

Auburn Vocational School District BOARD OF EDUCATION

Minutes of January 13, 2022

The January 13, 2022 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:42 p.m.

The following members were present:

Mrs. Brush	Mr. Fazekas	Mr. Miller	Mrs. Wheeler
Mr. Cahill	Mr. Kent	Mrs. Rayburn	
Dr. Culotta	Miss Maruschak	Mr. Walter	

Absent: Mr. Stefanko

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

14-22 **Approve Agenda**

A motion was made by Dr. Culotta seconded by Mrs. Wheeler to approve the January 13, 2022 agenda.

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

Nays: None
Mr. Walter declared the motion passed

15-22 **Approve Minutes of Regular Meeting on December 7, 2021**

A motion was made by Mr. Kent and seconded by Mrs. Brush to approve the minutes of the December 7, 2021 Regular Board meeting.

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

Nays: None
Mr. Walter declared the motion passed

Public Participation – None

Administrative Reports

- a) Board Appreciation Month
- b) Semi – Annual Harassment Report – Brian Bontempo gave an update

Render Financial Reports

ORC 3313.29-The treasurer shall render a statement to the board and to the superintendent of the school district, monthly, or more often if required, showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the assets and liabilities of the school district. The financial statements for the period ending November 30, 2021 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #6)

No Action Required.

16-22 Approve Tax Budget for FY 2022-2023

A motion was made by Mr. Miller and seconded by Dr. Culotta to approve the Tax Budget for FY 2022-2023. The tax budget includes estimates of tax collection for 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 #7)

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

Nays: None

Mr. Walter declared the motion passed

17-22 Approve Donation

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

Monetary Donation of \$1,375 donation from Mobile TV Group of Englewood, Colorado. This donation will be put towards our Interactive Multimedia Technology program.

Monetary Donation of \$1,000 from The Lubrizol Corporation of Wickliffe, Ohio. The donation will be put towards our 8th grade tour lunches.

A Miller Welding Machine from Advanced Gas & Welding Solutions, LLC of Wickliffe, Ohio. This donation will be for our Welding program.

Monetary donation of \$480 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, Miss Maruschak, Mr. Miller, Mrs. Rayburn, Mr. Walter and Mrs. Wheeler

Nays: None

Mr. Walter declared the motion passed

18-22 Human Resources

A motion was made by Mr. Miller and seconded by Mrs. Wheeler to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplemental, Substitutes, Separations and Student Intern positions. (Attachment Item #9)

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

Nays: None
Mr. Walter declared the motion passed

19-22 Approve Auburn Practical Nursing Handbook 2022

A motion was made by Mrs. Brush and seconded by Mrs. Rayburn to approve the Auburn Practical Nursing handbook for the January 2022 program. (Attachment Item #14)

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

Nays: None
Mr. Walter declared the motion passed

20-22 Approve Consent Agenda

A motion was made by Mr. Cahill and seconded by Mr. Kent to approve items 12a – 12e as a consent agenda.

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

Nays: None
Mr. Walter declared the motion passed

21-22 Contract/Affiliation Agreement

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

a. Business Partnership Affiliation Agreements

Dental Group of Mentor
Advanced Controls Inc.

Enclave of Newell Creek
Chesterland Family Dental

b. Career and Technical Education Program Agreement

Agreement between Mayfield City School District Board of Education and Auburn Career Center from July 1, 2022 through June 30, 2023. (Attachment #12B)

c. Public Safety Affiliation Agreement

Hudson Emergency Medical Services

d. Memorandum of Understanding

MOU between the Auburn Vocational School District Board of Education and Career & Technical Association, with respect to the evaluation of those teachers employed by the Board with an effective date on or after October 31 only. (Attachment #12D)

e. Training Agreement

Agreement between Perry Joint Fire District and Auburn Vocational School District starting from January 25, 2022 through March 1, 2022. (Attachment #12E)

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

Nays: None

Mr. Walter declared the motion passed

22-22 Executive Session

A motion was made by Dr. Culotta and seconded by Mr. Kent to recess into executive session at 6:52 p.m. for the following purpose, in no particular order:

2.) Considering the employment, **dismissal, and/or discipline of a public employee and/or the investigation of charges and/or complaints against a public employee.** Upon conclusion of this executive session, the Board President shall gavel the Board back into open session at this location. All matters discussed in these executive sessions are designated to the public officials and employees as confidential pursuant to R.C. 102.03(B) because of the status of the proceedings and/or the circumstances under which the information will be received, and preserving its confidentiality is necessary to the proper conduct of government business.

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

Nays: None

Mr. Walter declared the motion passed

Return to public session at 7:12 p.m.

23-22 Adjourn


A motion was made by Mr. Cahill and seconded by Mrs. Brush to adjourn the meeting at 7:13 p.m.

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

Nays: None
Mr. Walter declared the motion passed



Treasurer



Board President

Harassment/Bullying Summary

Type of Harassment	8/2021-12/2021	1/2021-5/2021	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
Bullying - Verbal	0	0	0	0	0	0	0	0	0	0	0
Bullying - Physical	0	0	0	0	0	0	0	0	0	0	0
Bullying - Cyberbullying	0	0	0	0	0	0	0	0	0	0	0
Bullying - Written	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
Bullying - Verbal & Electronic	0	0	0	0	0	0	0	0	0	2	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0
Harassment	2	1	4	9	8	12	0	4	3	0	2
TOTAL	2	1	4	9	8	12	0	4	3	2	2

**Auburn
Career Center**



Attachment Item #6

Render Financial Reports

Auburn Career Center
Bank Reconciliation
 November 30, 2021

Dollar Bank - Main Depository	\$ 8,095,067.41
Huntington	\$ 32,220.77
O/S checks - a/p	\$ (23,297.26)
O/S checks - p/r	\$ (2,129.98)
11/24 Payroll Items in Transit	\$ (4,954.73)
Payroll Accum (O/S)-Checks NI	\$ (691.40)
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	<u>8,096,751.81</u>
Health Care Deductible Pool - Dollar	\$ 25,968.58
Flexible Spending Account - Dollar	\$ 2,898.63
Star Ohio	\$ 107,586.28
Net Available Cash	<u>\$ 8,233,205.30</u>
Investments:	
Wells Fargo Financial	\$ 2,498,583.67
Total Investments	<u>\$ 2,498,583.67</u>
Balance per bank	\$ 10,731,788.97
Balance per books	\$ 10,731,785.16
+/- FSA Monthly Deduction Adjustment	\$ 3.81
	\$ 0.00

Investments Report

Institution	Amount
Wells Fargo	\$ 2,498,583.67

AUBURN VOCATIONAL SCHOOL DISTR Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Forfeiture	FYTD Expendible	FYTD Expended	MTD Expended	Encumbrance	FYTD Encumbered
Code 001 GENERAL							
Code 002 BOND RETIREMENT	\$ 9,397,492.05	\$ 95,884.88	\$ 9,493,376.93	\$ 3,472,566.94	\$ 619,114.31	\$ 975,635.63	\$ 5,045,174.36
Code 004 BUILDING	\$ 758,196.05	\$ 0.00	\$ 758,196.05	\$ 65,684.08	\$ 65,684.08	\$ 0.00	\$ 692,511.97
Code 006 FOOD SERVICE	\$ 189,127.72	\$ 1,148,291.48	\$ 1,337,419.20	\$ 865,438.71	\$ 131,890.12	\$ 187,654.37	\$ 284,326.12
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 165,700.00	\$ 0.00	\$ 165,700.00	\$ 50,297.76	\$ 9,769.03	\$ 11,979.62	\$ 103,422.62
Code 011 ROTARY-SPECIAL SERVICES	\$ 25,125.32	\$ 0.00	\$ 25,125.32	\$ 7,497.61	\$ 0.00	\$ 113.28	\$ 17,514.43
Code 012 ADULT EDUCATION	\$ 10,801.11	\$ 0.00	\$ 10,801.11	\$ 1,721.69	\$ 54.00	\$ 898.88	\$ 8,180.54
Code 014 ROTARY-INTERNAL SERVICES	\$ 1,702,858.40	\$ 43,405.16	\$ 1,746,263.56	\$ 771,411.70	\$ 160,464.93	\$ 219,316.59	\$ 755,535.27
Code 018 PUBLIC SCHOOL SUPPORT	\$ 673.82	\$ 494.39	\$ 1,168.21	\$ 490.68	\$ 0.00	\$ 1,500.00	\$ (822.47)
Code 019 OTHER GRANT	\$ 93,127.78	\$ 1,040.00	\$ 94,167.78	\$ 3,392.48	\$ 2,057.43	\$ 49,103.55	\$ 41,671.75
Code 022 DISTRICT CUSTODIAL	\$ 59,059.62	\$ 13,700.00	\$ 72,759.62	\$ 0.00	\$ 0.00	\$ 13,700.00	\$ 59,059.62
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 14,709.97	\$ 2,600.00	\$ 17,309.97	\$ 1,500.00	\$ 0.00	\$ 1,100.00	\$ 14,709.97
Code 070 CAPITAL PROJECTS	\$ 17,396.54	\$ 0.00	\$ 17,396.54	\$ 10,721.26	\$ 1,127.38	\$ 25,966.85	\$ (19,291.57)
Code 200 STUDENT MANAGED ACTIVITY	\$ 5,526.12	\$ 11,263.89	\$ 16,790.01	\$ 28,726.64	\$ 996.24	\$ 16,724.89	\$ (28,661.52)
Code 467 Student Wellness and Success Fund	\$ 65,082.86	\$ 60.00	\$ 65,142.86	\$ 10,841.37	\$ 1,150.15	\$ 20,887.12	\$ 33,414.37
Code 501 ADULT BASIC EDUCATION	\$ 0.00	\$ 10,880.00	\$ 10,880.00	\$ 0.00	\$ 0.00	\$ 10,880.00	\$ 0.00
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 387,496.19	\$ 15,823.05	\$ 403,319.24	\$ 124,940.48	\$ 22,167.49	\$ 19,191.55	\$ 259,187.21
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 59,672.05	\$ 0.00	\$ 59,672.05	\$ 1,470.04	\$ 0.00	\$ 15,720.00	\$ 42,482.01
	\$ 512,132.91	\$ 123,136.39	\$ 635,269.30	\$ 301,350.33	\$ 8,840.02	\$ 201,986.66	\$ 131,932.31

AUBURN VOCATIONAL SCHOOL DISTR Monthly Appropriation Summary Report

	YTD Appropriated	Prior Year Encumbrance	YTD Spendable	YTD Expended	MTD Expended	Encumbrance	YTD Unencumbered
Code 599 MISCELLANEOUS FED. GRANT FUND	\$ 503,733.70	\$ 97,285.09	\$ 601,018.79	\$ 290,357.75	\$ 37,356.33	\$ 132,401.94	\$ 178,259.10
Grand Total	\$ 13,967,912.21	\$ 1,563,864.33	\$ 15,531,776.54	\$ 6,008,409.52	\$ 1,060,671.51	\$ 1,904,760.93	\$ 7,618,606.09

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

Code	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 001 GENERAL								
Code 002 BOND RETIREMENT	\$ 7,886,479.67	\$ 189,502.27	\$ 5,190,584.18	\$ 619,114.31	\$ 3,472,566.94	\$ 9,604,496.91	\$ 975,635.63	\$ 8,628,861.28
Code 004 BUILDING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 65,684.08	\$ 65,684.08	\$ (65,684.08)	\$ 0.00	\$ (65,684.08)
Code 006 FOOD SERVICE	\$ 1,286,585.86	\$ 10,833.34	\$ 50,833.34	\$ 131,890.12	\$ 865,438.71	\$ 471,980.49	\$ 187,654.37	\$ 284,326.12
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 0.00	\$ 20,284.15	\$ 96,365.43	\$ 9,769.03	\$ 50,297.76	\$ 46,067.67	\$ 11,979.62	\$ 34,088.05
Code 011 ROTARY-SPECIAL SERVICES	\$ 20,437.82	\$ 300.00	\$ 4,687.50	\$ 0.00	\$ 7,497.61	\$ 17,627.71	\$ 113.28	\$ 17,514.43
Code 012 ADULT EDUCATION	\$ 4,223.11	\$ 4,265.45	\$ 6,578.00	\$ 54.00	\$ 1,721.69	\$ 9,079.42	\$ 898.88	\$ 8,180.54
Code 014 ROTARY-INTERNAL SERVICES	\$ 379,339.52	\$ 169,011.63	\$ 738,835.47	\$ 160,464.93	\$ 771,411.70	\$ 346,763.29	\$ 219,316.59	\$ 127,446.70
Code 018 PUBLIC SCHOOL SUPPORT	\$ 1,168.21	\$ 0.00	\$ 0.00	\$ 0.00	\$ 490.68	\$ 677.53	\$ 1,500.00	\$ (822.47)
Code 019 OTHER GRANT	\$ 37,567.78	\$ 0.00	\$ 56,600.00	\$ 2,057.43	\$ 3,392.48	\$ 90,775.30	\$ 49,103.55	\$ 41,671.75
Code 022 DISTRICT CUSTODIAL	\$ 72,759.62	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 72,759.62	\$ 13,700.00	\$ 59,059.62
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 12,377.23	\$ 0.00	\$ 5,009.79	\$ 0.00	\$ 1,500.00	\$ 15,887.02	\$ 1,100.00	\$ 14,787.02
Code 070 CAPITAL PROJECTS	\$ 17,396.54	\$ 0.00	\$ 22,190.20	\$ 1,127.38	\$ 10,721.26	\$ 28,865.48	\$ 25,966.85	\$ 2,898.63
Code 200 STUDENT MANAGED ACTIVITY	\$ 16,790.01	\$ 0.00	\$ 72,555.62	\$ 996.24	\$ 28,726.64	\$ 60,618.99	\$ 16,724.89	\$ 43,894.10
Code 451 DATA COMMUNICATION FUND	\$ 61,687.42	\$ 1,425.15	\$ 3,455.44	\$ 1,150.15	\$ 10,841.37	\$ 54,301.49	\$ 20,887.12	\$ 33,414.37
Code 467 Student Wellness and Success Fund	\$ 0.00	\$ 900.00	\$ 900.00	\$ 0.00	\$ 0.00	\$ 900.00	\$ 0.00	\$ 900.00
Code 501 ADULT BASIC EDUCATION	\$ 10,880.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,880.00	\$ 10,880.00	\$ 0.00
Code 508 GOVERNOR'S EMERGENCY EDUCATION RELIEF FUND	\$ 15,823.05	\$ 9,633.98	\$ 86,949.94	\$ 22,167.49	\$ 124,940.48	\$ (22,167.49)	\$ 19,191.55	\$ (41,359.04)
	\$ 0.00	\$ 0.00	\$ 1,470.04	\$ 0.00	\$ 1,470.04	\$ 0.00	\$ 15,720.00	\$ (15,720.00)

AUBURN VOCATIONAL SCHOOL DISTR
Monthly Cash Summary Report

	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 123,136.39	\$ 19,062.46	\$ 169,373.92	\$ 8,840.02	\$ 301,350.33	\$ (8,840.02)	\$ 201,986.66	\$ (210,826.68)
Code 599 MISCELLANEOUS FED. GRANT FUND	\$ 97,285.09	\$ 36,514.69	\$ 189,868.49	\$ 37,356.33	\$ 290,357.75	\$ (3,204.17)	\$ 132,401.94	\$ (135,606.11)
Grand Total	\$ 10,043,937.32	\$ 461,733.12	\$ 6,696,257.36	\$ 1,060,671.51	\$ 6,008,409.52	\$ 10,731,785.16	\$ 1,904,760.93	\$ 8,827,024.23

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										
28999	55650	ACCOUNTS_PA	Check	11/1/2021	CREDIT CARD OPERATION	41906	RECONCILED	11/2/2021		\$ 568.33
28998	55651	ACCOUNTS_PA	Check	11/1/2021	HUNTINGTON NATIONAL BANK	10092	RECONCILED	11/2/2021		4,170.95
29030	55652	ACCOUNTS_PA	Check	11/5/2021	FIRST QUALITY POWER PLACE	755	RECONCILED	11/9/2021		1,577.60
29039	55653	ACCOUNTS_PA	Check	11/5/2021	SCREENVISION DIRECT	40250	RECONCILED	11/12/2021		624.31
29089	55654	ACCOUNTS_PA	Check	11/5/2021	JOHNSON CONTROLS FIRE PROTECTION LP	40669	RECONCILED	11/15/2021		2,124.92
29076	55655	ACCOUNTS_PA	Check	11/5/2021	ABM	42305	RECONCILED	11/8/2021		17,142.84
29085	55656	ACCOUNTS_PA	Check	11/5/2021	LORAIN CTY COMMUNITY COLLEGE	13647	RECONCILED	11/12/2021		582.02
29062	55657	ACCOUNTS_PA	Check	11/5/2021	RAINBOW PRINTING	40571	RECONCILED	11/9/2021		457.50
29083	55658	ACCOUNTS_PA	Check	11/5/2021	ACCOUNTABLE ASSETS INC	42304	RECONCILED	11/10/2021		1,457.50
29058	55659	ACCOUNTS_PA	Check	11/5/2021	PDK INTERNATIONAL / EDUCATORS RISING	42312	RECONCILED	11/9/2021		335.00
29086	55660	ACCOUNTS_PA	Check	11/5/2021	BREATHING AIR SYSTEMS	41934	RECONCILED	11/9/2021		840.50
29080	55661	ACCOUNTS_PA	Check	11/5/2021	FIRE-SAFETY SERVICE, INC.	40316	RECONCILED	11/10/2021		126.00
29081	55662	ACCOUNTS_PA	Check	11/5/2021	EUCIID GLASS & DOOR, INC.	11291	OUTSTANDING			4,347.00
29066	55663	ACCOUNTS_PA	Check	11/5/2021	IDENTSYS, INC.	10770	RECONCILED	11/12/2021		462.12
29067	55664	ACCOUNTS_PA	Check	11/5/2021	SWEETHAVEN DOOR INC	8931	RECONCILED	11/17/2021		645.00
29065	55665	ACCOUNTS_PA	Check	11/5/2021	JONES MACHINERY INC	41696	RECONCILED	11/9/2021		1,527.57
29050	55666	ACCOUNTS_PA	Check	11/5/2021	OHIO NURSERY AND LANDSCAPING	10357	RECONCILED	11/15/2021		325.00
29031	55667	ACCOUNTS_PA	Check	11/5/2021	GATEWAY PRODUCTS RECYCLING	42362	RECONCILED	11/17/2021		62.00

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
29069	55668	ACCOUNTS_PA YABLE	Check	11/5/2021	INC AKRON- CANTON WASTE OIL ROLL OFF INC.	10241	RECONCILED	11/10/2021		\$ 227.20
29053	55669	ACCOUNTS_PA YABLE	Check	11/5/2021	GAZETTE NEWSPAPERS	11290	RECONCILED	11/16/2021		410.00
29041	55670	ACCOUNTS_PA YABLE	Check	11/5/2021	MAJOR WASTE DISPOSAL	11455	RECONCILED	11/8/2021		25.00
29073	55671	ACCOUNTS_PA YABLE	Check	11/5/2021	FIFTH THIRD BANK	570	RECONCILED	11/23/2021		80.00
29038	55672	ACCOUNTS_PA YABLE	Check	11/5/2021	THE OHIO STATE UNIVERSITY	41077	RECONCILED	11/10/2021		100,312.00
29036	55673	ACCOUNTS_PA YABLE	Check	11/5/2021	CINTAS CORPORATION	10817	RECONCILED	11/26/2021		608.00
29026	55674	ACCOUNTS_PA YABLE	Check	11/5/2021	ALVORD'S LAWN & GARDEN SME	532	RECONCILED	11/8/2021		292.56
29022	55675	ACCOUNTS_PA YABLE	Check	11/5/2021	TREASURER, STATE OF OH LINCOLN ELECTRIC CO.	11879	RECONCILED	11/12/2021		85.81
29068	55676	ACCOUNTS_PA YABLE	Check	11/5/2021	AT&T	11554	RECONCILED	11/22/2021		2,625.00
29029	55677	ACCOUNTS_PA YABLE	Check	11/5/2021	RERRIGERATIO N SALES CORP.	8101	RECONCILED	11/16/2021		477.75
29045	55678	ACCOUNTS_PA YABLE	Check	11/5/2021	BUNZL DISTRIBUTION MIDCENTRAL NICHOLS PAPER & SUPPLY, CO	984	RECONCILED	11/8/2021		2,989.15
29082	55679	ACCOUNTS_PA YABLE	Check	11/5/2021	AT&T	41770	RECONCILED	11/10/2021		187.37
29037	55680	ACCOUNTS_PA YABLE	Check	11/5/2021	AT&T	171	RECONCILED	11/10/2021		938.60
29077	55681	ACCOUNTS_PA YABLE	Check	11/5/2021	COURTNEY COMPANY	56	RECONCILED	11/10/2021		278.11
29079	55682	ACCOUNTS_PA YABLE	Check	11/5/2021	COURTNEY COMPANY	7024	RECONCILED	11/9/2021		234.07
29084	55683	ACCOUNTS_PA YABLE	Check	11/5/2021	COURTNEY COMPANY	41932	RECONCILED	11/8/2021		285.93
29025	55684	ACCOUNTS_PA YABLE	Check	11/5/2021	LAKE COUNTY SEWER CO INC	41930	RECONCILED	11/10/2021		900.00
29054	55685	ACCOUNTS_PA YABLE	Check	11/5/2021	LAKE COUNTY SEWER CO INC	42372	RECONCILED	11/12/2021		2,300.00
29059	55686	ACCOUNTS_PA YABLE	Check	11/5/2021	U S POSTAL SERVICE	7745	RECONCILED	11/9/2021		1,500.00
29040	55687	ACCOUNTS_PA YABLE	Check	11/5/2021	SHERWIN WILLIAMS	334	RECONCILED	11/9/2021		51.44
29027	55688	ACCOUNTS_PA YABLE	Check	11/5/2021	ILLUMINATING	925	RECONCILED	11/8/2021		1,327.01

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
29064	55689	YABLE ACCOUNTS_PA	Check	11/5/2021	COMPANY MOUNTAIN MEASUREMENT T. INC.	40155 RECONCILED	11/22/2021			\$ 225.00
29088	55690	YABLE ACCOUNTS_PA	Check	11/5/2021	NEW DAIRY OPCO,	42186 RECONCILED	11/8/2021			241.15
29055	55691	YABLE ACCOUNTS_PA	Check	11/5/2021	EDGE DOCUMENT SOLUTIONS	40070 RECONCILED	11/8/2021			140.00
29046	55692	YABLE ACCOUNTS_PA	Check	11/5/2021	AUBURN CAREER CENTER	499 RECONCILED	11/8/2021			385.00
29063	55693	YABLE ACCOUNTS_PA	Check	11/5/2021	MRLM LANDSCAPE MATERIALS	40828 RECONCILED	11/10/2021			5,159.15
29042	55694	YABLE ACCOUNTS_PA	Check	11/5/2021	FAMILY, CAREER AND COMMUNITY	13669 RECONCILED	11/12/2021			585.00
29043	55695	YABLE ACCOUNTS_PA	Check	11/5/2021	AGM ENERGY SERVICES LLC	41355 RECONCILED	11/18/2021			23,224.20
29023	55696	YABLE ACCOUNTS_PA	Check	11/5/2021	GORDON FOOD SERVICE	8479 RECONCILED	11/9/2021			1,753.98
29047	55697	YABLE ACCOUNTS_PA	Check	11/5/2021	SALONCENTRI C	13024 RECONCILED	11/8/2021			2,193.46
29034	55698	YABLE ACCOUNTS_PA	Check	11/5/2021	HENGST STREFF BAIKO	41179 RECONCILED	11/10/2021			1,143.42
29024	55699	YABLE ACCOUNTS_PA	Check	11/5/2021	COLD HARBOR BUILDING CO.	40097 RECONCILED	11/9/2021			28,134.70
29074	55700	YABLE ACCOUNTS_PA	Check	11/5/2021	VIVIANI FAMILY LIMITED	11774 RECONCILED	11/8/2021			1,733.35
29033	55701	YABLE ACCOUNTS_PA	Check	11/5/2021	CAMCOR, INC	41763 RECONCILED	11/8/2021			30.96
29052	55702	YABLE ACCOUNTS_PA	Check	11/5/2021	ADVANCED GAS & WELDING	13407 RECONCILED	11/8/2021			25.00
29049	55703	YABLE ACCOUNTS_PA	Check	11/5/2021	EXSCAPE DESIGNS, LLC	41963 RECONCILED	11/8/2021			1,030.54
29087	55704	YABLE ACCOUNTS_PA	Check	11/5/2021	MUNICIPAL EMERGENCY SERVICES	41310 RECONCILED	11/8/2021			1,176.27
29071	55705	YABLE ACCOUNTS_PA	Check	11/5/2021	POCKET NURSE ENTERPRISES, INC, INC	10331 RECONCILED	11/8/2021			875.40
29060	55706	YABLE ACCOUNTS_PA	Check	11/5/2021	COLLISION SERVICES INC	41456 RECONCILED	11/8/2021			1,101.28
29057	55707	YABLE ACCOUNTS_PA	Check	11/5/2021	BFG SUPPLY CO., LLC	1284 RECONCILED	11/8/2021			630.57
29032	55708	ACCOUNTS_PA	Check	11/5/2021	SHOP SUPPLY	7258 RECONCILED	11/8/2021			713.02

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
29048	55709	ACACCOUNTS_PA YABLE	Check	11/5/2021	& TOOL CO, INC. CHAGRIN VALLEY AUTO PARTS	240	RECONCILED	11/8/2021		\$ 563.34
29028	55710	ACACCOUNTS_PA YABLE	Check	11/5/2021	JOHNSTONE SUPPLY	13078	RECONCILED	11/8/2021		681.15
29035	55711	ACACCOUNTS_PA YABLE	Check	11/5/2021	ALRO STEEL CORPORATION	41193	RECONCILED	11/8/2021		7,555.99
29061	55712	ACACCOUNTS_PA YABLE	Check	11/5/2021	TOM WELK	40790	RECONCILED	11/8/2021		392.50
29070	55713	ACACCOUNTS_PA YABLE	Check	11/5/2021	SARAH NOBLE	41412	RECONCILED	11/8/2021		206.66
29056	55714	ACACCOUNTS_PA YABLE	Check	11/5/2021	DAVID COWEN	41608	RECONCILED	11/8/2021		138.07
29051	55715	ACACCOUNTS_PA YABLE	Check	11/5/2021	CAYLEY VOLPIN	41417	RECONCILED	11/8/2021		41.92
29078	55716	ACACCOUNTS_PA YABLE	Check	11/5/2021	JEFF SLAVKOVSKY	13632	RECONCILED	11/8/2021		8.06
29075	55717	ACACCOUNTS_PA YABLE	Check	11/5/2021	BRIAN BONTEMPO	41373	RECONCILED	11/8/2021		53.48
29072	55718	ACACCOUNTS_PA YABLE	Check	11/5/2021	CHRISTINE TREDENT	40990	RECONCILED	11/8/2021		77.22
29044	55719	ACACCOUNTS_PA YABLE	Check	11/5/2021	KAREN HOWELL	41820	RECONCILED	11/8/2021		63.70
29129	55742	ACACCOUNTS_PA YABLE	Check	11/15/2021	NEW DAIRY OPCO,	42186	RECONCILED	11/22/2021		173.75
29113	55743	ACACCOUNTS_PA YABLE	Check	11/15/2021	AT&T	171	RECONCILED	11/22/2021		511.09
29122	55744	ACACCOUNTS_PA YABLE	Check	11/15/2021	CITY OF PVILLE UTIL.	215	RECONCILED	11/22/2021		911.15
29155	55745	ACACCOUNTS_PA YABLE	Check	11/15/2021	WELLS FARGO FINANCIAL LEASING	40583	RECONCILED	11/29/2021		5,116.21
29115	55746	ACACCOUNTS_PA YABLE	Check	11/15/2021	SITEONE LANDSCAPE SUPPLY, LLC	7719	RECONCILED	11/18/2021		75.27
29137	55747	ACACCOUNTS_PA YABLE	Check	11/15/2021	KECO	42367	RECONCILED	11/22/2021		3,375.20
29104	55748	ACACCOUNTS_PA YABLE	Check	11/15/2021	IRON MOUNTAIN INC	11058	RECONCILED	11/19/2021		30.47
29143	55749	ACACCOUNTS_PA YABLE	Check	11/15/2021	HOME SCIENCE TOOLS	42376	RECONCILED	11/24/2021		238.20
29127	55750	ACACCOUNTS_PA YABLE	Check	11/15/2021	GLOBAL EQUIPMENT COMPANY INC	2128	RECONCILED	11/19/2021		1,002.84
29148	55751	ACACCOUNTS_PA YABLE	Check	11/15/2021	G & L LOCKSMITHS	41600	RECONCILED	11/22/2021		585.30

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Yord Date	Amount
29116	55752	ACACCOUNTS_PA YABLE	Check	11/15/2021	KELVIN ELECTRONICS	702	RECONCILED	11/22/2021		\$ 144.85
29123	55753	ACACCOUNTS_PA YABLE	Check	11/15/2021	LINCOLN ELECTRIC CO.	984	RECONCILED	11/26/2021		244.02
29131	55754	ACACCOUNTS_PA YABLE	Check	11/15/2021	21C ADVERTISING	414	RECONCILED	11/19/2021		200.00
29133	55755	ACACCOUNTS_PA YABLE	Check	11/15/2021	PENNCARE	8957	OUTSTANDING			1,068.76
29142	55756	ACACCOUNTS_PA YABLE	Check	11/15/2021	THYSSENKRUP P ELEVATOR CORP.	11792	RECONCILED	11/30/2021		630.00
29145	55757	ACACCOUNTS_PA YABLE	Check	11/15/2021	WASTE MANAGEMENT OF OHIO	734	OUTSTANDING			358.92
29128	55758	ACACCOUNTS_PA YABLE	Check	11/15/2021	SHERWIN WILLIAMS PAINTERS SUPPLY	334	OUTSTANDING			164.85
29146	55759	ACACCOUNTS_PA YABLE	Check	11/15/2021	AUBURN CAREER CENTER	42143	RECONCILED	11/19/2021		556.96
29141	55760	ACACCOUNTS_PA YABLE	Check	11/15/2021	QUADIENT LEASING USA, INC	499	RECONCILED	11/16/2021		4,736.89
29125	55761	ACACCOUNTS_PA YABLE	Check	11/15/2021	VOCATIONAL RESEARCH INST	42027	RECONCILED	11/23/2021		695.82
29152	55762	ACACCOUNTS_PA YABLE	Check	11/15/2021	VOCATIONAL RESEARCH INST	53	RECONCILED	11/24/2021		299.00
29147	55763	ACACCOUNTS_PA YABLE	Check	11/15/2021	SC STRATEGIC SOLUTIONS	41786	RECONCILED	11/29/2021		995.00
29107	55764	ACACCOUNTS_PA YABLE	Check	11/15/2021	SHERMAN CREATIVE	40048	RECONCILED	11/23/2021		2,998.75
29150	55765	ACACCOUNTS_PA YABLE	Check	11/15/2021	SHUTTLEERS UNIFORMS	42233	OUTSTANDING			176.00
29138	55766	ACACCOUNTS_PA YABLE	Check	11/15/2021	SUSAN J LEFLER	11937	RECONCILED	11/23/2021		52.50
29105	55767	ACACCOUNTS_PA YABLE	Check	11/15/2021	COUNTRYSIDE TRUCK SERVICE INC.	41602	RECONCILED	11/22/2021		18,737.70
29102	55768	ACACCOUNTS_PA YABLE	Check	11/15/2021	MITCHELL 1	8657	RECONCILED	11/18/2021		1,498.38
29120	55769	ACACCOUNTS_PA YABLE	Check	11/15/2021	NOC COG ONE STOP	40653	RECONCILED	11/19/2021		227.34
29109	55770	ACACCOUNTS_PA YABLE	Check	11/15/2021	GENERAL PEST CONTROL CO.	11210	RECONCILED	11/24/2021		204.75
29130	55771	ACACCOUNTS_PA YABLE	Check	11/15/2021	WILLO TRANSPORTATI ON	12426	RECONCILED	11/24/2021		959.00
29111	55772	ACACCOUNTS_PA YABLE	Check	11/15/2021	PREMIER PAINT	1141	RECONCILED	11/19/2021		880.05

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
29149	55773	ACCOUNTS_PA YABLE	Check	11/15/2021	MANUFACTURING SKILL STANDARDS	40085	RECONCILED	11/30/2021		\$ 45.00
29099	55774	ACCOUNTS_PA YABLE	Check	11/15/2021	SYSCO FOOD SERVICES OF GORDON FOOD SERVICE	8412	RECONCILED	11/19/2021		997.28
29139	55775	ACCOUNTS_PA YABLE	Check	11/15/2021	GORDON FOOD SERVICE	8479	RECONCILED	11/22/2021		1,289.03
29118	55776	ACCOUNTS_PA YABLE	Check	11/15/2021	GRAINGER	466	RECONCILED	11/19/2021		3,003.18
29112	55777	ACCOUNTS_PA YABLE	Check	11/15/2021	NICHOLS PAPER & SUPPLY, CO	41932	RECONCILED	11/19/2021		1,873.87
29117	55778	ACCOUNTS_PA YABLE	Check	11/15/2021	PLATTENBURG AND ASSOC., INC.	40994	RECONCILED	11/22/2021		5,500.00
29124	55779	ACCOUNTS_PA YABLE	Check	11/15/2021	ESC OF THE WESTERN RESERVE	1697	RECONCILED	11/15/2021		6,571.92
29140	55780	ACCOUNTS_PA YABLE	Check	11/15/2021	ALEXANDRA BRYNER	42255	RECONCILED	11/19/2021		1,000.00
29106	55781	ACCOUNTS_PA YABLE	Check	11/15/2021	CARTER SMITH	42213	RECONCILED	11/19/2021		1,000.00
29153	55782	ACCOUNTS_PA YABLE	Check	11/15/2021	GRANT EGENSEPGER	42081	RECONCILED	11/23/2021		1,000.00
29110	55783	ACCOUNTS_PA YABLE	Check	11/15/2021	DILLON HARRIS	42298	RECONCILED	11/24/2021		1,000.00
29144	55784	ACCOUNTS_PA YABLE	Check	11/15/2021	TERRELL BECKS	42378	OUTSTANDING			1,000.00
29134	55785	ACCOUNTS_PA YABLE	Check	11/15/2021	ADVANCED GAS & WELDING	13407	RECONCILED	11/16/2021		271.95
29108	55786	ACCOUNTS_PA YABLE	Check	11/15/2021	CRILE ROAD HARDWARE	551	RECONCILED	11/16/2021		507.70
29136	55787	ACCOUNTS_PA YABLE	Check	11/15/2021	MSC INDUSTRIAL SUPPLY CO. INC.	7489	RECONCILED	11/16/2021		1,138.60
29100	55788	ACCOUNTS_PA YABLE	Check	11/15/2021	R.E. MICHEL COMPANY INC	12295	RECONCILED	11/16/2021		1,122.08
29101	55789	ACCOUNTS_PA YABLE	Check	11/15/2021	SHEFLER OFFICE SOLUTIONS	41656	RECONCILED	11/16/2021		468.33
29103	55790	ACCOUNTS_PA YABLE	Check	11/15/2021	SHOP SUPPLY & TOOL CO., INC.	7258	RECONCILED	11/16/2021		3,427.72
29119	55791	ACCOUNTS_PA YABLE	Check	11/15/2021	JOHNSTONE SUPPLY	13078	RECONCILED	11/16/2021		1,867.70
29126	55792	ACCOUNTS_PA YABLE	Check	11/15/2021	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	11/16/2021		2,873.00

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Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Yord Date	Amount
29114	55793	ACACCOUNTS_PA YABLE	Check	11/15/2021	SIEVERS SECURITY SYSTEMS INC	1931	RECONCILED	11/16/2021		\$ 8.00
29135	55794	ACACCOUNTS_PA YABLE	Check	11/15/2021	EXSCAPE DESIGNS, LLC	41963	RECONCILED	11/16/2021		749.00
29121	55795	ACACCOUNTS_PA YABLE	Check	11/15/2021	OHIO SCHOOLS COUNCIL	812	RECONCILED	11/16/2021		1,466.04
29132	55796	ACACCOUNTS_PA YABLE	Check	11/15/2021	CHANNEY ELECTRONICS INC	1017	RECONCILED	11/16/2021		452.61
29154	55797	ACACCOUNTS_PA YABLE	Check	11/15/2021	POCKET NURSE ENTERPRISES, INC, INC	10331	RECONCILED	11/16/2021		198.83
29151	55798	ACACCOUNTS_PA YABLE	Check	11/15/2021	NCS PEARSON, INC	12139	RECONCILED	11/16/2021		606.80
29173	55799	ACACCOUNTS_PA YABLE	Check	11/23/2021	MENTOR LUMBER & SUPPLY CO	834	RECONCILED	11/30/2021		2,323.85
29177	55800	ACACCOUNTS_PA YABLE	Check	11/23/2021	DONALD SEAMON	41927	RECONCILED	11/29/2021		120.00
29168	55801	ACACCOUNTS_PA YABLE	Check	11/23/2021	TAHARKA H ANKHENATON	41895	RECONCILED	11/29/2021		990.00
29172	55802	ACACCOUNTS_PA YABLE	Check	11/23/2021	HENRY BRETTTRAGER	42383	RECONCILED	11/30/2021		750.00
29174	55803	ACACCOUNTS_PA YABLE	Check	11/23/2021	DEBRA BROWN	41889	OUTSTANDING			1,305.00
29164	55804	ACACCOUNTS_PA YABLE	Check	11/23/2021	BENCO DENTAL CO	41892	RECONCILED	11/29/2021		560.10
29176	55805	ACACCOUNTS_PA YABLE	Check	11/23/2021	WEX BANK	41338	OUTSTANDING			298.42
29175	55806	ACACCOUNTS_PA YABLE	Check	11/23/2021	SPRINT	41733	RECONCILED	11/29/2021		335.22
29170	55807	ACACCOUNTS_PA YABLE	Check	11/23/2021	FIRST COMMUNICATI ONS LLC	10610	RECONCILED	11/26/2021		116.91
29163	55808	ACACCOUNTS_PA YABLE	Check	11/23/2021	ESSENTIAL EDUCATION	41738	RECONCILED	11/30/2021		1,052.00
29178	55809	ACACCOUNTS_PA YABLE	Check	11/23/2021	MARKEL CORPORATION	42379	OUTSTANDING			2,500.00
29169	55810	ACACCOUNTS_PA YABLE	Check	11/23/2021	ILLUMINATING COMPANY	925	RECONCILED	11/29/2021		1,833.65
29165	55811	ACACCOUNTS_PA YABLE	Check	11/23/2021	COUNTRY MEATS	12429	OUTSTANDING			890.00
29171	55812	ACACCOUNTS_PA YABLE	Check	11/23/2021	SAM'S CLUB	8469	RECONCILED	11/29/2021		2,867.70
29167	55813	ACACCOUNTS_PA YABLE	Check	11/23/2021	HOME DEPOT CREDIT SERVICES	10207	RECONCILED	11/30/2021		2,852.02
29162	55814	ACACCOUNTS_PA Check	Check	11/23/2021	HUNTINGTON	10092	RECONCILED	11/24/2021		6,183.02

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
29166	55815	ACCOUNTS_PA	Check	11/23/2021	NATIONAL BANK CREDIT CARD OPERATION	41906	RECONCILED	11/26/2021		\$ 5,860.38
\$ 351,920.63										
Default Payment Type: Electronic										
29157		0 ACCOUNTS_PA	Electronic	11/24/2021	STATE TEACHERS RETIREMENT	480	RECONCILED	11/27/2021		28,164.58
29097		0 ACCOUNTS_PA	Electronic	11/10/2021	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	11/13/2021		106,549.47
29182		0 ACCOUNTS_PA	Electronic	11/30/2021	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	11/30/2021		143.78
29095		0 ACCOUNTS_PA	Electronic	11/10/2021	BANK ONE/MEMO/FICA	900693	RECONCILED	11/13/2021		23.25
29093		0 ACCOUNTS_PA	Electronic	11/10/2021	STATE TEACHERS RETIREMENT	480	RECONCILED	11/13/2021		28,730.18
29160		0 ACCOUNTS_PA	Electronic	11/24/2021	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	11/27/2021		7,822.47
29159		0 ACCOUNTS_PA	Electronic	11/24/2021	Workers Comp	900950	RECONCILED	11/27/2021		1,024.15
29161		0 ACCOUNTS_PA	Electronic	11/19/2021	SERS	900926	RECONCILED	11/27/2021		1,122.95
29092		0 ACCOUNTS_PA	Electronic	11/10/2021	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	11/13/2021		3,580.66
29098		0 ACCOUNTS_PA	Electronic	11/10/2021	FLEX SAVE	999992	RECONCILED	11/13/2021		100.00
29181		0 ACCOUNTS_PA	Electronic	11/30/2021	KEY GOVERNMENT FINANCE INC	999515	RECONCILED	11/30/2021		8,234.40
29158		0 ACCOUNTS_PA	Electronic	11/24/2021	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	11/27/2021		3,536.77
29096		0 ACCOUNTS_PA	Electronic	11/5/2021	SERS	900926	RECONCILED	11/13/2021		1,147.81
29180		0 ACCOUNTS_PA	Electronic	11/30/2021	Chase Bank	999501	RECONCILED	11/30/2021		34,212.93
29094		0 ACCOUNTS_PA	Electronic	11/10/2021	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	11/13/2021		7,713.14
29091		0 ACCOUNTS_PA	Electronic	11/10/2021	Workers Comp	900950	RECONCILED	11/13/2021		1,037.44

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
29179	0	ACCOUNTS PA	Electronic	11/30/2021	Huntington Bank	999502	RECONCILED	11/30/2021		\$ 23,236.75
		YABLE								<u>\$ 256,380.73</u>
										<u>\$ 608,301.36</u>
Type: REFUND										
Default Payment Type: Check										
29000	55720	REFUND	Check	11/5/2021	U.S. DEPARTMENT OF VETERANS AFFAIRS	42374	RECONCILED	11/12/2021		8,455.00
29001	55721	REFUND	Check	11/5/2021	CHRIS GLATZ	42370	RECONCILED	11/15/2021		1,081.50
29002	55722	REFUND	Check	11/5/2021	ANTHONY MORGAN	42299	RECONCILED	11/15/2021		5,249.00
29003	55723	REFUND	Check	11/5/2021	SAMANTHA LOMBARDO	42368	RECONCILED	11/9/2021		250.00
29004	55724	REFUND	Check	11/5/2021	ALEXANDRIA BURKHART	42283	RECONCILED	11/9/2021		2,322.12
29005	55725	REFUND	Check	11/5/2021	ASHLEY LEE	42285	RECONCILED	11/8/2021		2,322.12
29006	55726	REFUND	Check	11/5/2021	DESIREE MASINGILL	42286	RECONCILED	11/9/2021		2,322.12
29007	55727	REFUND	Check	11/5/2021	CHRISTINE STOLAR	42290	RECONCILED	11/10/2021		2,623.00
29008	55728	REFUND	Check	11/5/2021	JESSICA YAUGHER	42292	RECONCILED	11/9/2021		3,641.25
29009	55729	REFUND	Check	11/5/2021	LAKE JOB AND FAMILY SERVICES	42373	RECONCILED	11/10/2021		4,276.12
29010	55730	REFUND	Check	11/5/2021	ALEXANDRA BRYNER	42255	RECONCILED	11/19/2021		100.00
29011	55731	REFUND	Check	11/5/2021	ALEXIS HUNGERFORD	42257	RECONCILED	11/9/2021		1,173.00
29012	55732	REFUND	Check	11/5/2021	GRIFFIN CZARNECKI	42093	RECONCILED	11/8/2021		3,347.00
29013	55733	REFUND	Check	11/5/2021	RICHARD BLUE	42080	RECONCILED	11/10/2021		127.00
29014	55734	REFUND	Check	11/5/2021	ROBERT FORSTER	42082	RECONCILED	11/19/2021		100.00
29015	55735	REFUND	Check	11/5/2021	DARVIN DOUGLAS	42256	RECONCILED	11/15/2021		100.00
29016	55736	REFUND	Check	11/5/2021	DILLON HARRIS	42298	RECONCILED	11/18/2021		100.00
29017	55737	REFUND	Check	11/5/2021	CONNOR KAUCIC	42097	RECONCILED	11/15/2021		2,969.00
29018	55738	REFUND	Check	11/5/2021	OWEN NAPIER	42099	RECONCILED	11/15/2021		100.00
29019	55739	REFUND	Check	11/5/2021	GRANT EGENSPERGER	42081	RECONCILED	11/10/2021		418.09
29020	55740	REFUND	Check	11/5/2021	HANNAH	42259	RECONCILED	11/8/2021		4,421.50

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Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
29021	55741 REFUND	Check		11/5/2021	WHITE CRYSTAL RODRIGUEZ	41915 RECONCILED	RECONCILED	11/8/2021		\$ 1,433.12
Type: PAYROLL Default Payment Type:										<u>\$ 46,930.94</u> <u>\$ 46,930.94</u>
29156	0 PAYROLL			11/24/2021	AUBURN VOCATIONAL SCHOOL DISTR	RECONCILED	RECONCILED	11/27/2021		227,568.13
29090	0 PAYROLL			11/10/2021	AUBURN VOCATIONAL SCHOOL DISTR	RECONCILED	RECONCILED	11/13/2021		230,527.73
Grand Total										<u>\$ 458,095.86</u> <u>\$ 458,095.86</u> \$ 1,113,328.16

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

	Monthly Comparison			Avg Chg	Annual Comparison			Remain 2022	Budget Expended
	Nov FY 20	Nov FY 21	Nov FY 22		Actual 2020	Actual 2021	Budget 2022		
Revenue									
Real Estate	\$ 2,778,673	\$ 2,818,651	\$ 2,964,245		\$ 6,057,261	\$ 6,279,207	\$ 6,272,585	\$ 3,308,340	47%
Tangible Personal (P)	\$ 166,589	\$ 170,598	\$ 177,761		\$ 356,021	\$ 368,468	\$ 378,492	\$ 200,731	47%
Foundation	\$ 968,130	\$ 921,544	\$ 967,462		\$ 2,240,061	\$ 2,230,339	\$ 2,327,520	\$ 1,360,058	42%
Homesite & Rollback	\$ 424,857	\$ 428,063	\$ 447,300		\$ 847,989	\$ 868,255	\$ 878,439	\$ 431,139	51%
Other	\$ 375,062	\$ 107,957	\$ 389,101		\$ 616,144	\$ 468,247	\$ 567,334	\$ 178,233	69%
Subtotal	\$ 4,713,311	\$ 4,446,814	\$ 4,945,869		\$ 10,117,477	\$ 10,214,516	\$ 10,424,370	\$ 5,478,501	47%
Expense									
Salaries	\$ 1,714,519	\$ 1,619,248	\$ 1,641,697	-2.1%	\$ 4,114,072	\$ 3,894,760	\$ 4,121,674	\$ 2,479,977	40%
Benefits	\$ 807,305	\$ 736,202	\$ 707,662	-6.3%	\$ 1,877,308	\$ 1,763,190	\$ 1,996,405	\$ 1,288,743	35%
Purchased Services	\$ 779,988	\$ 502,274	\$ 545,354	-13.5%	\$ 1,507,668	\$ 1,350,495	\$ 1,391,010	\$ 845,656	39%
Supplies	\$ 319,002	\$ 316,982	\$ 273,547	-7.2%	\$ 558,910	\$ 566,140	\$ 641,437	\$ 367,890	43%
Capital Outlay/Equipment	\$ 264,997	\$ 270,102	\$ 85,405	-33.2%	\$ 327,649	\$ 206,831	\$ 200,000	\$ 114,595	43%
Other	\$ 62,489	\$ 52,567	\$ 54,174		\$ 137,985	\$ 131,774	\$ 135,727	\$ 81,553	40%
Subtotal	\$ 3,948,300	\$ 3,497,374	\$ 3,307,839		\$ 8,523,592	\$ 7,913,190	\$ 8,486,253	\$ 5,178,414	39%
Revenue/Expense (Operating Balance)	\$ 765,011	\$ 949,440	\$ 1,638,030		\$ 1,593,885	\$ 2,301,326	\$ 1,938,117		
Other Uses									
Advances Returned	\$ 50,301	\$ 220,394	\$ 244,715		\$ 56,816	\$ 230,637	\$ 255,965		
Advances Out	\$ -	\$ -	\$ -		\$ 227,074	\$ 256,783	\$ 42,000		
Transfers	\$ 791,203	\$ 97,594	\$ 164,728		\$ 1,422,160	\$ 864,223	\$ 1,015,936		
Subtotal	\$ (740,902)	\$ 122,799	\$ 79,988		\$ (1,592,418)	\$ (890,370)	\$ (801,971)		
Beginning Cash	\$ 6,771,057	\$ 7,956,854	\$ 10,034,109		\$ 7,687,177	\$ 9,021,876	\$ 7,886,480		
Funding Cash	\$ 6,498,166	\$ 7,547,762	\$ 9,604,497		\$ 6,475,523	\$ 7,886,480	\$ 9,022,626		
Encumbrances	\$ 1,088,514	\$ 1,065,362	\$ 975,636		\$ 251,671	\$ 95,885			

This is an unaudited financial report.

**Auburn
Career Center**



Attachment Item #7

*Approve Tax Budget for FY
2022-2023*

TAX BUDGET FOR
Auburn Vocational School District
FOR THE FISCAL YEAR
7/1/2022- 6/30/2023

LAKE
COUNTY,
OHIO

Instructions and Tax Budget Form

LAKE COUNTY, OHIO

7/1/2022- 6/30/2023

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 2022 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 COLUMN 4	OUTSIDE 10 MILL LIMIT BUDGET YEAR COLUMN 5	
GENERAL FUND	\$ 7,939,251	\$	\$			
TOTALS: ALL FUNDS	\$7,939,251	\$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 2020 ACTUAL	FOR 2021 ACTUAL	2022 CURRENT YEAR ESTIMATE	2023 BUDGET YEAR ESTIMATE
REVENUES:				
Property Taxes (Real & Tangible Pers	\$6,413,282	\$6,647,674	\$6,651,077	\$6,661,391
Homestead &, Rollback	\$847,989	\$868,255	\$878,439	\$882,831
S. B. 3 & 287 Dereg. Reimb.	\$0	\$0	\$0	\$0
Personal Property Reimb.	\$0	\$0	\$0	\$0
Other Revenues	\$2,913,021	\$2,929,223	\$3,150,819	\$2,750,659
TOTAL REVENUES	\$10,174,292	\$10,445,152	\$10,680,335	\$10,294,881
TOTAL EXPENDITURES	\$10,172,826	\$9,034,197	\$9,544,189	\$9,979,635
REVENUES OVER (UNDER) EXPENDITURES	\$1,466	\$1,410,955	\$1,136,146	\$315,246
BEGINNING CASH BALANCE	\$6,474,055	\$6,475,521	\$7,886,476	\$9,022,622
ENDING CASH BALANCE	\$6,475,521	\$7,886,476	\$9,022,622	\$9,337,868
ENCUMBRANCES AT YEAR END	\$251,671	\$95,885	\$150,000	\$150,000

FUND: BOND RETIREMENT FUND

DESCRIPTION	FOR 2020 ACTUAL	FOR 2021 ACTUAL	2022 CURRENT YEAR ESTIMATE	2023 BUDGET YEAR ESTIMATE
REVENUES:				
Property Taxes (Real & Personal)				
Homestead & Rollback				
S. B. 3 & 287 Dereg. Reimb.				
Personal Property Reimb.				
Other Revenues	613,591	753,425	758,196	748,085
TOTAL REVENUES	613,591	753,425	758,196	748,085
TOTAL EXPENDITURES	613,591	753,425	758,196	748,085
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
							7/1/2021	7/01/2021 to 6/30/2022
INSIDE TEN MILL LIMIT:								
TOTAL							\$0	\$0
OUTSIDE TEN MILL LIMIT:								
UNVOTED 1/10 OF 1% Limited Tax General Obligation Bonds-Tax Exempt (\$2,800,000.00)		7/20/2011	6/1/2026	RESOLUTION		3.61%	1,095,000	240,829
UNVOTED 1/10 OF 1% Limited Tax General Obligation Bonds-Tax Exempt (\$2,300,000.00)		8/28/2012	6/1/2027	RESOLUTION		2.34%	1,010,000	183,634
UNVOTED 1/10 OF 1% Limited Tax General Obligation Bonds-Tax Exempt (\$600,000.00)		12/6/2012	6/1/2027	RESOLUTION		2.48%	280,000	51,944
UNVOTED 1/10 OF 1% Limited Tax General Obligation Bonds-Tax Exempt (\$1,300,000.00)		12/1/2020	6/1/2030	RESOLUTION		1.41%	1,168,000	138,469
UNVOTED 1/10 OF 1% Limited Tax General Obligation Bonds-Tax Exempt (\$1,745,000.00)		3/29/2018	6/1/2033	RESOLUTION		3.04%	1,475,000	143,320
TOTAL							\$5,028,000	\$758,196

**Auburn
Career Center**



Attachment Item #9

Human Resources

Auburn Career Center



Human Resources

January 13, 2022

Resignation 2021-2022

Employee Name	Title/Position	Effective Date
Jody Williams	Geauga One-Stop	December 30, 2021

Increase Salary Step 2021-2022 *(Per CATA Agreement 18.1.2.2)*

Employee Name	Title	Step	Column	Amount
Mary Justine Malvicino	Career Guidance Advisor	13	3	\$69,391.00

Substitute - Professional 2021-2022

Employee Name	Substitute Area	Effective Dates	Hourly Amount
Ed Molzon	Advanced Manufacturing	January 10, 2022 to May 31, 2022	\$30.00

Adult Workforce Education 2021-2022

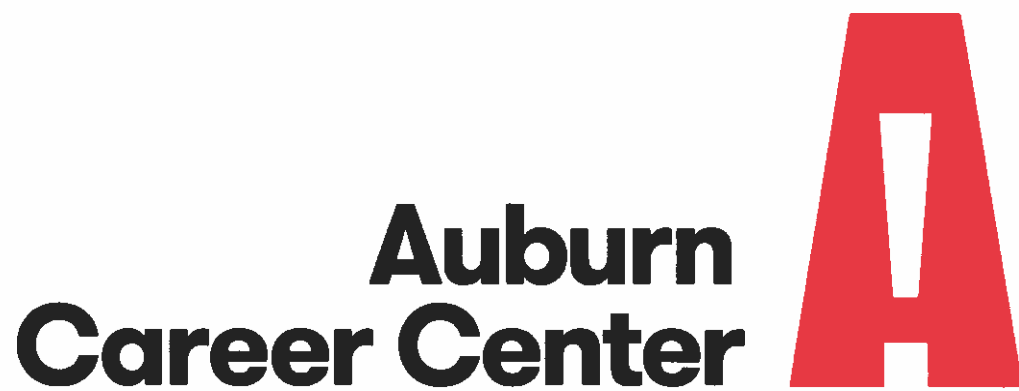
Employee Name	Title	Hourly Amount
Joseph Christopher	Certified Production Technician	\$30.00
Justin Bruno	Certified Production Technician	\$30.00

**Auburn
Career Center**



Attachment Item #10

*Approve Auburn Practical
Nursing Handbook 2022*



**Auburn Practical Nursing Program
Student Handbook**

2022 Program

AUBURN PRACTICAL NURSING PROGRAM

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

APPROVAL AND ACCREDITATION

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

CONTROLLING AGENCY

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

PRACTICAL NURSING PROGRAM ADMINISTRATOR

Karen Howell, MSN, RN

MISSION STATEMENT

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

CORE VALUES

We Believe That:

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

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OBJECTIVES

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

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

Auburn Practical Nursing Program

Mission * Core Values * Philosophy

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

WE BELIEVE....

•**The Person** is a holistic being who is an individual, a member of a family, a member of a local, regional, and world community. Each person possesses individual, physical, emotional, social, economic, and spiritual self-care requisites. Either self-care, dependent-care, or nursing-care can meet these self-care requisites.

•**Health** exists when the person has the ability to meet self-care requisites that contribute to the maintenance and promotion of structural and/or emotional integrity, function, and development.

•**Illness** occurs when an individual is incapable of maintaining self-care as a result of health-related limitations.

•**Society/Environment** includes all internal and external factors which affect the person's ability to adjust or maintain self-care agency or meet self-care needs.

•**Nursing** is a service of deliberately selected and performed actions to assist individuals to maintain self-care, including structural integrity, function, and development. These actions should be based on the organized approach of the nursing process which includes the following:

- collect and record objective and subjective data to facilitate the assessment of the individual/patient in terms of self-care, development and health deviation requisites
- identify problems specific to the individual/patient and their unmet health care requisites
- use a cooperative effort with the individual/patient to establish goals
- establish a plan of care using appropriate members of the health care team and the individual/patient
- implement the plan
- evaluate and revise the plan of care as necessary

•**Nursing Education** is the process by which the nursing instructor facilitates the student's psychomotor, cognitive, and affective skills to attain entry-level nursing knowledge and competency. Entry-level practical nursing skills are gained through the use of integrated Technical and Academic Competencies.

Program Curriculum

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

Conceptual Framework

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

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

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

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

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

Teaching Strategies

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

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

Instructional Staff

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

Field Trips

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

COURSE DESCRIPTIONS

Anatomy & Physiology

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

Growth & Development

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

Nutrition

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

Personal & Vocational Relationships

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

Pharmacology I

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

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

Pharmacology II

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

Nursing Fundamentals

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

Nursing Across the Lifespan

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

Technology Lab

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

RELEASE POLICY

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

STUDENT ADMISSION

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

1. General Admission Requirements

- a. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. *Applicants are asked to obtain an official academic transcript from either a high school transcript or GED score report. Applicants are encouraged to obtain transcripts from any post-secondary education, as well. The transcripts must be "official" transcripts. All transcripts/documents become the property of Auburn Career Center.*
- b. The applicant must submit to and have a Negative *non-DOT 10 panel pre-placement drug screen that matches the Ohio BWC Drug Free Safety Program cut off levels unless documentation is received from the prescribing health care provider of the student being on the medication.*
- c. The applicant must submit to and pass a criminal background check (BCI & FBI) prior to starting the program. *Based upon Section 4723.28 of the Ohio Revised Code and according to the school admission requirements, Auburn Practical Nursing Program applicants are required to obtain a criminal background check.*
 - i. The applicant needs to be fingerprinted for both BCI and FBI
 - ii. (See Forms Section for Background Waiver)
 - iii. Note: Program graduates will be required to obtain a BCI/FBI background check prior to licensure. Therefore, if an applicant is aware of any misdemeanor, including those related to alcohol or drugs, or felony convictions, they are required to inform the Program Administrator prior to entering the program so that the applicant may be informed of the law and rules as found on the Ohio Board of Nursing (OBN) web site (<http://www.nursing.ohio.gov/>). Any applicant having any conviction should investigate the law and rule before considering the pursuit of an education in nursing.
- d. *Applicants will be scheduled for the HESI A-2 Admission Assessment Exam Test by an adult support staff. The HESI A-2 Test evaluates two sections; First the English Language Composite score for reading, grammar and vocabulary and the second section is math. Applicants must earn 70% or higher on both the English Language and Math. Student will also do an assessment to determine personality and learning styles. Results of the HESI A-2 are immediate.*
- e. *Prior to taking the HESI A-2, students will be provided an opportunity to purchase the study guide (\$35.00) to prepare for the assessment. Students are strongly discouraged from taking the assessment without completing the review study guide. A successful first-time test score of 70% in all section, the student will be refunded \$45 admission fee to their account. If the applicant is unsuccessful after the first attempt, he or she is encouraged to complete remediation for a least one week before being allowed to take*

the HESI A-2 the second time. In the event that the student may need to take the exam a third time a month of remediation is required.

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

2. Application to the Program

- i. Applications are required of each person interested in attending the program. Once the application form is completed, it is to be returned to Adult Workforce Office with a \$45 application fee.
 - i. Applications and transcripts for applicants not entering the program are kept in the Adult Education Workforce Office. If the applicant does not attend the program for the current school year, the application can be considered for the next student cohort. Applicants will need to repeat any paperwork that would expire prior to the end of the school year. Students who have applied prior to the existing school year will need to go through the entire admission process following that cohort's procedures.
- j. The applicant must provide a valid form of identification with a picture, name and address i.e. driver's license, state id's or United States Passport.
- k. Accepted applicants will then need to meet with the Financial Aid Officer. An Enrollment Agreement form needs to be completed with the Adult Office following the financial aid appointment.
- l. Applicants are asked to obtain two references using the provided reference form, preferably one work related and one personal. References should not be relatives. These references need to be received by the school prior to acceptance into the program.

3. Letter of Acceptance

- m. *Upon receiving completed application file, the program administrator or Faculty Committee member will verify the records for completeness. Once all information is received, the Program Administrator shall notify faculty of the applicant's desire to attend the program-*
- n. The Faculty Committee determines the acceptance of students into the program. Acceptance is contingent upon successful completion of the requirements.

- o. A letter will be sent to the applicants concerning the decision.
- p. When the maximum number of students has been accepted into the class, an applicant who meets the specified admission requirements may be considered as a substitute in the event of an open space for the current class.

4. Health Requirements

- q. Students entering the program need to demonstrate physical health and emotional maturity. Students must be eligible to work in long term care facilities and acute care facilities.
- r. Students are required to complete the following health requirements:
 - i. Physical examination including a medical history and physical.
 - ii. Record of positive titers for Hepatitis B, measles, mumps, rubella, and varicella. Booster vaccines are required if titers are negative. Proof of booster vaccines is required. A waiver for Hepatitis B Vaccination may be obtained from the school if the student does not wish to be vaccinated.
 - iii. TB quantiferon titer (T spot)
 - iv. Current tetanus vaccination.
 - v. Each fall (Oct-March) students are required to obtain that season's flu shot as per NEONI clinical agreement requirements.
 - vi. Covid immunization is required. You may be able to submit a medical wavier or religious exception. NOTE: These requirements are subjected to changed based on clinical site requirements and current CDC guidelines and mandates.
- s. Physical and Mental Health Qualifications for Classroom, Lab, and Clinical Areas
 - i. Frequently work in a standing position (up to eight hours) and frequent walking (up to eight hours).
 - ii. Lift and transfer patients up to six inches from a stooped position, then push or pull the weight up to three feet.
 - iii. Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
 - iv. Physically apply up to 10 pounds of pressure to bleeding sites, or when performing CPR.
 - v. React immediately to auditory instructions/request/monitor equipment.
 - vi. Perform auditory auscultation of heart sounds, breath sounds, and bowel sounds.

- vii. Physically perform up to an eight-hour clinical laboratory experience.
- viii. Perform close-up and distant visual activities involving object, persons, and paperwork, i.e.: assess patient behavior, read medication labels, read patient records, prepare/administer medications, read monitors.
- ix. Discriminate depth and color perception.
- x. Discriminate between sharp/dull and hot/cold when using hands.
- xi. Manual dexterity required for preparing and administering medications.
- xii. Provide effective written, oral, and non-verbal communications to patients and their families, colleagues, health care providers, and to the public.
- xiii. Speak, write, and comprehend the English language proficiently.
- xiv. Make appropriate decisions under stressful situations.
- xv. Complete procedures that prevent the spread of infections. e.g.: frequent hand washing, using masks, and gloves.

5. Application to the Program after Testing

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

Students who have applied prior to the existing school year will need to go through the entire admission process following that cohort's procedures.

6. Program Orientation

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

SCHOOL CALENDAR AND SCHEDULE

The Auburn Practical Nursing Program observes the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, NEOEA Day, Thanksgiving, and Christmas Day. Additional time off may be scheduled during the year for program recess periods. This information will be indicated on the individual cohort calendar provided at the start of the program. Should students have an observed religious holiday not part of the school calendar, the student may observe the holiday without it affecting their attendance total. However, the student must notify the Program Administrator of the observed holiday at least four weeks prior to the holiday in writing. The Program Administrator and the involved faculty will work with the student to establish a schedule for working ahead and or making up missed work. Most classes will be conducted on the premises of Auburn Career Center. Sixty minutes constitutes a class (clock) hour. When attending classes or laboratory experiences, class hours can run Monday through Friday 7:00 am to 12:00 pm 12 pm to 5 pm (day) and Monday through Thursday 5:00 pm to 10 pm (evening). Clinical experiences shall vary depending upon the needs of the individual clinical facility and the involved curriculum.

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

Studying is imperative for success! Time management skills are crucial. Solid time management begins by recognizing how much time school occupies. **A minimum of 3 hours of class preparation is expected for each hour of lecture/class content presented.** What will you "give

up” to accommodate your school schedule? You and your family will need to make numerous sacrifices. **Focusing both your energy and priorities in this educational program is integral to success and achievement.**

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

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

STUDENT EVALUATION

Evaluation of the Student in the Classroom and Laboratory

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

The grading system at Auburn Career Center is as follows:

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

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

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

Evaluation of the Student in Clinical

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

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

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

Responsibilities of Clinical Nurse Educators to the Students

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

Academic Guidance and Counseling Policy

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

Career Technical Credit Transfer (CT²)

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

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

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

Graduation/Completion Requirements

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

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

Auburn Certificates

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

Graduation Fees and Licensure

Faculty will review with students the application process for taking the NCLEX-PN examination for licensure during the last quarter of the PVR class. The designated part of your tuition will cover your graduation costs providing there are no increased costs from 3rd parties, NCLEX, Ohio Board of

Nursing, etc., and you are graduated “on time,” as scheduled from your initial enrollment. Graduation costs include Certificate of Completion, Official School Pin, BCI/FBI Records Check for Ohio Board of Nursing Application, Ohio Board of Nursing Application Fee, NCLEX-PN Test Application and NCLEX-PN readiness testing. Graduates are required to schedule themselves for the exact test time for the licensure examination.

Career Portfolio

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

Completion Ceremony

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

SCHOOL OPERATIONS

Equal Opportunity

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

Grievance Procedures for Non-Discrimination and Equal Opportunity/Access

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

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

- Step 1: A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.
- Step 2: If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
- Step 3: If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.
- Step 4: If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114.

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

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

Grievance Procedure for Program Issues

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

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

5. If the student is the victim of harassment or criminal behavior, the student should report such behavior to the Resource Officer on duty or the Lake County Sheriff's Office.

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

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

Privacy/Confidentiality

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

Voter Registration

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

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

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

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

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

- Board of Elections Office
- Ohio BMV Deputy Registrar Office
- Ohio public library
- County Treasurer Office

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

Constitution Day

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

Civil and Criminal Penalties for Violation of Federal Copyright Laws

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

Penalties for copyright infringement include civil criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion also assess cost and attorney's fees. For details, see Title 17, United States Code, Sections 504 and 505.

TUITION

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

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

Self-Paying Student

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

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

Pell Grant Eligible Students

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

Federal Direct Loans

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

Leaving the Program and Refund Policy

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

Termination

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

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

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

Withdrawal

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

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

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

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

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

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

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

Transfer

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

Leave of Absence

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

Criteria for requesting a LOA is the student must have:

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

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

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

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

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

Financial Aid

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

Financial Aid Academic Good Standing and Satisfactory Progress Policy

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

ATTENDANCE

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

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

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

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

Attendance will be monitored by electronic bar code system for class, lab and clinical. Failure to swipe in/out for class, lab and clinical will be recorded as an absence.

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

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

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

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

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

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

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

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

Jury Duty

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

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

School Closing

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

PROTECTION AND PRIVACY OF STUDENT RECORDS

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

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

Transcripts

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

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

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

Student Data

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

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

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

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

Lockers

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

Parking

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

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

STUDENT RESPONSIBILITIES

Auburn's Philosophy

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

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

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

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

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

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

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

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

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

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

Dress Code and Student Behaviors

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

Uniform

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

In the clinical area, students will be appropriately dressed in complete uniform. This includes a clean, wrinkle-free student uniform. Sock and shoes (nursing or athletic) must be clean, including shoe

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

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

Hair

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

Jewelry

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

Make-up

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

Tattoos

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

Fragrance-Free Environment

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

Firearms

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

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

Hunting is not allowed on the Auburn campus or property.

Food and Drink

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

Smoking

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

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

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

Drug-Free/Alcohol-Free Campus

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

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

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

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

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

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

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

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

Confidentiality Commitment

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

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

Sales and Solicitation

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

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

STUDENT CODE OF CONDUCT

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

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

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

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

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

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

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

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

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

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

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

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

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

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

21.U.S.C.884a

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

21.U.S.C.853a

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

18.U.C.933(g)

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

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

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

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

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

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

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

Harassment, Intimidation, Aggressive Behavior (including Bullying/Cyber bullying): Inappropriate statements, gestures, verbal, written or physical expressions in reference sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, instructor, or staff member will not be tolerated. Behavior defined as statutory sexual harassment will be

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

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

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

Types of Conduct

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

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

Hazing: No student shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student, or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, while under the jurisdiction of the school. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen this prohibition.

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

when under their authority or supervision of a district employee.

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

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

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

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

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

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

Unauthorized Sale or Distribution: Sale or distribution, or attempting to sell or distribute any object, substance or service which has not been authorized for sale or distribution by the administration to any person on school owned property is prohibited.

Vandalism and/or Destruction of Property: A student shall not cause or attempt to cause damage, destruction, defacement of any school property or private property (clinical property) during a school activity, function, or event off school grounds. Such action can result in payment for repair or replacement along with possible dismissal from the school. Littering anywhere on school property is not permitted.

Violations of Law: Any student that violates the law of any local, state, or federal statute is subject to discipline and may be reported to the authorities.

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

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

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

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

ADMINISTRATIVE REMOVAL OF A STUDENT

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

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

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

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

OHIO BOARD OF NURSING STUDENT CONDUCT POLICY

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

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

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

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

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

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

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

(a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;

(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

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

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

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

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

Promulgated Under: [119.03](#)

Statutory Authority: [4723.07](#)

Rule Amplifies: 4723.06

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

Prior History: (Effective: 02/01/2014

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

CORRECTIVE ACTIONS

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

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

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

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

TELEPHONE CALLS/CELL PHONE USAGE/TEXTING IN CLASS

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

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

STUDENT SUPPORT SERVICES

Academic Advising

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

Career Resources

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

Disability Services

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

Student Responsibility

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

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

Information Adult Diagnostician Provides

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

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

HEALTH

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

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

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

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

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

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

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

Injury or Illness in the Clinical Environment

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

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

American Disability Act (ADA)

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

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

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

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

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

- Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.

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

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

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

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

Pregnancy

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

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

Communicable and Infectious Diseases

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

Each case is to be handled on an individual basis.

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

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

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

Emergency Medical Authorization Forms

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

SAFETY

Security

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

In Case of Fire

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

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

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

Crisis Management

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

Safety Regulations

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

1. Horseplay (such as: throwing or shooting objects, wrestling, pushing, running, etc.) in the school shall not be tolerated.
2. All accidents/injuries shall be reported immediately to the instructor or other qualified person.
3. Good housekeeping rules and regulations shall be followed.

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

Laboratory Regulations

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

TECHNOLOGY

Student Network and Internet Acceptable Use and Safety

Students are encouraged to use the Board of Education's computers, network, and internet connection ("Network") for educational purposes. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use of

the Network, including any violation of these guidelines, may result in disciplinary action. Prior to accessing the Network students must sign a Technology Agreement. The form is found in the back of the Handbook.

Media Services

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

ALUMNI INFORMATION

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

GAINFUL EMPLOYMENT ACT & CLERY ACT INFORMATION

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

REQUIREMENTS FOR APPLICATION FOR LICENSURE AS A PRACTICAL NURSE

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

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

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

OHIO BOARD OF NURSING CRIMINAL RECORDS CHECK/FELONY CONVICTIONS

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

LIST OF POTENTIALLY DISQUALIFYING OFFENSES

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

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

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

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

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

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

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

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

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

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

3. Registered Sex Offender Status

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

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

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

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

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

6. Other Criminal Offenses

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

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

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

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

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

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

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

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

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

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

Enrollment in Education Programs

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

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

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

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

Marriage

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

Advanced Placement/Transfer Credit

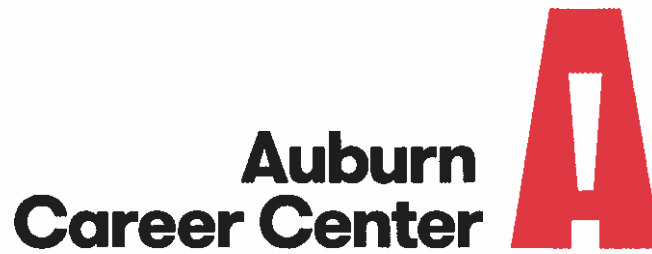
Auburn Practical Nursing Program will consider advanced standing/transfer credit for students who have been able to demonstrate training, knowledge, and ability to perform associated skills for the requested advanced standing/credit. Students who wish to be considered for advanced placement/transfer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

1. The student requesting consideration for advanced standing/transfer credit to the Auburn Practical Nursing Program must be accepted into the program.
2. The student will submit in writing his/her request for consideration for advanced standing/transfer credit to the Program Administrator no later than 60 days prior to the start of the class for which a student has been accepted. The student must submit along with the written request a copy of the course syllabus and transcript showing completed class grade or related military training paperwork related to the course for which advanced standing/transfer credit is being requested. If credit is requested for coursework completed at another school, the completed coursework must have occurred in the past five years for non-nursing classes and in the past three years for nursing classes. Auburn Practical Nursing Program will accept coursework that equals no more than 50 percent of the program.
3. The Program Administrator will assign a faculty member to review the provided documents to compare the completed coursework to the coursework offered by Auburn Practical Nursing Program. The faculty member will base the comparison of the coursework following the course outcomes and the course outline of the Auburn course.
4. If the coursework is deemed to be equivalent, the student may will take the final exam for the course to ensure competence. If skills are involved with the coursework, the student may 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.

Additional Auburn Career Center Policies

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



2022 PROGRAM COST OF EDUCATION Auburn Practical Nursing Program

Tuition Costs Inclusive

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

Review current cost and fees with Financial Aid Officer.

Miscellaneous Pre-Admission Other Fees

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

ATTENDANCE CALCULATION TABLE

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

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

WITHDRAWAL FORM
Auburn Practical Nursing Program

Today's Date: _____

Name: _____

Address: _____

Email: _____

Phone: _____

Name and Address of Employer: _____

Reason for withdrawal: _____

Date of actual withdrawal: _____

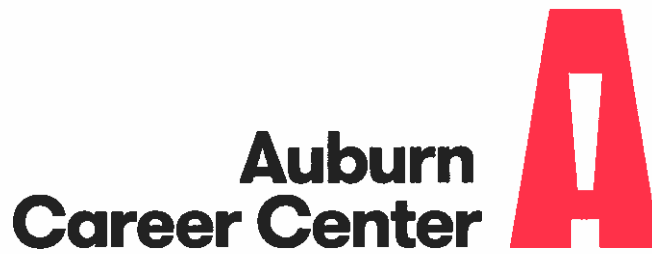
Student's Signature: _____

Adult Director or Designee: _____

Program Administrator or Designee: _____

Information also needs to be
provided to:

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



TRANSFER FORM
Auburn Practical Nursing Program

Today's Date: _____

Name: _____

Address: _____

Email: _____ Phone: _____

Name and Address of Employer: _____

Title or Position: _____

Program cohort enrolled in: _____

Classes completed:

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

Program cohort transferring to: _____

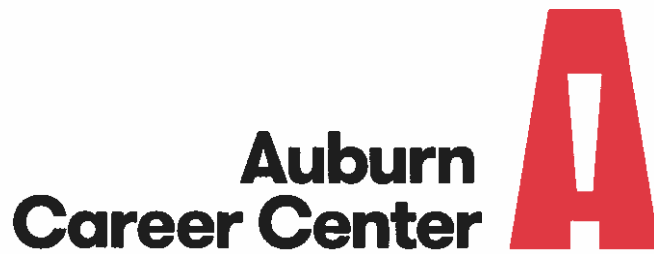
New Start Date: _____

Current Tuition Balance: _____ New Tuition Balance: _____

Courses Remaining to Be Taken:

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

Student's Signature: _____



TRANSCRIPT REQUEST
Auburn Practical Nursing Program

Student Name: _____ Date: _____

Birth Date: _____ Phone: _____

Program/Trade Area: _____

Date Entered: _____

Date Withdrawn: _____

Date Completed: _____

Records requested: _____ Transcript _____ Certificate

Send Official Transcript to:

Name: _____

Attention: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Signature of Student

Date

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

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

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

NCLEX SUCCESS PLAN

USING LIPPINCOTT PASS POINT

OVERVIEW

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

Brief summary of assignment:

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

LEARNING OBJECTIVES

At the end of this activity the student will:

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

INSTRUCTIONS

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

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

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

MY NCLEX SUCCESS PLAN (TO BE GIVEN TO STUDENTS)

MY PLEDGE

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

VISUALIZATION

Nursing Student Signature, RN or LPN

MAXIMIZING MY REVIEW TIME

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

- 1.
- 2.
- 3.

STRENGTHS AND WEAKNESSES

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

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

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

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

REMIEDIATION PLAN

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

- 1.
- 2.
- 3.

LEARNING ENVIRONMENT

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

- 1.
- 2.
- 3.

PRE-NCLEX LIFE PLAN

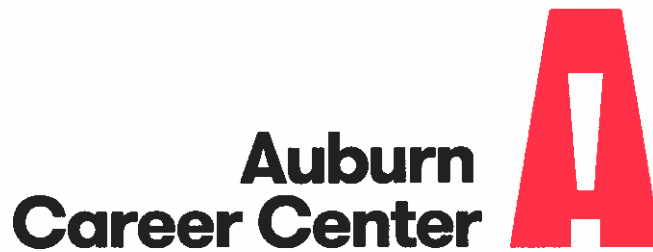
This is what I will do if a major life event occurs during my pre-NCLEX preparation time:

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

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

Success Plan Grading Rubric

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



ADULT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

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

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

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

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

Please complete the following information:

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

Program: _____

Please read the following.

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

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

Student Signature: _____ Date: _____



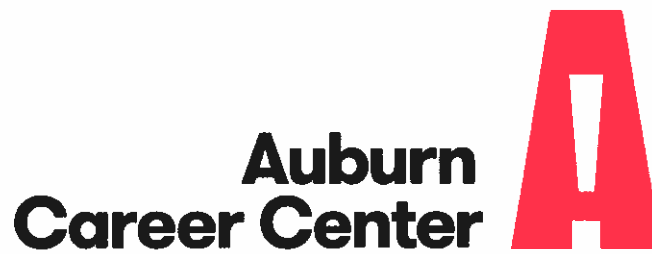
RELEASE POLICY

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

Student Name Printed _____

Student Signature _____

Date _____



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

PRACTICAL NURSING STUDENT AGREEMENT

BACKGROUND INFORMATION

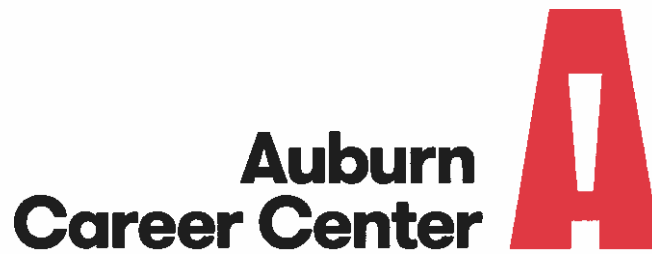
I, _____, have been informed of Senate Bill 160 that restricts employment in health care related fields based on the results of BCI and FBI background checks. Background checks less than one year old are required by the Ohio Board of Nursing to sit for the NCLEX-PN for anyone entering a school of nursing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

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

Student Signature: _____ Date: _____

Witness Name: _____

Witness Signature: _____ Date: _____



CONFIDENTIALITY STATEMENT FOR STUDENT CLINICAL EXPERIENCE *

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

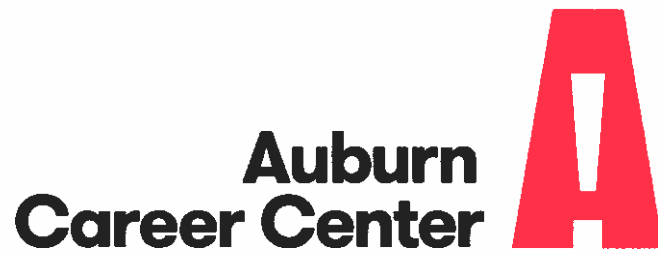
- I have a legal obligation to hold confidential all information including computerized data information from charts and records to which I may have access, and will only discuss this information with those individuals who require this information in order to carry out their job responsibilities and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

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

Name (please print) _____

Signature _____ Date _____

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



ACKNOWLEDGEMENT

I have received and read both the 2022 Auburn Practical Nursing School Handbook and the Adult Workforce Education Student Handbook. I will abide by these policies, rules, and regulations as set forth by the school. I recognize that this is a binding contract of responsibility and accountability, which is then integrated into my permanent file. I have been provided time to ask questions and receive responses to these questions.

Student Name Printed: _____

Student Signature: _____

Date: _____



FBI-BCI HOLD HARMLESS WAIVER

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

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

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

Signature

Date

Printed name

Auburn Career Center

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

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

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

Signature

Date

Printed name

Auburn Career Center



8140 Auburn Road

Painesville, OH 44077-9179

ADULT STUDENT PHOTOGRAPHY/VIDEO RELEASE

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

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

The Board retains the right to use a photograph and/or video recording in which Adult Student's image appears, taken in accordance with this Release, for the purposes described in this Release, subsequent to Adult Student's enrollment in the Auburn Career Center.

Adult Student does hereby forever release and discharge the Board, the Auburn Career Center, its officers, employees, agents, successors and assignees from any and all claims arising out of or in connection with the Board's use of photography and/or video recordings in which Adult Student's image appears, on its website and in brochures or other promotional materials, including, without limitation, any and all demands, causes, actions, suits, costs, expenses, liabilities, and damages whatsoever.

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

Adult Student Name/Signature: _____ Date: _____

**Auburn
Career Center**



Attachment Item #12B

*Consent Agenda:
Contracts/Affiliation Agreements*

*Career & Technical Education
Program Agreement*

CAREER AND TECHNICAL EDUCATION PROGRAM AGREEMENT

This *Career and Technical Education Program Agreement* (“Agreement”) is entered into between the Auburn Vocational School District Board of Education (“Auburn Career Center”) and Mayfield City School District Board of Education (“Affiliate School District”) (collectively, “Parties”) in order to establish a career and technical education program known as the Mayfield High School EMT-B/Fire 1 and 2 Program that is developed in coordination with the Auburn Career Center and operated by the Affiliate School District (“Career Technical Program”). The Auburn Career Center and Affiliate School District agree to the following conditions.

1. GOALS

The goal of this Agreement is for the Affiliate School District to leverage the knowledge, connections, and resources of the Auburn Career Center to establish a successful career and technical education program that is operated by the Affiliate School District. While the Affiliate School District will operate the Career and Technical Program, the Auburn Career Center will coordinate with the Affiliate School District in developing a course of study and provide career and technical supervision and administrative oversight with respect to the Career Technical Program. In addition, the Auburn Career Center will, whenever possible, provide the Affiliate School District with access to its established network of career and technical resources and business partnerships – with the intent that the Affiliate School District will establish a more effective Career Technical Program than the Affiliate School District could develop independent of the Auburn Career Center.

2. PROGRAM

- A. The Affiliate School District shall develop a course of study for the Career Technical Program, in coordination with the Auburn Career Center, that meets or exceeds Ohio Department of Education (“ODE”) career and technical education standards for career technical education as may be amended from time to time.
- B. A Mayfield High School Administrator shall be an active member of the Auburn Career Center Public Safety Advisory Council.
- C. The Affiliate School District shall operate the Career Technical Program utilizing a course of study that is developed in coordination with the Auburn Career Center Public Safety Advisory Council and upon the final approval of the Auburn Career Center Director of Public Safety. The Career Technical Program shall be available to students who are both enrolled in the Affiliate School District/Excel TECC and eligible pursuant to the applicable program standards. The Career Technical Program shall be taught by qualified instructors with appropriate career technical education licensure that are employed and/or provided by the Affiliate School District (e.g., lectures) and Auburn Career Center (e.g., labs). All instructors must meet all Auburn Career Center Public Safety Instructor Staff Requirements.

- D. The Auburn Career Center shall provide career technical supervision and administrative oversight with respect to the Career Technical Program. However, the Affiliate School District shall provide both the on-site and day-to-day monitoring and supervision of the Career Technical Program through appropriate administrative employees.
- E. The Affiliate School District shall develop and implement a viable Business and Industry Advisory Committee which complies with ODE quality program standards as may be amended from time to time.
- F. When applicable, job internships and job shadowing opportunities will be established for students enrolled in the Career Technical Program. The Auburn Career Center will assist the Affiliate School District in developing internships and shadowing opportunities for the Career Technical Program. However, the Affiliate School District shall be solely responsible for implementing and operating any internships and job shadowing programs.
- G. The Career Technical Program shall include Career Technical Student Organizations (“CTSOs”) which are provided by the Affiliate School District as co-curricular activities that are aligned with the Career Technical Program. The activities of the CTSOs shall be designed to support instructional objectives and the attainment of academic and career and technical competencies. Students enrolled in the Career Technical Program shall be required to participate in the CTSOs. A CTSO frequently involves fundraising to support expenses when CTSOs are participating in competitive events or supporting community-based initiatives. The Affiliate School District shall manage the funds associated with the CTSOs. The officers, members, employees, agents, and representatives of the Affiliate School District shall strictly comply with any and all financial controls, as may be amended from time to time, established by the Affiliate School District with respect to the collection, maintenance, and disbursement of CTSO funds.
- H. Agreements with respect to College Credit Plus and all other post-secondary credit transfer agreements shall be the responsibility of the Affiliate School District and the partnering postsecondary institution. When applicable, the Auburn Career Center will assist in this process.
- I. The Affiliate School District shall develop and administer assessment plans for the Career Technical Program. The assessment plans shall incorporate state, industry, and licensing standards. The Auburn Career Center shall assist in the process of developing assessment plans. However, the ultimate responsibility for developing and administering assessment plans shall reside with the Affiliate School District.

- J. When available, the Affiliate School District shall provide opportunities for students enrolled in the Career Technical Program to obtain appropriate industry accreditation and/or opportunities to earn industry-recognized credentials.

3. CAREER TECHNICAL PROGRAM RECORDS AND REPORTS

- A. The Affiliate School District shall meet all ODE data reporting timelines and ODE data reporting quality standards.
- B. The determination of student residency and the recording of student attendance records is the sole responsibility of the Affiliate School District. Student residency and attendance records shall be shared with the Auburn Career Center upon request. In addition to student residency and attendance records, the Affiliate School District shall provide records related to the Career Technical Program upon the request of the Auburn Career Center. Such records shall include, but are in no way limited to, student passage rates; end of course exams; industry credentials; and post-program placement data.

4. CAREER TECHNICAL PROGRAM STAFF

- A. For those individuals employed by the Affiliate School District under this Agreement, the Affiliate School District shall employ qualified Career Technical Education licensed instructors for the Career Technical Program that meet or exceed ODE standards for career technical program funding requirements. All instructors employed by the Affiliate School District with respect to the Career Technical Program, or otherwise, shall remain employees of the Affiliate School District. The Affiliate School District shall assume all costs associated with the instructors including, but not limited to salary; retirement; health care benefits; Medicare; mileage; professional meeting expenses; membership dues; Worker's Compensation benefits; and any other expenses and/or benefits with respect to such employees.
- B. For those individuals employed by the Affiliate School District under this Agreement, the ultimate selection of the instructors for the Career Technical Program shall be the decision of the Affiliate School District. However, the Auburn Career Center may screen and recommend candidates and may be part of the interview and selection process.
- C. For those individuals employed by the Affiliate School District under this Agreement, formal observations and evaluations of the instructors in the Career Technical Program shall be completed by the Affiliate School District.
- D. For those individuals employed by the Affiliate School District under this Agreement, when necessary, the Affiliate School District shall provide substitute

teachers for the Career Technical Program. All substitute teachers provided by the Affiliate School District with respect to the Career Technical Program, or otherwise, shall remain employees of the Affiliate School District or a third-party contractor. The Affiliate School District shall assume all costs associated with the substitute teachers including, but not limited to, salary; retirement; health care benefits; Medicare; mileage; professional meeting expenses; membership dues; worker's compensation; and any other expenses and/or benefits with respect to such employees.

5. EQUIPMENT

[INTENTIONALLY LEFT BLANK]

6. FACILITIES

[INTENTIONALLY LEFT BLANK]

7. STUDENTS

- A. Only students enrolled in the Affiliate School District/Excel TECC may participate in the Career Technical Program.
- B. The Affiliate School District shall identify and enroll the appropriate number of students into the Career Technical Program in order to ensure necessary funding for the Career Technical Program.
- C. Students enrolled in the Career Technical Program shall abide by all codes, handbooks, policies, administrative guidelines, and other rules and regulations as may be amended from time to time established by the Affiliate School District regarding the conduct of students. The Affiliate School District shall be solely responsible for the discipline and conduct of students enrolled in the Career Technical Program.

8. FUNDING

While the Auburn Career Center will provide career and technical supervision and administrative oversight with respect to the Career Technical Program, funding for the Career Technical Program shall be the sole responsibility of the Affiliate School District. The Auburn Career Center shall not be financially responsible for the Career Technical Program in any way.

9. **CONTINUOUS MONITORING OF THE CAREER TECHNICAL PROGRAM**

- A. The Auburn Career Center will continuously monitor and evaluate the Career Technical Program including, but not limited to, monitoring and evaluating the instructional delivery; instructional management; curriculum; and availability of resources with respect to the Career Technical Program. The evaluation of the Career Technical Program shall conform to ODE quality program standards as may be amended from time to time, the Ohio Department of Public Safety guidelines as may be amended from time to time, and the Auburn Career Center curriculum review process as may be amended from time to time.
- B. In the event that there are concerns by the Auburn Career Center regarding the Career Technical Program, the Auburn Career Center may issue written notification to the Affiliate School District regarding that concern.
- C. Within thirty (30) days of the Auburn Career Center issuing written notification to the Affiliate School District of the concerns of the Auburn Career Center with respect to the Career Technical Program, the Auburn Career Center Superintendent or designee and Affiliate School District Superintendent or designee shall mutually develop an acceptable plan of action to address the concerns.

10. **DURATION, COMPENSATION, AND TERMINATION**

- A. **Duration:** This Agreement shall remain in effect for a term of one (1) school year – i.e., from **July 1, 2022**, until **June 30, 2023** – upon which time this Agreement shall terminate automatically.
- B. **Compensation**
 - 1. In addition to the compensation set forth in this Agreement, the Affiliate School District agrees to pay the Auburn Career Center the following for **the EMT-B program** on or before **August 31, 2022**:
 - a. A flat fee of Sixteen Thousand Five Hundred Dollars and Zero Cents (\$16,500.00) for the enrollment of more than zero (0) and less than eleven (11) students from the Affiliate School District/Excel TECC. For example, if there is one (1) student enrolled from the Affiliate School District/Excel TECC, the Affiliate School District shall pay the Auburn Career Center a total flat fee in the amount Sixteen Thousand Five Hundred Dollars and Zero Cents (\$16,500.00).
 - b. One Thousand Five Hundred Dollars and Zero Cents (\$1,500.00) per student provided there is a minimum of eleven (11) students and

no more than twenty (20) students enrolled from the Affiliate School District/Excel TECC. For example, if there are eighteen (18) students enrolled from the Affiliate School District/Excel TECC, the Affiliate School District shall pay the Auburn Career Center the total of amount Twenty-Seven Thousand Dollars and Zero Cents (\$27,000.00).

- c. No more than twenty (20) students can be enrolled in this program.
2. In addition to the compensation set forth in this Agreement, the Affiliate School District agrees to pay the Auburn Career Center the following for the **Fire 1 and 2 program** on or before **August 31, 2022**:
 - a. A flat fee of Forty-Four Thousand Dollars and Zero Cents (\$44,000.00) for the enrollment of more than zero (0) and less than eleven (11) students from the Affiliate School District/Excel TECC. For example, if there is one (1) student enrolled from the Affiliate School District/Excel TECC, the Affiliate School District shall pay the Auburn Career Center a total flat fee in the amount Forty-Four Thousand Dollars and Zero Cents (\$44,000.00).
 - b. Four Thousand Dollars and Zero Cents (\$4,000.00) per student provided there is a minimum of eleven (11) students and no more than fourteen (14) students enrolled from the Affiliate School District/Excel TECC. For example, if there are fourteen (14) students enrolled from the Affiliate School District/Excel TECC, the Affiliate School District shall pay the Auburn Career Center the total of amount Fifty-Six Thousand Dollars and Zero Cents (\$56,000.00).
 - c. Three Thousand Eight Hundred Dollars and Zero Cents (\$3,800.00) per student provided there is a minimum of fifteen (15) students and no more than twenty (20) students enrolled from the Affiliate School District/Excel TECC. For example, if there are eighteen (18) students enrolled from the Affiliate School District/Excel TECC, the Affiliate School District shall pay the Auburn Career Center the total of amount Sixty-Eight Thousand Four Hundred Dollars and Zero Cents (\$68,400.00).
 - d. No more than twenty (20) students can be enrolled in this program.

and specialized computer applications. The Affiliate School District agrees to remit payment to the Auburn Career Center within thirty (30) days of receiving an invoice. Any invoices that remain unpaid beyond ninety (90) days from the date of billing shall incur a ten (10) percent (10%) late fee.

- C. **Termination:** This Agreement shall terminate prior to **June 30, 2023**, should any of the following events occur:
- 1) **Written Notice of Termination:** The Auburn Career Center may terminate this Agreement, for any reason, by delivering written notice of termination. If the Auburn Career Center delivers written notice of termination, then the Agreement shall terminate within thirty (30) days of the date on which the written notice of termination is delivered.
 - 2) **Mutual Agreement of the Parties:** The Parties may terminate this Agreement by mutual agreement. If the Parties mutually agree to terminate this Agreement, then this Agreement shall terminate on the date agreed to by the Parties.
 - 3) **Material Breach:** This Agreement shall terminate upon material breach of the Agreement including, but not limited to, the failure of the Affiliate School District to meet ODE data reporting timelines and ODE data reporting quality standards.

11. **CRIMINAL RECORDS CHECKS ON EMPLOYEES**

The Affiliate School District shall ensure that all applicable criminal records/background check laws and any hiring restriction imposed by those laws, including but not limited to those set forth in R.C. Chapter 3319 as may be amended from time to time, are adhered to and satisfied.

12. **CONFIDENTIALITY/EDUCATION AND STUDENT RECORDS**

- A. The Parties acknowledge that, in the course of performing their obligations under this Agreement, they may obtain certain confidential and proprietary information about the other party, including student personally identifiable information which is designated as confidential under the Family Educational Rights and Privacy Act and Ohio law ("Confidential Information"). See 20 U.S.C. § 1232g; 34 C.F.R. § 99.30; R.C. 3319.321. The Parties agree that they will only use the Confidential Information in the performance of their obligations under this Agreement and that they will not, at any time during or following the term of this Agreement, divulge, disclose, redisclose, or communicate any Confidential Information to any other person, firm, corporation, or organization or otherwise use the Confidential

Information for any purpose whatsoever without the prior written consent of the disclosing party.

- B. Confidential Information does not include information which is: (a) in the public domain other than by a breach of Paragraph 12(A) of this Agreement, (b) rightfully received from a third party without any obligation of confidentiality, (c) rightfully known to the recipient without any limitation on use or disclosure prior to its receipt from the disclosing party, (d) independently developed by the recipient, or (e) disclosed pursuant to the order or requirement of a court, administrative agency or other government body.

13. RELATIONSHIP BETWEEN THE PARTIES

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

14. NO THIRD-PARTY BENEFICIARY

This Agreement is only for the benefit of the Parties as political subdivisions and shall not be construed as or deemed to operate as an agreement for the benefit of any third party or parties, and no third party or parties shall have a right of action or obtain any right to benefits or positions of any kind for any reason whatsoever.

15. ASSIGNMENT

The Parties shall not assign or otherwise transfer any of their interests, rights, or obligations in or under this Agreement without the prior written consent of the other party.

16. NOTICES

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

Affiliate School District: Mayfield City School District
c/o Board President and Treasurer
1101 Som Center Rd
Mayfield, Ohio 44124

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

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

17. **FORCE MAJEURE**

No party shall be deemed to be in breach or default of any provision of this Agreement by reason of a delay or failure in performance due to acts of God, acts of governments, wars, riots, strikes, accidents in transportation, or other causes beyond the control of the Parties.

18. **AMENDMENT**

No modification, waiver, mutual termination, or amendment of this Agreement is effective unless made in writing and approved by the respective boards.

19. **GOVERNING LAW**

This Agreement shall be governed by and construed under the laws of the State of Ohio. Venue for any action regarding this Agreement shall be any court of competent jurisdiction located in Lake County, Ohio.

20. **INSURANCE/RESPONSIBILITY**

- A. **Limitation of Liability:** Each party shall only be responsible for the payment of claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of their respective employees or agents in connection with the performance of the services for which they may be held liable under applicable law.
- B. **Insurance and Attorney Fees:** Each party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this Agreement. In the event that a lawsuit is brought against a party as a result of any provision of this Agreement, each party shall be responsible for its own attorney fees and costs associated with such litigation.
- C. **Immunity:** Nothing contained in this Agreement is intended to nullify, override, or otherwise limit either party's immunities under Chapter 2744 of the Ohio Revised Code or any other limitations on liability provided under applicable law.

21. **ENTIRE AGREEMENT**

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

22. **EXECUTION IN COUNTERPARTS**

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

[Signature Page to Follow]

FOR MAYFIELD CITY SCHOOL DISTRICT BOARD OF EDUCATION:

Ronald M Fornaro Jr

Ron Fornaro, Board President (In Official Capacity Only)

Michael J Barnes

Michael Barnes, Superintendent (In Official Capacity Only)

Scott Snyder

Scott Snyder, Treasurer (In Official Capacity Only)

Authorized Pursuant to Board Resolution No. _____

*This Agreement has no legal effect absent Board approval.

AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Erik L. Walter, Board President (In Official Capacity Only)

Brian Bontempo, Superintendent (In Official Capacity Only)

Sherry Williamson, Treasurer (In Official Capacity Only)

Authorized Pursuant to Board Resolution No. _____


*This Agreement has no legal effect absent Board approval.

[Treasurer Certificates to Follow]


R.C. 5705.41 AND R.C. 5705.412 CERTIFICATE

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

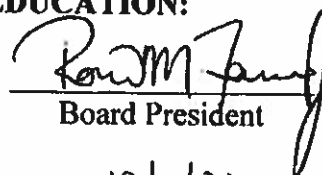
FOR MAYFIELD CITY SCHOOL DISTRICT BOARD OF EDUCATION:



Treasurer
11/18/21
Date



Superintendent
11/30/21
Date



Board President
12/1/21
Date

FOR AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Treasurer

Date

Superintendent

Date

Board President

Date

**Auburn
Career Center**



Attachment Item #12D

*Consent Agenda:
Contracts/Affiliation Agreements*

Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into by and between the Auburn Vocational School District Board of Education ("Board") and Career & Technical Association ("Association") (collectively "Parties") with respect to the evaluation of those teachers employed by the Board with an effective date on or after October 31 only.

1. Article X, Section 10.1.1.4, of the collective bargaining agreement on file with the Ohio State Employment Relations Board ("SERB") at <https://serb.ohio.gov/static/PDF/Contracts/2009/09-MED-01-0080.pdf> provides that:

The first appraisal shall be conducted and completed no later than January 25. The second appraisal for teachers who may be non-renewed shall be conducted and completed no later than April 10. In the event of any absences during the four (4) weeks preceding the end of the appraisal period, the appraisal time line [sic] will be extended for the number of days of absence.

2. The Parties agree that the first formal observation/appraisal and January 25 deadline shall not apply to those teachers employed by the Board with an effective date on or after October 31.

3. The Parties agree that the second formal observation/appraisal and April 10 deadline shall not apply to those teachers employed by the Board with an effective date on or after October 31.

4. The Parties agree that any teacher employed by the Board with an effective date on or after October 31 is only required to be formally observed/appraised one (1) time by May 1 to be considered by the Board for nonrenewal.

5. The Parties agree that this MOU only applies to the evaluation clarification set forth in Paragraphs 1-4 of this MOU and that this MOU specifically supersedes the three (3) formal observations provision of R.C. 3319.111(E) with respect to those teachers employed by the Board with an effective date on or after October 31 only.

6. The Parties agree that nothing in this MOU shall be construed to constitute past, current, and/or future practice between the Board, Association, and/or any bargaining unit member, and this MOU is non-precedent setting.

7. The Parties acknowledge that no presumption or construction shall be made in favor of or against any party based on the authorship of this MOU.

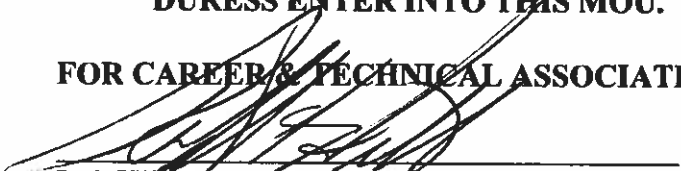
8. The Parties affirm that the only consideration for signing this MOU are the terms stated above; that no other promises or agreements of any kind have been made to cause the Parties to execute this MOU; that the Parties fully understand the meaning and intent of

Memorandum of Understanding

this MOU, including, but not limited to, its final and binding effect; and that the Parties executed this MOU freely and voluntarily, after the opportunity for explanation, review, and approval by legal counsel.

9. This MOU may be executed in counterparts, each of which shall be an original, but all of which together shall constitute but one and the same instrument. Delivery of an executed counterpart of a signature page of this MOU by electronic means shall be effective the same as the delivery of a manually executed counterpart.
10. Any person signing this MOU for a party represents and warrants that such person has the express authority to sign this MOU for that party and to bind that party to this MOU. Any person signing this MOU further agrees to hold the opposing party harmless for any costs or consequences of the absence of actual authority to sign this MOU.
11. **THIS MOU HAS BEEN ENTERED INTO FOLLOWING OPPORTUNITY FOR FULL DISCUSSION, DISCLOSURE, AND CONSULTATION WITH LEGAL COUNSEL. AS A RESULT OF A FULL UNDERSTANDING OF THE CONTENTS OF THIS MOU, THE PARTIES VOLUNTARILY AND WITHOUT DURESS ENTER INTO THIS MOU.**

FOR CAREER & TECHNICAL ASSOCIATION:



Bob Hill, Association President

1/4/2012
Date

FOR AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Erik L. Walter, Board President*

Date

Dr. Brian Bontempo, Superintendent*

Date

Sherry Williamson, Treasurer*

Date

*This Agreement has no legal effect absent Board action.
Board Resolution No. _____

**Auburn
Career Center**



Attachment Item #12E

*Consent Agenda:
Contracts/Affiliation Agreements*

Training Agreement



Training Agreement

This Training Agreement (“Agreement”) is entered into by and between the Auburn Vocational School District Board of Education (“Auburn”), which operates the Auburn Career Center, and the Perry Joint Fire District (“Perry”) located at 3742 Center Road, Perry, OH 44081 to set forth the training that Auburn will provide for Perry employees (“Students”).

A. General Information

Specifically, the Parties agree that Auburn is to provide Paramedic 48-Hour Refresher Program (“Training”) at Perry Fire Station #2 located at 3870 South Ridge Road, Perry, OH 44081. The Training is forty-eight (48) total hours starting on January 25, 2022. There will be six (6) eight-hour (8-hour) sessions.

The cost for the Training is two thousand five hundred dollars (\$2,500) for up to twenty (20) Students. The maximum number of Students is twenty (20).

B. Responsibilities of Auburn Career Center

1. Auburn is to pay instructor costs for the Training.
2. Auburn is to use its performance and attendance tracking systems to monitor the status of the Students.
3. Auburn is to provide certificates of completion for those Students who have attended 48 hours (100% of the Training) provided Auburn has been remunerated for the Training.
4. Sean Davis, Auburn’s Director of Public Safety Education, or an Auburn designee, will provide oversight of the Training.

C. Responsibilities of Perry

1. Perry is to provide Auburn with the registration information shown in ATTACHMENT I at least ten (10) business days before the Training begins.
2. Perry is to provide Students with the Auburn-specified proper protective equipment and any necessary supplies.

(Continued)

Perry Joint Fire District – Auburn Career Center Training Agreement (cont'd)

C. **Responsibilities of Perry (continued)**

3. The maximum number of Students is twenty (20). If a Student does not complete the Training for any reason, that Student will still be included in the headcount. No certificates of completion will be issued until full payment for the Training as described in Paragraph A has been received by Auburn.

D. **Responsibilities of the Students**

1. All Students must comply with the policies, procedures, and practices of the Perry Joint Fire District. Violations can have consequences up to and including permanent removal from the program as determined by the Director of Public Safety Education or the Director of Adult Workforce Education and Business Partnerships.
2. Students must attend 48 hours of the Training to receive the continuing education credit. Otherwise, they will receive the continuing education credit that corresponds to the number of hours attended.

E. **Terms of Agreement**

Termination. Either party may terminate this Agreement by providing ten (10) calendar days prior written notice to the other party.

Entire Agreement. This Agreement and any appendices, exhibits, or attachment hereto, as amended from time to time in accordance with this Agreement contains the entire agreement of the Parties and supersedes all prior agreements and understandings, whether written or otherwise between Auburn and Perry relating to the subject matter hereof. No representations, inducements, promises, or agreements, oral or otherwise, which are not contained herein, shall be of any force or effect.

Assignment. This Agreement is not assignable in whole or in part by either party but is binding on any corporate successor of either party.

Governing Law. This Agreement shall be interpreted and governed by the laws of the State of Ohio and all disputes arising therefrom shall be subject to the sole jurisdiction of the courts of the State of Ohio.

Amendments. Amendments to this Agreement, including modifications of any of the terms and conditions herein, shall be effective only upon written consent signed respectively by authorized representatives of Auburn and Perry, both of whom shall be individuals designated as having the authority to bind Auburn and Perry, respectively, in contract.

(Continued)

Perry Joint Fire District – Auburn Career Center Training Agreement (cont'd)

IN WITNESS WHEREOF, the parties execute this Agreement by a person who warrants that they have the authority to execute this agreement.

FOR THE PERRY JOINT FIRE DISTRICT:

James McDonald
Signature

11/7/22
Date

JAMES McDONALD
Printed Name

FIRE CHIEF
Title

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

Brian Bontempo, Superintendent (official capacity only)*

Date

Sherry Williamson, Treasurer (official capacity only)*

Date

*This Agreement has no legal effect absent Board action



ATTACHMENT I

Adult Workforce Education

Enrollment Application Information Required

Last Name, First Name, M.I.

Birth Date

Age

SSN

Gender

Home Mailing Address, City, State, Zip Code

Home Phone

Cell Phone

Email