

Auburn Vocational School District BOARD OF EDUCATION

Minutes of January 12, 2021

The January 12, 2021 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:43 p.m.

Upon roll call, the following members were present:

Mrs. Brush	Mr. Fazekas	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

10-21 Approve Agenda and Addendum

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve the January 12, 2021 agenda and addendum.

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

Nays: None

Mr. Walter declared the motion passed

11-21 Approve Minutes of Regular Meeting on December 1, 2020

A motion was made by Mr. Kent and seconded by Mrs. Wheeler to approve the minutes of the December 1, 2020 Regular Board meeting.

Roll Call: **Ayes:** Mrs. Brush, Mr. Cahill, Dr. Culotta, Mr. Fazekas, 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 Reports

a) Semi – Annual Harassment Report – Brian Bontempo gave an update
Curriculum, Enrollment, and Retention Subcommittee – Meeting on February 18, 2021, 2:45 pm – 3:45 pm via Zoom

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 November 30, 2020 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #7)

No Action Required.

12-21 Approve Tax Budget for FY 2021-2022

A motion was made by Mrs. Wheeler and seconded by Mr. Kent to approve the Tax Budget for FY 2021-2022. The tax budget includes estimates of tax collection for both Lake, Geauga, and Trumbull counties. The Lake County Auditor has provided a summary form of budget resulting from amendments to the ORC related to tax budgets. (Attachment #8)

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

Nays: None
Mr. Walter declared the motion passed

13-21 Approve Advance

A motion was made by Mr. Stefanko and seconded by Dr. Culotta to approve the following advance from the general fund effective January 1, 2021. Funds will be returned to the general fund on a monthly basis.

Fund	Amount	Purpose
Flexible Spending Account	\$17,818.64	FSA-Claim Deductions

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

Nays: None
Mr. Walter declared the motion passed

13-21 Approve Removal of Inventory

A motion was made by Mr. Stefanko and seconded by Mr. Klima to approve the removal from inventory a 2008 Dodge Truck Grand Caravan.

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

Nays: None
Mr. Walter declared the motion passed

14-21 Approve Donation

A motion was made by Mrs. Wheeler and seconded by Mr. Kent to approve the following donations:

A 2003 Chevrolet Trailblazer from Mr. Charles Hall, Jr. of Painesville, Ohio.
Program: Automotive Technology

A monetary donation from Future Image Promotions of Chagrin Falls, Ohio. This donation will be put towards student competitions.

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

Nays: None
Mr. Walter declared the motion passed

15-21 Approve Scholarships

A motion was made by Mrs. Brush and seconded by Mr. Paterniti to approve the following Scholarships:

Mildred Dennis Teacher Education Scholarship Fund	\$1,000.00
Betty Dennis Health Education Scholarship Fund	\$1,000.00

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

Nays: None
Mr. Walter declared the motion passed

16-21 Human Resources

A motion was made by Mrs. Wheeler and seconded by Mr. Stefanko 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, Mr. Fazekas, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Paterniti, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

17-21 Approve Revised 2020-2021 Adult Workforce Student Handbook

A motion was made by Mrs. Brush and seconded by Mr. Kent to approve the revised 2020-2021 adult workforce education student handbook. Changes have been highlighted. (Attachment Item #14)

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

Nays: None
Mr. Walter declared the motion passed

18-21 Approve Enrollment Agreement Form – Adult Workforce Education

A motion was made by Mr. Miller and seconded by Dr. Culotta to approve the enrollment agreement form for our adult workforce education students. (Attachment Item# 15)

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

Nays: None
Mr. Walter declared the motion passed

19-21 Approve Revision to Back to School Plan

A motion was made by Mr. Stefanko and seconded by Mrs. Brush to approve the revision to the Back to School Plan for the 2020-2021 school year. (Attachment Item #16)

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

Nays: None
Mr. Walter declared the motion passed

20-21 Approve Consent Agenda

A motion was made by Mrs. Wheeler and seconded by Dr. Culotta to approve items 17a – 17b as a consent agenda.

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

Nays: None
Mr. Walter declared the motion passed

21-21 Contract/Affiliation Agreement

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

- a. *Business Partnership Affiliation Agreements (Attachment #17A)*
- b. *Lakeland Community College – College Credit Plus Partnership Agreement (Attachment #17B)*

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

Nays: None
Mr. Walter declared the motion passed

22-21 Approve Ohio Department of Education Commitment to Return Form

A motion was made by Mr. Stefanko and seconded by Mr. Fazekas to approve the Ohio Department of Education Commitment to Return to in-person or Hybrid Learning model by March 1, 2021. Auburn Career Center is going to continue to and will provide in person instruction. This commitment is for our adult school staff to be prioritized to receive the COVID-19 vaccine. (Attachment Item 18A)

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

Nays: None
Mr. Walter declared the motion passed

23-21 Adjourn

A motion was made by Dr. Culotta and seconded by Mr. Stefanko to adjourn the meeting at 7:00 p.m.

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

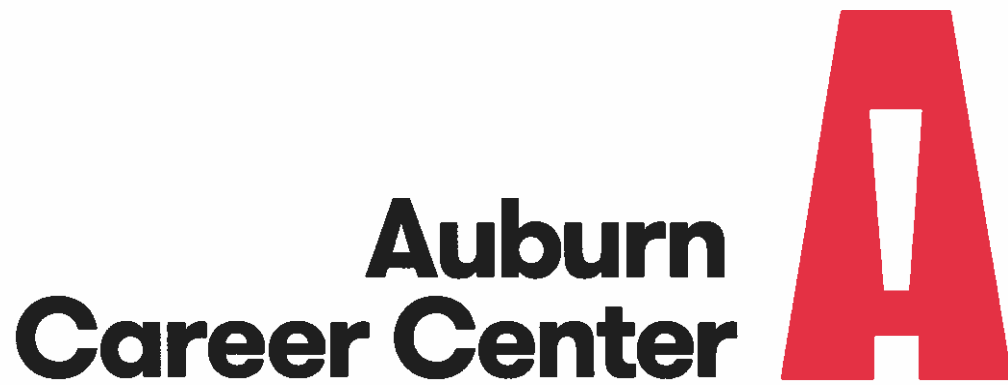
Nays: None

Mr. Walter declared the motion passed

Treasurer



Board President

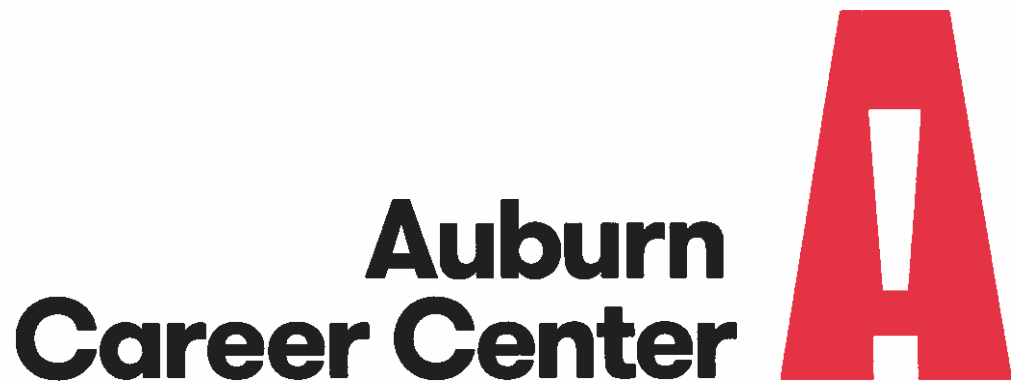


Attachment Item #5

Administration Reports: Semi-Annual Harassment Report

Harassment/Bullying Summary

Type of Harassment	8/2020-12/2020	1/2020-5/2020	8/2019-12/2019	1/2019-5/2019	8/2018-12/2018	1/2018-5/2018	8/2017-12/2017	1/2017-5/2017	8/2016-12/2016	1/2016-6/2016	8/2015-12/2015	1/2015-6/2015
Bullying- Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Bullying - Physical	0	0	0	0	0	0	0	0	0	0	0	0
Bullying - Cyberbullying	0	0	0	0	0	0	0	0	0	0	0	0
Bullying - Written	0	0	0	0	0	0	0	0	0	0	0	0
Bullying - Physical & Verbal	0	0	0	0	0	0	0	0	0	0	0	0
Bullying - Verbal & Electronic	0	0	0	0	0	0	0	2	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Harassment	4	9	8	12	0	4	3	0	2	3	1	0
TOTAL	4	9	8	12	0	4	3	2	2	3	1	0



Attachment Item #7

Render Financial Reports

Auburn Career Center
Bank Reconciliation
November 30, 2020

Dollar Bank - Main Depository	\$ 5,630,945.84
Huntington	\$ 62,533.60
O/S checks - a/p	\$ (18,018.83)
O/S checks - p/r	\$ (1,985.52)
Payroll Accum (O/S)-Checks NI	\$ (574.81)
11/25 Payroll Items in Transit	\$ (51,876.93)
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	<u>5,621,560.35</u>
Health Care Deductible Pool - Dollar	\$ 26,865.93
Flexible Spending Account - Dollar	\$ 1,073.88
Star Ohio	\$ 107,494.16
Net Available Cash	\$ 5,756,994.32
Investments:	
Wells Fargo Financial	\$ 2,450,267.71
Total Investments	\$ 2,450,267.71
Balance per bank	\$ 8,207,262.03
Balance per books	\$ 8,209,047.89
+/- FSA Monthly Deduction Adjustment	\$ (1,785.86)
	\$ 0.00

Investments Report

Institution	Amount
Wells Fargo	\$ 2,450,267.71

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							
	\$ 9,438,465.28	\$ 251,671.05	\$ 9,690,136.33	\$ 3,594,968.48	\$ 616,998.38	\$ 1,065,361.69	\$ 5,029,806.16
Code 002 BOND RETIREMENT							
	\$ 614,496.00	\$ 0.00	\$ 614,496.00	\$ 64,702.55	\$ 64,702.55	\$ 0.00	\$ 549,793.45
Code 004 BUILDING							
	\$ 131,139.25	\$ 0.00	\$ 131,139.25	\$ 96,588.02	\$ 96,588.02	\$ 0.00	\$ 34,551.23
Code 006 FOOD SERVICE							
	\$ 157,500.00	\$ 0.00	\$ 157,500.00	\$ 63,794.18	\$ 14,908.68	\$ 26,155.70	\$ 67,550.12
Code 009 UNIFORM SCHOOL SUPPLIES							
	\$ 18,486.85	\$ 0.00	\$ 18,486.85	\$ 398.03	\$ 0.00	\$ 0.00	\$ 18,088.82
Code 011 ROTARY-SPECIAL SERVICES							
	\$ 919.00	\$ 0.00	\$ 919.00	\$ 13.97	\$ 13.97	\$ 0.00	\$ 905.03
Code 012 ADULT EDUCATION							
	\$ 1,642,454.24	\$ 17,874.37	\$ 1,660,328.61	\$ 555,045.38	\$ 138,017.49	\$ 145,296.69	\$ 959,986.54
Code 014 ROTARY-INTERNAL SERVICES							
	\$ 1,603.87	\$ 332.43	\$ 1,936.30	\$ 419.99	\$ 0.00	\$ 1,500.00	\$ 16.31
Code 018 PUBLIC SCHOOL SUPPORT							
	\$ 67,622.71	\$ 659.50	\$ 68,282.21	\$ 11,222.65	\$ 10,601.00	\$ 26,925.05	\$ 30,134.51
Code 019 OTHER GRANT							
	\$ 29,974.53	\$ 13,465.12	\$ 43,439.65	\$ 9,265.12	\$ 0.00	\$ 9,230.15	\$ 24,944.38
Code 022 DISTRICT AGENCY							
	\$ 8,404.76	\$ 3,500.00	\$ 11,904.76	\$ 1,500.00	\$ 0.00	\$ 1,000.00	\$ 9,404.76
Code 024 EMPLOYEE BENEFITS SELF INS.							
	\$ 35,873.49	\$ 0.00	\$ 35,873.49	\$ 7,937.14	\$ 378.73	\$ 26,862.62	\$ 1,073.73
Code 070 CAPITAL PROJECTS							
	\$ 822.19	\$ 658,520.13	\$ 659,342.32	\$ 631,087.60	\$ 3,422.00	\$ 28,254.72	\$ 0.00
Code 200 STUDENT MANAGED ACTIVITY							
	\$ 66,053.44	\$ 8,749.89	\$ 74,803.33	\$ 16,556.65	\$ 1,229.81	\$ 14,825.98	\$ 43,420.70
Code 467 Student Wellness and Success Fund							
	\$ 50,000.00	\$ 1,280.00	\$ 51,280.00	\$ 1,280.00	\$ 0.00	\$ 26,240.00	\$ 23,760.00
Code 499 MISCELLANEOUS STATE GRANT FUND							
	\$ 0.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00
Code 501 ADULT BASIC EDUCATION							
	\$ 353,113.27	\$ 8,504.73	\$ 361,618.00	\$ 109,230.35	\$ 23,018.63	\$ 16,844.72	\$ 235,542.93
Code 510 CORONA VIRUS RELIEF FUND							
	\$ 48,901.44	\$ 0.00	\$ 48,901.44	\$ 27,105.71	\$ 0.00	\$ 33,443.73	\$ (11,648.00)

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	\$ 382,766.75	\$ 207,399.31	\$ 590,166.06	\$ 476,875.45	\$ 42,825.54	\$ 51,535.39	\$ 61,755.22
Code 599 MISCELLANEOUS FED. GRANT FUND	\$ 23,679.40	\$ 0.00	\$ 23,679.40	\$ 172,162.20	\$ 71,755.39	\$ 70,042.44	\$ (218,525.24)
Grand Total	\$ 13,072,276.47	\$ 1,174,456.53	\$ 14,246,733.00	\$ 5,842,653.47	\$ 1,084,460.19	\$ 1,543,518.88	\$ 6,860,560.65

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Cash Summary Report

	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Incumbrance	Unencumbered Balance
Code 001 GENERAL								
	\$ 6,475,522.97	\$ 207,906.36	\$ 4,667,207.06	\$ 616,998.38	\$ 3,594,968.48	\$ 7,547,761.55	\$ 1,065,361.69	\$ 6,482,399.86
Code 002 BOND RETIREMENT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64,702.55	\$ 64,702.55	\$ (64,702.55)	\$ 0.00	\$ (64,702.55)
Code 004 BUILDING	\$ 79,194.40	\$ 10,388.97	\$ 51,944.85	\$ 96,588.02	\$ 96,588.02	\$ 34,551.23	\$ 0.00	\$ 34,551.23
Code 006 FOOD SERVICE	\$ 0.00	\$ 18,458.28	\$ 61,518.92	\$ 14,908.68	\$ 63,794.18	\$ (2,275.26)	\$ 26,155.70	\$ (28,430.96)
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 12,325.10	\$ 350.00	\$ 6,161.75	\$ 0.00	\$ 398.03	\$ 18,088.82	\$ 0.00	\$ 18,088.82
Code 011 ROTARY-SPECIAL SERVICES	\$ 0.00	\$ 919.00	\$ 919.00	\$ 13.97	\$ 13.97	\$ 905.03	\$ 0.00	\$ 905.03
Code 012 ADULT EDUCATION	\$ 172,903.61	\$ 177,004.73	\$ 841,652.86	\$ 138,017.49	\$ 555,045.38	\$ 459,511.09	\$ 145,296.69	\$ 314,214.40
Code 014 ROTARY-INTERNAL SERVICES	\$ 1,936.30	\$ 0.00	\$ 0.00	\$ 0.00	\$ 419.99	\$ 1,516.31	\$ 1,500.00	\$ 16.31
Code 018 PUBLIC SCHOOL SUPPORT	\$ 13,004.21	\$ 0.00	\$ 55,278.00	\$ 10,601.00	\$ 11,222.65	\$ 57,059.56	\$ 26,925.05	\$ 30,134.51
Code 019 OTHER GRANT	\$ 43,439.65	\$ 0.00	\$ 12,000.00	\$ 0.00	\$ 9,265.12	\$ 46,174.53	\$ 9,230.15	\$ 36,944.38
Code 022 DISTRICT AGENCY	\$ 11,804.76	\$ 0.00	\$ 100.00	\$ 0.00	\$ 1,500.00	\$ 10,404.76	\$ 1,000.00	\$ 9,404.76
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 11,220.40	\$ 0.00	\$ 24,653.09	\$ 378.73	\$ 7,937.14	\$ 27,936.35	\$ 26,862.62	\$ 1,073.73
Code 070 CAPITAL PROJECTS	\$ 659,342.32	\$ 0.00	\$ 0.00	\$ 3,422.00	\$ 631,087.60	\$ 28,254.72	\$ 28,254.72	\$ 0.00
Code 200 STUDENT MANAGED ACTIVITY	\$ 73,216.33	\$ 1,377.00	\$ 1,587.00	\$ 1,229.81	\$ 16,556.65	\$ 58,246.68	\$ 14,825.98	\$ 43,420.70
Code 451 DATA COMMUNICATION FUND	\$ 0.00	\$ 0.00	\$ 900.00	\$ 0.00	\$ 0.00	\$ 900.00	\$ 0.00	\$ 900.00
Code 467 Student Wellness and Success Fund	\$ 1,280.00	\$ 0.00	\$ 34,065.44	\$ 0.00	\$ 1,280.00	\$ 34,065.44	\$ 26,240.00	\$ 7,825.44
Code 499 MISCELLANEOUS STATE GRANT FUND	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00
Code 501 ADULT BASIC EDUCATION	\$ 8,504.73	\$ 23,163.86	\$ 77,706.99	\$ 23,018.63	\$ 109,230.35	\$ (23,018.63)	\$ 16,844.72	\$ (39,863.35)

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Cash Summary Report

	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 510 CORONA VIRUS RELIEF FUND								
	\$ 0.00	\$ 5,824.00	\$ 32,929.71	\$ 0.00	\$ 27,105.71	\$ 5,824.00	\$ 33,443.73	\$ (27,619.73)
Code 524 VOC ED: CARL D. PERKINS - 1984								
	\$ 207,399.31	\$ 216,867.44	\$ 226,650.60	\$ 42,825.54	\$ 476,875.45	\$ (42,825.54)	\$ 51,535.39	\$ (94,360.93)
Code 599 MISCELLANEOUS FED. GRANT FUND								
	\$ 23,679.40	\$ 75,135.60	\$ 159,152.60	\$ 71,755.39	\$ 172,162.20	\$ 10,669.80	\$ 70,042.44	\$ (59,372.64)
Grand Total	\$ 7,797,273.49	\$ 737,395.24	\$ 6,254,427.87	\$ 1,084,460.19	\$ 5,842,653.47	\$ 8,209,047.89	\$ 1,543,518.88	\$ 6,665,529.01

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									
26926	53783	ACCOUNTS_PA YABLE	Check	11/4/2020	ROBERT FORSTER	42082	RECONCILED	11/9/2020		\$ 3,565.24
26929	53784	ACCOUNTS_PA YABLE	Check	11/4/2020	ALEXANDRA BRYNER	42202	RECONCILED	11/9/2020		3,481.90
26932	53785	ACCOUNTS_PA YABLE	Check	11/4/2020	SHANTEL MIMS	41955	RECONCILED	11/5/2020		1,000.00
26930	53786	ACCOUNTS_PA YABLE	Check	11/4/2020	ELIZABETH DUNCAN	42147	RECONCILED	11/13/2020		3,443.00
26927	53787	ACCOUNTS_PA YABLE	Check	11/4/2020	AUBURN CAREER CENTER	499	RECONCILED	11/6/2020		45,551.61
26928	53788	ACCOUNTS_PA YABLE	Check	11/4/2020	TANASIA DOUGLAS	41914	RECONCILED	11/5/2020		4,969.44
26931	53789	ACCOUNTS_PA YABLE	Check	11/4/2020	MADISON JOHNSON	42096	OUTSTANDING			2,687.18
26983	53790	ACCOUNTS_PA YABLE	Check	11/6/2020	ACTE	376	VOID		11/6/2020	1,070.00
26970	53791	ACCOUNTS_PA YABLE	Check	11/6/2020	BURMAX COMPANY, INC.	482	RECONCILED	11/10/2020		133.85
26977	53792	ACCOUNTS_PA YABLE	Check	11/6/2020	ALFRED NICKLES BAKERY INC	1071	RECONCILED	11/10/2020		108.00
26958	53793	ACCOUNTS_PA YABLE	Check	11/6/2020	FAMILY, CAREER AND COMMUNITY	13669	RECONCILED	11/13/2020		555.00
26948	53794	ACCOUNTS_PA YABLE	Check	11/6/2020	GORDON FOOD SERVICE	8479	RECONCILED	11/10/2020		4,514.91
26956	53795	ACCOUNTS_PA YABLE	Check	11/6/2020	ILLUMINATING COMPANY	925	RECONCILED	11/9/2020		2,868.65
26952	53796	ACCOUNTS_PA YABLE	Check	11/6/2020	JOSHEN PAPER & PACKAGING	7024	RECONCILED	11/9/2020		797.35
26960	53797	ACCOUNTS_PA YABLE	Check	11/6/2020	BENCO DENTAL CO	41892	RECONCILED	11/12/2020		1,906.14
26951	53798	ACCOUNTS_PA YABLE	Check	11/6/2020	SYSCO FOOD SERVICES OF	8412	RECONCILED	11/10/2020		3,649.51
26944	53799	ACCOUNTS_PA YABLE	Check	11/6/2020	TREASURER, STATE OF OH	8101	RECONCILED	11/17/2020		409.50
26947	53800	ACCOUNTS_PA YABLE	Check	11/6/2020	R.E. MICHEL COMPANY INC	12295	RECONCILED	11/10/2020		745.34
26959	53801	ACCOUNTS_PA YABLE	Check	11/6/2020	MICRO CENTER A/R	4017	RECONCILED	11/10/2020		398.91
26941	53802	ACCOUNTS_PA YABLE	Check	11/6/2020	LINCOLN ELECTRIC CO.	984	RECONCILED	11/9/2020		4,102.60
26950	53803	ACCOUNTS_PA YABLE	Check	11/6/2020	CINTAS CORPORATION	532	RECONCILED	11/9/2020		95.16

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26949	53804	ACCOUNTS_PA	Check	11/6/2020	SPEE-D-METALS	1679	RECONCILED	11/20/2020		\$ 25.00
26978	53805	ACCOUNTS_PA	Check	11/6/2020	CDC MARS ELECTRIC CO.	1230	RECONCILED	11/9/2020		167.31
26974	53806	ACCOUNTS_PA	Check	11/6/2020	JOHNSTONE SUPPLY	13078	RECONCILED	11/12/2020		354.20
26982	53807	ACCOUNTS_PA	Check	11/6/2020	COLD HARBOR BUILDING CO.	40097	RECONCILED	11/9/2020		3,422.00
26939	53808	ACCOUNTS_PA	Check	11/6/2020	HEMLY TOOL SUPPLY INC.	8616	RECONCILED	11/12/2020		75.36
26964	53809	ACCOUNTS_PA	Check	11/6/2020	DONALD SEAMON	41927	RECONCILED	11/10/2020		120.00
26986	53810	ACCOUNTS_PA	Check	11/6/2020	WALTER HAVERFIELD LLP	41558	RECONCILED	11/10/2020		446.50
26954	53811	ACCOUNTS_PA	Check	11/6/2020	ELECTRONIX EXPRESS	7251	RECONCILED	11/19/2020		740.55
26971	53812	ACCOUNTS_PA	Check	11/6/2020	STS EDUCATION	41552	RECONCILED	11/13/2020		8,555.00
26946	53813	ACCOUNTS_PA	Check	11/6/2020	GENE PTACHEK & SON	640	RECONCILED	11/12/2020		1,477.00
26984	53814	ACCOUNTS_PA	Check	11/6/2020	ENVISION ED PLUS, LLC	40714	RECONCILED	11/16/2020		75.00
26945	53815	ACCOUNTS_PA	Check	11/6/2020	SKILLS USA OHIO	675	VOID		11/6/2020	10,431.00
26942	53816	ACCOUNTS_PA	Check	11/6/2020	MONIT-AIR GROUP, INC.	12252	RECONCILED	11/17/2020		1,000.00
26955	53817	ACCOUNTS_PA	Check	11/6/2020	STUDIOWEB.COM	40904	RECONCILED	11/17/2020		200.00
26962	53818	ACCOUNTS_PA	Check	11/6/2020	PREMIER PAINT	1141	RECONCILED	11/13/2020		2,328.41
26943	53819	ACCOUNTS_PA	Check	11/6/2020	FIFTH THIRD BANK	41077	RECONCILED	11/10/2020		96,588.02
26980	53820	ACCOUNTS_PA	Check	11/6/2020	VIVIANI FAMILY LIMITED	11774	RECONCILED	11/13/2020		1,400.90
26953	53821	ACCOUNTS_PA	Check	11/6/2020	SHOP SUPPLY & TOOL CO., INC.	7258	RECONCILED	11/10/2020		1,820.95
26987	53822	ACCOUNTS_PA	Check	11/6/2020	APOLLO SUPPLY COMPANY	11556	RECONCILED	11/10/2020		479.85
26973	53823	ACCOUNTS_PA	Check	11/6/2020	UNITED PARCEL SERVICE	2108	RECONCILED	11/24/2020		13.26
26969	53824	ACCOUNTS_PA	Check	11/6/2020	OH ASSOC. OF SECONDARY SCHOOL	7083	RECONCILED	11/17/2020		200.00

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26979	53825	ACCOUNTS_PA YABLE	Check	11/6/2020	TIME WARNER CABLE - NORTHEAST	13042	RECONCILED	11/13/2020		\$ 77.43
26988	53826	ACCOUNTS_PA YABLE	Check	11/6/2020	PENNCARE	8957	RECONCILED	11/10/2020		1,940.00
26965	53827	ACCOUNTS_PA YABLE	Check	11/6/2020	LKQ TRIPLETT AUTO PARTS	41529	RECONCILED	11/10/2020		325.00
26972	53828	ACCOUNTS_PA YABLE	Check	11/6/2020	AT&T	171	RECONCILED	11/12/2020		897.12
26968	53829	ACCOUNTS_PA YABLE	Check	11/6/2020	Noon Sharpening, Inc.	41800	RECONCILED	11/10/2020		356.00
26981	53830	ACCOUNTS_PA YABLE	Check	11/6/2020	DALMATION FIRE EQUIPMENT INC	40893	RECONCILED	11/12/2020		10,234.60
26957	53831	ACCOUNTS_PA YABLE	Check	11/6/2020	ROYAL PLUMBING	40777	RECONCILED	11/10/2020		4,571.06
26940	53832	ACCOUNTS_PA YABLE	Check	11/6/2020	LOWE'S COMPANIES, INC.	11038	RECONCILED	11/10/2020		1,111.53
26938	53833	ACCOUNTS_PA YABLE	Check	11/6/2020	GENERAL PEST CONTROL CO.	11210	RECONCILED	11/13/2020		752.75
26975	53834	ACCOUNTS_PA YABLE	Check	11/6/2020	EQUIPARTS CORP	40596	RECONCILED	11/9/2020		2,505.00
26976	53835	ACCOUNTS_PA YABLE	Check	11/6/2020	POCKET NURSE ENTERPRISES, INC, INC	10331	RECONCILED	11/9/2020		1,278.88
26985	53836	ACCOUNTS_PA YABLE	Check	11/6/2020	ADVANCED GAS & WELDING	13407	RECONCILED	11/9/2020		74.23
26966	53837	ACCOUNTS_PA YABLE	Check	11/6/2020	ENVIROCHEMI CAL, INC	41949	RECONCILED	11/9/2020		2,415.00
26963	53838	ACCOUNTS_PA YABLE	Check	11/6/2020	ESC OF THE WESTERN RESERVE	41901	RECONCILED	11/9/2020		8,555.64
26961	53839	ACCOUNTS_PA YABLE	Check	11/6/2020	MUNICIPAL EMERGENCY SERVICES	41310	RECONCILED	11/9/2020		921.00
26967	53840	ACCOUNTS_PA YABLE	Check	11/6/2020	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	11/9/2020		632.00
27013	53845	ACCOUNTS_PA YABLE	Check	11/10/2020	BURMAX COMPANY, INC.	482	RECONCILED	11/16/2020		485.86
27016	53846	ACCOUNTS_PA YABLE	Check	11/10/2020	ACTE	376	OUTSTANDING			1,100.00
27019	53847	ACCOUNTS_PA YABLE	Check	11/10/2020	GCA SERVICES GROUP	41167	RECONCILED	11/13/2020		16,724.73
27005	53848	ACCOUNTS_PA YABLE	Check	11/10/2020	CUMBERLAND STEEL	13659	RECONCILED	11/19/2020		779.28
27015	53849	ACCOUNTS_PA	Check	11/10/2020	MAJOR WASTE	570	RECONCILED	11/17/2020		75.00

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
		YABLE			DISPOSAL					
27014	53850	ACCOUNTS_PA	Check	11/10/2020	JOHNSTONE	13078	RECONCILED	11/17/2020		\$ 131.85
		YABLE			SUPPLY					
27011	53851	ACCOUNTS_PA	Check	11/10/2020	JAYSON	41714	RECONCILED	11/16/2020		328.31
		YABLE			PRODUCTS					
27008	53852	ACCOUNTS_PA	Check	11/10/2020	NICHOLS	41932	RECONCILED	11/16/2020		1,922.20
		YABLE			PAPER & SUPPLY, CO					
27020	53853	ACCOUNTS_PA	Check	11/10/2020	GEAUGA	11872	RECONCILED	11/17/2020		3,230.00
		YABLE			MECHANICAL COMPANY, INC					
27009	53854	ACCOUNTS_PA	Check	11/10/2020	THYSSENKRUP	11792	RECONCILED	11/17/2020		600.00
		YABLE			P ELEVATOR CORP.					
27010	53855	ACCOUNTS_PA	Check	11/10/2020	SALLY BEAUTY	63	RECONCILED	11/13/2020		583.35
		YABLE			SUPPLY CO.					
27017	53856	ACCOUNTS_PA	Check	11/10/2020	PREMIER	1141	RECONCILED	11/18/2020		130.16
		YABLE			PAINT					
27001	53857	ACCOUNTS_PA	Check	11/10/2020	SKILLS USA	290	RECONCILED	11/13/2020		10,431.00
		YABLE			INC.					
26998	53858	ACCOUNTS_PA	Check	11/10/2020	CITY OF	215	RECONCILED	11/18/2020		834.41
		YABLE			P'VILLE UTIL					
26999	53859	ACCOUNTS_PA	Check	11/10/2020	CRILE ROAD	551	RECONCILED	11/23/2020		570.59
		YABLE			HARDWARE					
27004	53860	ACCOUNTS_PA	Check	11/10/2020	GENERAL PEST	11210	RECONCILED	11/17/2020		204.75
		YABLE			CONTROL CO.					
27007	53861	ACCOUNTS_PA	Check	11/10/2020	MADJISON	10906	RECONCILED	11/18/2020		10,833.34
		YABLE			LOCAL SCHOOLS					
27018	53862	ACCOUNTS_PA	Check	11/10/2020	OHIO ACTE	682	RECONCILED	11/30/2020		399.00
		YABLE								
26995	53863	ACCOUNTS_PA	Check	11/10/2020	HOME DEPOT	10207	RECONCILED	11/16/2020		1,678.82
		YABLE			CREDIT SERVICES					
27000	53864	ACCOUNTS_PA	Check	11/10/2020	MENTOR	834	RECONCILED	11/12/2020		650.60
		YABLE			LUMBER & SUPPLY CO					
26997	53865	ACCOUNTS_PA	Check	11/10/2020	CHAGRIN	240	RECONCILED	11/16/2020		355.81
		YABLE			VALLEY AUTO PARTS					
27003	53866	ACCOUNTS_PA	Check	11/10/2020	R.E. MICHEL	12295	RECONCILED	11/13/2020		535.15
		YABLE			COMPANY INC					
27012	53867	ACCOUNTS_PA	Check	11/10/2020	VALUATION	11296	RECONCILED	11/25/2020		1,456.00
		YABLE			ENGINEERS, INC.					
27002	53868	ACCOUNTS_PA	Check	11/10/2020	ARC GAS &	42190	RECONCILED	11/16/2020		159.60
		YABLE			SUPPLY LLC					
26994	53869	ACCOUNTS_PA	Check	11/10/2020	O'REILLY	40813	RECONCILED	11/23/2020		891.49
		YABLE			AUTOMOTIVE,					

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26996	53870	ACCOUNTS_PA YABLE	Check	11/10/2020	INC ALRO STEEL CORPORATION	41193	RECONCILED	11/12/2020		\$ 985.71
27006	53871	ACCOUNTS_PA YABLE	Check	11/10/2020	CoAEMSP	40416	RECONCILED	11/12/2020		3,450.00
27021	53872	ACCOUNTS_PA YABLE	Check	11/10/2020	AMERICAN EXPRESS	40915	RECONCILED	11/13/2020		4,058.44
27048	53880	ACCOUNTS_PA YABLE	Check	11/19/2020	AT&T	171	RECONCILED	11/24/2020		511.53
27070	53881	ACCOUNTS_PA YABLE	Check	11/19/2020	BENCO DENTAL CO	41892	RECONCILED	11/23/2020		20,032.35
27055	53882	ACCOUNTS_PA YABLE	Check	11/19/2020	BORDEN DAIRY OF OHIO	42186	RECONCILED	11/23/2020		546.90
27050	53883	ACCOUNTS_PA YABLE	Check	11/19/2020	WELLS FARGO FINANCIAL LEASING	40583	RECONCILED	11/24/2020		3,924.00
27056	53884	ACCOUNTS_PA YABLE	Check	11/19/2020	JOHNSTONE SUPPLY	13078	RECONCILED	11/25/2020		24.00
27075	53885	ACCOUNTS_PA YABLE	Check	11/19/2020	DONALD SEAMON	41927	RECONCILED	11/25/2020		120.00
27046	53886	ACCOUNTS_PA YABLE	Check	11/19/2020	IRON MOUNTAIN INC	11058	RECONCILED	11/23/2020		122.44
27074	53887	ACCOUNTS_PA YABLE	Check	11/19/2020	CHARDON OIL CO.	8287	RECONCILED	11/23/2020		44.86
27051	53888	ACCOUNTS_PA YABLE	Check	11/19/2020	ELECTRONIX EXPRESS	7251	OUTSTANDING			93.95
27041	53889	ACCOUNTS_PA YABLE	Check	11/19/2020	CHANEY ELECTRONICS	1017	RECONCILED	11/25/2020		2,294.20
27054	53890	ACCOUNTS_PA YABLE	Check	11/19/2020	JAMECO ELECTRONICS	389	OUTSTANDING			960.08
27043	53891	ACCOUNTS_PA YABLE	Check	11/19/2020	GORDON FOOD SERVICE	8479	RECONCILED	11/25/2020		2,329.89
27073	53892	ACCOUNTS_PA YABLE	Check	11/19/2020	JOSHEN PAPER & PACKAGING	7024	RECONCILED	11/24/2020		1,084.28
27081	53893	ACCOUNTS_PA YABLE	Check	11/19/2020	LINCOLN ELECTRIC CO.	984	RECONCILED	11/23/2020		727.08
27062	53894	ACCOUNTS_PA YABLE	Check	11/19/2020	MCMASTER- CARR SUPPLY CO.	10826	RECONCILED	11/23/2020		210.96
27040	53895	ACCOUNTS_PA YABLE	Check	11/19/2020	SAM'S CLUB	8469	RECONCILED	11/24/2020		184.70
27039	53896	ACCOUNTS_PA YABLE	Check	11/19/2020	SAVVAS LEARNING COMPANY, LLC	41981	RECONCILED	11/25/2020		953.50
27080	53897	ACCOUNTS_PA YABLE	Check	11/19/2020	MARIANNA	541	RECONCILED	11/25/2020		1,346.42
27047	53898	ACCOUNTS_PA YABLE	Check	11/19/2020	SHOP SUPPLY & TOOL CO.,	7258	RECONCILED	11/20/2020		180.00

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
27067	53899	ACCOUNTS_PA YABLE	Check	11/19/2020	INC. WASTE MANAGEMENT OF OHIO	734	RECONCILED	11/24/2020		\$ 318.72
27061	53900	ACCOUNTS_PA YABLE	Check	11/19/2020	HCI/BUCKEYE EDUCATIONAL SYSTEMS	41917	RECONCILED	11/25/2020		170.00
27083	53901	ACCOUNTS_PA YABLE	Check	11/19/2020	HUNTINGTON NATIONAL BANK	10092	RECONCILED	11/20/2020		38.36
27072	53902	ACCOUNTS_PA YABLE	Check	11/19/2020	WEX BANK	41338	OUTSTANDING			63.51
27082	53903	ACCOUNTS_PA YABLE	Check	11/19/2020	MADISON LOCAL SCHOOLS	10906	RECONCILED	11/24/2020		10,833.34
27068	53904	ACCOUNTS_PA YABLE	Check	11/19/2020	OHIO BUREAU OF WORKERS	6801	RECONCILED	11/23/2020		488.34
27063	53905	ACCOUNTS_PA YABLE	Check	11/19/2020	GRAINGER	466	RECONCILED	11/24/2020		270.91
27079	53906	ACCOUNTS_PA YABLE	Check	11/19/2020	NOC COG ONE STOP	40653	OUTSTANDING			50.41
27076	53907	ACCOUNTS_PA YABLE	Check	11/19/2020	QUADIENT LEASING USA, INC	42027	RECONCILED	11/25/2020		695.82
27058	53908	ACCOUNTS_PA YABLE	Check	11/19/2020	R.E. MICHEL COMPANY INC	12295	RECONCILED	11/24/2020		131.34
27065	53909	ACCOUNTS_PA YABLE	Check	11/19/2020	PLATTENBURG AND ASSOC., INC.	40994	RECONCILED	11/25/2020		1,500.00
27045	53910	ACCOUNTS_PA YABLE	Check	11/19/2020	SPRINT	41733	RECONCILED	11/27/2020		142.45
27038	53911	ACCOUNTS_PA YABLE	Check	11/19/2020	KEYSTONE	11900	RECONCILED	11/24/2020		270.00
27042	53912	ACCOUNTS_PA YABLE	Check	11/19/2020	SNAP ON INDUSTRIAL	1266	RECONCILED	11/23/2020		2,499.25
27049	53913	ACCOUNTS_PA YABLE	Check	11/19/2020	CENGAGE LEARNING	10328	RECONCILED	11/23/2020		1,527.63
27059	53914	ACCOUNTS_PA YABLE	Check	11/19/2020	MITCHELL 1	8657	RECONCILED	11/23/2020		1,469.00
27044	53915	ACCOUNTS_PA YABLE	Check	11/19/2020	STUKENT INC	42191	RECONCILED	11/24/2020		4,500.00
27052	53916	ACCOUNTS_PA YABLE	Check	11/19/2020	TECHSOURCE TOOLS INC	41380	RECONCILED	11/23/2020		21,965.40
27078	53917	ACCOUNTS_PA YABLE	Check	11/19/2020	MOUNTAIN MEASUREMEN T, INC.	40155	OUTSTANDING			225.00
27077	53918	ACCOUNTS_PA YABLE	Check	11/19/2020	CLEVELAND SPRAY BOOTH	13370	RECONCILED	11/27/2020		590.00

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
27057	53919	ACCOUNTS_PA YABLE	Check	11/19/2020	FIRE-SAFETY SERVICE, INC.	40316	RECONCILED	11/30/2020		\$ 479.00
27060	53920	ACCOUNTS_PA YABLE	Check	11/19/2020	STS EDUCATION	41552	RECONCILED	11/30/2020		4,942.00
27037	53921	ACCOUNTS_PA YABLE	Check	11/19/2020	ADVANCED GAS & WELDING	13407	RECONCILED	11/20/2020		1,321.43
27053	53922	ACCOUNTS_PA YABLE	Check	11/19/2020	ESC OF THE WESTERN RESERVE	41901	RECONCILED	11/20/2020		6,619.13
27071	53923	ACCOUNTS_PA YABLE	Check	11/19/2020	OHIO SCHOOLS COUNCIL	812	RECONCILED	11/20/2020		3,900.00
27069	53924	ACCOUNTS_PA YABLE	Check	11/19/2020	FA SOLUTIONS LLC	41342	RECONCILED	11/20/2020		1,809.00
27064	53925	ACCOUNTS_PA YABLE	Check	11/19/2020	EKSCAPE DESIGNS, LLC	41963	RECONCILED	11/20/2020		963.13
27066	53926	ACCOUNTS_PA YABLE	Check	11/19/2020	ALRO STEEL CORPORATION	41193	RECONCILED	11/20/2020		2,178.32
27094	53931	ACCOUNTS_PA YABLE	Check	11/30/2020	AMERICAN EXPRESS	40915	OUTSTANDING			1,999.00
27092	53932	ACCOUNTS_PA YABLE	Check	11/30/2020	CREDIT CARD OPERATION	41906	OUTSTANDING			1,299.48
27093	53933	ACCOUNTS_PA YABLE	Check	11/30/2020	HUNTINGTON NATIONAL BANK	10092	OUTSTANDING			3,462.91
										\$ 428,620.31
Default Payment Type:	Electronic									
27091	0	ACCOUNTS_PA YABLE	Electronic	11/30/2020	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	11/30/2020		29.08
27088	0	ACCOUNTS_PA YABLE	Electronic	11/27/2020	SERS	900926	RECONCILED	11/28/2020		1,923.85
27036	0	ACCOUNTS_PA YABLE	Electronic	11/25/2020	BANK ONE/MEMO/PIC A	900693	RECONCILED	11/26/2020		23.25
27033	0	ACCOUNTS_PA YABLE	Electronic	11/25/2020	Workers Comp	900950	RECONCILED	11/26/2020		981.04
27090	0	ACCOUNTS_PA YABLE	Electronic	11/30/2020	Huntington Bank	999502	RECONCILED	11/30/2020		27,252.50
26935	0	ACCOUNTS_PA YABLE	Electronic	11/10/2020	Workers Comp	900950	RECONCILED	11/14/2020		948.71
26993	0	ACCOUNTS_PA YABLE	Electronic	11/6/2020	SERS	900926	RECONCILED	11/7/2020		1,753.24
26937	0	ACCOUNTS_PA YABLE	Electronic	11/10/2020	SCHOOL EMPLOYEES RETIRE-STATE	7727	RECONCILED	11/14/2020		7,677.29
27035	0	ACCOUNTS_PA YABLE	Electronic	11/25/2020	STATE	480	RECONCILED	11/26/2020		26,452.26

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
		YABLE			TEACHERS RETIREMNT					
27089	0 ACCOUNTS_PA YABLE	Electronic		11/30/2020	Chase Bank	999501	RECONCILED	11/30/2020		\$ 37,450.05
27023	0 ACCOUNTS_PA YABLE	Electronic		11/10/2020	FLEX SAVE	999992	RECONCILED	11/14/2020		100.00
27022	0 ACCOUNTS_PA YABLE	Electronic		11/10/2020	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	11/14/2020		106,117.59
27034	0 ACCOUNTS_PA YABLE	Electronic		11/25/2020	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	11/26/2020		3,377.40
26936	0 ACCOUNTS_PA YABLE	Electronic		11/10/2020	STATE TEACHERS RETIREMNT	480	RECONCILED	11/14/2020		25,782.61
26934	0 ACCOUNTS_PA YABLE	Electronic		11/10/2020	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	11/14/2020		3,273.97
27032	0 ACCOUNTS_PA YABLE	Electronic		11/25/2020	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	11/26/2020		8,091.02
										\$ 251,233.86
										\$ 679,854.17

Type:	Default Payment Type:	REFUND Check								
		26989	53841 REFUND	Check	11/6/2020	NICHOLAS JOHNSON	42083	RECONCILED	11/12/2020	40.00
		26990	53842 REFUND	Check	11/6/2020	CAYDEN RESCHKE	42204	RECONCILED	11/16/2020	350.00
		26991	53843 REFUND	Check	11/6/2020	SEAN TURCHON	42089	RECONCILED	11/19/2020	253.33
		26992	53844 REFUND	Check	11/6/2020	NICHOLAS LIGHT	42205	RECONCILED	11/9/2020	595.00
		27026	53873 REFUND	Check	11/13/2020	ADAM RADWANCKY	42209	RECONCILED	11/17/2020	2,085.00
		27028	53874 REFUND	Check	11/13/2020	BRANDON SAYLES	42210	RECONCILED	11/17/2020	903.00
		27024	53875 REFUND	Check	11/13/2020	JESSICA MORRISON	42004	OUTSTANDING		1,237.81
		27025	53876 REFUND	Check	11/13/2020	NICOLE FISCHBACH	42207	RECONCILED	11/27/2020	662.00
		27027	53877 REFUND	Check	11/13/2020	SHANE BARTRUG	42211	RECONCILED	11/23/2020	624.50
		27030	53878 REFUND	Check	11/13/2020	TASHANI EDWARDS	42212	OUTSTANDING		133.00
		27029	53879 REFUND	Check	11/13/2020	ZORIN ROBERSON	42194	RECONCILED	11/16/2020	1,208.50

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
27084	53927 REFUND	Check		11/20/2020	NICHOLAS	42138	RECONCILED	11/23/2020		\$ 3,478.00
27085	53928 REFUND	Check		11/20/2020	CARTER SMITH	42213	RECONCILED	11/27/2020		2,115.00
27086	53929 REFUND	Check		11/20/2020	TIFFANY BURGESS	42214	RECONCILED	11/24/2020		7,844.00
27087	53930 REFUND	Check		11/20/2020	ALYSSA HILL	41937	RECONCILED	11/23/2020		1,881.12
										<u>\$ 23,410.26</u>
										\$ 23,410.26
Type:	PAYROLL									
Default Payment Type:										
26933	0 PAYROLL			11/10/2020	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	11/14/2020		210,812.96
27031	0 PAYROLL			11/25/2020	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	11/26/2020		217,997.39
										<u>\$ 428,810.35</u>
										\$ 428,810.35
Grand Total										\$ 1,132,074.78

Arbun Career Center
Monthly History Comparison-General Fund
November 30, 2020

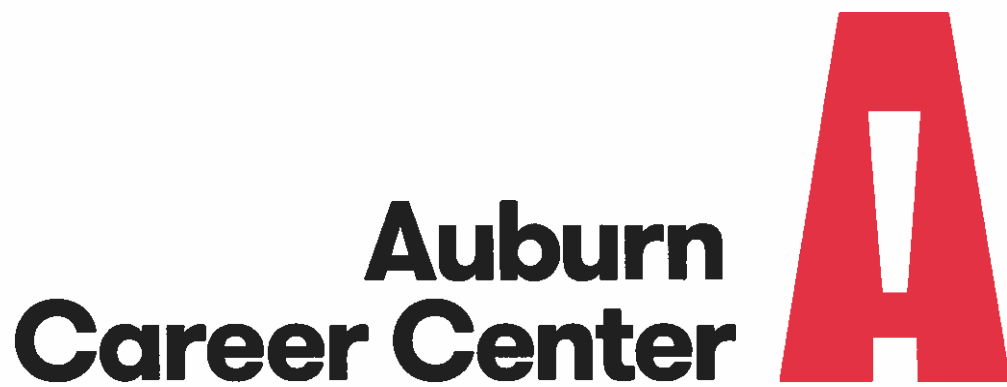
	Monthly Comparison				Annual Comparison				Remain 2021	Budget Expended
	Nov FY19	Nov FY20	Nov FY21	Avg Cbrg	Actual 2019	Actual 2020	Budget 2021			
Revenue										
Real Estate	\$ 2,566,948	\$ 2,778,673	\$ 2,818,651		\$ 5,781,135	\$ 6,057,261	\$ 5,981,882	\$ 3,163,231	47%	
Tangible Personal (PT)	\$ 188,399	\$ 166,589	\$ 170,598		\$ 370,973	\$ 356,021	\$ 356,021	\$ 185,423	48%	
Foundation	\$ 1,002,987	\$ 968,130	\$ 921,544		\$ 2,328,865	\$ 2,240,061	\$ 2,242,020	\$ 1,320,476	41%	
Homestead & Rollback	\$ 411,172	\$ 424,857	\$ 428,063		\$ 830,183	\$ 847,989	\$ 852,229	\$ 424,166	50%	
Other	\$ 408,428	\$ 375,062	\$ 107,957		\$ 540,961	\$ 616,144	\$ 484,264	\$ 376,307	22%	
Subtotal	\$ 4,577,934	\$ 4,713,311	\$ 4,446,814		\$ 9,852,117	\$ 10,117,477	\$ 9,916,416	\$ 5,469,602	45%	
Expense										
Salaries	\$ 1,618,963	\$ 1,714,519	\$ 1,619,248	0.2%	\$ 4,028,581	\$ 4,114,072	\$ 4,108,605	\$ 2,489,357	39%	
Benefits	\$ 731,965	\$ 807,305	\$ 736,202	0.7%	\$ 1,784,586	\$ 1,877,308	\$ 2,053,017	\$ 1,316,815	36%	
Purchased Services	\$ 580,337	\$ 779,988	\$ 502,274	-0.6%	\$ 1,542,845	\$ 1,507,668	\$ 1,413,848	\$ 911,574	36%	
Supplies	\$ 277,653	\$ 319,002	\$ 316,982	7.1%	\$ 492,966	\$ 558,910	\$ 523,722	\$ 206,740	61%	
Capital Outlay/Equipment	\$ 142,695	\$ 264,997	\$ 270,102	0.44	\$ 251,690	\$ 327,649	\$ 381,131	\$ 111,029	71%	
Other	\$ 53,062	\$ 62,489	\$ 52,567		\$ 133,098	\$ 137,985	\$ 132,602	\$ 80,035	40%	
Subtotal	\$ 3,404,675	\$ 3,948,300	\$ 3,497,374		\$ 8,233,766	\$ 8,523,592	\$ 8,612,925	\$ 5,115,551	41%	
Revenue/Expense (Operating Balance)	\$1,173,259	\$ 765,011	\$949,440		\$ 1,618,351	\$1,593,885	\$ 1,303,491			
Other Uses										
Advances Returned	\$ 59,924	\$ 50,301	\$ 220,394		\$ 189,419	\$ 56,816	\$ 234,367			
Advances Out	\$ 114,000	\$ -	\$ -		\$ 178,129	\$ 227,074	\$ 42,000			
Transfers	\$ 434,177	\$ 791,203	\$ 97,594		\$ 1,121,528	\$ 1,422,160	\$ 749,149			
Subtotal	\$ (488,253)	\$ (740,902)	\$ 122,799		\$ (1,110,238)	\$ (1,592,418)	\$ (556,782)			
Beginning Cash	\$ 7,063,973	\$ 6,771,057	\$ 7,956,854		\$ -	\$ 7,687,177	\$ 6,475,523	\$ 6,475,523		
Ending Cash	\$ 6,650,948	\$ 6,498,166	\$ 7,547,762		\$ 508,113	\$ 6,475,523	\$ 7,222,232			
Encumbrances	\$ 1,153,636	\$ 1,088,514	\$ 1,065,362		\$ 121,717	\$ 251,671				

This is an unaudited financial report.

Auburn Career Center
Adult Workforce Education - Program Budget History Report
 Prepared: November 30, 2020

Programs	Receivable FY21		FY21		FY20		FY19		FY18		FY17		FY16	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Patient Centered Care (Nursing)	\$ 254,000	\$ 135,917	\$ 107,274	\$ 289,220	\$ 308,720	\$ 415,880	\$ 375,330	\$ 406,184	\$ 399,148	\$ 388,306	\$ 296,180	\$ 300,810	\$ 321,553	
EIT Basic	\$ 146,020	\$ 35,138	\$ 23,569	\$ 38,603	\$ 49,138	\$ 41,562	\$ 66,473	\$ 32,113	\$ 67,821	\$ 44,501	\$ 63,453	\$ 32,321	\$ 35,475	
EIT Paramedic	\$ 123,375	\$ 86,573	\$ 94,898	\$ 152,100	\$ 175,630	\$ 139,184	\$ 111,420	\$ 148,434	\$ 105,580	\$ 133,228	\$ 114,346	\$ 161,656	\$ 126,059	
Adult Education (4th Programs)	\$ 7,900	\$ 8,681	\$ 3,021	\$ 7,906	\$ 3,727	\$ 8,780	\$ 3,505	\$ 2,199	\$ (2,403)	\$ 1,156	\$ 8,689	\$ 1,019	\$ 2,006	
Customized - Telecommunicator	\$ 28,500	\$ 40,000	\$ 19,189	-	-	-	\$ 419	\$ 4,350	\$ 4,598	\$ 601	\$ 3,735	\$ 38,069	\$ 20,770	
Customized Maching - D11T	\$ 24,600	\$ 13,100	\$ 2,722	-	-	\$ 3,824	\$ 2,851	-	-	-	-	-	-	
HVAC Refrigeration	\$ 174,500	\$ 88,332	\$ 37,848	\$ 171,854	\$ 74,138	\$ 155,940	\$ 82,073	\$ 83,766	\$ 43,643	\$ 190,340	\$ 67,147	\$ 173,201	\$ 61,585	
Ground Transportation Maintenance (Auto Tech)	\$ 53,700	\$ 11,688	\$ 201	\$ 1,273	\$ 1,873	\$ 38,415	\$ 39,205	\$ 36,970	\$ 37,721	\$ 80,790	\$ 49,795	\$ 69,027	\$ 35,629	
DC and AC Electronic Circuits (Electrical)	\$ -	\$ -	\$ -	\$ 42,388	\$ 22,523	\$ 54,633	\$ 11,956	\$ 18,599	\$ 1,812	\$ 14,218	\$ 964	\$ 3,459	\$ 39,074	
Manufacturing Operators (Indust Maint)	\$ -	\$ -	\$ -	\$ 2,565	\$ 3,427	\$ 6,907	\$ 36,158	\$ 44,820	\$ 36,787	\$ 43,855	\$ 34,345	\$ 75,085	\$ 24,918	
Structural Systems (Facilities Management & Bldg Tech)	\$ -	\$ -	\$ -	\$ 60	\$ 45	\$ 2,728	\$ 2,640	\$ 42,769	\$ 35,626	\$ 55,734	\$ 33,240	\$ 32,194	\$ 15,795	
Manufacturing (Machine Trades)	\$ 66,100	\$ 49,683	\$ 17,758	\$ 71,162	\$ 25,277	\$ 79,849	\$ 33,544	\$ 69,815	\$ 37,219	\$ 124,560	\$ 30,438	\$ 82,323	\$ 19,644	
Gas Metal Arc Welding	\$ 118,600	\$ 75,942	\$ 24,282	\$ 116,325	\$ 28,379	\$ 90,680	\$ 53,372	\$ 82,468	\$ 62,110	\$ 98,230	\$ 106,090	\$ 154,057	\$ 77,886	
Firefighter I	\$ 47,180	\$ 64,851	\$ 53,423	\$ 83,202	\$ 110,875	\$ 152,511	\$ 155,498	\$ 94,752	\$ 111,399	\$ 97,123	\$ 98,973	\$ 64,391	\$ 41,293	
Truck Driving Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 323	\$ 500	
TIG Welding	\$ -	\$ -	\$ (1,605)	\$ 4,800	\$ 2,435	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
CTX	\$ -	\$ 115,548	\$ 9,299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
STNA	\$ 41,000	\$ 3,093	\$ 5,246	\$ 20,132	\$ 8,687	\$ 8,687	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 1,085,475	\$ 728,746	\$ 409,969	\$ 1,001,588	\$ 814,874	\$ 1,190,891	\$ 974,442	\$ 1,067,179	\$ 941,062	\$ 1,276,946	\$ 907,895	\$ 1,208,188	\$ 835,159	
Program Profit/Loss			\$ 318,777		\$ 186,715		\$ 216,449		\$ 126,117		\$ 369,051		\$ 373,029	
Assessment:	\$ 7,500	\$ 2,984	\$ 2,879	\$ 7,501	\$ 6,942	\$ 10,047	\$ 9,873	\$ 8,122	\$ 10,057	\$ 7,336	\$ 7,821	\$ 7,098	\$ 8,471	
Lifetime Learning/GED	\$ 10,000	\$ -	\$ 275	\$ 9,938	\$ 11,023	\$ 13,027	\$ 20,565	\$ 15,906	\$ 26,785	\$ 11,071	\$ 141,872	\$ 9,047	\$ 113,495	
Retail	\$ 500	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
One Stop	\$ 65,000	\$ 34,915	\$ 24,002	\$ 63,651	\$ 56,818	\$ 73,556	\$ 53,793	\$ 73,860	\$ 61,591	\$ 54,538	\$ 36,794	\$ 42,665	\$ 31,636	
Total	\$ 83,000	\$ 38,249	\$ 27,156	\$ 81,090	\$ 74,782	\$ 96,630	\$ 84,232	\$ 97,887	\$ 98,433	\$ 72,945	\$ 186,487	\$ 58,810	\$ 153,601	
ABLE Profit/Loss			\$ 11,093		\$ 6,308		\$ 12,398		\$ (546)		\$ (113,542)		\$ (94,791)	

Front Office	Receivable FY21		FY21		FY20		FY19		FY18		FY17		FY16	
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Revenue	\$ 319,450	\$ 74,658	\$ 80,447	\$ 336,718	\$ 269,657	\$ 376,031	\$ 366,756	\$ 257,155	\$ 357,034	\$ 268,002	\$ 410,246	\$ 434,447		
Salaries/Benefits	\$ -	\$ 15,645	\$ 72,121	\$ 47,075	\$ 52,552	\$ 132,389	\$ 169,930	\$ 12,780	\$ 4,530	\$ -	\$ -	\$ -		
Services	\$ -	\$ 4,447	\$ -	\$ 18,408	\$ -	\$ 11,854	\$ 823	\$ 350	\$ -	\$ -	\$ -	\$ -		
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 823	\$ 350	\$ -	\$ -	\$ -	\$ -	\$ -		
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,392	\$ 6,728	\$ -	\$ -	\$ -	\$ -	\$ -		
Miscellaneous	\$ -	\$ 17,382	\$ -	\$ 105,579	\$ -	\$ 121,392	\$ 6,728	\$ -	\$ -	\$ -	\$ -	\$ -		
Total	\$ 319,450	\$ 74,658	\$ 80,447	\$ 336,718	\$ 269,657	\$ 376,031	\$ 366,756	\$ 257,155	\$ 357,034	\$ 268,002	\$ 410,246	\$ 434,447		
Front Office Over/Under			\$ (43,263)		\$ (129,047)		\$ (171,870)		\$ (167,859)		\$ (297,937)		\$ (943,970)	
All Adult Workforce	\$ 1,487,925	\$ 286,607	\$ 63,976	\$ 1,055,000	\$ 1,155,000	\$ 1,155,000	\$ 1,155,000	\$ 1,155,000	\$ 1,155,000	\$ 1,155,000	\$ 1,155,000	\$ 1,155,000		
FYTD Advances Returned			\$ -		\$ -		\$ -		\$ -		\$ -			
AWF Long Term Loan Balance Owed to Gen Fund			\$ 1,055,000		\$ 1,055,000		\$ 1,155,000		\$ 1,155,000		\$ 1,155,000			



Attachment Item #8

*Approve Tax Budget for FY
2021-2022*

TAX BUDGET FOR
Auburn Vocational School District
FOR THE FISCAL YEAR
7/1/2021- 6/30/2022

LAKE
COUNTY,
OHIO

Instructions and Tax Budget Form

LAKE COUNTY, OHIO

7/1/2021- 6/30/2022

Office of the Board of Education, Auburn Vocational School

District, Lake County, OH

TO THE LAKE COUNTY AUDITOR:

The Board of Education of said School District hereby submits its annual Budget for the year commencing, July 1st, 2021 for consideration of the County Budget Commission.

Signed _____

Title President

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY COMMISSION, AND COUNTY AUDITOR'S ESTIMATED RATES

FOR SCHOOL USE		FOR BUDGET COMMISSION USE			FOR COUNTY AUDITOR USE	
FUND <small>(Include only those funds which are requesting general property tax revenue)</small>	BUDGET YEAR AMOUNT REQUESTED OF BUDGET COMMISSION INSIDE / OUTSIDE	BUDGET YEAR AMOUNT APPROVED BY BUDGET COMMISSION INSIDE 10 MILL LIMITATION	BUDGET YEAR AMOUNT TO BE DERIVED FROM LEVIES OUTSIDE 10 MILL LIMITATION	COUNTY AUDITOR'S ESTIMATE OF TAX RATE TO BE LEVIED		
	COLUMN 1	COLUMN 2	COLUMN 3	INSIDE 10 MILL LIMIT BUDGET YEAR	OUTSIDE 10 MILL LIMIT BUDGET YEAR	
				COLUMN 4	COLUMN 5	
GENERAL FUND	\$ 7,632,614	\$	\$			
TOTALS: ALL FUNDS	\$7,632,614	\$0	\$0	0.00	0.00	

INSTRUCTIONS: List only those funds which are requesting general property tax revenue. Complete column 1 with the amount that you are requesting for general property taxes. DO NOT COMPLETE COLUMNS 2 THROUGH 5.

Signed: BUDGET COMMISSION _____

STATEMENT OF FUND ACTIVITY

(Complete only for General Fund, Bond Retirement Fund, and any other funds requesting general property tax revenue)

EXHIBIT I

FUND: GENERAL FUND

DESCRIPTION	FOR 2019 ACTUAL	FOR 2020 ACTUAL	2021 CURRENT YEAR ESTIMATE	2022 BUDGET YEAR ESTIMATE
REVENUES:				
Property Taxes (Real & Tangible Pers	\$6,152,108	\$6,413,282	\$6,331,747	\$6,202,040
Homestead &, Rollback	\$830,183	\$847,989	\$852,229	\$856,490
S. B. 3 & 287 Dereg. Reimb.	\$0	\$0	\$0	\$0
Personal Property Reimb.	\$0	\$0	\$0	\$0
Other Revenues	\$3,059,245	\$2,913,021	\$2,890,651	\$2,520,612
TOTAL REVENUES	\$10,041,536	\$10,174,292	\$10,074,627	\$9,579,142
TOTAL EXPENDITURES	\$9,533,424	\$10,172,826	\$9,461,918	\$9,579,406
REVENUES OVER (UNDER) EXPENDITURES	\$508,112	\$1,466	\$612,709	-\$264
BEGINNING CASH BALANCE	\$5,965,943	\$6,474,055	\$6,475,521	\$7,088,230
ENDING CASH BALANCE	\$6,474,055	\$6,475,521	\$7,088,230	\$7,087,966
ENCUMBRANCES AT YEAR END	\$121,717	\$251,671	\$150,000	\$150,000

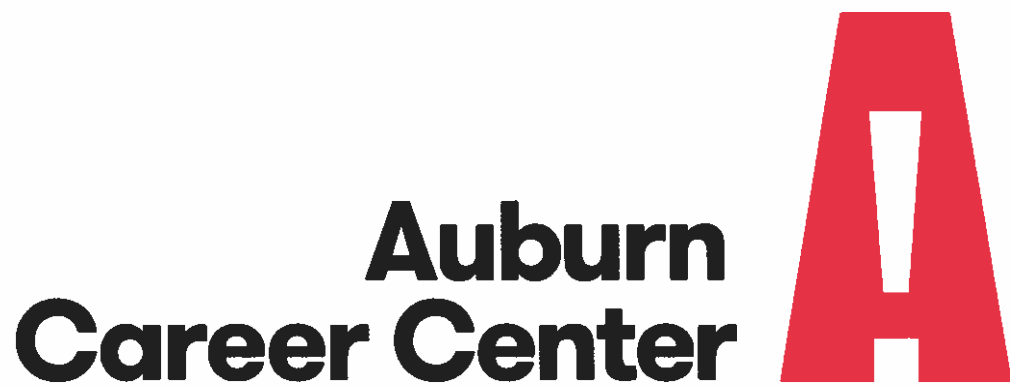
FUND: BOND RETIREMENT FUND

DESCRIPTION	FOR 2019 ACTUAL	FOR 2020 ACTUAL	2021 CURRENT YEAR ESTIMATE	2022 BUDGET YEAR ESTIMATE
REVENUES:				
Property Taxes (Real & Personal)				
Homestead & Rollback				
S. B. 3 & 287 Dereg. Reimb.				
Personal Property Reimb.				
Other Revenues	626,435	613,591	753,472	763,417
TOTAL REVENUES	626,435	613,591	753,472	763,417
TOTAL EXPENDITURES	626,435	613,591	753,472	763,417
REVENUES OVER (UNDER) EXPENDITURES	0	0	0	0
BEGINNING CASH BALANCE				
ENDING CASH BALANCE	\$0	\$0	\$0	\$0
ENCUMBRANCES AT YEAR END				

SCHEDULE OF INDEBTEDNESS

EXHIBIT II

PURPOSE OF BONDS AND NOTES	AUTHORITY FOR LEVY OUTSIDE 10 MILL LIMIT *	DATE OF ISSUE	DATE DUE	ORDINANCE OR RESOLUTION	SERIAL OR TERM	RATE OF INTEREST	AMOUNT OF BONDS / NOTES OUTSTANDING AT BEGINNING OF BUDGETED YEAR	AMOUNT REQUIRED FOR PRINCIPAL & INTEREST PAYMENTS
<u>INSIDE TEN MILL LIMIT:</u>							7/1/2020	7/01/2020 to 6/30/2021
TOTAL							\$0	\$0
<u>OUTSIDE TEN MILL LIMIT:</u>								
UNVOTED 1/10 OF 1% Limited Tax General Obligation Bonds-Tax Exempt (\$2,800,000.00)	UNVOTED	7/20/2011	6/1/2026	RESOLUTION		3.61%	1,290,000	240,000
UNVOTED 1/10 OF 1% Limited Tax General Obligation Bonds-Tax Exempt (\$2,300,000.00)	UNVOTED	8/28/2012	6/1/2027	RESOLUTION		2.34%	1,165,000	184,000
UNVOTED 1/10 OF 1% Limited Tax General Obligation Bonds-Tax Exempt (\$600,000.00)	UNVOTED	12/6/2012	6/1/2027	RESOLUTION		2.48%	320,000	47,768
UNVOTED 1/10 OF 1% Limited Tax General Obligation Bonds-Tax Exempt (\$1,300,000.00)	UNVOTED	12/1/2020	6/1/2030	RESOLUTION		1.41%	0	138,976
UNVOTED 1/10 OF 1% Limited Tax General Obligation Bonds-Tax Exempt (\$1,745,000.00)	UNVOTED	3/29/2018	6/1/2033	RESOLUTION		3.04%	1,570,000	142,728
TOTAL							\$4,346,000	\$753,472



Attachment Item #13

Human Resources

Auburn Career Center



Human Resources

January 12, 2021

Adult Workforce Education 2020-2021

Employee Name	Title	Hourly Amount
Matthew Kulbis	AWT Instructor	\$30.00
Louis DiMattia	Telecommunicator Instructor	\$30.00
Jason Gladwell	Firefighter Instructor	\$30.00
Justine Malvicino	Career Advisor	\$30.00
Ron Beech	CPT Instructor	\$30.00

Substitute 2020-2021

Employee Name	Subject
Scott Slagle	Welding

Increase Salary Step 2020-2021 (Per CATA Agreement 18.1.2.2)

Employee Name	Title	Step	Column	Amount
Justin Bruno	Automotive Collision Repair	8	2	\$56,455.00



Attachment Item #14

*Approve Revised 2020-
2021 Adult Workforce
Student Handbook*

Auburn Career Center



Adult Workforce Education Student Handbook 2020-2021

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

We believe that:

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

8140 Auburn Road
Concord Twp., OH 44077
440.357.7542

www.auburncc.org

Consumer Disclosure

The school is required by Federal Law to disclose certain information to our prospective and enrolled students on an annual basis:

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

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

This information is available in hard copy upon request. To obtain a copy please contact the Financial Aid Specialist at: 440-357-7542 extension 8326.

AUBURN VOCATIONAL SCHOOL BOARD OF EDUCATION MEMBERS

Mr. Erik Walter, President
Dr. Susan Culotta Vice President
Mrs. Jean Brush
Mr. Kenneth Cahill
Mr. Thomas Fazekas
Mr. Geoffrey Kent
Mr. Ken Klima
Mr. Roger Miller
Mr. C.J. Paterniti
Mr. Paul Stefanko
Mrs. Mary Wheeler

AUBURN ADMINISTRATION

Dr. Brian Bontempo
Superintendent

Ms. Sherry Williamson
Treasurer

Mr. Jeff Slavkovsky
Executive Director of Career & Technical Education

Ms. Michelle Rodewald
Director of Adult Workforce Education & Business
Partnerships

Ms. Dee Stark
Director of Curriculum & Instruction

Mr. Chris Mitchell
Director of High School

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Welcome to Auburn!

Dear Adult Workforce Education Student,

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

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

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

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

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

Sincerely,

Dr. Brian Bontempo
Superintendent

ADULT WORKFORCE EDUCATION STAFF PHONE EXTENSION LIST

Receptionist 440.357.7542

ADULT WORKFORCE EDUCATION OFFICE

Office Hours

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

Friday 10:00 am – 6:00 pm

Saturday and Sunday CLOSED

Main Office Services:

Registration – Transcripts – Book Purchases - Student Records

Administrative Assistant Laura Kamis.....8276

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

Student Services Coordinator Laura Barwidi 8090

Financial Aid Coordinator Shelley Barto 8326

Career Advisor **TBD 8248**

CUSTOMIZED TRAINING

COST Coordinator Mr. Dave Cowen8028

EMS/PARAMEDIC/FIRE FIGHTER TRAINING

Director of Public Safety Mr. Sean Davis8026

AUBURN ASPIRE PROGRAM

ASPIRE Coordinator Mary Ann Kerwood8237

Administrative Assistant Wendy Lauer8237

PRACTICAL NURSING

Administrator Karen Howell8366

RESOURCE OFFICER

Lake Co. Sheriff's Dept. Personnel Officer on Duty8111

TESTING COORDINATOR/RENTAL RESERVATIONS

Administrative Assistant Wendy Lauer.....8278

Directory of Adult Workforce Education Personnel

DIRECTOR OF ADULT WORKFORCE EDUCATION.....Michelle Rodewald

COORDINATOR OF INTERNSHIPS AND ADULT PROGRAMMING.....Dave Cowen

Machining/CNC

Instructor..... Troy Wotring (twotring@auburncc.org)

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

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

Instructor.....Ted Gdovichin (tgdovichin@auburncc.org)

Auburn Practical Nursing Program

Practical Nursing Administrator.....Karen Howell (khowell@auburncc.org)

Instructor..... Geralyn Costello (gcostello@auburncc.org)

Instructor.....Odette Baldeo (obaldeo@auburncc.org)

Instructor.....John Blaugh (jblaugh@auburncc.org)

Instructor..... Robin Ernst-Mercer (renst-merc@auburncc.org)

Instructor..... Felecia Roberson (froberson@auburncc.org)

Instructor..... Christine Tredent (ctredent@auburncc.org)

Instructor..... Dianna Tabaj (dtabaj@auburncc.org)

Instructor..... Monica Lewis (mlewis@auburncc.org)

Instructor.....Linda Yoo (lyoo@auburncc.org)

Instructor..... Priscilla Valenti (pvalenti@auburncc.org)

Instructor..... Brenda Mclelland (mclelland@auburncc.org)

Instructor..... Stacy Mousavi (smousavi@auburncc.org)

Instructor..... Elizabeth "Liz" Scipione (escipione@auburncc.org)

Instructor..... Mary Crone (lmcrone@auburncc.org)

Instructor..... Janna Strand (jstrand@auburncc.org)

Instructor..... Joe Cooper (jcooper@auburncc.org)

Instructor..... Amber Evans (aevans@auburncc.org)

Instructor..... Glen Conley (gconley@auburncc.org)

Instructor.....Linda Yoo (lyoo@auburncc.org)

EMT and Paramedic and First Aid, CPR, AED

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

Medical Director.....Dr. Barry Pearce

Lead EMT Instructor..... Carmen Tibaldi (ctibaldi@auburncc.org)

Lead Paramedic Instructor..... Joe Cooper (jcooper@auburncc.org)

Lead Paramedic Instructor..... Matt Urie (murie@auburncc.org)

Instructor..... Joe Paoletta (jpaoletta@auburncc.org)

Instructor.....Brad Davis (bdavis@auburncc.org)

Instructor.....James Davis (jdavis2@auburncc.org)

Instructor.....John Blaugh (jblaugh@auburncc.org)

Instructor..... Gene Lutz (glutz@auburncc.org)

Instructor..... Joe Hunt (jhunt@auburncc.org)

Instructor..... Bob Ivancic (bivancic@auburncc.org)

Instructor.....Derrick Krzys (dkrzys@auburncc.org)

Instructor..... Michael Lerman (mlerman@auburncc.org)

Instructor.....Susie Vigh (svigh@auburncc.org)

Instructor.....Justin Meister (jmeister@auburncc.org)

Instructor..... Rachel Boehnlein (rboehnlein@auburncc.org)
InstructorGregory Duy (gduy@auburncc.org)
Instructor..... Michael Brush (mbrush@auburncc.org)

Firefighter I & II

Instructor..... Jason Benton (jbenton@auburncc.org)
Instructor..... John Bitonti (jbitonti@auburncc.org)
Instructor..... John Blaugh (jblaughn@auburncc.org)
Instructor..... Greg Black (gblack@auburncc.org)
Fire Program Skill Coordinator Jeffrey Buehner (jbuehner@auburncc.org)
Instructor..... Dominic Chiappone (dchiappone@auburncc.org)
Lead Fire Academy Instructor Michael Fearing (mfearing@auburncc.org)
Instructor..... Robert Gandee (rgandee@auburncc.org)
Instructor..... Gregory Hollerbach (ghollerbach@auburncc.org)
Instructor..... Joe Hunt (jhunt@auburncc.org)
Instructor..... Anthony Iliano (ailiano@auburncc.org)
Instructor..... Luigi Ianiro (lianiro@auburncc.org)
36-Hour Fire Program Lead Instructor..... Edward Kozoil (ekoziel@auburncc.org)
Instructor..... Steven Laskey (slaskey@auburncc.org)
Instructor..... Michael Lerman (mlerman@auburncc.org)
Instructor..... James McDonald (jmcdonald@auburncc.org)
Lead Skills Examiner and Instructor James Powers (jpowers@auburncc.org)
Instructor..... Jonathan Richardson (jrichardson@auburncc.org)
Instructor..... Doug Reidel (dreidel@auburncc.org)
Instructor..... Doug Rought (drought@auburncc.org)
Instructor..... Matthew Sadowski (msadowski@auburncc.org)
Instructor..... Timothy Sitz (tsitz@auburncc.org)
Instructor..... Tom Sitz (tsitz2@auburncc.org)
Instructor..... Ron Terriaco (rterriaco@auburncc.org)
Instructor..... Tim Tobin (ttobin@auburncc.org)
Instructor..... Mark Toth (mtoth@auburncc.org)
Lead Volunteer Fire Instructor..... Brian Valetto (bvaletto@auburncc.org)
Instructor..... Suzie Vigh (svigh@auburncc.org)
Instructor..... Mike Warner (mwarner@auburncc.org)
Instructor..... Kevin Weidig (kweidig@auburncc.org)
Instructor..... Jay Warmack (jwarmack@auburncc.org)
Instructor..... Anthony Yeropoli (ayeropoli@auburncc.org)
Instructor..... Richard Rouch (rrouch@auburncc.org)
Instructor..... Mike Fink (mfink@auburncc.org)
Instructor..... Geffry Turchon (gturchon@auburncc.org)
Instructor..... Gregory Duy (gduy@auburncc.org)
Instructor..... Sean Davis (sdavis@auburncc.org)

HVAC Technician

Instructor..... Lewis Fletcher (lfletcher@auburncc.org)
Instructor..... John Chapin (jchapin@auburncc.org)
Instructor..... Jack Barlow (jbarlow@auburncc.org)

Small Engine Repair

Instructor..... Randy Horvath (rhovath@auburncc.org)

Industrial Electrical Training

Instructor..... Richard LaForce (rlaforce@auburncc.org)

Fire Safety Inspector Lead Instructor..... James Davis (jdavis@auburncc.org)

Instructor..... Doug Rought (drought@auburncc.org)

Instructor..... Greg Hollerbach (ghollerbach@auburncc.org)

State Tested Nursing Assistant

Instructor..... Chris Tredent (ctredent@auburncc.org)

Instructor..... Monica Lewis (mlewis@auburncc.org)

Instructor..... Brenda Mclelland (bmclelland@auburncc.org)

Welding

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

ADULT WORKFORCE EDUCATION-CALENDAR (2020-2021)

September 7 (Mon.) Labor Day
October 9 (Fri.) NEOEA Day
November 25, 26, 27 Thanksgiving Break
December 3 (Thur.)..... District Open House
December 21 - January 1, 2021 Winter Break
January 18 (Mon.)..... Martin Luther King Day
February 15 (Mon.) President's Day
March 29 -April 5 No School~Break
May 31 (Mon.)..... Memorial Day

AUBURN CAREER CENTER

Campus

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

Equipment

Auburn Career Center is equipped with a state of the art welding lab as well as a brand new Industrial Arts lab for HVAC and machining that provides the most current technology in the field. The EMS programs utilizes a full service ambulance as part of their training while the Firefighter program utilizes a fire truck. In addition, the nursing school has a lab with four beds for clinical demonstrations and simulations. Additionally, Auburn Career Center has 10 labs for Industrial Training, IT, and Health Careers. Computer accessibility is available to every student at a 1:1 ratio.

ACCREDITATION AND AFFILIATIONS

Accreditation

In 2016, Auburn Career Center became fully accredited with the Council on Occupational Education (C.O.E.) and received the highest recommendation of a six-year accreditation. The Council on Occupational Education is a nationally recognized accrediting agency by the United States Department of Education assuring quality and integrity in career and technical education. COE can be contacted at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia, 30350. Telephone: (800) 917-2081 .



Additional Accreditations/Associations and Professional Boards

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

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



AUBURN CAREER CENTER'S EQUAL OPPORTUNITY- POLICY

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

AUBURN CAREER CENTER ADMISSIONS PROCEDURES

A. Eligibility for Admission Career Development Classes

Admission to Auburn Career Center Workforce Education is open to:

1. High school graduates from regionally accredited or state approved high schools.
2. Persons holding a General Education Development High School Equivalency Diploma (GED).
 - a. Auburn requires that all transcript copies, the high school diploma or certificate, MUST be translated into English by an authorized, certifying official at an official translation service and notarized. The English translation must be prepared on official, business letterhead stationery. English translations on plain computer paper are not acceptable.
3. High school students 16 years of age or older with written permission from parents and school principal prior to registration.
 - a. Note: students without a high school diploma or GED are not eligible to receive federal student aid, including Pell grants.

Students seeking admittance into Adult Workforce Education full time classes need to fill out the application pay a non-refundable \$30 application fee.

B. Admissions-Exception to Standard Procedure

Auburn Career Center recognizes several occupational programs that offer the ability to benefit when the student has not obtained a GED or High School Diploma. These programs are: Machining/CNC, Automotive Technology, HVAC Technician, and Welding.

Student candidates for admission seeking to enroll in any of these programs shall follow all written admissions policies in addition to the following:

1. The student shall be offered verbal and/or written information on how he/she can obtain his/her GED.
2. The student shall be offered industry specific information regarding the outlook of securing employment in his/her chosen field without having a GED or high school diploma.
3. The Student Services Coordinator shall follow up on student progress at the mid-point of the class to determine if the student is maintaining academic success. Students failing to maintain academic success will follow policies and procedures.
4. The student shall be offered the opportunity to participate in a career assessment to further identify career and training paths with the Career Resources Coordinator.

Programs with the “ability to benefit” policy shall be reviewed annually at the Advisory Board meeting to ensure the policy is in alignment with the views and practices of business and industry.

NOTE: “Ability to benefit” students are not eligible for Federal Title IV funds. Select additional programs may be eligible for Ohio’s Adult Diploma Program. Please contact Auburn Career Center’s Adult Workforce Education Department for further information.

C. Admissions Process - Long Term Training (more than 70 hours)

1. Contact the Adult Workforce Education Administrative Office at 440-357-7542 extension 8276. Complete the registration application, the Enrollment Agreement, and payment over the phone, in person, U.S. mail or via email, or online at www.auburncc.org.
 - o To send the completed registration application and Enrollment Agreement form via U.S. mail, include payment and address to: Adult Workforce Education Office, Auburn Career Center, 8140 Auburn Road, Concord Twp., OH 44077.
 - o To send the completed registration form via email, include the credit card number to Adult Workforce Education Office to lkamis@auburncc.org.
2. Prospective students are encouraged to make an appointment with the Career Counselor or adult administrative assistant to review registration steps, address course selection questions, and discuss payment options. Students who are interested in funding their institutional costs through financial aid will be send to speak with Auburn's Financial Aid Coordinator.
3. **Note:** Students who plan to take the Licensed Practical Nursing, Public Safety Academy, Paramedic, Firefighter or Emergency Medical Technician courses are required to take the WorkKeys test and score the minimum scores needed for placement.
 - a. The assessment is given at Auburn Career Center and must have been taken within the last two years in order for the scores to be valid. An appointment can be made by contacting Wendy Lauer, 440-357-7542 extension 8278.

D. Short-Term Training

To register for short-term class (less than 600 hours)

1. Contact the Adult Workforce Education Administrative Office at 440-357-7542 extension 8276. Complete the registration application, Enrollment Agreement and payment over the phone, in person, U.S. mail or via fax, or online at www.auburncc.org.
 - o To send the completed registration form and Enrollment Agreement via U.S. mail, include payment and address to: Adult Workforce Education Office, Auburn Career Center, 8140 Auburn Road, Concord Twp., OH 44077.
 - o To send the completed registration form via facsimile, include the credit card number to Adult Workforce Education Office at 440-358-8012.

E. Readmission Policy

Students who withdraw from a program before completing, are dismissed due to grades/attendance/behavior or are Administratively Withdrawn cannot re-enroll in a program unless he/she completes a written petition and submits it to the Director of Adult Workforce Education or the program's administrator. The petition must include how the student will be successful and address any attendance/grade/behavior issues during their prior attendance. The course instructor or program

administrator and the Director of Adult Workforce Education will review the petition and grant or deny re-enrollment. The decision of the course instructor and Director of Adult Workforce Education is final. Students with a prior unpaid balance owed to Auburn Career Center are not eligible to re-enroll or petition to re-enroll unless the unpaid balance is resolved.

TUITION

Students are responsible for payment of all tuition and fees by the first day of class unless they have completed an **Enrollment Agreement** or are funding their costs through Federal Financial Aid. ~~Students that have not completed their financial aid before the first day of class must complete a Pre-Financial Aid Tuition Agreement for and pay \$300 or they will be unable to attend class. Students who are paying out-of-pocket must complete a Tuition Payment Agreement and make the first payment on or before the first day of class or they will be unable to attend class.~~

A. Withdrawal and Refund Policy**

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

To officially withdraw from a class or program the student must complete the Workforce Education Withdrawal Form, located in the Adult Workforce Education Office. Students who are unable to physically submit the Workforce Education Withdrawal Form must contact the school by telephone or other telecommunication system.

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

Auburn Career Center's Refund Policy does not mean students who withdraw will be given a refund. It means that tuition will be adjusted according to the refund policy listed below and only students who have paid their tuition and fees may be given a refund. Students with Federal Financial Aid are subject not only to Auburn's Refund Policy, by the Return of Title IV Funding (page 31) calculation done on any disbursed federal aid. Before withdrawing, students should talk to the Financial Aid Coordinator to see how their disbursed Federal funds will be impacted.

Refunds for Classes Cancelled by Auburn Career Center

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

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

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

Refund Policy for Programs That Are Less Than 200 Clock Hours

Tuition refunds will be prorated based upon the amount of tuition paid (excluding the non-refundable application fee, books, fees, uniform costs and tools) and the percentage of the program hours elapsed during the scheduled payment period.

Refund Policy for Programs That Are 200 Clock Hours or More

Students that withdraw after the first day of class or are dismissed due poor academic performance or attendance will be evaluated to see if they are eligible for a prorated refund of their tuition. Tuition refunds will be prorated based upon the amount of tuition paid and the percentage of the program completed by the student. **Students that complete 50% of their scheduled program are not eligible for a prorated refund of their tuition.** Books, fees, uniform costs, tools and the application fee are non-refundable. (The calculation to determine the percentage of a program completed by a student is the number of days a student could have attended the class up to the date of withdrawal divided by the number of days in the program.)

Example: A student withdraws from a 200 clock hour program after attending the first ten days of the program. If one program day equates to 4 hours, the number of days in the program would be 50 days. If the tuition for the program is \$1000, the fees \$100 and the book \$50, as long as the student paid all charges, the student would receive a refund of \$900 from Auburn Career Center when he/she withdraws.

Please Note:

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

PAYMENT OPTIONS

A. Cash Option

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

B. Enrollment Agreement

Self-paying students are required to complete an **Enrollment Agreement** for the program tuition at the time of registration. To participate in the payment plan, submission of a valid Visa, MasterCard or Discover card is required. The balance is payable in equal monthly, interest-free installments due on or before the 15th of each month, throughout the term of the class. The first payment must be made on or before the 16th of the first month of class or the student will be unable to attend.

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

C. Pell Grant Only Option

Students who are Pell Grant eligible, verified by the Financial Aid Coordinator, and do not want to utilize Federal Direct Student Loans to pay their balance are required to sign a Tuition Payment Agreement with credit/debit card information for the balance of the tuition.

D. Financial Aid

STATEMENT OF PHILOSOPHY

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

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

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

STATEMENT OF PRINCIPLES

- 1. The primary purpose of Auburn Career Center Financial Aid program shall be to provide financial assistance to accept students who without such aid would be unable to enroll in our school.
- 2. We recognize our obligation to assist in realizing the national goal of equality of educational opportunity. We, therefore, work with other educational institutions in support of this goal.

3. We shall publish budgets that state total student expenses realistically; including, tuition and fees, books and supplies.
4. Parents are expected to contribute according to their means, taking into account their income, assets, number of dependents, and other relevant information. Students themselves are expected to contribute from their own assets and earnings, including appropriate borrowing against future earnings.
5. Financial aid will be offered only after determining that the resources of the family are insufficient to meet the student's educational expenses. The amount of aid offered will not exceed the amount "needed" to offset the difference between the student's educational expenses and the family's resources.
6. The amount of any type of self-help expected from students will be related to the circumstances of the individual. In the assignment of funds to those students designated to receive financial aid, the largest amounts of total grant assistance will be awarded to students with the least ability to pay.
7. We shall review our financial assistance awards annually to determine if there are changes based upon Federal regulations and the possible need for students to complete more than one Federal financial aid application. We have an obligation to inform students and parents of the financial aid renewal policies for enrolled students at the time of the initial offer of financial assistance.
8. Because the amount of financial assistance awarded reflects the economic circumstances of the student and his/her family, we will refrain from any public announcements of the amount of aid awarded and will encourage the student and others to respect the confidentiality of this information.
9. All documents, correspondence and conversations between and among the aid applicant, his/her family and financial aid officers are confidential and entitled to the protection ordinarily arising from a counseling relationship.

FINANCIAL AID OFFICE PERSONNEL CODE OF CONDUCT

1. Student financial aid office duties will be conducted in an ethical and professional manner and in keeping with organizational policies and procedures as well as relevant federal, state and accreditation requirements.
2. The student financial aid officer will provide counseling for students and parents and/or spouse who desire assistance in financial planning to meet educational expenses.
3. Neither the school nor the financial aid office will enter into any revenue sharing arrangements with any lender.
4. The financial aid office will not steer borrowers to particular lenders or delay loan certifications.
5. The financial aid office will not offer funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of FSA loans, a specific loan volume or a preferred lender arrangement.
6. The financial aid office staff will not accept gifts from a lender, guaranty agency or loan servicer other than gifts distributed from vendors to conference or workshop attendees.
7. The financial aid office staff will not accept compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.
8. The financial aid office staff is prohibited from accepting compensation to serve on an advisory board, commission, or group established by a lender or guarantor except for reimbursement for reasonable expenses.
9. The student financial aid officer will only provide truthful and accurate statements, descriptions, and explanations regarding the school student services division.

10. Student financial aid office personnel will work to ensure that students are fully informed and able to make appropriate enrollment decisions without undue pressure.
11. Student financial aid office personnel will only assist prospective students in the areas that fall within the purview of their position and will not assist prospective students in admissions testing or alter or falsify any enrollment documents or required test scores.
12. Student financial aid office personnel will not make explicit or implicit promises of employment or exaggerated statements regarding employment or salary prospects to prospective students.
13. Student financial aid office personnel will participate in relevant training provided by the school, state federal and/or professional associations to enhance their skills as financial aid advisors.
14. Student financial aid office personnel will not assist prospective students in providing false or misleading information on any application.
15. Student financial aid office personnel will not discredit other schools or influence any student to leave another school by: falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services; or demeaning another school's students.

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

Financial Aid recipients must attend 90% of scheduled class time to remain eligible for financial aid. **Failure to maintain 90% attendance will result in loss of Financial Aid funding, and you will be responsible for the balance of your account.**

Students that have not completed their financial aid before the first day of class must complete a Pre-Financial Aid Tuition Agreement for and pay \$150 or they will be unable to attend class. If a student does not have their financial aid completed by the second month of class, a Tuition Payment Agreement must be completed and a full payment must be made in order for the student to reserve their seat in class.

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

- a) Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The FAFSA can be completed any time after October 1st, but should be done no later than May 1st to optimize financial opportunities. **Auburn Career Center's school code is 030514.**
- b) Submit any other financial aid requested documents (i.e. verification worksheet, signed federal tax transcript, W-2 form, parents' tax information if needed, etc.).

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

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

A. Financial Aid Academic Good Standing and Satisfactory Progress Policy

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

WHAT TITLE IV FINANCIAL AID PROGRAMS ARE AVAILABLE?

Students interested in applying for financial aid to assist them with tuition and school related expenses, need to file the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov then contact the Financial Aid Office at (440) 357-7542 ext. 8326 for an appointment to review eligibility.

Note: Financial aid is not automatic, **STUDENTS MUST FILE THE FAFSA IN ORDER TO RECEIVE TITLE IV AID**

FINANCIAL AID OFFICE CONTACT INFORMATION

Financial Aid Office: (440) 357-7542 Extension 8326

Shelley Barto, Financial Aid Coordinator

sbarto@auburncc.org

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

Federal Pell Grant Program

Students wishing to apply for financial aid may visit the Financial Aid Office at the school where students are encouraged to apply for the Federal Pell Grant Program. The Pell Grant is a federal grant given with no repayment expected. This program is designed to provide a “floor” upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant, as well as, Federal Direct Loan must meet the eligibility requirements established by the U.S. Department of Education. To be considered for a Federal Pell Grant a student must complete the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA may be completed on-line at www.fafsa.gov or a paper application may be used, available at your. FAFSA forms are available at public places such as a library. Not all students will qualify for a Federal Pell Grant.

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

Federal Loan Programs

William D Ford Federal Direct Loan Program

Subsidized Loan - A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of \$3,500 per year for the first year of undergraduate study. Programs of less than 900 clock hours will be prorated down based on the number of hours in the student’s program. The federal

government pays the interest during authorized periods of deferment. Repayment will begin six months after the borrower ceases to be enrolled at least half-time.

Unsubsidized Loan - An unsubsidized loan is not awarded on the basis of need, and the student is responsible for paying the interest during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized loan) not to exceed \$5,500 for a dependent student and \$9,500 (\$3,500 subsidized & \$6,000 unsubsidized) for a first year independent student. Repayment will begin six months after the borrower ceases to be enrolled at least half-time.

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

- 1) To receive a Federal Loan, a student must complete the FAFSA *and* loan application (Master Promissory Note). If the student is dependent, and the parent is borrowing loan funds on behalf of the student, the parent must also complete entrance counseling and the Master Promissory Note online at www.studentloansaid.gov.

Some of the information a borrower must provide are his or her name, address, date of birth, Social Security number, and driver's license number, e-mail, as well as next of kin and two personal references. The loan application is the promissory note in which the student or borrower must read and sign.

- 2) It takes about 20-30 minutes for the student to complete the entrance counseling quiz. The Financial Aid Officer instructs the student to take the quiz on their own.

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

ENTRANCE AND EXIT LOAN COUNSELING SESSIONS

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

SAMPLE MONTHLY LOAN PAYMENT CHART

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

Amount Borrowed	Number of Payments	5.00% Mo. Pymt.	6.00% Mo. Pymt.	7.00% Mo. Pymt.	8.25% Mo. Pymt	9.00% Mo. Pymt
\$1,000.00	20	\$52.22	\$52.67	\$53.12	\$53.69	\$54.03
\$2,000.00	43	\$50.90	\$51.81	\$52.72	\$53.88	\$54.59
\$2,500.00	56	\$50.15	\$51.29	\$52.46	\$53.94	\$54.84
\$3,000.00	69	\$50.12	\$51.52	\$52.94	\$54.75	\$55.85
\$3,500.00	82	\$50.48	\$52.13	\$53.82	\$55.98	\$57.30
\$4,000.00	97	\$50.21	\$53.82	\$54.12	\$56.64	\$58.19
\$4,500.00	113	\$50.01	\$52.22	\$54.49	\$57.40	\$59.19
\$5,000.00	120	\$53.03	\$55.51	\$58.05	\$61.33	\$63.34
\$5,500.00	120	\$58.34	\$61.06	\$63.86	\$67.46	\$69.67
\$6,000.00	120	\$63.64	\$66.61	\$69.67	\$73.59	\$76.01
\$6,500.00	120	\$68.94	\$72.16	\$75.47	\$79.72	\$82.34

DERFERMENT AND FORBEARANCE

Deferments A deferment is a postponement of payment on a loan, during which interest does not accrue if the loan is subsidized.

You may qualify for a deferment while you are:

- Enrolled at least half-time in an eligible postsecondary school or studying full time in a graduate fellowship program or an approved disability rehabilitation program.
- Unemployed or meet our rules for economic hardship (limited to three years).
- You may also be eligible for a deferment based on qualifying active duty service in the U.S. Armed Forces or National Guard. Refer to the Master Promissory Note for your loan or contact your service for more information about the specific qualifications for deferment based on military service. In most cases, you need to submit a deferment request to your loan servicer along with documentation of your eligibility for the deferment. If you've gone back to school and your loan servicer receives enrollment information that shows you're enrolled at least half-time, it will automatically put your loans into deferment and notify you. You have the option of cancelling the deferment and continuing to make payments on your loan.

- **If you are in default on your loan, you are not eligible for a deferment or forbearance.**

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

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

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

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

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

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

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

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

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

OTHER FINANCIAL AID

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

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

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

Veterans Administration (VA)

Veterans, active duty service persons, reservists or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various Veterans Administration educational assistance programs. Eligibility criteria for military educational assistance and benefits by state and school. Applicants must first check with the veterans Affairs Administration Office to see if they qualify for benefits.

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

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

- Auburn permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:
 1. The date on payment from the VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the COE
- Auburn will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the Department of Veterans Affairs under chapter 31 or 33.

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

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

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

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

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

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

SCHOLARSHIPS

The Auburn Career Center does accept some scholarships as tuition and fees payment. The student must submit the proper paperwork to the Financial Aid Office, such as the name of contact person, agency, copy of proof of scholarship, etc. so the financial aid office will know who to contact and where to collect the scholarship funds from.

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

EMPLOYER PAYMENTS

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

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

WHAT IS MY DEPENDENCY STATUS?

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

- You were born before January 1, 1997
- You will be working on a master's or doctorate program in school year 2020-2021
- You are married as of the date of application
- Currently serving on active duty in the U.S. Armed Forces for purposes other than training
- As determined by a court you are or were an emancipated minor
- As determined by a court you are or were in a legal guardianship
- Your high school, school district homeless liaison, the director or an emergency shelter funded by the U.S. Department of Housing and Urban Development or the director of a runaway or homeless

youth basic center determined that you were an unaccompanied youth who was homeless or at risk of being homeless at any time after July 1, 2017

- You have children that receive more than half of their support from you between July 1, 2020 and June 30, 2021
- You have dependents (other than children or spouse) that receive more than half their support from you now through June 30, 2021.
- You are an orphan, in foster care or ward of the court at any time since turning 13
- You are a veteran of the U. S. Armed Forces

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

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

PROFESSIONAL JUDGMENT & SPECIAL CIRCUMSTANCES POLICY

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

Basic Guidelines

The financial aid officer must resolve any conflicting or inconsistent information on the Student Aid Report/Institutional Student Information Record (SAR/ ISIR) before allowing a professional judgment. For example, if the student is flagged for verification, verification must be completed first. The student’s SAR/ISIR may need to be corrected before applying any professional judgment adjustments.

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

Unusual Circumstances Allowed

- 1) **Higher than normal medical and/or dental expenses:** The income protection allowance in the Expected Family Contribution (EFC) formula allows 11% of total income for medical/dental expenses. Any medical/dental expenses that exceed 11% of income will be allowed. The Financial Aid Office (FAO) should reduce the income reported on the Student Aid Report/Institutional Student Information Record (SAR/ ISIR) by the amount of expenses that exceed 11% of the student’s income.

Required Documentation:

- Copies of medical or dental bills
- Cancelled checks
- Request for Special Consideration Form completed by student and signed by the financial aid officer.
- Reprocessed Student Aid Report/Institutional Student Information Record (SAR/ ISIR)

- 2) **Lower income in current year than last year:** Students who experience a loss or reduction in income between the base year (on the FAFSA) and the current year should be allowed to substitute current annual income. The FAO must determine the **total annual** income for the student from Jan. 1 thru Dec. 31 and reprocess the SAR/ISIR with projected income for the year.

Required Documentation:

- Copy of monthly unemployment benefits statement
 - Copy of recent pay stub
 - Other documents used to calculate the projected annual income
 - Request for Special Consideration Form completed by student and signed by the financial aid officer
- 3) **Recent Unemployment:** Student recently lost his/her job. Same requirements as lower income in current year than last year.
- 4) **Loss of Unemployment Compensation:** Student's unemployment benefits have run out. Aid officer must calculate the total amount of income for the year including the unemployment benefits received and any projected additional income from Jan. 1st to December 31st.

Required Documentation

- Copy of unemployment benefit statement
 - Copy of letter indicating benefits have been exhausted
- 5) **Loss of Untaxed Income or Benefits:** Student's untaxed income or other untaxed benefits has ceased.
- Same requirements as loss of unemployment benefits.
- 6) **Separation or Divorce:** The dependent student has already completed the FAFSA, but his/her parent have become separated or divorced. Or a married independent student has become separated or divorced after completing the FAFSA. The financial aid officer will correct the income and asset application information on the SAR/ISIR by including only the income for the parent which the student lived with the longest. For the independent student, the aid office allows the student to update the application information with only the student's income and assets.

Required Documentation

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

Note: If the dependent student's parents are separated or divorced at the time of completing the FAFSA, the student should use only the income of the parent of whom he/she lived with longer during the twelve months prior to the date the application is completed - regardless of who claimed the student as an exemption. If an independent student is separated or divorced at the time of completing the FAFSA, the student should only report his/her income and asset information.

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

NOTE: If both parents are deceased at the time the student completes the FAFSA, the student answers "Yes" to the question concerning deceased parents in Step 3 of the FAFSA application. If the independent student's spouse died prior to the student completing the application, the student should not include income and asset information for the deceased spouse.

Required Documentation

- Official death notice
- Obituary
- Signed Statement

- 8) **Number of Parents in College at Least Half Time:** Students may not include their parents that are attending college on the FAFSA. However, the financial aid officer may allow the student to update the number in college to include the parents if the student's parent provides proof that they are attending college at least half time.

Required Documentation

- Copy of parent's acceptance letter or registration receipt
- Copy of parent's schedule and copy of parent's official college transcript

- 9) **Dependency Override:** The financial aid office may make a dependent student independent based upon the following circumstances:

- a) The student's voluntary or involuntary removal from the parent's home
- b) Incapacity of the parents such as incarceration or disability or mental or physical illness
- c) Inability of student to locate parents after making reasonable attempts
- d) Other extenuating circumstances. If a student believes their circumstance warrants a dependency override, they must contact Auburn's Financial Aid Administrator, Shelley Barto.

Required Documentation

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

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

Exceptional Circumstances Policy for Increased Unsubsidized Loans

Dependent students whose parents are unable to borrow PLUS loans due to adverse credit or other **exceptional circumstances** may receive additional unsubsidized loans for the same amount as independent undergraduates. Exceptional circumstances are as follows:

- a) The parent is incarcerated
- b) The parents' whereabouts are unknown
- c) The parent has filed for bankruptcy and has provided a letter from the Bankruptcy Court stating that the parent may not incur additional debt
- d) The parent's income is limited to public assistance or disability benefits and the aid office has documented that the parent's would not be able to repay the PLUS loan
- e) The parent of a dependent student is not a U.S. citizen or permanent resident or is unable to provide evidence from the U.S. Citizenship and Immigration Service/Homeland Security that the he or she is in the country for other than a temporary purpose with the intention of becoming a citizen or permanent resident

Required Documentation

- Letter from lawyer or courts (a)
- Letters from third-party, non-relatives (b)
- Letter or other documentation from Bankruptcy Court (c)
- Income information from Public Assistance agency (d)
- Statement from parents and student

WHAT WILL MY EDUCATION COST?

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

The budget shown below is an example for the Auburn Automotive Technology Program:

Tuition for the full program	\$ 5,800.00
Fees	\$ 245.00
Textbooks	\$ 175.00
Tools	\$ 800.00
Supplies	\$ 500.00
Total	\$ 7,520.00

HOW IS ELIGIBILITY DETERMINED?

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

OTHER ELIGIBILITY REQUIREMENTS

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

- You must be a U.S. citizen, a permanent resident, or in the United States for other than temporary purposes. (Acceptable visas would include the I-151, I-551, or I-49, if it is stamped “Refugee,” “Indefinite Parole,” “Humanitarian Parole,” “Cuban-Haitian entrance,” or Asylum granted.” If you have another visa type, the financial aid administrator will be able to help you in determining whether you are eligible).
- Be enrolled in a course that is at least 600 clock hours or more in length.
- Be attending at least half-time, which is a minimum of 12 hours per week
- Not be in default on a Federal Loan received at any school.
- Be making satisfactory academic progress. See Adult Workforce Education Catalog for a discussion of satisfactory academic progress
- Be registered for the draft with Selective Service if you are a male who is age 18 - 25 years of age
- Not currently enrolled in high school
- For the Federal Pell Grant Program, you may not have previously received a Bachelor’s Degree
- Not incarcerated in a Federal or State penal institution
- Have a high school diploma or GED or its equivalent
- Have a valid Social Security number
- Not have property subject to a judgment lien for any debt owed to the United States Government
- File a Statement of Educational Purpose on the Free Application for Federal Student Aid

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

In order to continue to receive Financial Aid funds, a student must make “satisfactory academic progress” in accordance with the school’s Grading and Attendance Policy. Also, you may be required to re-apply for Federal Aid every year via the Free Application for Federal Student Aid (FAFSA) if necessary for your program.

DEDUCTION OF TUITION AND FEES

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

HOW ARE FUNDS DISBURSED?

The student’s Title IV aid is applied to an academic school year of 900 clock hours over 26 weeks which is the Award Year definition used by the school for all of its programs. Funds are divided into two (2) payment periods consisting of ½ of the hours and weeks of the student’s program. In the first payment period, the student will be issued one (1) disbursement which will total ½ of the student’s Title IV aid and the remaining half of aid will be issued in one (1) disbursement during the second payment period.

The student’s disbursement dates are printed on the Financial Aid offer/letter the student receives. The dates are estimated and are subject to change at any time. Tuition is deducted from each disbursement. Note: Payment periods are based on Title IV clock hours, not program hours.

HOW ARE REFUND CHECKS PROCESSED?

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

Refund checks will be mailed to the student within 14 days of the disbursement that cause the credit balance on their account. Additional questions regarding refund checks can be discussed with the Financial Aid Coordinator, Shelley Barto.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Auburn Career Center participates in federal financial aid.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Federal Direct Loans, Pell Grants, or Plus loans and Withdraws, or is Administratively

Withdrawn (page 15) on or before completing 60% of the program. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the complement of the percentage earned (e.g. if 40% was earned, 60% was unearned).

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

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

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

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

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

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

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

AUTHORIZATION TO RETAIN OVERAGE(S)

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

LEAVE OF ABSENCE POLICY

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

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

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

CONFIRMATION OF CITIZENSHIP

All students applying for Federal Student Aid must be able to confirm their citizenship status with the Social Security Administration. The confirmation process is normally done when the student submits the Free Application for Federal Aid (FAFSA) to the federal processor. The federal processor performs a match with the Social Security Administration (SSA) to confirm the student's citizenship status and social security number. If the Social Security Administration (SSA) cannot confirm the student's citizenship status and Social Security number, a comment will appear on the student's Student Aid Report/Institutional Student Information Record (SAR/ISIR).

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

Applicants whose SAR/ISIR contains a "C" code (comment) that the Federal processor could not confirm the applicant's citizenship, must submit documentation to the Financial Aid Office substantiating his or her claim to be a citizen or eligible non-citizen. A student claiming to be an eligible non-citizen must submit a SAR/ISIR with an A-number for eligible non-citizens assigned by Immigration and Nationalization Service.

Applicants whose citizenship status cannot be confirmed will not receive Federal Student Aid funds until such time as proper documentation is submitted. All documentation must be submitted prior to the end of the award year or before the end of the training program, whichever occurs first.

If a student fails to submit citizenship documentation prior to the end of the award year or the end of the training program, the student will lose the financial aid disbursement scheduled for that particular payment period.

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

WHAT ARE MY RIGHTS & RESPONSIBILITIES FOR RECEIVING FINANCIAL AID?

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

STUDENT'S RIGHTS

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

STUDENT'S RESPONSIBILITIES

- a) You must complete all application forms accurately and submit them on time to the right place
- b) You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of the law and may be considered a criminal offense which could result in an indictment under the Criminal Code
- c) You must return all additional documentation, verification corrections and/or new information requested by either the financial aid office or the agency to which you submitted your application

- d) You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them
- e) You must accept responsibility for all agreements that you sign
- f) You must be aware of and comply with the deadlines for applications or reapplication for that aid
- g) You should be aware of your school's refund procedures

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

GENERAL VERIFICATION POLICIES AND PROCEDURES

Students will receive a Student Aid Report (SAR) by email if they include an email address when completing the FAFSA. If they do not include an email address they will receive their SAR in the mail. The SAR is a copy of the student's FAFSA information. If there is an asterisk next to the Expected Family Contribution (EFC) number on the SAR, the student has been selected for verification by the U.S. Department of Education.

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

CORRECTION PROCEDURE

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

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

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

REFERRAL OF OVERPAYMENTS AND FRAUD CASES

If the school discovers during the verification process that a student received an overpayment of federal funds, the school will attempt to adjust subsequent financial aid disbursements. If this is not possible, the student will be required to repay the overpayment amount. Any applicant failing to repay the overpayment will be referred to the U. S. Department of Education for collection. Such applicants will be ineligible for future Federal Student Aid funds.

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

POLICIES/PROCEDURES UNDER FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

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

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

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

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

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

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

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

RELEASE OF STUDENT RECORDS

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

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

FINANCIAL AID CONFIDENTIALITY POLICY

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

ATTENDANCE

A. Attendance Policy

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

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

Students are required to maintain a 90% attendance rate, for each class, at a minimum. Some programs regulated by state or federal agencies, such as EMT, PN, and Paramedic, may have requirements that are more stringent. In such cases, Auburn will follow the more stringent requirements for issuing any portfolio or certificate.

B. Reporting an Absence

Students who are going to be absent should notify the Adult Workforce Education Office by calling (440)

357-7542, or as directed by a particular program, prior to the start of class. In an emergency, the student should notify the office as soon as is practically possible. Notification of an absence does not absolve the student of any ramifications of being absent; the absences will be recorded in the database and the student will be expected to make up any work.

C. Make-Up Days

Under some limited circumstances, students may have to utilize make-up days. These circumstances include days missed due to a school closing, absence of an instructor, an emergency declared by law enforcement or homeland security authorities, or similar emergencies. Students needing to make up absences due to sickness, personal reasons, or transportation issues may be approved to use make-up days on an individual basis. The exception to this policy shall be that students may use up to a maximum of three (3) make-up days in the event of a death in the immediate family. Immediate family shall include any member of the student's resident household, parents, children, or grandchildren. The student must provide evidence of this exceptional circumstance to the Adult Workforce Education Supervisor.

Students utilizing make-up days shall complete a make-up day form *for each day*. A sample form is found in the back of the handbook. Make-up day forms must be completed, signed by the student and instructor, and returned to the Adult Workforce Education Office. A copy of the form will be placed in the student file.

Unexcused absences are not eligible for make-up work assignments. An unexcused absence is when a student does not show up to class and does not have a reasonable reason for missing a specific day of instruction. For example, if a student misses a day because he/she "wanted a day off".

D. Excessive Absence

If a student exceeds the 10% absence disqualification benchmark they will not receive a Career Portfolio or an Auburn Career Center Certificate of Completion. A student exceeding the 90% limit may also be withdrawn from the program at the discretion of the Workforce Education Supervisor or Director of Adult Workforce Education.

A student who misses more than 15% of the total required hours for a module will be immediately withdrawn from the module and/or the program.

E. Interruption for Unsatisfactory Attendance

If a student's absences exceed 10% percent of the scheduled hours in the program or are out of compliance in a state regulated program, and they are receiving financial aid, they will be reported to the VA, WIA, BVR, PELL, or appropriate funding agency which will interrupt the payment of benefits at that point. All absences count against a students' attendance regardless of circumstances. The student is responsible for tuition regardless of the circumstances of an absence.

F. Make-Up Work

It is the responsibility of the student to check with his/her instructor(s) regarding any coursework missed. Students should discuss missed coursework immediately upon return from an absence.

ACADEMIC QUALITY

A. School Year

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

B. Grading Policy

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

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

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

Each individual instructor has 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. Students will be notified of the grading procedure for their class in writing. In addition, some programs may have state or federal regulatory issues that will impact the grading process. The class instructor will provide information on such issues.

Each program will have a list of competencies. Students must demonstrate proficiency in a minimum of 70% of all listed competencies in order to receive an Auburn Career Center Certificate. For state regulated programs (such as Practical Nursing, Paramedic, etc.) the percentage will be dictated by the program and may be higher than 70%. Competency achievement will be expressed through semester reports. Students who are not achieving the required 70% competency limit by the end of the 1st semester will be removed from the program at the discretion of the Director of Adult Workforce Education. A list of competencies will be provided to the student in writing at the beginning of the school year.

Gainful Employment Information relating to Auburn Programs can be found at;
<http://www.auburncc.org/GainfulEmployment.aspx>

NOTE: The above Attendance and Grade policies apply to:

- Title IV and non-Title IV recipients as well as full time and part time students
 - For programs lasting one year or less, teachers will complete a student attendance and grade evaluation at the end of each payment period.

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

Auburn Practical Nursing Program Grading Policy

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

EMT Grading Policy

See the EMT Program Student Handbook for the current year.

Paramedic Grading Policy

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

C. Grievance Procedure

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

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

should be sought with the Financial Aid Officer.

5. Any students seeking the resolution of issues regarding student accounting issues or monthly payments should be sought with the Treasurer's office.
6. Any students seeking the resolution of issues regarding employment assistance should be sought with the Business Partnership Coordinator.
7. Any students seeking the resolution of unresolved issues that have been previously addressed through the grievance procedure should be sought with the Superintendent.
8. Any students seeking the resolution of unresolved issues that have been previously addressed through the grievance procedure and did not receive a resolution with the Superintendent, the student may seek further resolution with the Auburn Career Center Board of Education.

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

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
(770) 396-3898 or (800) 917-2081
Fax: (770) 396-3790
www.council.org

D. Transfer Policy

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

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

E. Career Technical Credit Transfer (CT²)

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

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

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

F. Policy for Granting Credit for Previous Education and Training

Auburn Practical Nursing Program Advanced Placement/Transfer Credit

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

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

7. If a student feels that advanced standing/transfer credit was inappropriately denied, the student may appeal the decision following the Appeal Process Policy identified in the Auburn Practical Nursing Program handbook.
8. Students returning to the Auburn Practical Nursing Program requesting advanced placement will be evaluated for placement following this policy.

EMT

Transfer Students: EMT students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

Paramedic

Transfer Students: Paramedic students may not transfer into the program from another program. Students who did not complete the program must reapply and start over.

All Other Programs

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

G. Auburn Certificates

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

WORKKEYS® ASSESSMENTS & ACT INFORMATION

The WorkKeys® Assessments, published by ACT Inc., measure the basic skills needed for success in a Job & Career Training Program and in the workplace. All Job & Career Training students are required to complete the following WorkKeys® Assessments:

- Applied Math
- Workplace Documents
- Graphic Literacy

STUDENT RESPONSIBILITIES

A. Auburn's Philosophy

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

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

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

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

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

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

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

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

B. Student Code of Conduct

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

1. **Academic Honesty/Integrity/Cheating/Plagiarism:** Cheating on a test, quiz, assignment, plagiarism, etc., will be treated as a violation of academic integrity. Plagiarism is unauthorized use of data or information to gain academic credit. No credit will be earned for the plagiarized work and additional consequences may be assigned to the student.
2. **Arson:** Any use of fire for purposes not related to instruction in the program is prohibited. Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
3. **Behavior that Induces Panic:** Any behavior that has the potential to cause or causes a panic situation is strictly forbidden. Any student that induces panic by way of words or deeds will be subject to discipline and/or reported to the authorities.
4. **Classroom Rules Violation:** Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.
5. **Computer Network, Internet, Passwords:** Misuse of school computer network or the Internet and/or disclosing password or login information as described in the technology agreement is prohibited. The Technology Agreement is found on page 96.
6. **Disorderly Conduct:** is defined as the behavior of anyone (parent, citizen, adult or minor) becoming disruptive at school or at a school event, or dangerous to the individual or others at the event. Under these circumstances, school authorities have the right, authority, and affirmative obligation to take action. If such behavior is merely disruptive of the event, the individual(s) will be warned that they must stop the disruptive behavior or they will be instructed to leave. If the warning does not settle the matter, the individual(s) may be instructed to leave the premises. Failure to obey these instructions technically creates a trespass, and the offender(s) may be removed by the proper authorities.
7. **Drugs, Alcohol and Counterfeit-Controlled Substance:** Alcohol and drugs are prohibited on school grounds. Possession of drugs, alcoholic beverages, counterfeit-controlled substances or paraphernalia related to drugs will not be tolerated. A student shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, counterfeit-controlled substance, amphetamine, barbiturate, marijuana, steroids, alcoholic beverages, intoxicant of any kind, or misuse of a prescription or over-the-counter drug. Anyone suspected of alcohol and/or drug use will be removed from the program. See the section on Alcohol and Drugs for more information.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

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

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

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

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

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

21.U.S.C.884a

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

21.U.S.C.853a

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

18.U.C.933(g)

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

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

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

9. **Falsifying Communication with the School:** Falsifying the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school is prohibited.
10. **Fighting, Assault:** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury, harass, or intimidate a school employee, student, or anyone on the school premises. Students will not provoke fights between other students.
11. **Forgery:** The falsification of any documentation and/or signature is considered forgery.
12. **Gambling:** Games of chance, which include wagering, gambling, etc., are not permitted.
13. **Harassment, Intimidation, Aggressive Behavior (including Bullying/Cyber bullying):** Inappropriate statements, gestures, verbal, written, or physical expressions in reference to sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, instructor, or staff member will not be tolerated. Behavior defined as statutory sexual harassment will be addressed by the proper authority. Harassment, intimidation, or bullying behavior by a student in the Auburn Vocational School District is strictly prohibited and such conduct may result in disciplinary action, including removal from program. "Harassment, intimidation, or bullying," in accordance with O.R.C. 3313.666, means any intentional written, verbal, graphic, or physical act including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:
 - a. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
 - b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

14. Types of Conduct

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

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

- 1) Posting slurs on web sites where students congregate or on web blogs (personal online journals or diaries);
- 2) Sending abusive or threatening instant messages;
- 3) Using camera phones to take embarrassing photographs of students and posting them online or otherwise distributing them;
- 4) Using websites to circulate gossip and rumors to other students; and,
- 5) Excluding others from an online group by falsely reporting them for inappropriate language to Internet Service Providers.

f. Violence within a dating relationship.

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

22. **Trespassing:** Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there is prohibited. This includes and is not limited to an unauthorized presence in a Board-owned vehicle; unauthorized access to or activity on a Board-owned computer; unauthorized access into district, school or staff computer files; a school or district file server; or the school district computer network. When a student has been removed or permanently excluded from school, the student is prohibited from being present on school property without authorization of the administration.
23. **Unauthorized Sale or Distribution:** Sale or distribution, or attempting to sell or distribute any object, substance, or service which has not been authorized for sale or distribution by the administration to any person on school owned property is prohibited.
24. **Vandalism and/or Destruction of Property:** A student shall not cause or attempt to cause damage, destruction, defacement of any school property or private property during a school activity, function, or event off school grounds. Such action can result in payment for repair or replacement. Littering anywhere on school property is not permitted.
25. **Violations of Law:** Any student that violates the law of any local, state, or federal statute is subject to discipline and may be reported to the authorities.
26. **Violations of Parking/Driving Regulations:** Students shall not operate his/her vehicle in a reckless manner while on school property.
27. **Weapons:** The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the Director. Failure to report such information may subject the student to disciplinary action. The Superintendent shall refer anyone who violates this policy to law enforcement officials and may take any necessary steps to exclude the person from Board property and Board-sponsored events, regardless of whether such person possesses a valid concealed weapon license.
28. Horseplay, pranking, roughhousing, and similar types of behavior are considered safety violations and any student engaged in such behavior will be asked to leave the campus and may be removed from the program.
29. Acts of misconduct that interfere with orderly classroom procedures, school functions, extracurricular programs, or a student's own learning process will be subject to disciplinary action and may result in removal from the program.

C. Administrative Removal of a Student

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

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

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

D. Dress Code

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

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

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

Students who do not comply with dress code policies will be sent home and the day will be considered an unexcused absence. Students will receive a "0" for the day.

E. Cell Phone Usage/Texting In Class

Our classrooms are learning environments and, as such, Auburn Career Center expects everyone in attendance to be respectfully engaged in the learning process. Each instructor has his/her own policies on electronics, which may be outlined in the syllabus for that class, but common courtesy requires that students turn off unnecessary electronic devices and refrain from using them for entertainment or communication during class. If students choose to bring a cell phone to class, please set the ringer to

“silent” so that it does not disturb others. Students who do not comply with their instructors’ policies on the use of electronics in class may be required to surrender their equipment for the class period or may be asked to leave the classroom. Academic or administrative penalties may result from such absences or removals.

F. Firearms

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

Hunting is not allowed on the Auburn campus or property.

G. Food and Drink

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

H. Drug Free/Alcohol Free Campus

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

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

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

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

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

I. Harassment

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

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

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

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

J. Other Violations of the Anti-Harassment Policy

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

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

K. Sexual Harassment

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

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

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

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

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

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

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

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

L. 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.

M. 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.

N. National Origin Harassment

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

O. 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 with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

P. Reports and Complaints of Harassing Conduct

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

"Third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or

seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

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

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

Q. Informal Process for Addressing Complaints of Harassment

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

R. Formal Process for Addressing Complaints of Harassment

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

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

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

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

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

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

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Ohio Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

S. Sanctions and Monitoring Harassment

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

Where the Board becomes aware that a prior remedial action has been taken against a member of the

School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

T. Sales and Solicitation

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

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

U. Progressive Discipline

If the behavior of a student conflicts with policies and procedures outlined this publication, a progressive discipline system can be utilized to seek to increase the student's sensitivity to the personal and social consequences of his or her behavior. The use of progressive discipline is at the discretion of the Director of Adult Workforce Education.

V. Sanctions

After a determination of responsibility has been established, the course instructor and/or appropriate supervisor can set sanction(s) appropriate for the violation. The purpose of the sanction(s) is to facilitate change in the student's behavior so that they can function positively within the confines of Auburn Career Center. The purpose of a sanction is to educate a student as well as clearly communicate that such behavior is not tolerated by the school. Previous records of violations will influence the new sanction. One or more of the following sanctions may be imposed upon an individual or group of individuals, as the situation dictates. Students are reminded that the Director of Adult Workforce Education has the option of increasing sanctions without moving in numerical order, depending upon the severity or the frequency of the violation.

1. **Official Warning:** An Official Warning is a written description of the student's misconduct with the understanding that this type of behavior is inappropriate and violates the basic expectations of students as set forth by Auburn Career Center. Further misconduct will result in more severe disciplinary action. The Official Warning will be placed in the student's file and will be taken into consideration should there be any further behavioral violations.
2. **Behavioral Agreement:** A Behavioral Agreement is written by an administrator and student for the purpose of improving behavior or attitude. The agreement will outline specific obligations or behaviors that the student must meet within a specific period of time. The agreement serves as a contract of understanding between the student and the administrator.
3. **Disciplinary Probation:** Disciplinary Probation is imposed after a student has made a serious violation or has repeatedly violated campus policy. Probation allows the student to remain at Auburn Career Center on the condition that he or she complies with the Career Center's policies and the conditions of their particular probation or behavioral agreement. The conditions of the probation will be determined by the Director of Adult Workforce Education. Further violation of

campus policy, to include violating the terms of the probation, may result in removal from Auburn Career Center enrollment. This must be considered an extremely serious probation.

4. **Suspension:** Suspension is the involuntary, temporary loss of student status for a specified period of time after which the student may return. A suspended student may not attend classes or any function on the Auburn Career Center campus. The student will be required to leave campus and may not return until the time period of the suspension has ended. The student will lose credit for the classes carried that term. Fees and tuition will be forfeited according to the withdrawal policy. The administrator may establish additional requirements in some cases, which must be completed prior to their return to Auburn Career Center. This disciplinary action will be recorded on the student's record and placed in their file. Students enrolled in some programs regulated by state or federal regulatory agencies may be reported to those authorities.
5. **Expulsion:** Expulsion is the permanent termination of student status. This sanction is one of immediate involuntary separation from Auburn Career Center. Students who are expelled from Auburn Career Center may not re-enroll in any program or class from that time forward.
6. **Discretionary/Educational Sanctions:** Discretionary Sanctions are actions required by a student, outlined by an administrator, which may include referral to health services, counseling, special seminars, field study, work detail, community service or participation in an appropriate educational program.

STUDENT SUPPORT SERVICES

A. Academic Support

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

B. Disability Services

Differences in Primary/Secondary Education and Post-Secondary Education

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

Student Responsibility

Students are not required to disclose a disability of need unless they would like to access services for an accommodation. If a disability is disclosed and services are expected: the student will be required to provide the ADA office of Auburn Career Center, proof of the adult disability. A primary or secondary IEP (Individual Education Plan) does not meet this requirement. It is suggested that all students requiring consideration for an adult accommodation contact the ADA office immediately upon admission/registration to ensure that the proper documents are filed by the time classes commence.

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

Information Adult Diagnostician Provides

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

Note: student bears the financial responsibility for Adult ADA Testing and Diagnosis. Check with your insurance company to see what your insurance policy covers.

Service Provisions are based on the diagnosis and recommendations of the diagnostician. Ancillary Services may not be appropriate for Auburn Programs. Many of the Auburn classes are hands-on learning and students are required to demonstrate knowledge and expertise with in the classroom and lab settings.

Auburn is not required to lower coursework standards for assignments, grades, attendance; though if appropriate, extended time for tests, and assignments may be provided. Contact the ADA office located in the Student Services Office as soon as possible to ensure provision are available for student success.

C. Career Resources

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

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

To remain eligible for Financial Aid or GI Bill benefits, the student must be successfully progressing in his/her program of training at a rate not to exceed a maximum time frame of 110% for their program of training (see additional completion requirements in the Auburn Practical Nursing program, Paramedic, and EMT Basic handbooks). Unless otherwise noted in the Auburn Practical Nursing, Paramedic, or EMT handbooks, all students must maintain a 70% GPA as well as 90% attendance in order to meet the Satisfactory Academic Progress Policy (SAP). The financial aid office will evaluate each student's progression at the end of each payment period.

Students receiving funding through GI Bill Benefits that are not in compliance with the Satisfactory Academic Progress Policy (SAP) will be determined ineligible for benefits and will be subject to termination from school.

A. Warning

If the student is not meeting the Satisfactory Progress Requirements at the end of any module of their program, the student will be given a warning that she/he may be in jeopardy of losing eligibility for financial aid or GI Bill benefits. The student will continue to receive financial aid or GI Bill benefits during the warning period.

B. Probation

If a student fails to meet the requirements for satisfactory academic progress at the end of the program module, the student will be required to schedule a consultation with the Student Services Coordinator. The student will be placed on probation until the end of the next program module and provided with an academic plan to come into compliance with the school's satisfactory academic progress standards. The student will remain eligible for financial aid or GI Bill benefits during the probationary period. At the end of the probationary period, the student must be meeting the academic/attendance progress standards and the academic plan developed for the student. If the student is not in compliance with the academic/attendance standards or the academic plan, the student's financial aid or GI Bill benefits eligibility will be terminated and the student will be subject to termination from school. EMT, Paramedic and Firefighter programs do not qualify as a module program, therefore students will be monitored according to state academic/attendance progress standards. The Director of Adult Workforce Education will inform the student by letter of her/his probation/suspension status and her/his dismissal from the school.

C. Appeal Process

Students have the right to appeal unsatisfactory academic progress decisions. Appeals must be submitted to the school's Department of Financial Aid within five (5) calendar days of receipt of the unsatisfactory progress notice. The appeal must be accompanied by documentation supporting the mitigating circumstance that prevented the student from attaining satisfactory progress. The written appeal as well as all mitigating circumstances will be reviewed for decision by both the Director of Adult Workforce Education and the Financial Aid Director as SAP clearly involves academics, financial aid and GI Bill benefits. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. The appeal may be submitted to the Director of Adult Workforce Education, whose decision is final. The student will be notified of the decision within ten (10) days. The review and decision by the Director of Adult Workforce Education and Financial Aid Director are final.

D. Reinstatement

If a financial aid probation, GI Bill benefit probation or educational plan is successfully appealed, the student's financial aid or VA benefit eligibility will be reinstated for the payment period in which the appeal is applicable.

E. Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return

in the same satisfactory academic progress status as at the time of withdrawal. There are no non-credit remedial courses.

F. Course Repetition

A student may repeat a course they failed or did not complete. The repeat grade will supersede any previous grade. However, for students repeating a course, they must complete the program within the maximum timeframe allowed. Students will not receive financial aid or GI Bill benefits for repeated coursework unless the student has not been in attendance for 180 days (see policy on Returning Students).

G. Failure of Classes - Returning to Continue Program of Training

Students who fail a class then return at a later date to continue in the program of training, either in the same award year or the following, are required to meet with either the Public Safety Director, the Director of Nursing, or the Adult Workforce Director, in addition to the student services coordinator to re-enroll after failure of program. For financial aid or VA benefit purposes, if the student fails, pending Pell, Student Loan disbursements or GI Bill benefits are placed on hold until the financial aid office determines if the student is eligible to receive those disbursements. Returning students must also follow the SAP policy as listed in the Handbook. Title IV aid disbursements for returning students are distributed based on when the student returns and how many clock hours are scheduled for that student to complete. Additional stipulations regarding financial aid award amounts and GI Bill benefit disbursements apply to returning students; therefore, that information is available from the financial aid office.

If the student fails but does not return, the student's Title IV or GI Bill benefit is recalculated based on the total number of clock

HEALTH

A. Accidents or Illness

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

B. Communicable and Infectious Diseases

The Board of Education seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons with the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus);
- B. AIDS (acquired immune deficiency syndrome);

C. AIDS related complex (condition);

D. HAV, HBV, HCV (Hepatitis A, B, C);

E. other disease that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes the fact that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

With this in mind, the Board directs the Superintendent to develop programs for students and staff for the purpose of understanding the manner in which these diseases may be prevented and how they are transmitted. These programs should specify, the risk factors involved, how to deal with those risks, and emphasize the fact that these diseases are preventable if basic precautions are taken.

The Board further directs the Superintendent to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and negotiated agreement and opportunities for reasonable accommodation as described by the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction.

*** Auburn Career Center's Board of Education has approved a 12 page plan as it relates to COVID 19; that plan is found at [www.auburncc.org](http://www.auburncc.org/Downloads/Back%20to%20School%20-%20brd%20app%208-4-2020.pdf) under the COVID 19 Tab
<http://www.auburncc.org/Downloads/Back%20to%20School%20-%20brd%20app%208-4-2020.pdf>

C. Emergency Medical Authorization Forms

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

D. Health Risks Associated With Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required in driving a car safely, increasing the likelihood that the driver will be involved in a car accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol caused marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal symptoms can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. As described in What Works: Schools Without Drugs (1989 Edition, Department of Education).

SAFETY

A. Video Surveillance

The interior and exterior of Auburn Career Center 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. For further information, contact the Director of Adult Workforce Education.

B. In Case of Fire

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

C. Safety Drills for: Fire, Tornado, Lock Down, and Disaster

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

D. Safety Regulations

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

1. Horseplay (ex: throwing or shooting objects, wrestling, pushing, running, etc.) in the school shall not be tolerated.
2. All accidents/injuries shall be reported immediately to the instructor or other school qualified personnel.
3. Good housekeeping rules and regulations shall be followed.
4. Proper personal protective equipment shall be worn.
5. Safety procedures shall be followed when operating equipment or handling material manually or mechanically.
6. All hazardous materials shall be properly labeled and stored.
7. All hazardous materials taken out of the original container must be properly labeled if not used by the end of lab.
8. Chemical substance abuse shall not be permitted.
9. Wet, slippery, hazardous traffic areas shall be properly identified.
10. All designated aisle ways shall be kept unobstructed.

11. Emergency equipment shall never be blocked.
12. Where adequate ventilation is provided, it shall be used.
13. School motorized equipment shall not be driven by students without proper safety instruction and no motorized equipment may be removed from school property.
14. Food and drink are permitted in designated areas only.

E. Shop Regulation

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

SCHOOL OPERATIONS

A. Grievance Procedures for Nondiscrimination and Equal Opportunity/Access

Any person who believes that she/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator. The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115.

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

1. **Step 1:** A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply, in writing, to the complainant within five (5) business days.
2. **Step 2:** If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, she/he may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond, in writing, to the complainant within ten (10) business days.
3. **Step 3:** If the complainant remains unsatisfied, she/he may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within 20 business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party

within ten (10) business days of this meeting.

4. **Step 4:** If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office for Civil Rights, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115.

Inquiries concerning the nondiscriminatory policy may be directed to: Director, Office for Civil Rights, Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-1100.

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

B. Grievance Policy

Auburn Career Center believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issue and attempt to resolve the problem. Situations that a student may file a grievance include any item(s) so guaranteed by local, state or federal law, as well as disciplinary issues. Students may not file a grievance relative to school policies and procedures, curriculum, tuition related issues, or other issues that are generally considered managerial decisions.

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

C. Privacy/Confidentiality

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

D. Parking

Parking is available without charge to all students attending Auburn Career Center. Students are advised to lock their vehicles and to avoid leaving items in the vehicle that might prompt a break-in. Auburn Career Center assumes no liability or responsibility for damage or theft to vehicles or their contents, and anyone parking on Auburn Career Center campus parking areas does so at their own risk. In the event of a theft, damage, or accident involving a vehicle on campus, the individuals involved are advised to file a report to the proper law enforcement authorities.

E. Change of Address/Phone Number

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

F. Security

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

G. School Closing

The Workforce Education Division of Auburn Career Center adheres to a school calendar for sheduled holidays. The calendar may be accessed at the school website or by asking for a copy from the Adult Workforce Education Office. Unsheduled school closings will be announced over television stations or online. Our school closing announcements will be listed as Auburn Career Center Adult Workforce Education. Unsheduled class cancellations occur mainly during the winter months. Workforce Education classes do NOT necessarily follow the high school protocols. Students should use their discretion to determine if weather conditions preclude attending class. Students who choose not to attend when Auburn remains open will be counted absent. All unsheduled school closing hours must be made up with a sheduled make-up day. Students who choose not to attend a sheduled make-up day will be counted as absent.

H. Protection and Privacy of Student Records

Auburn Vocational School District maintains many student records including both general information and confidential information. General information may include student name, address, telephone number, date and place of birth, major field of study, dates of attendance, date of graduation, and awards received. General information cannot be provided to any individual or organization without the written consent of the student. Students may refuse to allow the Board to disclose any or all general information. For further information, please consult the Family Education Rights and Privacy Act (FERPA) notice, which can be found at www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

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

I. Transcripts

Students have the right to review and receive copies of all educational records. They must complete a transcript request form located in the back of the Handbook. Send completed form to the Adult Workforce Education Office, 8221 Auburn Road, Concord Twp., OH 44077 or fax to 440-358-8012.

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

Students wishing to review student records should provide a written notice identifying requested student records to the Director of Adult Workforce Education, and should make an appointment by contacting the Adult Workforce Education Office.

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

J. Crisis Management

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

L. Voter Registration

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

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

You'll need to complete and submit a [Voter Registration and Information Update Form](#).

To register to vote **in person** or **by mail**, take or send a completed [Voter Registration and Information Update Form](#) to your local [County Board of Elections office](#).

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

1) [Boards of Elections office](#). 2) [Ohio BMV deputy registrar office](#). 3) Ohio public library 4) County Treasurer Office. The Ohio SOS website provides a [complete list of locations](#) to obtain a copy of the OH Voter Registration Form.

M. Constitution Day

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

N. Civil and Criminal Penalties for Violation of Federal Copyright Laws

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

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

TECHNOLOGY

A. Student Network and Internet Acceptable Use and Safety

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

B. Media Services

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

ALUMNI INFORMATION

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

CLERY ACT INFORMATION

For information on campus safety and security at Auburn Career Center, visit the The Campus Safety and Security Data Analysis Cutting Tool at www.ope.ed.gov/security.

PROGRAM DESCRIPTIONS

Machining/CNC

Course Description

Clock Hours: 665

A partnership with Kennametal Inc. and other leading manufacturers delivers a comprehensive manufacturing training program. The first half of the course is held at Auburn with classroom and lab/machine shop instruction, followed by a paid internship at a local manufacturing company. This course will cover the fundamentals of operating manual mills and lathes to lay the foundation for operating a CNC machine. There will be hands-on experience programming, setting up, and operating a CNC machine, along with the inspection techniques needed to ensure a quality part. Reading micrometers, calipers, height gages, etc. will be taught in this class. OSHA 10-Hour General Industry Certification test is included.

Machining 1

Course Description

Clock Hours: 100

A comprehensive course designed to provide the skills needed for an entry-level position in manufacturing and machining trades. Topics include safety, blueprint reading, machining math, quality assurance, tolerances, geometric dimensioning, machine maintenance, machining operations, turning (lathe) processes, and milling processes. **Certification:** 10-Hour OSHA

Machining 2

Course Description

Clock Hours: 145

Topics in machining including advanced machining math topics, geometric dimensioning and tolerances, dimensional gauging, precision measuring tools, advanced cutting tools and processes, milling operations and turning operations. **Certification:** 10-Hour OSHA

CNC Operations

Course Description

Clock Hours: 145

Introduction to Computer Numerical Control (CNC) operations. Topics include use of Cartesian coordinate system, G codes, M codes, fundamentals of programming, subroutines, machine offsets, tool holders, loading programs, troubleshooting programs. Course includes hands-on experience on HAAS CNC turning and milling centers.

Prerequisite: Machining I & II or equivalent work experience based upon an evaluation by our program instructors. **Certification:** 10-Hour OSHA

Certified Production Technician

Course Description

Clock Hours: 160

The program will prepare you to be a productive team member in a manufacturing environment. Instruction includes manufacturing processes and production, maintenance, safety and quality control. The program will prepare you to take the Manufacturing Skills Standards Council certification exams..

Certification: 10-Hour OSHA

HVAC

Course Description

Clock Hours: 600

This comprehensive HVAC technician course covers electrical processes, refrigeration, cooling and A/C, heating, heat pumps, installation, air distribution, and hydronic. The EPA Section 608 Certification for CFC Refrigeration Recovery/Recycling and OSHA 10-Hour General Industry Certification tests are included.

Industrial Electricity -Electrical Training

Course Description

Clock Hours: 320

This course provides training in industrial electrical applications. Instruction consists of instructor led classroom, online topics, and hands-on learning with equipment. Learning is directed toward achieving the highly Recognized NIDA certification. OSHA 10-Hour General Industry Certification test is included. Books, tools, and safety equipment are required at an additional cost.

Welding

Course Description

Clock Hours: 620

This comprehensive program is designed to teach the fundamentals of the welding process. Includes welding safety, SMAW (stick), MIG, TIG, Metal fusion, electrode gas, and equipment selection. Safety glasses, helmet, welding coat, steel toe shoes and welding gloves required to enter the class. Welding certificates available at an addition cost per test. OSHA 10-Hour General Industry Certification test is included.

Stick Welding 1 &2

Course Description

Clock Hours: 248

Fundamentals of SMAW (stick welding) include welding safety, proper equipment set up and recognition, proper electrode selection for flat, vertical up and overhead welding on light gauge material. Blue print reading including welding symbol recognition, use of measuring tools. A 10-Hour OSHA online safety certification is required before classes begin. Contact the Adult Workforce Education Office for the tools and safety equipment required within the first week of class.

Certification: 10-Hour OSHA General Industry Certification

Fundamentals of SMAW (stick welding) include welding safety, proper equipment set up and recognition, proper electrode selection for flat, vertical up and overhead welding on light gauge material. Blue print reading including welding symbol recognition, use of measuring tools. A 10-Hour OSHA online safety certification is required before classes begin.

MIG Welding

Course Description

Clock Hours: 124

Fundamentals of GMAW (MIG welding) includes safe, proper use and set up of welding equipment, proper size and types of welding wire including solid wires and flux core wires, proper gas selection and ratios for welding on steel-light gauge and heavy steel plate and introduction to Pulse-Spray techniques. A 10-Hour OSHA online safety certification is required before classes begin. Welding instruction also requires online work outside of class. Course includes one certification test.

TIG Welding

Course Description

Clock Hours: 124

Fundamentals of GTAW (TIG) welding includes safe, proper use of welding equipment and set up on AC/DC polarities, proper gas ratios and types, proper wire selection and tungsten selections for different types of metals including steel, stainless steel, and aluminum (light gauge to 1/8") material, and introduction to pulse welding. A 10-Hour OSHA online safety certification is required before classes begin. Welding instruction also requires some online work outside of class. One certification test included with course.

Residential Wiring

Course Description

Clock Hours: 48

This course covers the basics of residential wiring, including boxes, runways, cabling, service panels, and NEC code application. Books are an additional fee.

Small Engine Repair

Course Description

Clock Hours: 48

Training on repairing small engines. Lawn mower engines, motor boats and recreational vehicles. Work with engines, ignition systems, electrical circuits, fuel systems, two-stroke, four-stroke, and outboard engines. OSHA 10-Hour General Industry Certification test is included.

Auburn Practical Nursing Program

Clock Hours: 1200

A hands-on learning approach to training will prepare you for your state board-credentialing exam for LPN. Focuses on delivering high quality nursing care to clients in any stage of wellness or illness. As part of Auburn's Health Career Pathway Partnership with Lakeland Community College, students who complete will be able to continue their career pathway education in Lakeland's Associate Degree program. Note: online coursework is also part of this program.

Course Description

Anatomy & Physiology

This is an introductory study of human anatomy and physiology. It traces the organization of the body from a single cell to a coordinated whole. The purpose of the course is to focus on the interaction of all body systems for the maintenance and attainment of homeostasis. A primary objective is to describe and explain the fundamental facts and principles of anatomy and physiology for the purpose of application in a clinical setting. Examples of body structure and its relationship to self-care principles are presented to provide a scientific basis for both nursing practice and theory. Lecture: 90 clock hours (60 first quarter/30 second quarter).

Growth and Development

This course highlights the human development processes, conditions and events that occur during the various life stages from infancy to end of life. This includes the effects of family, cultural, religious, and environmental influences that the client experiences in their struggle to maintain, promote or restore health. The student will learn the developmental self-care requisites throughout the life span. An understanding of normal growth and development is essential to the delivery of nursing agency in the promotion of self-care agency. Lecture: 60 clock hours (40 third quarter/20 fourth quarter).

Nutrition

This course will prepare the student to understand vital nursing concepts which will include nutrition theory and modified and therapeutic diets as required to meet universal self-care requisites. The essential

nutrients are covered, including definitions, descriptions of functions, effects of excesses and deficiencies and food sources. Nutritional standards including dietary reference intakes are explained and incorporated into the discussion of nutrients. Information on the use of food in the body and how the body maintains energy balance completes the course. Lecture, audiovisual, observation and discussion strategies are used to relate personal and family dynamics for the application to nursing practice. Lecture: 50 clock hours (30 first quarter/20 second quarter).

Personal & Vocational Relationships

This course will prepare the student to understand vital nursing concepts, including: self-care health deviation, health care delivery systems, ethics, statutory, criminal, contractual, and tort laws. Related historical and cultural content will be introduced. Emotional homeostasis will be discussed with the goal to maintain self-care. The nursing process, self-care agency, leadership, licensure, employability and patient education are incorporated into the course. Opportunities to demonstrate both verbal and written communication will be provided to facilitate nursing agency and the communication of pertinent information. Lecture: 50 clock hours (30 first quarter/20 fourth quarter).

Pharmacology I

This course introduces the beginning student to their role in medication administration. Legal aspects of medication administration, principles and foundations of medication administration and lifespan and cultural modifications are all topics included in this beginning course. Preparation, administration and calculation of drug dosages complete this beginning course. The development of safe medication administration skills for the student occurs during Nursing Fundamentals learning experiences. The IV therapy didactic content is included in this course. Skills related to IV therapy will be practiced and tested in Nursing Fundamentals during the second quarter allowing students to successfully complete the IV therapy requirement as set forth by the Ohio Board of Nursing. Lecture: 90 clock hours (50 first quarter/40 second quarter) Lab: 20 clock hours integrated within Nursing Fundamentals in second quarter.

Pharmacology II

This course provides essential information on specific groups of medications. This will assist the students in the development of critical thinking skills that will facilitate safe preparing and administering of medications. The student will utilize learned skills from Pharmacology I and build on those skills to learn the classification, action, major side effects, drug interactions, and patient education for nursing agency administration of medications. This course reinforces the nursing role in medication administration. Legal aspects of medication administration, principles and foundations of medication administration and lifespan and cultural modifications are all topics reviewed in the instruction of this class. Lecture: 80 clock hours (40 third quarter/40 fourth quarter).

Nursing Fundamentals

This course provides the new nursing student with the fundamental concepts and nursing skills to meet universal self-care requisites of the client across the lifespan. The student will learn to assimilate nursing concepts by use of critical thinking skills and the application and implementation of the nursing process. Evaluation of the student is based upon the student's use and application of the nursing process, health concepts, communication skills, critical thinking and reasoning skills, application of legal and ethical concepts, performance of safety and nursing skills. Lecture: 100 clock hours (50 first quarter/ 50 second quarter). Laboratory: 90 clock hours (60 first quarter/30 second quarter) Clinical: 120 clock hours (0 first quarter/120 second quarter).

Nursing Across the Lifespan

The course presents the theory, health concepts, and clinical experiences in nursing across the lifespan. The learner develops nursing care agency while promoting client self-care agency to meet the client's self-care requisites. Lecture: 100 clock hours (60 third quarter/40 fourth quarter). Laboratory: 40 clock hours (40 third quarter). Simulation Laboratory: 24 clock hours (12 third quarter/12 fourth quarter). Clinical: 276 hours (108 third quarter/168 fourth quarter).

Technology Lab

This course provides the beginning student with the fundamental concepts and nursing skills using technology to identify and communicate universal self-care requisites of the client throughout the lifespan. Evaluation of the student is based upon the proper use of the computer to utilize the nursing process, health concepts, communication, documentation, nursing ethics, laws, policies, procedures, nursing skills and safety. Lecture: 30 clock hours (20 first quarter/10 second quarter).

Emergency Medical Technician

Course Description **Clock Hours: 220**

The Emergency Medical Technician program prepares students to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians EMT certification examination. The EMT-Basic Program is accredited by the Ohio Division of EMS and meets the NEW National EMT Curriculum.

Firefighter I & II

Course Description **Clock Hours: 300**

Firefighter I & Firefighter II training and education program are designed to train the student for an entry-level position into the fire service. A student who has successfully completed the Firefighter I & II course will be eligible to take the certification examination. Prerequisites do apply.

Paramedic

Course Description **Clock Hours: 1020**

This intensive, 1200-hour class-hour course meets the new National Standard for Paramedic. It is a comprehensive, rigorous State of Ohio accredited program designed to take a Basic or Intermediate EMT to the next level in the EMS or firefighting career. The course integrates online, classroom, practical, and clinical experiences to provide refinement of skills learned. Successful completion of this exam is necessary for State of Ohio Paramedic certification. Prerequisites do apply

Public Safety Academy

Course Description **Clock Hours: 624**

This program covers EMT, Anatomy & Physiology, EKG and Firefighter 1 & 2. It prepares you to take the Ohio Department of Emergency Medical Services certification(s) and National Registry as well as preparation into the Paramedic program. The course starts off with Emergency Medical Technician on Tuesdays and Thursdays in conjunction with Anatomy & Physiology and EKG on Friday's ending with

Firefighter 1 & 2 program. Additional fees may apply.

Certifications: EMT, EKG and Firefighter 1 & 2

EKG Technician

Course Description **Clock Hours: 40**

This course is designed for an aspiring health care learner who is motivated to become an EKG Technician. The course will provide you the knowledge and understanding of the utilization of the electrocardiogram machines, anatomy & physiology of the heart, medical disease processes & terminology, electrocardiography and echocardiography as well as other objectives. EKG technicians are responsible for interpreting the data output, ruling out artifacts and glitches while evaluating the patient's heart rate, blood flow, and more.

Volunteer Firefighter

Course Description **Clock Hours: 36**

After successful completion of the thirty-six hour Ohio Volunteer Firefighter's Course, students are eligible to take the state exam for Volunteer Firefighter as recognized in the Ohio Revised Code. The Volunteer Firefighting course provides the basic elements upon which Firefighters can begin to build their training portfolio and assist in firefighting operations with their Fire Departments. Students must be 18 years of age and out of high school. This class contains strenuous physical activity. Physical fitness required by first class.

State Tested Nurse Aide

Course Description **Clock Hours: 78**

This 78-hour class will lead to positioning you to take the Ohio State Tested Nurse Aide exam. Completers will be qualified to work in many healthcare settings, especially rehabilitation and long-term nursing care facilities.

Students are required to have white shoes, solid color scrubs, a watch with a second hand and proof of a current 2-step TB test on the first day of class. State testing fees are not included in the price of the class.

Fire Inspector

Course Description **Clock Hours: 80**

The Fire Inspector Program is an 80-hour, 2-week course going over the State of Ohio Curriculum. The course uses the International Association of Fire Chiefs Fire Inspector Principles and Practice 1st Edition book, Ohio Fire Code and Ohio Building Code. Students do not have to purchase the codebooks if sponsoring department or student has current up to date Ohio Fire Code and Ohio Building Code books. The course is a mix of didactic and practical application. Students will utilize Blackboard online learning to do take-home work.

AHA First Aid

Course Description **Clock Hours: 4**

Students will learn to provide first aid to all ages and receive a First Aid Course completion card valid for two years. This course meets the prerequisite requirements for all Ohio Firefighter I & II Programs.

AHA Heartsaver CPR AED

Course Description **Clock Hours: 4**

One day course that covers AHA Heartsaver CPR and AED for all ages. This course meets the prerequisite requirements for all Ohio Firefighter I & II Programs.

EMT VILT 30-Hour Refresher

Course Description

Clock Hours: 30

This course is a 30-hour State of Ohio EMT Refresher course following the current guidelines. This class is also compliant with the 2016 NCCP EMT and NREMT updates. Credit is given for both at no extra cost, it requires additional testing that is included in the class. EMS instructors are available Monday thru Friday from 0900 - 1700 to answer questions specific to the curriculum or help students with content delivery.

Paramedic VILT 30-Hour Refresher

Course Description

Clock Hours: 30

The didactic portion of the Ohio Paramedic Refresher Training Program is designed to refresh Paramedic skills. The program consists of 48 hours of online content and one 8-hour skills verification session. In order to receive a certificate of completion, students must demonstrate competency over the knowledge psychomotor skills outlined in the program through written and practical testing.

Auburn Aspire Program

Auburn's Aspire Program provides **FREE** services for individuals who need assistance acquiring the skills to be successful in post-secondary education and training, and employment. All students are required to attend orientation, where an assessment is given to help determine the individual's educational needs and goals.

Services available:

- **Adult Secondary Education/High School Equivalence Preparation:** Classes that prepare students for the High School Equivalency Certificate
- **Employment Skills:** Brush up on math or reading skills
- **English for Speakers of Other Languages (ESOL):** Free classes to learn how to speak, read or write English.
- **Distance Education:** Study from home in addition to class time!

Classes are offered mornings and evenings at various locations throughout Lake and Geauga Counties! See our website for locations: www.auburncc.org

NOTE: Auburn continues to offer programs that meet the need of the community. Courses may be added or deleted throughout the course of the school year.

Adult Workforce Education Withdrawal Form

Today's Date: _____

Name: _____

Address: _____

Email: _____ Phone: _____

Name and Address of Employer: _____

Title or Position: _____

Program enrolled in: _____

Reason for withdrawal: _____

Date of withdrawal: _____

Last Date of Attendance: _____

Student's Signature: _____

Adult Workforce Education Director or Designee: _____

Information also needs to be provided to:

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

Adult Workforce Education Leave of Absence Form

Student Information

Today's Date: _____ Program Name: _____
Student Name: _____
Address: _____
Phone: _____ Email: _____

Leave of Absence Information

Leave requested from: ____/____/____ to: ____/____/____ Total number of days: _____

Reason for leave of absence (please attach additional letter if necessary):

Leave of Absence Policy:

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

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

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

Student's Signature: _____ Date: _____

Director of Adult Workforce Education Signature: _____ Date: _____

FOR OFFICE USE ONLY:

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



ADULT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

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

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

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

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

Please complete the following information:

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

Program: _____

Please read the following.

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

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

Student Signature: _____ Date: _____



TRANSCRIPT REQUEST

8140 Auburn Rd., Concord, OH 44077
440.357.7542/fax:440.358-8012

Student Name: _____ Date: _____

Birth Date: _____ Phone: _____

Program/Trade Area: _____

Date Entered: _____

Date Withdrawn: _____

Date Completed: _____

Records requested: ___ Transcript ___ Certificate

Send Official Transcript to:

Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Signature of Student

Date

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

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



Auburn Career Center
8140 Auburn Rd.
Concord Twp., OH 44077
440-357-7542

Empower, Excel, Enrich

WORKFORCE EDUCATION MAKE-UP DAY NOTICE

Date: _____

Student Name: _____

Address: _____

Because programs in Adult Workforce Development are based upon specific numbers of hours (clock hours), it is critical that all workforce development students attend classes and related training to be in compliance with the required hours for the course.

You are receiving this notice because you have missed a class or training event, and need to schedule a time and date to make up the missed hours. Please complete the following information and return to your instructor with the next 48 hours.

Be advised that failure to complete make-up days may result in a failing grade for the class, not receiving a certificate of completion, or other additional penalties particular to your program. Students are expected to comply with any attendance policies for their program, and to make up any days missed that are permitted as listed in the Student Handbook.

Days missed that may made up are due to circumstance beyond the control of the student. For example, weather emergencies, homeland security emergencies, failure of an instructor to attend, building evacuations, or other issues may result in class being cancelled. In such cases, the instructor may schedule an all-class make-up date to comply with the clock hour requirement for your program. You are required to attend these classes or to make arrangements with your instructor to make up the hours regardless.

If you have any questions, please feel free to call me at 440-357-7542 ext. 8159.

Sincerely,

Michelle Rodewald
Director of Adult Workforce Education and Business Partnerships



WORKFORCE EDUCATION MAKE-UP DAY NOTICE FORM

Student Name: _____

Program: _____

Instructor: _____

Date Absent: _____
(use a separate form for each date)

Reason For Absence: _____

Make-up Date: _____

Curriculum/topic covered on make-up date _____

Make-up Date Completed

Instructor Signature/Date

Student Signature/Date

Director of Adult Workforce Education or Designee Signature/Date

cc: Student file



**AUBURN CAREER CENTER
WORKFORCE EDUCATION STUDENT HANDBOOK
2020-2021**

STUDENT CODE OF CONDUCT INFORMATION SIGNED AGREEMENT

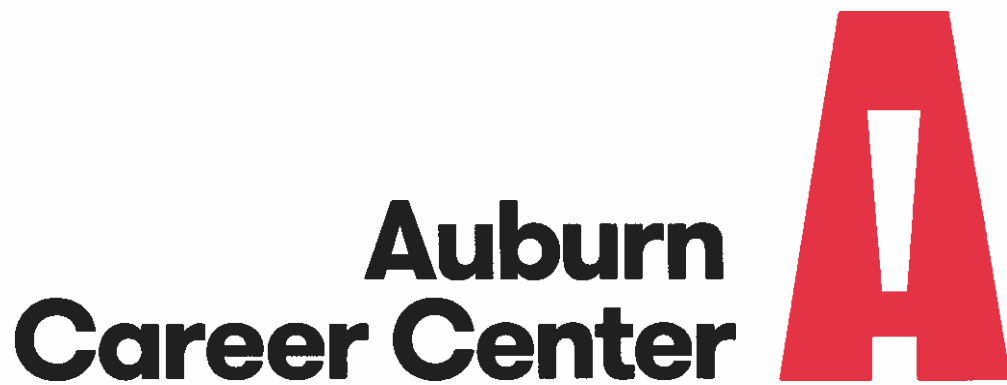
I have read all of the information included in the Workforce Education Student Handbook 2020-2021 and understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of Auburn.

Auburn Program: _____

Student Name: _____
(Please Print)

Student Signature: _____

Date: _____



Attachment Item #15

*Approve Enrollment
Agreement Form – Adult
Workforce Education*

ENROLLMENT AGREEMENT

Auburn Career Center students are responsible for all tuition and fees incurred as a result of participation in educational programs. All students **MUST** have a Tuition Payment Agreement on file in case there is a balance not covered by financial aid, Pell, scholarships, other funding, or the program is not eligible for financial aid.

If a student is not financial aid eligible, Pell Grant eligible, or receiving monies from a third party (VA, JFS, Company etc.) **the first payment must be made on or before the 16th of the first month of class.** Failure to make the first payment may result in the student being removed from the class.

****NOTE:** if a student *is* Financial Aid Eligible, the student must accept his/her award no later than 30 days after becoming eligible or this Tuition Agreement will begin.

A valid credit/debit card number must be provided to Auburn Career Center to allow the school to withdraw the monthly payments if needed (see above). Monthly payments are based upon the total amount of tuition and fees owed, divided by the length in months of the program. Programs of less than two months are not eligible for a payment plan.

This agreement will remain in effect until it is paid in full.

Student Name: _____ Class/Program: _____

<u><i>Start Date</i></u>	
<u><i>Tuition (incl. books/supplies)</i></u>	
<u><i>Financial Aid/Pell/Direct Student Loans(or estimate)</i></u>	
<u><i>Scholarships</i></u>	
<u><i>Other (Company/JFS/VA)</i></u>	
<u><i>Student Out-of-Pocket**</i></u>	
<u><i>Estimated Monthly Payment</i></u>	

*Based on Award Letter packaging and information provided by the student when completing the FAFSA. Direct Student Loans must be repaid with interest by the student following FSA guidelines. Loan amounts reflect amount borrowed, loan fees have not yet been deducted.

**Students utilizing the school payment plan agree to the payment dates and terms as set forth in the Payment Plan Contract.

SPRING FULLTIME PAYMENT BREAKDOWN 2020-2021

<u>Program Name</u>	<u># of Payments</u>	<u>Total Amount</u>	<u>App Fee</u>	<u>Sub Total</u>	<u>Monthly Payment Amount</u> AFTER APP FEE PAYMENT
Firefighter 1 & 2	6 (March-August)	\$3,000.00	\$30.00	\$2,970.00	\$495.00
with Rental Gear/SCBA	6 (March-August)	\$3,600.00	\$30.00	\$3,570.00	\$595.00
Emergency Medical Technician	6 (March-August)	\$2,100.00	\$30.00	\$2,070.00	\$345.00
Public Safety Academy	11 (March-Feb)	\$6,490.00	\$30.00	\$6,460.00	\$587.27
with Rental Gear/SCBA	11 (March-Feb)	\$7,090.00	\$30.00	\$7,060.00	\$641.81
Paramedic	11 (March-Feb)	\$8,100.00	\$30.00	\$8,070.00	\$733.63
with A & P	11 (March-Feb)	\$8,975.00	\$30.00	\$8,945.00	\$813.18
Practical Nursing	16 (Feb-May)	\$15,314.00	\$30.00	\$15,284.00	\$955.25
Mig Welding (Feb-April)	3	\$2,074.00	\$30.00	\$2,104.00	\$701.33
Tig Welding (April-June)	3	\$2,069.00	\$30.00	\$2,099.00	\$699.67
Cooling, Air Conditioning & Heat Pumps	5	\$4,917.00	\$30.00	\$4,947.00	\$989.40
Machining 11 (Jan-Feb)	2	\$1,854.00	\$30.00	\$1,884.00	\$942.00
CNC Operations (Feb-May)	4	\$2,498.00	\$30.00	\$2,528.00	\$632.00
Small Engine Repair (Nov-Jan)	3	\$910.00	\$30.00	\$940.00	\$313.33
Residential Wiring	2	\$2,069.00	\$30.00	\$2,099.00	\$1,049.50

ENROLLMENT AGREEMENT

EKG Technician		2	\$400.00	\$30.00	\$430.00	\$215.00
State Tested Nurse Aide		2	\$979.00	\$30.00	\$1,009.00	\$504.50
Excel		1	\$125.00	\$30.00	\$155.00	\$155.00

Check 1 (one) box below:

I agree to have my monthly payment taken automatically on the 16th of each month (or next business day) until paid in full.

I plan to make monthly cash/check/ or online payments on or before the 15th of each month and this card is only to be charged if a payment has not been made by such date.

I, _____ (credit card holder) authorize monthly payments in the amount determined by the total cost of the program divided by the number of months of the program (*subtracting any final determined other amounts in the chart above. This amount may change as amounts are recalculated when awards/scholarships are finalized*) to be charged on the 16th of each month beginning when the program starts.

Name on Card: _____

Type of Card: _____ Visa _____ MasterCard _____ Discover

Credit Card Number: _____ Expiration date: _____

CCID (Credit Card ID) on back of card _____

I hereby agree to pay Auburn Career Center under the terms and conditions of this agreement all tuition and fees indicated above. I understand that I may be obligated to pay 100% of my tuition and fees if I withdraw from the program, based on Auburn Career Center's refund policy in the current year student handbook. I understand if I withdraw, the balance I owe in its entirety will be charged to my credit card.

Signature of Card Holder: _____

Date: _____

STUDENT ACCEPTANCE

I understand and have received a copy of this two (2) page agreement, the Student Handbook, and the annual FERPA Notification. By signing below I acknowledge that I am aware of and agree to follow the Auburn Career Center policies and procedures as stated and agree to pay Auburn Career Center the total program tuition as per the refund policy found in the student handbook.

Student Signature: _____ Date: ____ / ____ / ____

ACC Staff Signature: _____ Date: ____ / ____ / ____

REFUND POLICY, ATTENDANCE AND STATEMENT OF LIABILITY

REFUND POLICY

Tuition refunds for Career Development Courses between 200 and 1200 clock hours will be prorated based upon the amount of tuition paid and the percentage of the program hours elapsed during the scheduled payment period. Students who have completed 50% or more of their program owe 100% of their tuition. *Fees, books, tools and the application fee are non-refundable on the first day of class.* For additional information regarding Auburn Career Center's Refund Policy, see the Student Handbook.

CLASS CANCELLATION POLICY

Classes may be cancelled if the minimum enrollment is not met. Auburn Career Center reserves the right to cancel, discontinue, postpone or combine courses before or after the first scheduled class. Students enrolled in a class that is cancelled will be contacted by phone and have the option to transfer to another class or receive a full refund. The refund will be made within 45 days of the programs planned start date.

STATEMENT OF LIABILITY

Auburn Career Center shall not be held liable for any injury(s) to individuals while on Auburn Career Center properties or any loss(es) and/or damage(s) to an individual's property that may occur while on Auburn Career Center properties. All students are responsible for following safety codes and procedures related to individual study courses. Students are expected to respect and adhere to school policies and course

regulations. All students enrolled in any program at Auburn Career Center are expected to display good conduct and self-discipline.

ATTENDANCE

Students are **required** to maintain a 90% attendance rate, for each class, at a minimum. Some programs regulated by state or federal agencies, such as EMT, PN, and Paramedic, may have requirements that are more stringent.

EXCESSIVE ABSENCE

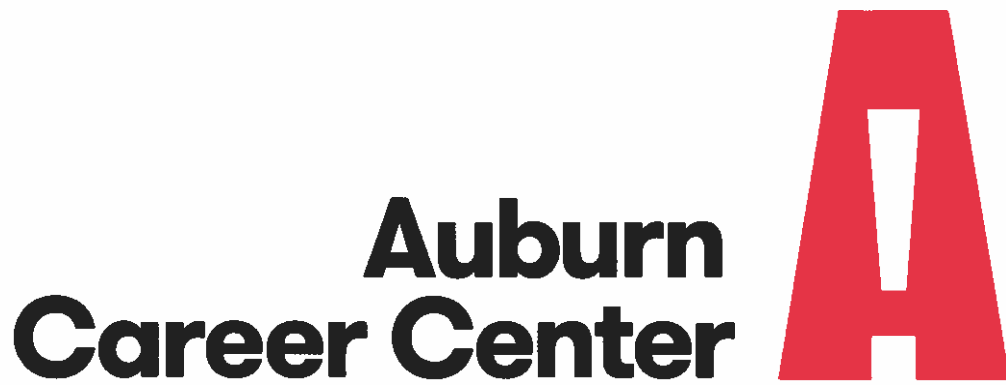
If a student exceeds the 10% absence disqualification benchmark they will not receive a Career Portfolio or an Auburn Career Center Certificate of Completion. A student exceeding the 90% limit may also be withdrawn from the program at the discretion of the Workforce Education Supervisor or Director of Adult Workforce Education.

A student who misses more than 15% of the total required hours for a module will be immediately withdrawn from the module and/or the program.

GRADING POLICY

Each program will have a list of competencies. Students must demonstrate proficiency in a minimum of 70% of all listed competencies in order to receive an Auburn Career Center Certificate. For state regulated programs (such as Practical Nursing, Paramedic, etc.) the percentage will be dictated by the program and may be higher than 70%. Competency achievement will be expressed through semester reports.

Students who are not achieving the required 70% competency limit by the end of the 1st semester will be removed from the program at the discretion of the Director of Adult Workforce Education. A list of competencies will be provided to the student in writing at the beginning of the school year.



Attachment Item #16

Approve Revisions of Back to School Plan

Back to School Plan

**Auburn
Career Center**



2020-2021

- ❖ Auburn Vocational Board of Education Approved 7/14/2020
 - ❖ Auburn Vocational Board of Education Approved Revisions 8/4/2020
 - ❖ Auburn Vocational Board of Education Approved Revisions 9/1/2020
 - ❖ Auburn Vocational Board of Education Approved Revisions 10/6/2020
 - ❖ Auburn Vocational Board of Education Approved Revisions 11/5/2020
 - ❖ Next Revisions to be Reviewed by the Board 1/12/2021
-

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 hold review 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 100.4°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.
- f. We will communicate to parents/guardian with written notification of a positive test or case of a student, teacher, staff member, or coach who may have shared a classroom space and/or participated in a school activity with your child during the COVID-19 infectious period. In addition, we will also notify the Auburn School Community of a positive test or case.

Example of a communication to school 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, address 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 440.350.2188.

Example of a Communication to parent/guardian of a positive test or case of school classroom space:

The Auburn Career Center is providing you as the parent/guardian, with written notification of a positive test or case of a student, teacher, staff member, or coach who may have share a classroom space and/or participated in a school activity with your child during COVID-19 infectious period.

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.
- l. A health committee comprised of employees will meet regularly to share observations and offer suggestions for health and safety in the school.

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 anytime outdoors on school property.
- 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.
- 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 have been established to ensure adequate time for lunches as well as required social distancing. Breakfast distribution and classroom delivery 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 and 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 traditional 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.
- x. If an employee is required to attend a face-to-face meeting off campus as a function of their job, written permission must be granted by an administrator.
- y. Upon approval of Superintendent or designee, programs may begin specified and approved contactless customer service effective approximately March 1, 2021.

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.

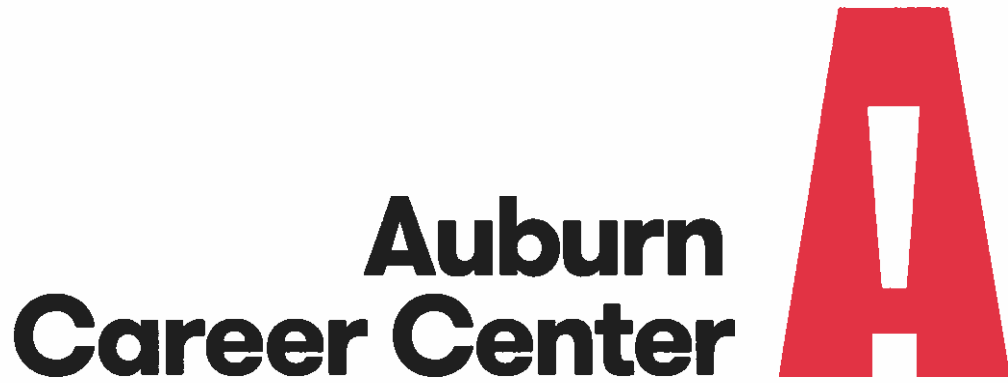
School nurses or staff who care for individuals with symptoms must use appropriate personal protective equipment, provided by the school, in accordance with Occupational Safety and Health Administration standards.

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 that 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 Board approved virtual plan has been submitted to the Ohio Department of Education and is available on their website as well as Auburn Career Center’s COVID-19 page. The plans consider two main options:
 1. Teachers will teach virtually from their classroom/lab using equipment.
 2. Teachers will teach virtually from home using the best resources available.

We recognize that as with any plan we cannot consider every scenario, therefore the Superintendent has the authority to modify this plan in order to respond to new mandates or unique situations. 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.



Attachment Item #17A

Consent Agenda

*Business Partnership
Affiliation Agreements*

Auburn Career Center



Business Partnership Affiliation Agreement

Charles P. Bolton Estate

Data Voice Connect

Francesco's Salon & Spa

Hair Affair

LawnMark

Marci's Hair on the Square

Robinson Equipment Company Inc.

Ullman Oil

**Auburn
Career Center**



Attachment Item #17B

Consent Agenda

*Lakeland Community
College – College Credit
Plus Partnership*

College Credit Plus Partnership Agreement

WHEREAS, Chapter 3365 of the Ohio Revised Code establishes the College Credit Plus Program (Program), under which secondary school students may enroll at a college and complete courses for both high school and college credit, and may elect to have the college reimbursed under Section 3365.06(B) of the Ohio Revised Code; and

WHEREAS, the “default floor amount” is defined under Section 3365.07 of the Ohio Revised Code; and

WHEREAS, Lakeland Community College (Lakeland) has developed a College Credit Plus Partnership to provide access and opportunity for public school district students from Lake County and surrounding areas to enhance those students’ college and career readiness and postsecondary success. The Partnership is a collaboration between Lakeland and Auburn Career Center (Partner), a public school district, to offer Lakeland post-secondary programs and courses for Partner’s students; and

WHEREAS, Lakeland and Partner wish to create a seamless transition of learning for Partner students allowing those students to earn both transcribed high school and college credit upon successful completion of Lakeland courses; and

WHEREAS, Lakeland and Partner seek to enhance the options for time and/or place bound Partner students; and

WHEREAS, Lakeland and Partner intend to commence a comprehensive educational collaboration that mutually benefits the students they serve through the Partnership,

THEREFORE, in consideration of these and other mutual promises and covenants and for valuable and sufficient consideration, the receipt and sufficiency of which are hereby acknowledged, Lakeland and Partner hereby enter into this Partnership Agreement designed to affect the above stated aims in a manner which shall provide the participating students with a quality completion program.

A. PARTNERSHIP PARAMETERS:

1. Both parties will operate the Agreement in accordance with the Ohio Revised Code Chapter 3365 and all corresponding rules associated with governance of the State of Ohio’s College Credit Plus legislation.
2. Lakeland and Partner will equally promote the Agreement to Partner’s students and their families, as well as to the communities served by the Partner.

3. Lakeland and Partner shall agree and follow in all aspects this Agreement's section E, funding and procedures for payment.
4. If Partner is a public school district, Lakeland and Partner will not charge a Partner's student participating in this Agreement for tuition, textbooks, or fees.
5. Lakeland and Partner will comply with all required reporting in accordance with the Ohio Revised Code and all corresponding rules associated with the State of Ohio's College Credit Plus legislation, including, but not limited to, the annual submission of an executed copy of this Agreement to the Ohio Board of Regents and the Ohio Department of Education, and academic term and annual reporting of Partner students' enrollments, grades, and credits under the Program.

B. STUDENT REQUIREMENTS:

1. In order to be eligible, a Partner's student must meet all State of Ohio College Credit Plus student requirements.
2. For acceptance into the Program, a student must:
 - a. Submit an online College Credit Plus admissions application.
 - b. Submit an official high school transcript.
 - c. Place into college level English either through successful completion of the Lakeland's placement exam or submission of acceptable ACT/SAT scores. To participate in math courses through CCP, students must have successfully completed Algebra 2 and place into college-level math.
3. Partner students enrolled in Lakeland courses will be considered Lakeland students for the purposes of that course and are subject to all Lakeland policies and procedures, including, but not limited to, Lakeland's Student Conduct Code.
4. Partner's students are eligible for up to thirty credit hours per academic year, beginning June of said year. The thirty credit hours threshold is calculated by adding credit hours enrolled at Lakeland to any credit hours being taken during the same academic year from other IHE and any courses being taken at the high school. (One high school course equals three college credit hours.) Students are financially responsible for the tuition and books for courses that exceed the thirty-hour threshold.

C. LAKELAND SHALL:

1. Designate administrative, academic, student services, and marketing personnel to act as liaisons to their counterparts at Partner, and designate a Lakeland staff member to serve as the Partnership coordinator.
2. Identify an advisor for all of Partner's students.
3. Schedule at least one meeting of a Partner's student and Lakeland advisor prior to Lakeland's effective no-fault course drop out date.
4. Provide College Credit Plus application and registration support services for Partner's students.
5. Provide Partner students access to Lakeland facilities and support services.
6. Coordinate with Partner to provide placement testing.
7. Upon course completion, submit and transcript official grades to Partner in a timely manner.
8. Provide any necessary information to Partner or State of Ohio needed for Education Management Information Systems reporting.
9. When offering a Lakeland course taught at a Partner facility or through any of the Partner's digital or electronic capacities that are taught by a Partner instructor:
 - a. Coordinate the review, selection, and assignment of a Partner instructor, which will parallel the process used by Lakeland to assign adjunct faculty.
 - b. Confirm that Partner instructors possess the credentials in accordance with the Higher Learning Commission, the Ohio Board of Regents, Lakeland, and other applicable program accrediting agencies.
 - c. Provide copies of Lakeland course outlines/syllabi to Partner instructors selected to teach Lakeland courses.
 - d. Require that Partner instructor teaching Lakeland courses follow Lakeland syllabus and/or course outlines.
 - e. Provide a Lakeland representative for Partner instructor orientation to college course work, discussions on course outlines, expected learning outcomes of the courses, peer review in the classroom, monitoring of student and teacher progress, and review of final exam/assessments' grades and grading procedures.

- f. Provide a Lakeland representative to conduct up to two observations of each Lakeland course and Partner instructor per semester.
- g. Provide professional development opportunities to all Partner instructors who instruct Lakeland courses as adjunct faculty.
- h. Require Program students to complete major common student assessments of each college course (e.g., exams, projects, presentations, papers) and be held to the same grading standards as Lakeland.
- i. Maintain contact with the Partner representatives and assess the Program at the end of each school year with the Partner.
- j. Reserve the right to cancel any Lakeland course provided that any ongoing current term will continue until enrolled students have had the opportunity to complete the scheduled courses for that term and receive final grades and full credit.
- k. Provide comprehensive liability insurance coverage for the delivery of Lakeland instruction.
- l. Provide oversight to Partner instructors for the learning outcomes and expectations of Lakeland's course.

D. THE PARTNER SHALL:

- 1. Issue a notice, prior to February 1 of each year, providing information about College Credit Plus and identifying this Agreement with Lakeland.
- 2. Designate administrative, academic, student services, and marketing personnel to act as liaisons to their counterparts at Lakeland.
- 3. On behalf of Lakeland, recruit qualified students to participate in Lakeland courses.
- 4. Provide at its own expense, appropriate and protected learning space, power and internet connectivity, and proctor coverage for any agreed to distance learning programs.
- 5. Confirm the number of college credits a Partner student participant may earn during the academic year by September 15.
- 6. When offering Lakeland courses at the Partner's facilities or through any of the Partner's digital or electronic capacities that are taught by a qualified high school instructor:

- a. Provide appropriate classroom space and equipment for those courses.
 - b. Establish proposed course offerings by February 1 prior to each academic year.
 - c. Schedule all courses to run in the normal Partner cycle and term.
 - d. Reserve the right to cancel any course.
 - e. Ensure courses consist of Partner's students who have enrolled at Lakeland and have been appropriately placed into the course. Partner shall follow Ohio Revised Code Chapter 3365 and all corresponding rules for any other Partner student attending that course but not enrolled at Lakeland.
 - i. Recruit qualified Partner instructors to teach courses, or allow Lakeland faculty on premises to teach those courses. Partner instructors must be employees of the Partner, and the Partner shall be solely responsible for paying their salaries and benefits. Furthermore, Partner instructors must possess the credentials in accordance with the Higher Learning Commission, the Ohio Board of Regents, Lakeland, and other applicable program accrediting agencies.
 - f. Require that the applicable college textbook(s), and textbook edition, be used in a course.
 - g. Facilitate the monitoring of student and Partner instructor progress.
 - h. Allow Lakeland academic liaisons to conduct course and instructor evaluations in accordance with departmental practices which may include classroom visits by authorized Lakeland representatives.
 - i. Provide comprehensive liability insurance coverage for the delivery of instruction, and provide Lakeland with a certificate of insurance naming Lakeland as an additional insured.
7. When Program courses are taught at the Partner's facilities or through any of the Partner's digital or electronic capacities by Lakeland faculty:
- a. Courses must meet Lakeland's course enrollment minimums.
 - b. Courses must be aligned with Lakeland's semester calendar and course scheduling pattern unless a modification is requested and approved in advance of the course offering.

E. FUNDING AND PROCEDURES FOR PAYMENT

Payment

1. Excluding compensation for "textbooks," Lakeland agrees to accept payment from the State of Ohio Department of Education for each credit hour taught in the following amounts:
 - a. For courses taught at a Partner facility by a Partner instructor, the amount designated as that academic year's "default floor amount" (\$41.64 per credit hour) as defined under Ohio Revised Code Chapter 3365 and all corresponding rules.
 - b. For courses taught at a Partner facility by a Lakeland instructor, \$68.90 per credit hour.
 - c. For courses taught at a Lakeland facility by a Lakeland instructor, \$105.00 per credit hour.
2. Excluding its obligation for "textbooks," Partner agrees to release payment from the State of Ohio Department of Education, for each credit hour taught, at any balance designated as above the amount paid to Lakeland as described in paragraph 1 (above), and in compliance with Chapter 3365 of the Ohio Revised Code and all corresponding rules, and in conformance with all State of Ohio Department of Education funding requirements.
3. Partner is required to bear the cost of and provide Program students with textbooks as assigned by Lakeland. "Textbooks" for purposes of this section are defined under Ohio Revised Code Chapter 3365 and all corresponding rules and include hardbound, software, and other purchased coursework materials.
 - a. For courses taught at Lakeland's facilities or through any of Lakeland's digital or electronic capacities, Partner will directly reimburse Lakeland for rental of "textbooks" at a rate of \$30.00 for each credit hour taught to Partner's students, with credit hours taught calculated in a manner consistent with the Ohio Revised Code and all administrative rules associated with the State of Ohio's College Credit Plus legislation. Reimbursement from Partner to Lakeland shall be made in full and shall occur within thirty days after receipt of invoice.
 - b. For courses taught at Partner's facilities or through any of Partner's digital or electronic capacities, Partner shall work directly with Lakeland on developing a program to secure textbooks through Lakeland's Bookstore for Partner's students, and where possible, develop opportunities to re-circulate textbooks. Textbooks used at Partner's facilities must be the most recently approved version by Lakeland and must be available for students when classes begin.

- c. At the end of the semester, Partner's students who take courses on Lakeland's campus must return their rented textbooks to the bookstore. If a student drops the class within the drop period, textbooks must be returned to Lakeland's Bookstore in the condition they were purchased. If a student fails to return rented textbooks, the Partner will be billed for the cost of replacement.

Fees

1. Lakeland is required to bear the cost of fees for each Program student. "Fees" for purposes of this section are defined under Ohio Revised Code Chapter 3365 and all corresponding rules and include, but are not limited to, costs or fees charged for postsecondary enrollment application, activities required by the postsecondary institution that may enhance a student's likelihood of academic success, and course-related or laboratory fees.

Agreement Termination

1. Upon termination of this agreement, payment to Lakeland and Partner from the State of Ohio Department of Education for each credit hour taught for a Lakeland course immediately reverts to the "default ceiling," "fifty percent of the default ceiling," or "default floor" amounts based on the manner of instructional delivery as designated for that academic year and as defined under the Ohio Revised Code Section 3365(A)(1) and all corresponding rules.
2. Partner shall immediately reimburse Lakeland for any outstanding invoices related to the reimbursement of textbooks.

F. NON-DISRUPTION:

1. Neither Partner nor Lakeland shall take any action against the other which would violate any contracts affecting the operations or delivery of instruction at Lakeland's or Partner's facilities or which would create or contribute to any work stoppage, strike, picketing, labor disruption or dispute, or which would interfere in any way with the rights and privileges of any invitee, licensee, employee or any other person lawfully in and upon Lakeland's or Partner's property, or which could cause any impairment or reduction of the good will and reputation of Lakeland or Partner.
2. Insofar as permitted by law, Lakeland and Partner shall maintain confidentiality with regard to information about one another's programs, methods of delivering instruction, or other trade secrets as may be discovered or communicated for the duration of this Agreement and required to execute the terms of this Agreement.

G. MARKETING:

1. Lakeland and the Partner shall cooperatively market the Program by:
 - a. Promoting the Program through each entity's website including details of the current agreement.
 - b. Partner shall provide Lakeland with reasonable access to Partner students, parents and counselors to allow Lakeland to market and promote the Program.
 - c. Meet all other requirements of Ohio Revised Code Chapter 3365 and all corresponding rules.
2. The Partner shall market the Program by:
 - a. Identifying this Agreement with Lakeland in the required annual notice to students, in the required annual informational session, and on the school website.
 - b. Providing Lakeland with an opportunity to present during the Partner's annual informational session.
 - c. Holding an annual informational session for Partner counselors to meet with Lakeland regarding the Program.
 - d. Assisting Lakeland in mailing promotional materials to Partner students and parents by providing their home addresses.
 - e. Assisting Lakeland in surveying Partner students, parents, counselors, and instructors to gather feedback on how to improve the Program.
3. Each party shall, prior to the issuance of any news or press release (release) marketing the Program, provide notification and a copy of the release to the other Party.
4. The Partner must adhere to use of the Lakeland logo and signage guidelines which will be provided to Partner upon request.

H. TERM AND TERMINATION:

1. The term of this Agreement shall begin May 17, 2021 (first day of Lakeland's summer term) and, unless earlier terminated, extend through May 16, 2022. As of February 3, 2022, the parties may execute, in writing, signed by authorized representatives of the parties, a successor agreement incorporating the same or similar terms as those set forth herein, which shall not exceed one academic year.

I. LIMITATION OF LIABILITY:

Each party agrees to be responsible for any personal injury or property damage caused by the negligent acts or omission by or through itself or its agents, employees, and contracted servants, and each party further agrees to defend itself and be responsible for those judgments and costs which arise from such negligent acts or omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one to the other.

J. MISCELLANEOUS:

1. **Severability.** If a court of competent jurisdiction finds that any Section or provision of this Agreement is illegal, unenforceable, or in conflict with any law, such Section or provision shall be deemed severed from this Agreement without affecting the validity of the remainder of the Agreement.
2. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of Ohio, applicable to contracts made and to be enforced wholly within Ohio.
3. **Jurisdiction-Venue.** The parties to this Agreement each specifically consent to jurisdiction in Ohio in connection with any dispute between the parties arising out of this Agreement or pertaining to the subject matter hereof. Venue for any dispute between the parties arising out of this Agreement or pertaining to the subject matter hereof will be in the state courts of Ohio sitting in Lake County.
4. **Notices.** All notices or other written communications required or permitted under this Agreement will be effective when received in accordance with this sentence and must be given in writing by courier or reputable overnight delivery services, or by certified mail return receipt requested to either party at its address set forth below (or to such other address as such party may substitute, by providing a written notice in the manner specified in this Section) with an additional copy addressed to each party's "Legal or General Counsel":

For Partner:
Superintendent

For Lakeland:
President
7700 Clocktower Drive
Kirtland, Ohio 4409

5. **Waivers and Amendments.** The waiver by either party of any provision of this Agreement on any occasion and upon any particular circumstance shall not operate as a waiver of such provision of this agreement on any other occasion or upon any other circumstance. This Agreement may be modified or amended only by a writing signed by both parties.
6. **Assignment.** Neither party may assign its rights or delegate its duties under this Agreement. Any attempted assignment or delegation in violation of this Section will be null and void.
8. **No Third Party Beneficiaries.** This Agreement is not a third-party beneficiary contract and confers no rights on any third party, including but not limited to students and/or employees of either Party.
9. **Independent Contractors.** The parties are independent contractors, and no agency, partnership, franchise, joint venture, or employment relationship is intended or created by this Agreement and neither party may make any commitment on behalf of the other or inference that such a relationship exists.
10. **Complete Agreement-Integration.** This Agreement contains the complete understanding of the parties with respect to the subject matter hereof and supersedes all other agreements, understandings, communications, and promises of any kind, whether oral or written, between the parties with respect to such subject matter.
11. **Compliance with the laws.** In performing their obligations under this Agreement, the parties will comply with all applicable state and federal laws and regulations including but not limited to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Family Education Rights to Privacy Act, and shall not unlawfully discriminate against any employee or student of the Partner or Lakeland on the basis of race, sex, religion, disability, age, national origin, color, or veteran status.
12. **Counterparts: Facsimile Signatures.** This Agreement may be executed in multiple counterparts, all of which shall be originals and which taken together shall constitute a single agreement between the Parties. For the purpose of interpretation, facsimile signatures shall be equivalent to original signatures.

Intending to be legally bound by this agreement, the parties sign below.


ON BEHALF OF LAKELAND COMMUNITY COLLEGE:



Morris W. Beverage Jr., EDM, President

11/25/2020

Date



Michael Mayher
Executive Vice President & Treasurer

11/24/2020

Date

ON BEHALF OF PARTNER:

Superintendent

Date

Treasurer

Date