SRO regarding the names of specific individuals who are not permitted on property owned or leased by the Board.
- 4) To notify the SRO regarding any court orders and/or legal documents affecting the custody of students attending the Auburn Career Center.
- 5) To work cooperatively with the Sheriff to make any needed adjustments to the SRO Program.

7. PROTOCOL FOR HANDLING SUSPECTED CRIMINAL ACTIVITY AND SCHOOL DISCIPLINE

A. SROs Not Involved In School Discipline: SROs are not school disciplinarians and violations of the Student Code of Conduct as may be amended from time to time, Student Handbook as may be amended from time to time, and Board policies and administrative guidelines as may be amended from time to time which are not criminal matters should be handled by Board administrators, staff, and teachers. The SRO should not generally intervene in student disciplinary matters.

- 1) While the SRO should not generally intervene in student disciplinary matters, the SRO should intervene when the matter involves an imminent

threat to the health, safety, and security of a student or any other person located on property owned or leased by the Board. The SRO will employ de-escalation techniques as appropriate should the student disciplinary matter require the SRO's direct intervention.

- 2) While the SRO should not directly intervene in student disciplinary matters, the SRO shall report violations of the Student Code of Conduct as may be amended from time to time, Student Handbook as may be amended from time to time, and Board policies and administrative guidelines as may be amended from time to time to an appropriate administrator of the Board.

B. Complaints About Student Behavior: Board staff and teachers should generally bring complaints about student behavior to the appropriate administrator rather than the SRO. A determination of whether the behavior is a criminal matter requiring the intervention of law enforcement will then be made by the appropriate administrator in consultation with the SRO.

- 1) **Nothing in Paragraph 7(B), or any Paragraph of this Memorandum, is intended to supersede the obligations of Board administrators, staff, and teachers under R.C. 2151.421. Board administrators, staff, and teachers with knowledge or reasonable cause to suspect the abuse or neglect of a child shall immediately report that knowledge or reasonable cause to suspect to the public children services agency or a municipal or county peace officer in the county in which the child resides or in which the abuse or neglect is occurring or has occurred – including any SRO appointed under this Memorandum.**

C. Investigation Into Student Misconduct: The SRO shall not be involved in the investigating of violations of the Student Code of Conduct, Student Handbook, and Board policies and administrative guidelines – unless the violation or misbehavior involves criminal conduct.

- 1) The SRO may participate in the questioning of a student under circumstances that amount to a custodial interrogation only after compliance with the procedural safeguards outlined in *Miranda v. Arizona*, 384 U.S. 436, 86 S.Ct. 1602 (1966).
- 2) Board administration, staff, and teachers are discouraged from questioning a student as part of a criminal investigation or from acting on behalf of an SRO or at the direction an SRO in questioning a student about conduct that could result in criminal charges.

D. Student Criminal Conduct: While the SRO is responsible for law enforcement, alternatives to arrest should be used whenever possible and the arrest of students should be a measure of last resort.

- 1) For any criminal offense that is committed on property owned or leased by the Board involving a student enrolled in the Auburn Career Center, the SRO shall work cooperatively with Board administrators, staff, and teachers and endeavor to avoid arrest and criminal involvement for misdemeanor activity.
 - 2) Incidents involving public order offenses, including disorderly conduct, profanity, and fighting that do not involve serious physical injury or a weapon, should generally be considered school discipline issues to be handled by Board administrators, staff, and teachers rather than criminal law issues warranting formal law enforcement intervention.
 - 3) Notwithstanding any provision in this Memorandum to the contrary, the discretion of the SRO shall remain the same as that of any police officer and/or deputy. The power of the SRO shall be governed, at all times, by the laws of the State of Ohio as may be amended from time to time.
 - 4) The SRO shall not use a physical restraint device, such as handcuffs, on a student unless the student is being placed under arrest for referral to the criminal justice system.
- E. **Student Searches:** The SRO may participate in a search of a student's person, possessions, locker, or vehicle only where there is probable cause to believe that the search will turn up evidence that the student has committed or is committing a criminal offense. The SRO shall not ask Board administrators, staff, and teachers to conduct a search for law enforcement purposes. Nothing in Paragraph 7(E) is intended to limit the power or authority of Board administrators, staff, or teachers to conduct searches of a student's person, possessions, locker, or vehicle.

8. COMPENSATION

- A. **Compensation:** As compensation for the services to be performed by the SROs appointed to provide services under this Memorandum for one hundred eighty five (185) days per contract term period, the Board shall compensate the Sheriff at the daily rate of Four Hundred Fifty One Dollars and Twenty Four Cents (\$451.24) \$83,480.00, rounding to the nearest cent/penny/hundredth, which shall be billed by the Sheriff on a biannual basis – i.e., the Sheriff shall issue two invoices to the Board in the amount of \$41,740.00, rounding to the nearest cent/penny/hundredth.
- B. **Tax Obligations:** The Board is not responsible for paying any federal, state, or local taxes with respect to amounts paid under this Memorandum. The Board shall not withhold, through payroll deductions or otherwise, any taxes or other payments with respect to any SRO appointed under this Memorandum. The

Sheriff acknowledges that it is solely responsible for payment of all federal, state, or local taxes with respect to amounts paid in connection with the SROs.

- C. **Workers' Compensation:** The Board is not responsible for workers' compensation insurance for any SRO appointed under this Memorandum. The Sheriff acknowledges that it is solely responsible for the payment of all workers' compensation insurance for the SROs.
- D. **Unemployment Insurance:** The Board is not responsible for the payment of any unemployment insurance or unemployment benefits of any kind in connection with and/or as a result of any SRO appointed under this Memorandum. The Sheriff acknowledges that it is solely responsible for the payment of all unemployment insurance or unemployment benefits of any kind in connection with and/or as a result of the SROs providing services under this Memorandum.
- E. **Retirement System:** The Board is not responsible for the payment of any contributions to any retirement system or pension of any kind in connection with the SROs appointed under this Memorandum. The Sheriff acknowledges that it is solely responsible for the payment of any contributions to any retirement system or pension of any kind in connection with the SROs providing services under this Memorandum. The Sheriff further acknowledges that the SROs are not entitled to participate in any school retirement system and that no deductions are to be withheld by the Board under this Memorandum with respect to any SRO appointed under this Memorandum.

9. **REQUIREMENT FOR COORDINATED CRISIS PLANNING/UPDATING OF SCHOOL CRISIS PLANS**

Representatives of the Board and Sheriff shall meet with the SRO on at least two occasions each school year – i.e., August 1 through July 31 – in order to discuss, evaluate, and propose revisions to any and all aspects of the Board's current school safety and school crisis plans.

10. **REQUEST FOR REMOVAL**

The Board shall have the right to request the removal of any SRO appointed under this Memorandum for any reason. Upon receipt of the removal request, the Sheriff shall promptly remove the SRO and appoint a replacement SRO.

11. **POSITIVE RELATIONSHIPS**

The Parties shall work cooperatively to foster a successful SRO Program.

12. **RELATIONSHIP BETWEEN THE PARTIES**

- A. **Separate Entities:** At all times, the relationship of the Parties shall be as separate entities.
- B. **Not a Joint Venture:** Nothing contained in this Memorandum shall be deemed to be interpreted as a partnership or joint venture or any other arrangement whereby one of the Parties is authorized to act as an agent for the other.
- C. **Employees:** Employees of the Parties shall remain employees of their respective employers and such employers shall have supervisory and all other responsibility for its respective employees.
- D. **Liability:** Each Party is only liable for the conduct of its own employees, as well as for conduct done at the direction of its own employees.

13. **CONFIDENTIALITY**

- A. **Confidential Information:** The Parties acknowledge that, in the course of performing their obligations under this Memorandum, they may obtain certain confidential and proprietary information about the other Party, including student personally identifiable information which is designated as confidential under the Family Educational Rights and Privacy Act and laws of the State of Ohio ("Confidential Information"). See 20 U.S.C. § 1232g; 34 C.F.R. § 99.30; R.C. 3319.321. The Parties agree that they will only use the Confidential Information in the performance of their obligations under this Memorandum and that they will not, at any time during or following the term of this Memorandum, divulge, disclose, re-disclose, or communicate any Confidential Information to any other person, firm, corporation or organization or otherwise use the Confidential Information for any purpose whatsoever without the prior written consent of the disclosing Party.
- B. **Information Which Is Not Confidential:** Confidential Information does not include information which is (1) in the public domain other than by a breach of this Paragraph, (2) rightfully received from a third party without any obligation of confidentiality, (3) rightfully known to the recipient without any limitation on use or disclosure prior to its receipt from the disclosing party, (4) independently developed by the recipient, or (5) disclosed pursuant to the order or requirement of a court, administrative agency or other government body.

14. **LEGAL COMPLIANCE**

The Sheriff agrees to abide by any and all pertinent federal, state, and local laws and regulations as many be amended from time to time and Board policies and administrative guidelines as may be amended from time to time regarding SROs.

15. **NOT A JOINT VENTURE**

The Parties, under the authority of R.C. 9.482, do not intend to create a partnership, joint venture, or joint partnership of any kind. The Sheriff expressly acknowledges that the SROs appointed under this Memorandum remain employees of the Sheriff and the Board shall have no disciplinary or employment authority over the SROs.

16. **NOTICES**

A. **Notices:** All notices, requests, demands, and other communications required or permitted to be given under this Memorandum shall be in writing and mailed postage prepaid by certified or registered mail to the appropriate address indicated below.

Sheriff: Lake County Sheriff's Office
c/o Sheriff
104 East Erie Street
Painesville, Ohio 44077

Board: Auburn Vocational School District
c/o Treasurer
8221 Auburn Road
Concord, Ohio 44077

B. **Delivery:** All notices, requests, demands, and other communications shall be deemed to have been given at the time when delivered via registered or certified mail, postage prepaid, and addressed to the Party at the address set forth above, or to such changed address as a party may have fixed by notice to the other Party hereto; provided, however, that any change of notice of address shall be effective only upon receipt.

17. **BENEFIT AND ASSIGNMENT**

The duties and responsibilities under this Memorandum may not be assigned or subcontracted by any Party without the prior written consent of the other Party to this Memorandum.

18. **INSURANCE/RESPONSIBILITY**

A. **Limitation of Liability:** Neither party in entering this Memorandum underwrites or assumes, in any manner, the risks of the other Party. Each Party shall only be responsible for its negligent or intentional acts or omissions and the negligent or intentional acts or omissions of their respective employees, officers, or agents to the extent either Party may be held liable under applicable law.

- B. **Insurance:** Each Party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this Memorandum.
- C. **Immunity:** Nothing contained in this Memorandum is intended to nullify, override, or otherwise limit either Party's immunities under Chapter 2744 of the Ohio Revised Code or any other limitations on liability provided under applicable law.

19. TERMINATION

- A. This Memorandum shall remain in effect from August 1, 2020, until July 31, 2021, upon which time this Memorandum shall automatically expire.
- B. This Memorandum shall terminate prior to July 31, 2021, should any of the following events occur:
 - 1) **Written Notice of Termination:** Either Party may terminate this Memorandum, for any reason, by delivering written notice of termination. If either Party delivers written notice of termination then the Memorandum shall terminate within 30 days of the date on which the written notice of termination is delivered. If the Board delivers written notice of termination, the Board shall pay the Sheriff a pro rata portion of the compensation outlined under Paragraph 8 of this Memorandum based upon the date of termination.
 - 2) **Mutual Agreement of the Parties:** The Parties may terminate this Memorandum by mutual agreement. If the Parties mutually agree to terminate this Memorandum then the Memorandum shall terminate on the date agreed to by the Parties and pursuant to such terms as are mutually agreed to by the Parties.
 - 3) **Material Breach:** This Memorandum shall terminate upon a material breach of the Memorandum.

20. AMENDMENT

No modification, waiver, mutual termination, or amendment of this Memorandum is effective unless made in writing, signed by representatives for each Party, and, in the case of the Board, approved pursuant to formal Board action.

21. GOVERNING LAW

This Memorandum shall be governed by and construed under the laws of the State of Ohio.

22. ENTIRE AGREEMENT

This Memorandum constitutes the complete and exclusive Memorandum between the Parties. No other promises or agreements of any kind have been made to cause the Parties to execute this Memorandum.

23. EXECUTION IN COUNTERPARTS

This Memorandum may be executed in counterparts, each of which shall be deemed an original and both of which together shall constitute one Memorandum. True and correct copies, including facsimile, electronic, or PDF copies of signed counterparts, may be used in place of originals for any purpose and shall have the same force and effect as an original.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Memorandum as of the latest date written below.

LAKE COUNTY SHERIFF’S OFFICE

By _____ Date _____
Sheriff (In his/her official capacity only)

AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION

By _____ Date _____
President (In his/her official capacity only)

And by _____ Date _____
Superintendent (In his/her official capacity only)

And by _____ Date _____
Treasurer (In his/her official capacity only)

* This Memorandum has no legal effect absent Board action

R.C. 5705.41 Certificate

I certify that the amount required to meet the obligation of the fiscal year in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

LAKE COUNTY SHERIFF'S OFFICE

Sheriff

Date

R.C. 5705.41 and R.C. 5705.412 Certificate

We certify that the Board has in effect for the remainder of the fiscal year and succeeding fiscal years the authorization to levy taxes including the renewal or replacement of existing levies, which when combined with the estimated revenues from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the Board to maintain all personnel and programs for all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year. We additionally certify that the amount required to meet the obligation of the fiscal year in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Treasurer

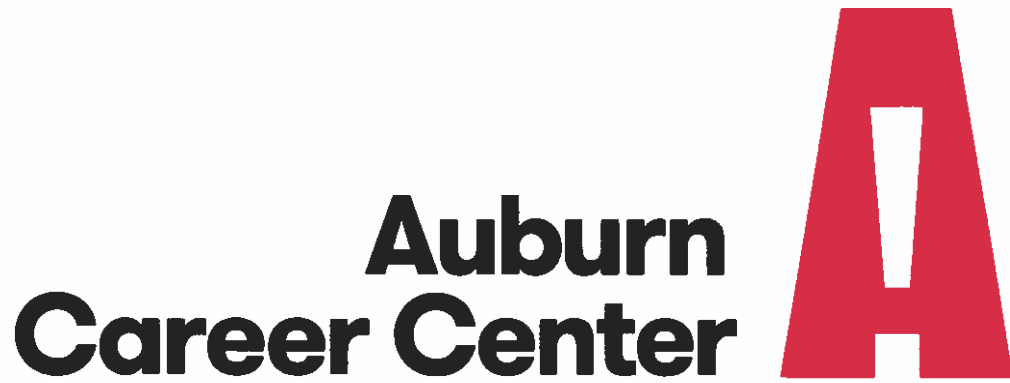
Superintendent

Board President

Date

Date

Date



Attachment Item #18B

*Approve Agreement
between Auburn Career
Center & Energy Harbor*

AGREEMENT

This Agreement is hereby entered into this fourth day of August 2020, by and between the Auburn Vocational School District Board of Education ("Board") Board and Energy Harbor ("Company").

WITNESSETH

WHEREAS the term of this Agreement will be in effect for a one-year period commencing August 1, 2020, and ending July 31, 2021. Any and all agreements entered into between the Board and Company prior to the date of this Agreement shall be considered null and void.

WHEREAS the Company is required to provide a Joint Information Center ("JIC") for use during scheduled drills and/or emergencies at the Perry Nuclear Power Plant ("PNPP").

WHEREAS the Board has the facilities, equipment, and services required for use by the Company for the JIC during scheduled drills and/or emergencies at the PNPP.

NOW, THEREFORE, in consideration of the foregoing promises, terms, and conditions contained herein, as the Parties agree that:

1. The Board will make available to the Company the following facilities, as reasonably requested, for use as the JIC during scheduled drills and/or emergencies:
 - a) Presentation Center
 - b) Presentation Center A and B
 - a) Storage Area in Presentation Center B
 - c) TLC Rotunda Room
 - d) TLC - Forum
 - e) Fish Bowl Computer Lab and offices
 - a) Front Office
 - b) Rear Office (Storage)
 - f) Three Second Floor Classrooms with 2 second floor offices in "C Wing"
 - a) Classroom 26C
 - b) Office Area 22C
 - c) Office Space 24C
 - d) Classroom 25C
 - e) Computer Lab 21C

2. The Company agrees to reimburse the Board the annual facility retainer fee and daily rates for the facilities, equipment, and services used for the JIC as shown on Exhibit "A," which is attached hereto and incorporated herein. The annual facility retainer fee will be billed by the Board to the Company on August 1, 2020, and will be payable to the Board within thirty (30) days. Daily facility rentals will be billed by the Board to the Company subsequent to actual usage, and will be payable to the Board within thirty (30) days.

3. The Company will provide the Board a minimum notice period of five (5) business days in the event of cancelation of scheduled drills to avoid being charged the daily facility rate (Exhibit A). Upon notice of cancelation, the Board will make every effort to avoid incurring any related support costs (e.g., food, additional equipment, etc.) in preparation of the originally scheduled drill. However, any costs incurred as a result of a scheduled drill being canceled without sufficient and reasonable notice will be reimbursed by the Company to the Board.
4. Company will give the Board at least two (2) months written notice of the dates for the scheduled drills. The Board will acknowledge the dates of the scheduled drills and make the facilities set forth in Paragraph 1 of this Agreement available to the Company as required.
5. The Board will provide a lectern and a sufficient number of tables and chairs in accordance with Company needs. Additional supplies and equipment will be provided by the Company and stored in a secured location in the Board's Storage Areas located in the Presentation Center Room and in the rear office space located in the Fishbowl Computer Lab. The Board will also provide personnel to set up and take down the chairs and tables. The Board will make reasonable effort to have its personnel set up the chairs and tables within two (2) hours of notification by the Company in the event of an emergency. The use of the Board equipment and personnel is included in the daily rates as shown on Exhibit A.
6. In accordance with the needs defined by the Company, the Board will provide, when reasonable:
 - a) photocopies of documents from its Copy areas;
 - b) Food Service in Company work areas and/or the Board cafeteria;
 - c) facilities to meet video and audio requirements;
 - d) personnel to provide security services;
 - e) technical personnel to set up and activate video and audio equipment;
 - f) a qualified technician on an on-call basis to resolve video or audio equipment problems that may occur;
 - g) access to the Board's internet; and
 - h) enhanced communication support, as available (i.e. telephone, computer support).

The above will be provided throughout scheduled drills and/or emergencies. Any costs associated with the use of these facilities, equipment, supplies, and/or personnel will be paid by the Company. The Board will submit itemized bills to the Company for each function and applicable expenses as stated above at the end of scheduled drills and on a weekly basis during emergencies.

7. In the case of an emergency, the Board will make available the facilities set forth in Paragraph 1 of this Agreement regardless of uses that have been scheduled for these facilities prior the emergency. The Board agrees that emergency use will take precedence over any other scheduled use of the facilities. The Company agrees to reimburse the Board for any and all expenses the Board may incur resulting from the canceling or shifting of activities from these facilities during an emergency.

8. Before an award is made for this Agreement, the Company will be required to provide a Certificate of Insurance naming the “Auburn Vocational School District Board of Education” and its employees/officials that now or shall hereafter be constituted as an Additional Insured.

The Company shall provide the following minimum insurance requirements:

- A. 1) Comprehensive or Commercial General Liability, including Premises-Operations, Independent Contractors, Products and Completed Operations, and Broad Form Property Damage.

Bodily Injury and Property Damage Combined Single Limit, CSL:	
Each Occurrence	\$1,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Fire Legal Liability	\$ 100,000

- 2) Products and Completed Operations to be maintained for two (2) years after final payment and Company shall continue to provide evidence of such Coverage to the Board on an annual basis during the aforementioned Period.
- 3) Property Damage Liability insurance shall provide X (explosion), C (collapse), and U (underground) coverage.
- 4) Contractual Liability (Hold Harmless Coverage): Bodily Injury and Property Damage (Combined Single Limit) \$5,000,000 Each Occurrence.
- 5) If the General Liability policy includes a General Aggregate, such General Aggregate shall be not less than \$2,000,000. POLICY SHALL BE ENDORSED TO HAVE GENERAL AGGREGATE APPLY PER PROJECT.

B. Umbrella Excess Liability:

- 1) \$2,000,000 over primary insurance

C. Automobile Liability (owned, non-owned, hired).

- 1) Bodily Injury and Property damage, Combined Single Limit: \$1,000,000 each accident.

D. Certificate from the State of Ohio evidencing Ohio Workers’ Compensation insurance.

E. Company may self-insure any of the requirements of this Agreement provided the Company maintains a self-insurance program.

Before commencing this Agreement, the Company shall furnish a Certificate of Insurance, satisfactory to the Board, from each insurance company showing that the above insurance is in force, stating policy numbers, dates of expiration, and limits of liability hereunder, and further providing that the insurance will not be canceled or changed until the expiration of at least thirty (30) days after written notice of such cancellation or change has been mailed to and received by the Board.

9. All personal property belonging to the Company or to any other person located on or about said facilities shall be at the sole risk of the Company or such other person, and neither the Board nor the Board's agents or employees shall be liable for the theft or misappropriation thereof, nor for any damage or injury thereto, nor the damage or by an act or neglect of other users of said facilities, or of any other person, or caused in any other manner whatsoever, unless the same shall proximately result from the negligence of the Board or Board's agents or employees. The Company will protect, indemnify, and save harmless the Board from all losses, costs, or damage sustained by reason of any act or other occurrence causing injury to any person and/or property whomsoever or whatsoever due directly or indirectly to the use of said facilities or any part hereof by the Company, except losses, costs, and damages proximately resulting from the negligence of the Board or Board's agents or employees.
10. Board and Company agree that, in the event of loss due to any of the perils for which they have agreed to assume or accept, each party shall look solely to its insurance for recovery. Board and Company hereby grant to each other, on behalf of any insurer providing insurance to either of them with respect to the demised premises, a waiver of any right of subrogation which any insurer of one party may acquire against the other by virtue of payment of any loss under each insurance.

In witness whereof, the parties have hereunto set their hands to duplicate copies hereof the day and year first written.

Auburn Career Center

Energy Harbor

By: _____
Sherry Williamson, Treasurer
Auburn Career Center

By: _____
David Hamilton, Vice President
Perry Nuclear Power Plant

Date: _____

Date: _____

Exhibit A

The following rates will apply to the use of Board facilities and personnel for the purpose of operating a Joint Information Center (JIC)

	2020	2021
Annual Facility Retainer Fee (billed January 1 of each year)	\$2,200.00	\$2,200.00
Daily Facility Rental (per 4-hour period)	\$3,300.00	\$3,300.00
Daily Facility Rental (minimum of 8 hours)	\$6,600.00	\$6,600.00
Daily Facility Resources Rental:		
Police Officer (Sheriff Deputy) *when requested	\$30.00/hr	\$30.00/hr
Maintenance Services (\$350 per day minimum)	\$50/hr	\$50/hr
Technical Support (\$300 per day minimum)	\$75/hr	\$75/hr
Food Services (Billed based on items ordered)		
Copier, Printer and Paper supplies (Billed based on items ordered)		

**Auburn
Career Center**



Attachment Item #18C

*Approve Revised Back to
School Plan*

Back to School Plan

**Auburn
Career Center** 

2020-2021

- ❖ Auburn Vocational Board of Education Approved 7/14/2020
- ❖ Next Revision to be reviewed by Board 8/4/2020

This plan provides the basis for a systematic resumption of classes at the Auburn Career Center in response to the nationwide COVID-19 pandemic. It identifies the responsibilities, functions, operational guidelines and working relationships of staff, governmental entities, private support groups and individual citizens involved in its creation and implementation.

The plan closely adheres to the Health and Safety Guidance for Ohio K-12 Schools that was released by the State of Ohio on July 2, 2020 and, where applicable, follows guiding principles set forth in the National Incident Management System (NIMS). It is based on the knowledge that incidents are best handled at the lowest jurisdictional level while utilizing a "Whole Community" approach in plan development and implementation.

PURPOSE AND SCOPE

A. Purpose

To provide a framework for Auburn Career Center to reopen school buildings while also helping its students and staff reduce the risk of exposure and prevent the spread of COVID-19 in their communities.

Included are guidance and best practices for:

- Assessing symptoms
- Increased sanitation
- Social distancing
- Face coverings
- Risk assessment and mitigation

It should be noted that Prevention strategies detailed in the plan should be layered on one another and used at the same time. No single strategy is sufficient. Any signs of a cluster of new cases in the school or the local community should result in a re-evaluation of mitigation strategies.

B. Scope

This plan identifies the essential functions required to safely resume classes at the Auburn Career Center and applies to all students, staff and visitors entering the facility.

SITUATION AND ASSUMPTIONS

A. Situation

1. Auburn Career Center is a Public High School Career Center and Ohio Technical College located in Concord Township, Ohio that serves 6 school districts in Lake County, 4 school districts in Geauga County and other students.

2. Approximately 25% of Ohio's secondary students participate in career-technical education programs.
3. On March 13, 2020, President Trump declared a national emergency related to the worldwide COVID-19 pandemic.
4. Epidemic was identified as a potential hazard vulnerability to Lake County in its 2016 Multi-Jurisdictional Hazard Mitigation Plan.
5. Active cases of COVID-19, some resulting in death, have occurred in Lake County.
6. The Department of Health and Human Services (HHS) has been designated as the federal lead agency involved in the nation's COVID-19 response. The Ohio Department of Health and Lake County General Health District have been designated as the lead agencies for local direction and planning guidance.

B. Assumptions

1. As schools start to reopen, the health and safety of students, staff, and volunteers is paramount.
2. We are now at the highest level of community spread since the COVID-19 pandemic began. It transmits quickly and having students gather in classrooms again involves inherent risk for students and staff.
3. While the science about COVID-19 is evolving, it will be important to remain vigilant and nimble to respond to new developments.
4. Continuing to keep children physically out of school could have long-term detrimental effects on academic progress, mental and emotional well-being and behavior according to recent studies and the American Academy of Pediatrics.
5. Students in career-technical education programs are given real-world examples to help them make connections to what they learn in academic classes and are provided the opportunity to work in a team which is a crucial element of any career. Our plan requires traditional attendance and students present in the building when school is in session.
6. There will be changes to how children will be transported to and from school and what the typical school day will look like. These adaptations are critically important to ensuring that children are able to return to school safely.

PLAN IMPLEMENTATION

- A. In order to ensure the health and safety of students, staff and visitors returning to the Auburn Career Center in the Fall, mitigation strategies that cross-cut various operational areas will be developed, implemented, and updated as needed. These strategies will closely adhere to the Health and Safety Guidance for Ohio K-12 Schools released by the State of Ohio on July 2, 2020.
- B. All strategies employed will be distributed and made available based on the input of stakeholders and the application and guidance from the Ohio Department of Health and Lake County General Health District.
- C. COVID-19 cases that are identified during the 2020-2021 school year will be quickly addressed and properly managed to limit exposure.
- D. The Auburn Career Center Administrators listed below are responsible for answering questions and providing information to school staff and families regarding COVID-19. Please refer to the Auburn Career Center website COVID-19 page for updates.

Dr. Brian Bontempo	Superintendent	440.358.8011
Ms. Sherry Williamson	Treasurer	440.358.8006
Mr. Jeff Slavkovsky	Executive Director of CTE	440.358.8033
Mr. Chris Mitchell	Director of High School	440.357.7542 x8060
Ms. Dee Stark	Director of Curriculum & Instruction	440.358.8030
Ms. Michelle Rodewald	Director of Adult Ed. & Business Partnerships	440.357.7542 x8159
Mr. David Cowen	Coordinator of Internships & Adult Programs	440.358.8028

The Auburn Career Center (ACC) has spent significant time leveraging intellectual resources and local, state, and national talent to build a program to meet the response to the requirements of a safe restart to the 2020-2021 school year. We continue to focus on the safety, social emotional as well as academic plans for all staff and students. This initial document is intended to respond to the safety requirements of the Lake County General Health District (LCGHD) as an extension of the Ohio Department of Health. Additional guidance has been considered from the Reset and Restart for Career & Technical Education and the COVID-19 Health & Prevention provided for Ohio K-12 Schools.

The Auburn Career Center in May 2020 established sub committees comprised of teachers, school counselors, a school board member, support staff and administrators to provide input to Back to School plans for Auburn Career Center. The sub committees comprised of facilities, wellness, instruction, communications, equity & service, non-instructional and human resources. Following the creation of the initial plan and walk through of the building in June 2020 with the Lake County General Health District, the Auburn Career Center Board provided input and support for the Back to School plan. Focus groups of administrators, teachers and staff, parents and students will provide input to the plan over several meetings throughout July and August 2020.

The Auburn Career Center will review these practices and establish monthly reviews sessions with the Lake County General Health District. The intention of the reviews is to improve the protocols based on previous experiences and changes to the guidance from the Lake County General Health District. This document serves as the working document for both the High School and Adult programming of the Auburn Career Center.

The Superintendent has authority to modify from time to time to respond to new mandates or unique situations not addressed in the current plan and will seek Board approval and Lake County General Health District approval at the next regularly scheduled meeting.

1. Vigilantly Assess for Symptoms

- a. Staff and students conduct personal daily health checks prior to going to school which should include taking their temperature and assessing their symptoms. Anyone with symptoms (described below) or a temperature above 100.4°F should stay home.
- b. COVID-19 Symptoms -Help prevent the spread of COVID-19

You may have COVID-19 if you experience one or more of the following:

- Fever or chills
- Cough
- Shaking or exaggerated shivering
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



Symptoms range from mild to severe and may appear two to 14 days after exposure to the virus.

- c. If a student, staff, or volunteer begins to show symptoms or has a temperature above 100°F while at school, they must immediately be separated from other students, staff, or volunteers, given a face covering, and monitored by a staff member wearing appropriate personal protective equipment (PPE) and maintaining physical distance when possible. A specific and private location has been identified for temporary quarantine for the separated individual until arrangements are secured for the pick-up of the individual.
- d. School personnel will refer those displaying symptoms of COVID-19 to the Lake County General Health District. The Lake County General Health District will be contacted in the case of the positive or suspected COVID-19 cases in a school building. The Lake County General Health District will help to identify potentially infected or exposed individuals and assist with appropriate notifications and guidance to the Auburn Career Center.
- e. We will monitor daily absences of students and staff for trends. Staff and students who have suspected or confirmed COVID-19 cannot return to school until they are released by the Lake County General Health District.

Sample communication to community in the event of a positive test by student or staff:

A student (or staff member) at the Auburn Career Center tested positive for COVID-19 and the Lake County General Health District (LCGHD) has been made aware, as is required, and is advising us during this process. If anyone is thought to be exposed, their name and phone number has been shared with the LCGHD, and they will be in direct contact with you. If you have any specific questions, please contact the LCGHD at 440.350.2543.

2. Wash and Sanitize Hands to Prevent Spread

- a. Hand washing and sanitizing are important tools in preventing the spread of COVID-19 by killing the virus. (See 2B) Students and staff should practice frequent handwashing for at least 20 seconds when hands are dirty, before and after eating, and after using the restroom. Additionally, staff and students should avoid touching their mouths, noses, and eyes since the virus easily enters the body through these membranes.

- b. STOP GERMS WASH YOUR HANDS

Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.

Rinse hands well under clean, running water.

Dry hands using a clean towel or air dry them.

- c. All employees, students, and staff are required to wash their hands, using the 20 second washing protocol, upon entering their work or learning space. Sanitizing stations (at least 60% to 95% alcohol based) will be available in any work or learning area that does not have a sink.
- d. Sanitizing stations will be available (at least 60% to 95% alcohol based) in every hallway and in multiple locations.
- e. We will have industry specific gloves for all staff and students in order to create a barrier from potential hazards.
- f. Students, teachers, staff and visitors are encouraged to cover coughs and sneezes with a tissue and, if not available covered in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.



3. Thoroughly Clean and Sanitize School Environment to Limit Spread on Shared Surfaces

- a. We will clean surfaces as frequently as possible, paying close attention to high touch areas and shared materials, and make sanitation wipes or disinfectants available in each room and common space.
- b. High touch areas throughout the school will be cleaned each day taking into consideration student transition times.
- c. Students will be asked to clean their personal learning space before leaving each day.
- d. A sanitizing schedule will be documented and will include cleaning each night in each building that the building is in use.
- e. Doors, where possible, will be left open and only closed to allow for required privacy or quiet environment.
- f. Regular review of the school building ventilation system will be conducted.
- g. Students will use their own tools whenever possible, when working in the lab.
- h. When using district owned tools or equipment, gloves (barriers) and cleaning requirements that are specified by your instructor and meet the industry specific standards, will be required.
- i. When the industry specific hands-on learning is to take place, the specific mandates for each industry sector in the Reset and Restart for Career & Technical Education will be followed.
- j. We will follow Lake County General Health District Guidelines for cleaning and sanitizing should an exposure take place.
- k. To maintain water system safety, recommended CDC guidance will be followed in portions of the facility that could remain unused for extended periods.

4. Practice Social Distancing

- a. Staff and students will, when possible, maintain 6-foot social distance, in all school environments, including classrooms, hallways, restrooms, cafeteria, drop-off and pick-up locations, and school buses.
- b. All offices, work areas, learning spaces, and other rooms will follow the 6 ft. social distancing guidelines and will use a minimum of 36 sq. foot of space per person for the purpose of calculating social distancing capacity.
- c. All offices, work areas, learning spaces, and other rooms will have signage by the entranceway identifying social distancing capacity as well as responsible person(s) for maintaining social distance protocols for the room.
- d. Barriers such as plexi glass walls will be located at secretary work stations or other work locations as needed.
- e. All visits to restrooms, offices, etc. must follow posted signage and markings to maintain social distance.
- f. We will reinforce distancing with visual cues such as floor markings and signs.
- g. We will coordinate drop off time with affiliate districts to ensure that congregation time is minimized.
- h. Specific drop off and entrance locations will be established for students dropped off by bus in proximity to their classrooms for morning classes. During mid-day runs that pick up morning students and drop off afternoon students, a different system will be implemented. Morning students will exit specific doors and afternoon students will enter other specifically assigned doors. The location of these specifically assigned doors will ensure one-way traffic with the intention of eliminating congregating. Afternoon students will be assigned specific exit doors.
- i. Students that are driving to school will be assigned a specific entrance/exit door.
- j. Students are assigned classroom seats and, wherever possible, they are assigned for the first students in the classroom to be furthest from the classroom door.
- k. All learning spaces will have seating charts and maintained by the responsible person for the room.
- l. Back-up locations for classrooms have been identified.

- m. Restrooms will be used in the classroom or to the closest in proximity and assigned accordingly. All visits to restrooms, offices, etc. must follow posted signage and markings to maintain social distance.
- n. Waiting in the restroom is not permitted. Social distancing markers will be on the floor outside the restroom.
- o. No in school visitors, customer service, and field trips will be scheduled. Any exception requires permission of administration and will require temperature checks for any non-employee and must follow current Ohio Law.
- p. A secured and monitored unique location has been identified for any sick person to wait until arrangements have been made for the person to be picked up.
- q. Every classroom/lab/and lunch period will have assigned seats. This aids in contact tracing if necessary and may significantly reduce quarantines as a result of the ability to confirm student seating.
- r. Lunches will be structured and assigned seats will be mandatory. All lunch periods will follow the room limitations for social distancing and seating will be clearly marked to show available seating. Students will sit in assigned seats with their program classmates. Pick up for lunches and alternative lunch locations and times are being considered to ensure adequate time for lunches as well as required social distancing. Breakfast distribution will be coordinated in conjunction with the drop off schedule for each morning.
- s. Lunch will be offered in a prepackaged "to-go" type container. Any special breakfast or lunch arrangements will be coordinated to meet a specific student need.
- t. Back-up or additional locations have been identified for lunch.
- u. Every classroom/lab will be assigned a specific entrance and exit to the building to ensure social distancing and reduce congregations.
- v. Students and staff are encouraged to bring their own water bottles as all water fountains are shut down.
- w. Students that arrive late are required to enter the main front doors, maintain social distancing, have temperature taken, and use the attendance kiosk to sign in.

5. Face Coverings Policy

This face covering policy is established because of the importance of face masks in slowing the spread of COVID-19 and after considering all the available science. Recognizing that available scientific information, local needs, and laws may change at any moment, the Board authorizes the Superintendent to unilaterally review and adjust the instant face covering policy in consultation with the appropriate officials. At no time, shall this policy require a standard that is less than required by law.

FACE MASKS

Face masks should cover both the mouth and nose to maximize effectiveness.

Additional Ohio Department of Health guidance on face coverings in general and on face coverings for children and can be found on coronavirus.ohio.gov.

FACE SHIELDS

Face shields that wrap around the face and extend below the chin can be considered as an alternative where cloth face coverings would hinder the learning process. Some situations where face shields would be useful include:

- When interacting with students, such as those with disabilities, where communication could be impacted;
- When interacting with English-language learners or when teaching a foreign language;
- Settings where cloth masks might present a safety hazard (i.e. science labs); and
- For individuals who have difficulty wearing a cloth face covering.

SCHOOL STAFF, STUDENTS, VOLUNTEERS, AND GUESTS MUST WEAR MASKS

All school staff, students, volunteers, and guests must wear face coverings unless exempted by law. Such exemptions may include:

- Facial coverings in the school setting are prohibited by law or regulation;
- Facial coverings are in violation of documented industry standards;
- Facial coverings are not advisable for health reasons;
- Facial coverings are in violation of the school's documented safety policies;
- Facial coverings are not required when the staff works alone in an assigned work area; and/or
- There is a functional (practical) reason for a staff member or volunteer to not to wear a facial covering in the workplace.

Individuals who are not required to wear face coverings must provide written justification to the Board explaining why the individual is not required to wear a facial covering in the school. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.

School nurses or staff who care for individuals with symptoms must use appropriate personal protective equipment, provided by the school, in accordance with Occupational Safety and Health Administration standards.

Nothing in this policy shall supersede the minimum requirements set forth by law.

6. Educational Consideration Plans

- a. Every program will be prepared for a virtual classroom in the event that a shutdown is required. Each teacher is prepared for that event and will review those requirements in the event of virtual classroom situation with all students on the first day of school. In the event of virtual class time students will be required to be in “attendance” each day at the regularly scheduled time of day. This is critical for the coordination of scheduling with the student home district as well as our IT department planning and for the scheduling of teacher time.
- b. We will maintain a communication system for staff and students to reach out for any social, emotional need as well as a referral system should they recognize anyone in need of assistance.
- c. We are working to identify the training needs for staff and students and will utilize the additional time for staff during our professional development days as well as training for students on the first days of school and orientation night on any protocol for daily school operations, virtual classroom options and PPE usage.
- d. The Auburn Career Center will follow the Reset and Restart for Career & Technical Education document the makes industry recommendations for safety, licensure, credentials and other Career & Technical Education specific items. Please refer to that document for details.
- e. Teachers have been equipped with various instructional tools including video type cameras (tripods, monitors and other like equipment) that will be supported with live streaming or similar content. The video can also be uploaded to our learning management system, Schoology, for student review. This enhancement offers a great option for any student that is absent from school.
- f. Teachers also have requested unique supplies/equipment for student home use if necessary. The IT department is working toward a virtual personal network VPN that will allow teachers and students access to their computer remotely and utilize the high power software and hardware we have available. If the VPN is not available, staff and students will be equipped with a best available option with consideration of cost should a virtual environment be necessary and as needed.
- g. Each program teacher will review their face to face plans and their virtual plans with an administrator to ensure a process is in place for deploying equipment and supplies if necessary.
- h. Virtual Plans as per HB164, will also serve as a remote learning plan in the event that shut downs are mandated. The virtual plans will consider 2 options:
 1. Teachers will teach virtually from their classroom/lab using equipment that is in place.
 2. Teachers will teach virtually from home using the best resources available.
- i. We recognize that as with any plan we cannot consider every scenario. We will remain flexible and supportive at all times. We encourage all staff and students to contact the school for any academic, IT, or social emotional needs at any time.

**Auburn
Career Center**



Attachment Item #18D

*Approve Policy
Modification*

8450.01 Face Coverings Policy

8450.01 – FACE COVERINGS POLICY

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