

## Auburn Vocational School District BOARD OF EDUCATION

### Minutes of January 15, 2020

The January 15, 2020 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:38 p.m.

Upon roll call, the following members were present:

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

Administrators: Brian Bontempo, Sherry Williamson, Jeff Slavkovsky and Dee Stark

#### **009-20      Approve Agenda**

A motion was made by Mr. Kent and seconded by Mr. Stefanko to approve the January 15, 2020 agenda.

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

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

#### **010-20      Approve Minutes of Regular Meeting on December 3, 2019 and Special Meeting on December 23, 2019**

A motion was made by Mr. Kent and seconded by Mr. Klima to approve the minutes of the December 3, 2019 Regular Board meeting and Special Meeting on December 23, 2019.

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

**Abstain:** Mrs. Mary Wheeler

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

**011-20 Executive Session**

A motion was made by Mrs. Brush and seconded by Mr. Stefanko to recess into consecutive executive sessions at 6:40 p.m. Pursuant to R.C. 121.22(G) for the following purposes, in no particular order: (1) conferencing with an attorney for the public body concerning disputes involving the public body that are the subject of pending and imminent court action. Upon conclusion of this executive session, the Board President shall gavel the Board back into open session at this location. All matters discussed in this executive session 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, Mrs. Javins, Mr. Kent, Mr. Klima, Mr. Miller, Mr. Stefanko, Mr. Walter and Mrs. Wheeler

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

**Return to public session at 7:09 p.m.**

**Public Participation - Mr. Chuck Torre**

**Administrative Report**

- a. Semi-Annual Harassment Report
- b. Newbury Vacated Seat Process
- c. Middle School Project
- d. 2020 All School Boards meeting
- e. National Technical Honor Society Induction – January 29, 2020 at 6:00 pm – 8:00 pm Presentation Center

**Curriculum, Enrollment, and Retention Committee** – Next meeting February 13, 2020 @ 3:00 pm – 4:30 pm Technology Learning Center – Room 100

**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, 2019 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #8)

**No Action Required.**

**012-20 Approve Tax Budget for FY 2020-2021**

A motion was made by Mr. Miller and seconded by Mr. Kent to approve the Tax Budget for FY 2020-2021. The tax budget includes estimates of tax collection for both Lake, Geauga, and Trumbull counties. The Lake County Auditor has provided a summary form of budget resulting from amendments to the ORC related to tax budgets. (Attachment #9)

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

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

**013-20 Approve Advance**

A motion was made by Mrs. Wheeler and seconded by Mr. Miller to approve the following advance from the general fund effective January 1, 2020. Funds will be returned to the general fund on a monthly basis.

<b>Fund</b>	<b>Amount</b>	<b>Purpose</b>
Flexible Spending Account	\$15,300.00	FSA-Claim Deductions

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

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

**014-20 Approve 2019-2020 Scholarships**

A motion was made by Dr. Culotta and seconded by Mr. Kent to approve the following scholarships for the 2019-2020 school year from Mrs. Mildred Dennis of Perry, Ohio.

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

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

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

**015-20 Approve Donations**

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

Ford Crown Victoria from the Painesville City Police Department of Painesville, Ohio. Program: Criminal Justice

3D Printer Kit from Mr. Phillip Herbruck of Chardon, Ohio. Program: Mobile Applications & Technology

Floor jack from Mr. Angelo Ferrari of Murrysville, Pennsylvania. Program: Automotive Collision

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

**Nays:** None

Mr. Walter declared the motion passed

**016-20 Approve Human Resources**

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

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

**Nays:** None

Mr. Walter declared the motion passed

**017-20 Consent Agenda: Contracts/Affiliation Agreements**

A motion was made by Mr. Miller and seconded by Kent to approve items 14a-14d as a Consent Agenda item.

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

**Nays:** None

Mr. Walter declared the motion passed

**018-20 Consent Agenda: Contracts/Affiliation Agreements**

A motion was made by Mr. Stefanko and seconded by Mrs. Javins to approve the following contracts and affiliation agreements:

a. *Screen Vision Media (Attachment #14A)*

Agreement between Auburn Career Center and Screen Vision Media in the amount of \$5,616 to provide advertising at the Atlas Great Lakes and Atlas Diamond Center movie theaters for 52 weeks.

b. *Business Partnership Affiliation Agreements (Attachment #14B)*

c. *Parker Hannifin Corporation Agreement ( Attachment #14C)*

d. *Lakeland Community College – College Credit Plus Partnership Agreement (Attachment #14D)*

A consent agenda provide for a more efficient use of time. Any Board member can remove a Consent Agenda item to be discussed and voted on individually.

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

**Nays:** None

Mr. Walter declared the motion passed

**019-20 Approve Practical Nursing Program Student Handbook**

A motion was made by Mrs. Javins and seconded by Mr. Miller to approve the Student handbook for the practical nursing programs. (Attachment #15: Emailed)

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

**Nays:** None

Mr. Walter declared the motion passed

**020-20 Approve Auburn Practical Nursing Background Form**

A motion was made by Mr. Miller and seconded by Mrs. Brush to approve the Auburn practical nursing background FBI-BCI Hold Harmless Waiver form. (Attachment #16)

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

**Nays:** None

Mr. Walter declared the motion passed

**021-20 Resolution to Direct the Superintendent & Treasurer – EdChoice Letter**

A motion was made by Mrs. Javins and seconded by Mr. Miller to approve the resolution to direct the Superintendent, Dr. Bontempo and Treasurer, Mrs. Williamson to submit the attached letter to our Ohio Representatives and Senators opposition of EdChoice. (Attachment #17)

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

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

**022-20 Policies Modifications: First Reading**

I recommend that the Board of Education make the following policy modifications to the Auburn Vocational Board of Education Policy Manual. Original policy can be viewed by visiting website at [Board Policies](#). (Attachment #18: Emailed)

<i>Section</i>	<i>Title</i>	<i>Revised/New/Delete</i>
Administration 1615	Use of Tobacco by Administrators	New
Program 2450	Adult and Community Education	Revised
Students 5350	Student Mental Health and Suicide	Revised
Students 5230	Late Arrival and Early Dismissal	Revised
Students 5200	Attendance	Revised
Students 5113.02	School Choice Options	Revised
Students 5512	Use of Tobacco	Revised
Property 7440.03	Small Unmanned Aircraft systems	New
Property 7434	Use of Tobacco on School Premises	Revised
Operations 8400	School Safety	Revised
Operations 8403	School Resource Officer	Revised
Operations 8462	Student Abuse and Neglect	Revised
Operations 8500	Food Services	Revised

**No Action Required.**

**023-20      Adjourn**


A motion was made by Mr. Miller and seconded by Mr. Cahill to adjourn the meeting at 7:32 p.m.

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

**Nays:** None

Mr. Walter declared the motion passed

  
\_\_\_\_\_  
Treasurer

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

**Auburn  
Career Center**



*Attachment Item #6A*

*Administrative Reports*

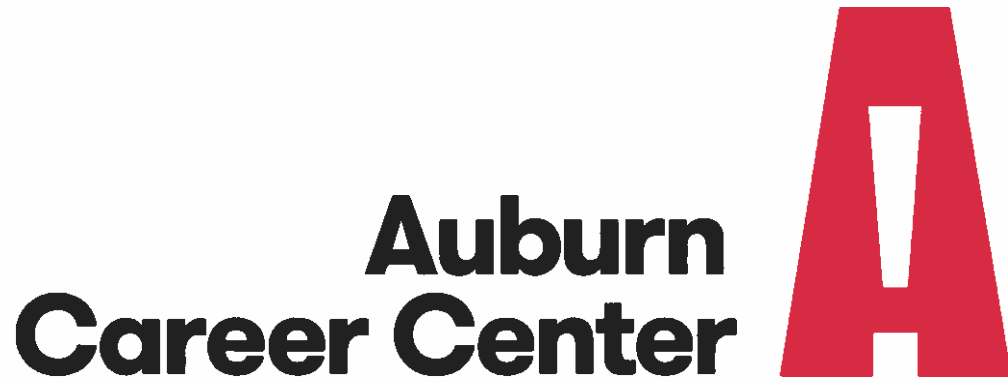
*Semi-Annual Harassment  
Report*





### Harassment/Bullying Summary

Type of Harassment	8/2019- 12/2019	1/2019- 5/2019	8/2018- 12/2018	1/2018- 5/2018	8/2017- 12/2017	1/2017- 5/2017	8/2016- 12/2016	1/2016- 6/2016	8/2015 - 12/2015	1/2015 - 6/2015	8/2014- 12/2014	8/2013- 12/2013	1/2013 - 5/2013	8/2012 - 12/2012
Bullying - Verbal	0	0	0	0	0	0	0	0	0	0	0	1	1	0
Bullying - Physical	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Bullying - Cyberbullying	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bullying - Written	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bullying - Physical & Verbal	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Bullying - Verbal & Electronic	0	0	0	0	0	2	0	0	0	0	0	0	0	1
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	3	0
Harassment	8	12	0	4	3	0	2	3	1	0	0	1	0	3
<b>TOTAL</b>	<b>8</b>	<b>12</b>	<b>0</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>5</b>



*Attachment Item #8*

*Render Financial Reports*

Auburn Career Center  
Cash Fund Balance Report  
November 30, 2019

A

Fund	Description	FY Beginning Fund Balance	MTD Receipts	PTD Receipts	MTD Expenditures	PTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$ 6,474,056.44	\$ 412,450.21	\$ 4,763,612.01	\$ 685,341.54	\$ 4,739,502.39	\$ 6,498,166.06	\$ 1,088,514.45	\$ 5,409,651.61
002	Bond Retirement	\$ -	\$ -	\$ -	\$ 71,795.48	\$ 71,795.48	\$ (71,795.48)	\$ -	\$ (71,795.48)
003	Permanent Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
004	Building	\$ 1,093,290.30	\$ 4,583.33	\$ 40,000.00	\$ 97,863.98	\$ 1,117,447.88	\$ 15,782.42	\$ -	\$ 15,782.42
006	Food Service	\$ -	\$ 15,463.79	\$ 81,927.34	\$ 21,065.50	\$ 72,786.96	\$ 9,140.38	\$ 22,551.16	\$ (13,410.78)
009	USSF	\$ 22,101.11	\$ 950.00	\$ 8,719.00	\$ -	\$ 20,750.44	\$ 10,069.67	\$ 4,047.24	\$ 6,022.43
011	Rotary	\$ 1,207.21	\$ 5,354.94	\$ 10,335.72	\$ 5,983.84	\$ 13,743.83	\$ (2,200.90)	\$ 19,132.81	\$ (21,333.71)
012	Adult Education	\$ 108,927.89	\$ 158,701.10	\$ 608,241.82	\$ 94,199.48	\$ 592,842.09	\$ 124,327.62	\$ 179,803.64	\$ (55,476.02)
014	Rotary Internal Service Fund	\$ 2,605.73	\$ 225.32	\$ 382.35	\$ -	\$ 1,096.20	\$ 1,891.88	\$ -	\$ 1,891.88
018	Principal Fund	\$ 12,934.14	\$ 7,322.07	\$ 59,151.70	\$ 16,444.25	\$ 26,230.59	\$ 45,855.25	\$ 25,038.48	\$ 20,816.77
019	Trust Fund-Camp Discovery	\$ 162,070.36	\$ -	\$ 1,250.00	\$ 675.13	\$ 72,390.44	\$ 90,929.92	\$ 11,027.83	\$ 79,902.09
022	District Agency	\$ 10,304.76	\$ -	\$ -	\$ -	\$ 500.00	\$ 9,804.76	\$ 2,000.00	\$ 7,804.76
024	Employee Self Insurance Fund	\$ 9,330.40	\$ -	\$ 29,386.76	\$ 1,114.83	\$ 7,235.14	\$ 31,482.02	\$ 27,545.76	\$ 3,936.26
70	Capital Projects	\$ 304,345.32	\$ -	\$ 700,000.00	\$ -	\$ 293,548.13	\$ 710,797.19	\$ -	\$ 710,797.19
200	Student Activity Fund	\$ 79,290.07	\$ 4,517.81	\$ 10,801.99	\$ 5,076.35	\$ 14,634.20	\$ 75,457.86	\$ 41,337.86	\$ 34,120.00
451	Data Communication Fund	\$ -	\$ -	\$ 900.00	\$ -	\$ -	\$ 900.00	\$ -	\$ 900.00
467	Student Wellness and Success Fund	\$ -	\$ -	\$ 28,354.26	\$ -	\$ -	\$ 28,354.26	\$ 2,200.00	\$ 26,154.26
499	Miscellaneous State Grants	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00
501	ABLE Literacy Fund	\$ 4,455.44	\$ 10,325.02	\$ 80,061.80	\$ 26,035.97	\$ 110,553.21	\$ (26,035.97)	\$ 13,487.31	\$ (39,523.28)
524	VEPD Secondary and Adult Fund	\$ 44,328.18	\$ 6,022.49	\$ 109,114.91	\$ 19,381.04	\$ 172,824.13	\$ (19,381.04)	\$ 13,981.74	\$ (33,362.78)
	<b>Grand Totals</b>	\$ 8,329,187.35	\$ 628,416.08	\$ 6,534,739.66	\$ 1,044,977.39	\$ 7,327,881.11	\$ 7,536,045.90	\$ 1,450,668.28	\$ 6,085,377.62

This is an unaudited financial report.

**Auburn Career Center**  
**Appropriation Account Summary**  
**11/29/2019**

Fund	Dec Description	FYTD Appropriated	Carryover Encumbrances	FYTD Expendable	FYTD Expenditures	MTD Expenditures	Encumbered	FYTD Remaining	Percent Exp/Enc
001	General Fund	\$ 10,471,062.29	\$ 121,716.65	\$ 10,592,778.94	\$ 4,793,502.39	\$ 665,341.54	\$ 1,068,514.45	\$ 4,764,762.10	55.02%
002	Bond Retirement	\$ 613,599.00	\$ -	\$ 613,599.00	\$ 71,795.48	\$ -	\$ -	\$ 541,803.52	11.70%
003	Permanent Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
004	Construction	\$ 113,646.40	\$ 1,019,583.90	\$ 1,133,230.30	\$ 1,117,447.89	\$ 97,863.98	\$ -	\$ 15,782.42	0.00%
006	Lunchroom Fund	\$ 213,985.81	\$ -	\$ 213,985.81	\$ 72,786.96	\$ 21,065.50	\$ 22,551.16	\$ 118,647.69	44.55%
009	Uniform School Supply Fund	\$ 30,820.11	\$ -	\$ 30,820.11	\$ 20,750.44	\$ -	\$ 4,047.24	\$ 6,022.43	0.00%
011	Customer Service Fund	\$ 11,542.93	\$ -	\$ 11,542.93	\$ 13,743.83	\$ -	\$ 5,963.84	\$ (21,333.71)	284.82%
012	Adult Education Fund	\$ 1,528,934.12	\$ 12,114.08	\$ 1,541,048.20	\$ 592,842.09	\$ 94,199.48	\$ 179,803.64	\$ 768,402.47	50.14%
014	Rotary Internal Service Fund	\$ 1,538.08	\$ 1,450.00	\$ 2,988.08	\$ 1,096.20	\$ -	\$ -	\$ 1,891.88	36.69%
018	Principal Fund	\$ 160,401.70	\$ 11,684.14	\$ 172,085.84	\$ 26,230.59	\$ 16,444.25	\$ 25,038.48	\$ 120,816.77	29.79%
019	Other Grants	\$ 159,423.58	\$ 2,646.78	\$ 162,070.36	\$ 72,390.44	\$ 675.13	\$ 11,027.83	\$ 78,652.09	0.00%
022	Scholarships	\$ 9,304.76	\$ 1,000.00	\$ 10,304.76	\$ 500.00	\$ -	\$ 2,000.00	\$ 7,804.76	24.26%
024	Employee Benefits	\$ 57,361.25	\$ 1,355.91	\$ 58,717.16	\$ 7,235.14	\$ 1,114.83	\$ 27,545.76	\$ 23,936.26	59.23%
70	Capital Projects	\$ 832,948.32	\$ 171,397.00	\$ 1,004,345.32	\$ 293,548.13	\$ -	\$ -	\$ 710,797.19	29.23%
451	School Net Connectivity	\$ 89,852.06	\$ 240.00	\$ 90,092.06	\$ 14,634.20	\$ 5,076.35	\$ 41,337.86	\$ 34,120.00	62.13%
467	Student Wellness and Success Fund	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	0.00%
499	Misc. State Grant	\$ 51,090.00	\$ -	\$ 51,090.00	\$ -	\$ -	\$ 2,200.00	\$ 48,890.00	4.31%
501	ABLE Literacy Fund	\$ 357,496.31	\$ 4,455.44	\$ 361,951.75	\$ 110,553.21	\$ 26,035.97	\$ 13,487.31	\$ 237,911.23	34.27%
524	VEPD Secondary and Adult	\$ 392,759.86	\$ 44,328.18	\$ 437,088.04	\$ 172,824.13	\$ 19,381.04	\$ 13,981.74	\$ 250,282.17	42.74%
	<b>Grand Total</b>	\$ 15,097,596.58	\$ 1,391,972.08	\$ 16,489,568.66	\$ 7,327,881.11	\$ 1,044,972.39	\$ 1,450,688.28	\$ 7,710,989.27	53.24%

Percent Expended/Enc is the calculation of expended plus encumbered divided by FYTD Expendable  
This is an unaudited financial statement



**Auburn Career Center**  
**Monthly History Comparison-General Fund**  
**November 30, 2019**

**C**

	Monthly Comparison			Avg Chg	Annual Comparison				Remain 2020	Budget Expended
	Nov FY18	Nov FY19	Nov FY20		Actual 2018	Actual 2019	Budget 2020			
<b>Revenue</b>										
Real Estate	\$ 2,639,733	\$ 2,566,948	\$ 2,778,673		\$ 4,916,774	\$ 5,781,137	\$ 5,001,229	\$ 2,222,556	56%	
Commercial	\$ -	\$ -	\$ -		\$ 919,294	\$ -	\$ 859,906	\$ 859,906	0%	
Tangible Personal (PU)	\$ 209,957	\$ 188,399	\$ 166,589		\$ 414,345	\$ 370,973	\$ 370,973	\$ 204,384	45%	
Foundation	\$ 1,007,755	\$ 1,002,987	\$ 968,130		\$ 2,394,304	\$ 2,328,865	\$ 2,319,195	\$ 1,351,065	42%	
Homestead & Rollback	\$ 406,559	\$ 411,172	\$ 424,857		\$ 809,948	\$ 830,183	\$ 830,183	\$ 405,326	51%	
Other	\$ 345,531	\$ 408,428	\$ 375,062		\$ 409,978	\$ 772,987	\$ 512,566	\$ 137,504	73%	
<b>Subtotal</b>	<b>\$ 4,609,535</b>	<b>\$ 4,577,934</b>	<b>\$ 4,713,311</b>		<b>\$ 9,864,643</b>	<b>\$ 10,084,145</b>	<b>\$ 9,894,052</b>	<b>\$ 5,180,741</b>	<b>48%</b>	
<b>Expense</b>										
Salaries	\$ 1,655,695	\$ 1,618,963	\$ 1,714,519	1.8%	\$ 3,821,328	\$ 4,028,581	\$ 4,150,794	\$ 2,436,275	41%	
Benefits	\$ 709,162	\$ 731,965	\$ 807,305	6.8%	\$ 1,730,209	\$ 1,784,586	\$ 1,953,670	\$ 1,146,365	41%	
Purchased Services	\$ 648,086	\$ 580,337	\$ 779,988	12.0%	\$ 1,441,037	\$ 1,542,845	\$ 1,659,918	\$ 879,930	47%	
Supplies	\$ 268,375	\$ 277,653	\$ 319,002	9.2%	\$ 428,385	\$ 492,966	\$ 566,783	\$ 247,781	56%	
Capital Outlay/Equipment	\$ 96,996	\$ 142,695	\$ 264,997	66.4%	\$ 175,255	\$ 251,690	\$ 395,185	\$ 130,188	67%	
Other	\$ 57,740	\$ 53,062	\$ 62,489	4.8%	\$ 132,419	\$ 133,098	\$ 147,820	\$ 85,331	42%	
<b>Subtotal</b>	<b>\$ 3,436,054</b>	<b>\$ 3,404,675</b>	<b>\$ 3,948,299</b>	<b>7.5%</b>	<b>\$ 7,728,633</b>	<b>\$ 8,233,767</b>	<b>\$ 8,874,170</b>	<b>\$ 4,925,871</b>	<b>44%</b>	
Revenue/Expense (Operating Balance)	\$1,173,481	\$1,173,259	\$765,012		\$ 2,136,010	\$ 1,850,378	\$ 1,019,882			
<b>Other Uses</b>										
Advances Returned	\$ 40,575	\$ 59,924	\$ 50,301		\$ 57,516	\$ (42,605)				
Advances Out	\$ -	\$ 114,000	\$ -		\$ 82,468	\$ 178,129				
Transfers	\$ 401,148	\$ 434,177	\$ 791,203		\$ 989,772	\$ 1,121,528				
	\$ (360,573)	\$ (488,253)	\$ (740,902)		\$ (1,014,724)	\$ (1,342,262)				
Beginning Cash	\$ 5,853,006	\$ 7,063,973	\$ 6,771,057		\$ 7,069,633	\$ 7,568,876				
Ending Cash	\$ 5,657,561	\$ 6,650,948	\$ 6,498,166		\$ 5,965,939	\$ 6,474,056				
Encumbrances	\$ 941,621	\$ 1,153,636	\$ 1,088,514		\$ 115,351	\$ 121,717				

Information taken from Form SM-2 as reported to ODE  
This is an unaudited financial report.

# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
<b>Type: ACCOUNTS_PAYABLE</b>										
<b>Default Payment Type: Check</b>										
24684	50825	ACCOUNTS_PA	YABLE	11/6/2019	AUBURN CAREER CENTER	499	RECONCILED	11/7/2019		\$ 811.00
24695	50826	ACCOUNTS_PA	YABLE	11/6/2019	EDUCATION WEEK	1025	RECONCILED	11/14/2019		44.00
24686	50827	ACCOUNTS_PA	YABLE	11/6/2019	APPLE INC	10503	RECONCILED	11/12/2019		1,197.00
24671	50828	ACCOUNTS_PA	YABLE	11/6/2019	SHERMAN CREATIVE	40048	RECONCILED	11/12/2019		2,112.82
24683	50829	ACCOUNTS_PA	YABLE	11/6/2019	NORTHCOST EQUIP	40028	RECONCILED	11/14/2019		1,163.07
24708	50830	ACCOUNTS_PA	YABLE	11/6/2019	OAACE	4073	RECONCILED	11/25/2019		400.00
24678	50831	ACCOUNTS_PA	YABLE	11/6/2019	IRON MOUNTAIN INC	11058	RECONCILED	11/13/2019		113.79
24685	50832	ACCOUNTS_PA	YABLE	11/6/2019	SCREENVISION DIRECT	40250	RECONCILED	11/14/2019		624.00
24688	50833	ACCOUNTS_PA	YABLE	11/6/2019	FIFTH THIRD BANK	41077	RECONCILED	11/12/2019		97,863.98
24680	50834	ACCOUNTS_PA	YABLE	11/6/2019	DATASTORY CONSULTING LLC	41683	RECONCILED	11/13/2019		4,500.00
24698	50835	ACCOUNTS_PA	YABLE	11/6/2019	SKILLS USA OHIO	675	RECONCILED	11/20/2019		260.00
24676	50836	ACCOUNTS_PA	YABLE	11/6/2019	OSBA LEGAL ASSISTANCE FUND	7645	RECONCILED	11/27/2019		620.00
24702	50837	ACCOUNTS_PA	YABLE	11/6/2019	APOLLO SUPPLY COMPANY	11556	RECONCILED	11/12/2019		394.00
24706	50838	ACCOUNTS_PA	YABLE	11/6/2019	SCAFECO SCAFFOLDING INC	8444	RECONCILED	11/14/2019		1,320.00
24679	50839	ACCOUNTS_PA	YABLE	11/6/2019	AT&T	41770	RECONCILED	11/12/2019		174.97
24690	50840	ACCOUNTS_PA	YABLE	11/6/2019	TREASURER, STATE OF OH	8101	RECONCILED	11/14/2019		409.50
24674	50841	ACCOUNTS_PA	YABLE	11/6/2019	DAWNCHEM, INC.	600	RECONCILED	11/12/2019		8,719.97
24693	50842	ACCOUNTS_PA	YABLE	11/6/2019	SIEVERS SECURITY SYSTEMS INC	1931	RECONCILED	11/13/2019		671.50
24675	50843	ACCOUNTS_PA	YABLE	11/6/2019	JOHNSON CONTROLS FIRE PROTECTION LP	40669	RECONCILED	11/12/2019		2,570.48

# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24670	50844	ACCOUNTS_PA	Check	11/6/2019	LENNOX INDUSTRIES INC	41849	RECONCILED	11/12/2019		\$ 886.00
24668	50845	ACCOUNTS_PA	Check	11/6/2019	ROLL OFF INC.	11290	RECONCILED	11/13/2019		410.00
24692	50846	ACCOUNTS_PA	Check	11/6/2019	SHERWIN WILLIAMS	334	RECONCILED	11/13/2019		183.11
24689	50847	ACCOUNTS_PA	Check	11/6/2019	GENERAL PEST CONTROL CO.	11210	RECONCILED	11/12/2019		774.75
24666	50848	ACCOUNTS_PA	Check	11/6/2019	CONSOLIDATE D ELECTRIC	8080	RECONCILED	11/12/2019		75.00
24665	50849	ACCOUNTS_PA	Check	11/6/2019	ACTE	376	RECONCILED	11/12/2019		1,720.00
24703	50850	ACCOUNTS_PA	Check	11/6/2019	LINCOLN ELECTRIC CO.	984	RECONCILED	11/8/2019		1,567.13
24687	50851	ACCOUNTS_PA	Check	11/6/2019	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	11/12/2019		1,004.15
24677	50852	ACCOUNTS_PA	Check	11/6/2019	MRUM LANDSCAPE MATERIALS	40828	RECONCILED	11/13/2019		2,639.00
24697	50853	ACCOUNTS_PA	Check	11/6/2019	CDC MARS ELECTRIC CO.	1230	RECONCILED	11/8/2019		70.96
24696	50854	ACCOUNTS_PA	Check	11/6/2019	GRAINGER	466	RECONCILED	11/12/2019		494.26
24682	50855	ACCOUNTS_PA	Check	11/6/2019	CHANEX ELECTRONICS	1017	RECONCILED	11/13/2019		957.50
24669	50856	ACCOUNTS_PA	Check	11/6/2019	A-TECH	4082	RECONCILED	11/12/2019		1,162.00
24672	50857	ACCOUNTS_PA	Check	11/6/2019	LBL PRINTING	13500	RECONCILED	11/8/2019		204.00
24694	50858	ACCOUNTS_PA	Check	11/6/2019	JOHNSTONE SUPPLY	13078	RECONCILED	11/12/2019		880.26
24681	50859	ACCOUNTS_PA	Check	11/6/2019	HOME DEPOT CREDIT SERVICES	10207	RECONCILED	11/12/2019		912.27
24691	50860	ACCOUNTS_PA	Check	11/6/2019	ELECTRONIX EXPRESS	7251	RECONCILED	11/14/2019		704.70
24701	50861	ACCOUNTS_PA	Check	11/6/2019	NCS PEARSON, INC	12139	RECONCILED	11/8/2019		151.70
24667	50862	ACCOUNTS_PA	Check	11/6/2019	ADVANCED GAS & WELDING	13407	RECONCILED	11/8/2019		4,734.35
24673	50863	ACCOUNTS_PA	Check	11/6/2019	JEFF SLAVKOVSKY	13632	RECONCILED	11/8/2019		287.54
24699	50864	ACCOUNTS_PA	Check	11/6/2019	CHRISTOPHER MITCHELL	41578	RECONCILED	11/8/2019		54.98
24707	50865	ACCOUNTS_PA	Check	11/6/2019	MARY ANN KERWOOD	1517	RECONCILED	11/8/2019		89.32
24704	50866	ACCOUNTS_PA	Check	11/6/2019	DEE STARK-	8279	RECONCILED	11/8/2019		75.00

# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24700	50867	YABLE	ACCOUNTS_PA	11/6/2019	KURTZ TOM WELK	40790	RECONCILED	11/8/2019		\$ 192.56
24705	50868	YABLE	ACCOUNTS_PA	11/6/2019	BRIAN BONTEMPO	41373	RECONCILED	11/8/2019		294.18
24741	50898	YABLE	ACCOUNTS_PA	11/8/2019	HUNTINGTON NATIONAL BANK	10092	RECONCILED	11/12/2019		6,896.83
24785	50906	YABLE	ACCOUNTS_PA	11/19/2019	JESSICA SZOKA	40905	RECONCILED	11/22/2019		200.00
24779	50907	YABLE	ACCOUNTS_PA	11/19/2019	FAMILY, CAREER AND COMMUNITY	13669	RECONCILED	11/25/2019		645.00
24784	50908	YABLE	ACCOUNTS_PA	11/19/2019	LEPPO INC	13235	RECONCILED	11/22/2019		650.00
24790	50909	YABLE	ACCOUNTS_PA	11/19/2019	OHIO BUREAU OF WORKERS	6801	RECONCILED	11/22/2019		1,086.98
24767	50910	YABLE	ACCOUNTS_PA	11/19/2019	SKILLS USA INC.	290	RECONCILED	11/25/2019		12,181.00
24788	50911	YABLE	ACCOUNTS_PA	11/19/2019	PLATTENBURG AND ASSOC., INC.	40994	RECONCILED	11/25/2019		9,000.00
24792	50912	YABLE	ACCOUNTS_PA	11/19/2019	PEOPLE & WAGGONER, LTD.	12424	RECONCILED	11/21/2019		160.00
24775	50913	YABLE	ACCOUNTS_PA	11/19/2019	LORAIN CTY COMMUNITY COLLEGE	13647	RECONCILED	11/26/2019		1,170.00
24773	50914	YABLE	ACCOUNTS_PA	11/19/2019	STATE CLEANING SOLUTIONS	12272	RECONCILED	11/25/2019		122.51
24793	50915	YABLE	ACCOUNTS_PA	11/19/2019	OHIO DEPT OF JOB & FAMILY AT&T	1877	RECONCILED	11/26/2019		724.00
24776	50916	YABLE	ACCOUNTS_PA	11/19/2019		171	RECONCILED	11/22/2019		3,164.33
24760	50917	YABLE	ACCOUNTS_PA	11/19/2019	DE LAGE LANDEN FINANCIAL	41637	RECONCILED	11/22/2019		675.13
24774	50918	YABLE	ACCOUNTS_PA	11/19/2019	FIRST COMMUNICATI ONS LLC	10610	RECONCILED	11/21/2019		146.40
24781	50919	YABLE	ACCOUNTS_PA	11/19/2019	TIME WARNER CABLE - NORTHEAST	13042	RECONCILED	11/26/2019		474.65
24789	50920	YABLE	ACCOUNTS_PA	11/19/2019	OHIO SCHOOLS COUNCIL	812	RECONCILED	11/22/2019		4,128.00
24759	50921	YABLE	ACCOUNTS_PA	11/19/2019	ILLUMINATING COMPANY	925	RECONCILED	11/20/2019		1,711.95
24791	50922	YABLE	ACCOUNTS_PA	11/19/2019	FA SOLUTIONS LCC	41342	RECONCILED	11/26/2019		1,788.00



# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24786	50923	ACCOUNTS_PA	Check	11/19/2019	CITY OF PVILLE UTIL.	215	RECONCILED	11/26/2019		\$ 1,090.80
		YABLE								
24794	50924	ACCOUNTS_PA	Check	11/19/2019	LAKE COUNTY DEPARTMENT	1435	RECONCILED	11/22/2019		41.54
		YABLE								
24763	50925	ACCOUNTS_PA	Check	11/19/2019	BOB'S GARAGE & TOWING IN	12402	RECONCILED	11/21/2019		1,250.00
		YABLE								
24768	50926	ACCOUNTS_PA	Check	11/19/2019	SYSCO FOOD SERVICES OF COPE	8412	RECONCILED	11/21/2019		4,970.88
		YABLE								
24765	50927	ACCOUNTS_PA	Check	11/19/2019	EQUIPMENT	2012	RECONCILED	11/21/2019		33.65
		YABLE								
24778	50928	ACCOUNTS_PA	Check	11/19/2019	LAKE COUNTY EDUCATIONAL	134	RECONCILED	11/20/2019		10,001.01
		YABLE								
24758	50929	ACCOUNTS_PA	Check	11/19/2019	DOMINION ENERGY OHIO	4003	RECONCILED	11/22/2019		932.44
		YABLE								
24795	50930	ACCOUNTS_PA	Check	11/19/2019	HERSHEY CREAMERY	41725	RECONCILED	11/22/2019		102.24
		YABLE								
24769	50931	ACCOUNTS_PA	Check	11/19/2019	ALFRED NICKLES	1071	OUTSTANDING			197.60
		YABLE								
24757	50932	ACCOUNTS_PA	Check	11/19/2019	BAKERY INC	8479	RECONCILED	11/25/2019		4,874.84
		YABLE								
24756	50933	ACCOUNTS_PA	Check	11/19/2019	GORDON FOOD SERVICE	13078	RECONCILED	11/22/2019		2,691.53
		YABLE								
24766	50934	ACCOUNTS_PA	Check	11/19/2019	JOHNSTONE SUPPLY	12295	RECONCILED	11/25/2019		1,709.05
		YABLE								
24764	50935	ACCOUNTS_PA	Check	11/19/2019	R.E. MICHEL COMPANY INC	154	RECONCILED	11/20/2019		663.11
		YABLE								
24771	50936	ACCOUNTS_PA	Check	11/19/2019	BORDEN DAIRY COMPANY	41193	RECONCILED	11/20/2019		2,081.62
		YABLE								
24777	50937	ACCOUNTS_PA	Check	11/19/2019	ALRO STEEL CORPORATION	13407	RECONCILED	11/20/2019		678.91
		YABLE								
24782	50938	ACCOUNTS_PA	Check	11/19/2019	ADVANCED GAS & WELDING	12139	RECONCILED	11/20/2019		1,127.55
		YABLE								
24797	50939	ACCOUNTS_PA	Check	11/19/2019	NCS PEARSON, INC	41013	OUTSTANDING			193.72
		YABLE								
24780	50940	ACCOUNTS_PA	Check	11/19/2019	AMY RYAN	8279	RECONCILED	11/20/2019		268.10
		YABLE								
24761	50941	ACCOUNTS_PA	Check	11/19/2019	DEE STARK-KURTZ	12967	RECONCILED	11/20/2019		60.56
		YABLE								
24770	50942	ACCOUNTS_PA	Check	11/19/2019	DAWN BUBONIC	41389	RECONCILED	11/20/2019		140.36
		YABLE								
24772	50943	ACCOUNTS_PA	Check	11/19/2019	TERESA DETWILLER	12964	RECONCILED	11/20/2019		181.65
		YABLE								
24787	50944	ACCOUNTS_PA	Check	11/19/2019	BARB GORDON	40207	RECONCILED	11/20/2019		179.80
		YABLE								
24783	50945	ACCOUNTS_PA	Check	11/19/2019	STEPHANIE WIENCEK	40990	RECONCILED	11/20/2019		246.25
		YABLE								
24796	50946	ACCOUNTS_PA	Check	11/19/2019	CHRISTINE TREDENT	41417	RECONCILED	11/20/2019		125.86
		YABLE								

# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24762	50947	YABLE ACACCOUNTS_PA	Check	11/19/2019	VOLPIN DENNIS C HARVEY	41173	RECONCILED	11/20/2019		\$ 230.84
24802	50948	YABLE ACACCOUNTS_PA	Check	11/21/2019	ADVANCED GAS & WELDING	13407	RECONCILED	11/22/2019		316.00
24798	50949	YABLE ACACCOUNTS_PA	Check	11/21/2019	BORDEN DAIRY COMPANY	154	RECONCILED	11/22/2019		294.06
24800	50950	YABLE ACACCOUNTS_PA	Check	11/21/2019	DARRIN SPONDIKE	40914	RECONCILED	11/22/2019		69.51
24799	50951	YABLE ACACCOUNTS_PA	Check	11/21/2019	LAURA CISZEWSKI	40675	RECONCILED	11/22/2019		69.51
24801	50952	YABLE ACACCOUNTS_PA	Check	11/21/2019	JANE METRISIN	40251	RECONCILED	11/22/2019		46.17
24836	50953	YABLE ACACCOUNTS_PA	Check	11/22/2019	HUNTINGTON NATIONAL BANK	10092	RECONCILED	11/25/2019		736.41
24808	50954	YABLE ACACCOUNTS_PA	Check	11/22/2019	COLLABORATIVE PARTNERS	41682	RECONCILED	11/26/2019		7,200.00
24839	50955	YABLE ACACCOUNTS_PA	Check	11/22/2019	ILLUMINATING COMPANY	925	RECONCILED	11/25/2019		19,204.11
24810	50956	YABLE ACACCOUNTS_PA	Check	11/22/2019	ASE TEST PREP	41848	OUTSTANDING			560.00
24821	50957	YABLE ACACCOUNTS_PA	Check	11/22/2019	ELENCO ELECTRONICS, INC	41665	RECONCILED	11/26/2019		1,074.00
24818	50958	YABLE ACACCOUNTS_PA	Check	11/22/2019	WILLO TRANSPORTATI ON	12426	RECONCILED	11/27/2019		2,704.00
24807	50959	YABLE ACACCOUNTS_PA	Check	11/22/2019	JAMECO ELECTRONICS	389	RECONCILED	11/26/2019		507.20
24805	50960	YABLE ACACCOUNTS_PA	Check	11/22/2019	FUTURE IMAGE PROMOTIONS	41176	RECONCILED	11/29/2019		913.61
24817	50961	YABLE ACACCOUNTS_PA	Check	11/22/2019	FOOD FOR THOUGHT INC	8777	RECONCILED	11/26/2019		917.03
24840	50962	YABLE ACACCOUNTS_PA	Check	11/22/2019	RESPONDUS	41478	OUTSTANDING			2,795.00
24816	50963	YABLE ACACCOUNTS_PA	Check	11/22/2019	STS EDUCATION	41552	RECONCILED	11/27/2019		4,000.00
24826	50964	YABLE ACACCOUNTS_PA	Check	11/22/2019	VIVIANI FAMILY LIMITED	11774	RECONCILED	11/29/2019		1,551.55
24831	50965	YABLE ACACCOUNTS_PA	Check	11/22/2019	AUBURN CAREER CENTER	499	RECONCILED	11/25/2019		604.50
24834	50966	YABLE ACACCOUNTS_PA	Check	11/22/2019	BFG SUPPLY CO, LLC	1284	RECONCILED	11/25/2019		2,086.26
24809	50967	YABLE ACACCOUNTS_PA	Check	11/22/2019	LINCOLN ELECTRIC CO.	984	RECONCILED	11/25/2019		700.00
24804	50968	YABLE ACACCOUNTS_PA	Check	11/22/2019	PRECIOUS	13744	RECONCILED	11/26/2019		890.00

# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24820	50969	YABLE ACCOUNTS_PA	Check	11/22/2019	CARGO ASSESSMENT TECHNOLOGIE S	40285	RECONCILED	11/26/2019		\$ 5,020.00
24830	50970	YABLE ACCOUNTS_PA	Check	11/22/2019	ICAR WORLD HDQTRS.	10491	RECONCILED	11/26/2019		257.34
24803	50971	YABLE ACCOUNTS_PA	Check	11/22/2019	CLEVELAND SPRAY BOOTH	13370	RECONCILED	11/25/2019		369.50
24828	50972	YABLE ACCOUNTS_PA	Check	11/22/2019	ACTIVE PLUMBING SUPPLY CO.	304	RECONCILED	11/25/2019		261.85
24833	50973	YABLE ACCOUNTS_PA	Check	11/22/2019	WELLS FARGO FINANCIAL LEASING	40583	RECONCILED	11/25/2019		3,924.00
24832	50974	YABLE ACCOUNTS_PA	Check	11/22/2019	PAINESVILLE CITY LOCAL SCHOOLS	295	RECONCILED	11/25/2019		117.54
24812	50975	YABLE ACCOUNTS_PA	Check	11/22/2019	AUTOMOTIVE SUPPLY, INC.	631	RECONCILED	11/27/2019		1,500.57
24823	50976	YABLE ACCOUNTS_PA	Check	11/22/2019	PREMIER PAINT	1141	RECONCILED	11/26/2019		253.04
24806	50977	YABLE ACCOUNTS_PA	Check	11/22/2019	WESTERN RESERVE OFFICE SUPPLY	1065	RECONCILED	11/29/2019		660.24
24837	50978	YABLE ACCOUNTS_PA	Check	11/22/2019	84 LUMBER	989	RECONCILED	11/26/2019		120.60
24838	50979	YABLE ACCOUNTS_PA	Check	11/22/2019	SALLY BEAUTY SUPPLY CO.	63	RECONCILED	11/27/2019		93.92
24824	50980	YABLE ACCOUNTS_PA	Check	11/22/2019	R.E. MICHEL COMPANY INC	12295	RECONCILED	11/26/2019		395.55
24811	50981	YABLE ACCOUNTS_PA	Check	11/22/2019	VERITIV OPERATING COMPANY	13596	RECONCILED	11/26/2019		1,057.60
24815	50982	YABLE ACCOUNTS_PA	Check	11/22/2019	4IMPRINT, INC.	10665	RECONCILED	11/26/2019		2,222.98
24822	50983	YABLE ACCOUNTS_PA	Check	11/22/2019	LBL PRINTING	13500	RECONCILED	11/25/2019		66.00
24835	50984	YABLE ACCOUNTS_PA	Check	11/22/2019	WEX BANK	41338	OUTSTANDING			494.88
24819	50985	YABLE ACCOUNTS_PA	Check	11/22/2019	ALSIDE SUPPLY CENTER, MENTOR	41694	RECONCILED	11/25/2019		6,890.38
24825	50986	YABLE ACCOUNTS_PA	Check	11/22/2019	SCAFFCO SCAFFOLDING INC	8444	OUTSTANDING			1,200.00
24827	50987	YABLE ACCOUNTS_PA	Check	11/22/2019	APOLLO SUPPLY COMPANY	11556	RECONCILED	11/26/2019		8,089.86
24813	50988	YABLE ACCOUNTS_PA	Check	11/22/2019	GREEN BUILDING	41650	RECONCILED	11/26/2019		200.00

## Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24829	50989	ACCOUNTS_PA	Check	11/22/2019	CONSULTING, LLC	41115	OUTSTANDING			\$ 105.00
		YABLE			ASAP SANITARY SERVICES					
24814	50990	ACCOUNTS_PA	Check	11/22/2019	DELTA SAND & GRAVEL, INC	7602	RECONCILED	11/29/2019		3,719.00
		YABLE			SHERMAN'S WELDING & EQUIPMENT					
24855	50993	ACCOUNTS_PA	Check	11/26/2019	HUNTINGTON NATIONAL BANK	41823	OUTSTANDING			248.16
		YABLE								
24873	50994	ACCOUNTS_PA	Check	11/26/2019	VERIZON WIRELESS SPRINT	10092	RECONCILED	11/27/2019		48.75
		YABLE								
24883	50995	ACCOUNTS_PA	Check	11/26/2019	GENERAL PEST CONTROL CO.	41745	OUTSTANDING			78.54
		YABLE								
24866	50996	ACCOUNTS_PA	Check	11/26/2019	WASTE MANAGEMENT OF OHIO	41733	OUTSTANDING			92.08
		YABLE								
24853	50997	ACCOUNTS_PA	Check	11/26/2019	SHERWIN WILLIAMS	11210	OUTSTANDING			204.75
		YABLE								
24851	50998	ACCOUNTS_PA	Check	11/26/2019	MAJOR WASTE DISPOSAL LANDSTYLES, INC	734	OUTSTANDING			1,105.58
		YABLE								
24867	50999	ACCOUNTS_PA	Check	11/26/2019	N.E.O. ELECTRIC SUPPLY	8281	RECONCILED	11/29/2019		673.44
		YABLE								
24876	51000	ACCOUNTS_PA	Check	11/26/2019	KINZUA ENVIRONMENTAL INC	4035	OUTSTANDING			481.09
		YABLE								
24847	51001	ACCOUNTS_PA	Check	11/26/2019	DAWNCHEM, INC.	600	OUTSTANDING			1,750.60
		YABLE								
24882	51002	ACCOUNTS_PA	Check	11/26/2019	UNITED PARCEL SERVICE	2108	OUTSTANDING			20.11
		YABLE								
24869	51003	ACCOUNTS_PA	Check	11/26/2019	GCA SERVICES GROUP	41167	OUTSTANDING			16,724.73
		YABLE								
24878	51004	ACCOUNTS_PA	Check	11/26/2019	LBL PRINTING	13500	OUTSTANDING			3,079.44
		YABLE								
24849	51005	ACCOUNTS_PA	Check	11/26/2019	KARLOVEC MEDIA GROUP	1614	OUTSTANDING			1,230.00
		YABLE								
24881	51006	ACCOUNTS_PA	Check	11/26/2019	OHIO PEACE OFFICER	41679	OUTSTANDING			200.00
		YABLE								
24879	51007	ACCOUNTS_PA	Check	11/26/2019	EDUCATORS RISING	41543	OUTSTANDING			200.00
		YABLE								
24858	51008	ACCOUNTS_PA	Check	11/26/2019						
		YABLE								
24861	51009	ACCOUNTS_PA	Check	11/26/2019						
		YABLE								
24859	51010	ACCOUNTS_PA	Check	11/26/2019						
		YABLE								
24860	51011	ACCOUNTS_PA	Check	11/26/2019						
		YABLE								

# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24870	51012	ACCOUNTS_PA CHECK	YABLE	11/26/2019	PAINESVILLE PUBLISHING INC.	493	OUTSTANDING			\$ 172.00
24877	51013	ACCOUNTS_PA CHECK	YABLE	11/26/2019	PAINESVILLE CITY LOCAL SCHOOLS	295	OUTSTANDING			410.72
24857	51014	ACCOUNTS_PA CHECK	YABLE	11/26/2019	LAKE COUNTY EDUCATIONAL DOMINION	134	OUTSTANDING			1,896.07
24850	51015	ACCOUNTS_PA CHECK	YABLE	11/26/2019	ENERGY OHIO NORTHCOAST EQUIP	4003	OUTSTANDING			2,279.77
24872	51016	ACCOUNTS_PA CHECK	YABLE	11/26/2019	NORTHCOAST EQUIP	40028	OUTSTANDING			144.44
24865	51017	ACCOUNTS_PA CHECK	YABLE	11/26/2019	PLATTENBURG AND ASSOC., INC.	40994	OUTSTANDING			3,100.00
24875	51018	ACCOUNTS_PA CHECK	YABLE	11/26/2019	LAKE COUNTY DEVELOPMENT	1101	OUTSTANDING			25.00
24880	51019	ACCOUNTS_PA CHECK	YABLE	11/26/2019	84 LUMBER	989	OUTSTANDING			60.30
24862	51020	ACCOUNTS_PA CHECK	YABLE	11/26/2019	LAKE COUNTY SHERIFF'S OFFICE	11385	OUTSTANDING			30.00
24864	51021	ACCOUNTS_PA CHECK	YABLE	11/26/2019	SALLY BEAUTY SUPPLY CO.	63	OUTSTANDING			28.78
24871	51022	ACCOUNTS_PA CHECK	YABLE	11/26/2019	IRON MOUNTAIN INC	11058	OUTSTANDING			86.64
24848	51023	ACCOUNTS_PA CHECK	YABLE	11/26/2019	CENGAGE LEARNING	10328	OUTSTANDING			534.60
24868	51024	ACCOUNTS_PA CHECK	YABLE	11/26/2019	MITCHELL 1	8657	OUTSTANDING			1,469.00
24856	51025	ACCOUNTS_PA CHECK	YABLE	11/26/2019	CORO MEDICAL, LLC	41831	OUTSTANDING			723.00
24854	51026	ACCOUNTS_PA CHECK	YABLE	11/26/2019	SHOWTIME SOUND	41832	OUTSTANDING			8,666.00
24874	51027	ACCOUNTS_PA CHECK	YABLE	11/26/2019	PRECIOUS CARGO	13744	OUTSTANDING			445.00
24863	51028	ACCOUNTS_PA CHECK	YABLE	11/26/2019	PLATINUM EDUCATIONAL GROUP	13338	OUTSTANDING			1,106.00
24846	51029	ACCOUNTS_PA CHECK	YABLE	11/26/2019	SOURCE 4 INDUSTRIES, INC	41784	OUTSTANDING			6,478.87
24852	51030	ACCOUNTS_PA CHECK	YABLE	11/26/2019	GEAUGA MECHANICAL COMPANY, INC	11872	OUTSTANDING			330.00
24884	51031	ACCOUNTS_PA CHECK	YABLE	11/26/2019	SAM'S CLUB	8469	RECONCILED	11/29/2019		466.96

**\$ 364,573.65**

# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount		
24661		0 ACCOUNTS_PA YABLE	Electronic	11/8/2019	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	11/9/2019		\$ 3,304.75		
24845		0 ACCOUNTS_PA YABLE	Electronic	11/25/2019	Huntington Bank	999502	RECONCILED	11/30/2019		31,177.98		
24752		0 ACCOUNTS_PA YABLE	Electronic	11/25/2019	STATE TEACHERS RETIREMENT	480	RECONCILED	11/28/2019		25,503.43		
24663		0 ACCOUNTS_PA YABLE	Electronic	11/8/2019	STATE TEACHERS RETIREMENT FLEX SAVE	480	RECONCILED	11/9/2019		26,388.16		
24711		0 ACCOUNTS_PA YABLE	Electronic	11/7/2019	SCHOOL EMPLOYEES RETIRE-	999992	RECONCILED	11/9/2019		100.00		
24662		0 ACCOUNTS_PA YABLE	Electronic	11/8/2019	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	11/9/2019		8,065.45		
24754		0 ACCOUNTS_PA YABLE	Electronic	11/25/2019	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	11/28/2019		7,996.20		
24755		0 ACCOUNTS_PA YABLE	Electronic	11/25/2019	BANK ONE/MEMO/FICA	900693	RECONCILED	11/30/2019		23.25		
24751		0 ACCOUNTS_PA YABLE	Electronic	11/25/2019	Workers Comp	900950	RECONCILED	11/30/2019		948.02		
24664		0 ACCOUNTS_PA YABLE	Electronic	11/8/2019	Workers Comp	900950	RECONCILED	11/9/2019		976.38		
24885		0 ACCOUNTS_PA YABLE	Electronic	11/29/2019	MEDICAL MUTUAL OF OHIO	999994	RECONCILED	11/30/2019		685.41		
24844		0 ACCOUNTS_PA YABLE	Electronic	11/25/2019	Chase Bank	999501	RECONCILED	11/30/2019		40,617.50		
24710		0 ACCOUNTS_PA YABLE	Electronic	11/7/2019	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	11/9/2019		109,467.94		
24841		0 ACCOUNTS_PA YABLE	Electronic	11/22/2019	SERS	900926	RECONCILED	11/23/2019		1,274.68		
24753		0 ACCOUNTS_PA YABLE	Electronic	11/25/2019	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	11/30/2019		3,212.39		
24709		0 ACCOUNTS_PA YABLE	Electronic	11/8/2019	SERS	900926	RECONCILED	11/9/2019		1,279.55		
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;"> <u>\$ 261,021.09</u>  <u>\$ 625,594.74</u> </td> </tr> </table>											<u>\$ 261,021.09</u> <u>\$ 625,594.74</u>	
	<u>\$ 261,021.09</u> <u>\$ 625,594.74</u>											
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;"> <b>REFUND</b> </td> </tr> </table>												<b>REFUND</b>
	<b>REFUND</b>											
Type: Default Payment	Check	0 REFUND	Check	11/14/2019	CHERISH SHICK	41707	VOID		11/14/2019	235.76		
Type: Default Payment	Check	50820 REFUND	Check	11/5/2019	TORIANO SMITH	41829	RECONCILED	11/6/2019		3,569.50		

## Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24656	50821 REFUND	Check	Check	11/5/2019	DON VANNATTA	41845 RECONCILED		11/8/2019		\$ 1,127.00
24657	50822 REFUND	Check	Check	11/5/2019	GRETCHEN LITWILER	41846 RECONCILED		11/14/2019		122.00
24658	50823 REFUND	Check	Check	11/5/2019	KYLE EHRHART	41847 RECONCILED		11/13/2019		1,570.50
24655	50824 REFUND	Check	Check	11/5/2019	LUKE REED	41851 OUTSTANDING				515.00
24712	50869 REFUND	Check	Check	11/8/2019	EMMA L. WILSON	41856 RECONCILED		11/13/2019		45.00
24713	50870 REFUND	Check	Check	11/8/2019	DEBORAH L. CALVIN	41857 RECONCILED		11/19/2019		40.00
24714	50871 REFUND	Check	Check	11/8/2019	KATHRYN SCHULTZ	41858 RECONCILED		11/18/2019		90.00
24715	50872 REFUND	Check	Check	11/8/2019	SUSAN M. BROZ	41859 OUTSTANDING				40.00
24716	50873 REFUND	Check	Check	11/8/2019	THERESE KRAMER	41860 RECONCILED		11/18/2019		40.00
24717	50874 REFUND	Check	Check	11/8/2019	DIETZEL BARBARA A REX	41861 RECONCILED		11/13/2019		45.00
24718	50875 REFUND	Check	Check	11/8/2019	BEVERLY LORBER	41862 RECONCILED		11/19/2019		45.00
24719	50876 REFUND	Check	Check	11/8/2019	DARLENE ZALAR	41863 RECONCILED		11/20/2019		40.00
24720	50877 REFUND	Check	Check	11/8/2019	GENE MCCUNE	41864 RECONCILED		11/18/2019		40.00
24721	50878 REFUND	Check	Check	11/8/2019	SHEVNA A GRABOWSKI	41865 RECONCILED		11/12/2019		40.00
24722	50879 REFUND	Check	Check	11/8/2019	CARRIE RUTTER	41866 RECONCILED		11/19/2019		40.00
24723	50880 REFUND	Check	Check	11/8/2019	KAREN ROBERTS	41867 RECONCILED		11/13/2019		45.00
24724	50881 REFUND	Check	Check	11/8/2019	MARILYN TRUMBULL	41868 OUTSTANDING				45.00
24725	50882 REFUND	Check	Check	11/8/2019	DOLORES KRAVOS	41869 RECONCILED		11/15/2019		35.00
24726	50883 REFUND	Check	Check	11/8/2019	KATHY BANFIELD	41870 OUTSTANDING				40.00
24727	50884 REFUND	Check	Check	11/8/2019	SUZIE GRAHAM	41871 RECONCILED		11/14/2019		45.00
24728	50885 REFUND	Check	Check	11/8/2019	MICHELLE GODEK	41872 RECONCILED		11/14/2019		40.00
24729	50886 REFUND	Check	Check	11/8/2019	CINDY KUZMIC	41873 OUTSTANDING				40.00
24730	50887 REFUND	Check	Check	11/8/2019	JEANNINE ROUGH	41874 RECONCILED		11/26/2019		90.00
24731	50888 REFUND	Check	Check	11/8/2019	MARY JO SIRCA	41875 RECONCILED		11/20/2019		40.00
24732	50889 REFUND	Check	Check	11/8/2019	CAROLYN MCCLAIR	41876 OUTSTANDING				80.00
24733	50890 REFUND	Check	Check	11/8/2019	CATHI PARR	41877 VOID			11/14/2019	40.00
24734	50891 REFUND	Check	Check	11/8/2019	TERRY REICHARD	41878 RECONCILED		11/18/2019		45.00
24735	50892 REFUND	Check	Check	11/8/2019	LEIGH	41879 OUTSTANDING				35.00

# Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
24736	50893	REFUND	Check	11/8/2019	AMBURGEY ABIGAIL KEIFER	41854	RECONCILED	11/14/2019		\$ 4,487.24
24737	50894	REFUND	Check	11/8/2019	DANIEL GREEN	41855	OUTSTANDING			1,267.50
24738	50895	REFUND	Check	11/8/2019	BRIAN WENDL	41852	RECONCILED	11/19/2019		1,008.00
24739	50896	REFUND	Check	11/8/2019	JACOB SEVERINO	41853	RECONCILED	11/29/2019		1,489.00
24740	50897	REFUND	Check	11/8/2019	ANTHONY DAYKIN	41841	RECONCILED	11/12/2019		960.00
24743	50899	REFUND	Check	11/14/2019	MONIQUE NOBLE	41698	RECONCILED	11/15/2019		235.76
24746	50900	REFUND	Check	11/14/2019	GIORLA FINCHIO	41700	RECONCILED	11/15/2019		235.76
24744	50901	REFUND	Check	11/14/2019	HANNAH MARHEFKA	41703	RECONCILED	11/15/2019		235.76
24749	50902	REFUND	Check	11/14/2019	CHERISH SHICK	41707	RECONCILED	11/15/2019		234.76
24745	50903	REFUND	Check	11/14/2019	DRE'SHON POLK	41715	RECONCILED	11/15/2019		235.76
24742	50904	REFUND	Check	11/14/2019	CATHI PARR	41877	OUTSTANDING			40.00
24748	50905	REFUND	Check	11/14/2019	NOAH SMITH	41881	RECONCILED	11/20/2019		2,445.00
24842	50991	REFUND	Check	11/25/2019	ADAM SPENCE	41833	RECONCILED	11/29/2019		3,200.00
24843	50992	REFUND	Check	11/25/2019	ABISAI VARGAS PEREZ	41883	OUTSTANDING			997.74
<b>PAYROLL</b>										
Type: Default Payment	24660	0	PAYROLL	11/8/2019	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	11/9/2019		216,952.62
Type:	24750	0	PAYROLL	11/25/2019	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	11/30/2019		210,662.24
<b>Grand Total</b>										<u>\$ 427,614.86</u>
										<u>\$ 427,614.86</u>
										<u>\$ 1,078,546.64</u>



**Auburn Career Center**  
**Bank Reconciliation**  
November 30, 2019

E

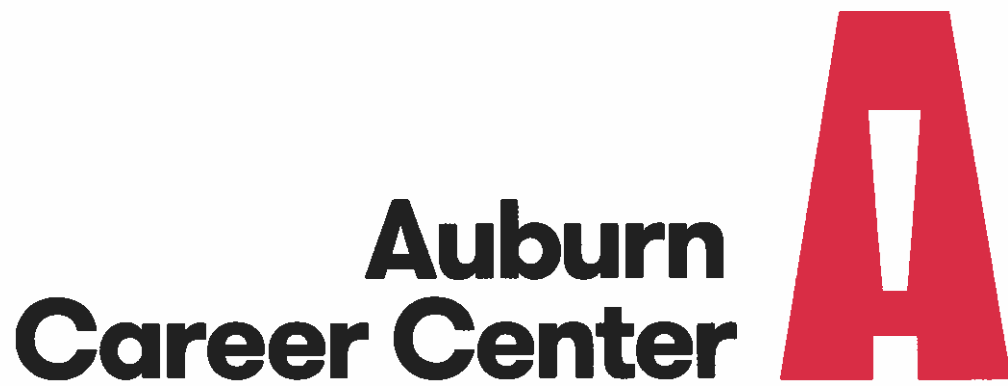
Dollar Bank - Main Depository	\$ 5,024,360.48
Huntington	\$ 39,739.12
O/S checks - a/p	\$ (65,216.94)
O/S checks - p/r	\$ (567.76)
Payroll Accum (O/S)-Checks NI	\$ (535.36)
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	4,998,316.54
Health Care Deductible Pool - Dollar	\$ 27,557.02
Flexible Spending Account - Dollar	\$ 3,937.91
Star Ohio	\$ 106,580.15
<b>Net Available Cash</b>	<b>\$ 5,136,391.62</b>
<b>Investments:</b>	
UBS Financial	\$ 2,397,293.82
<b>Total Investments</b>	<b>\$ 2,397,293.82</b>
<b>Balance per bank</b>	<b>\$ 7,533,685.44</b>
<b>Balance per books</b>	<b>\$ 7,536,045.90</b>
<b>+/- FSA Monthly Deduction Adjustment</b>	<b>\$ (2,360.46)</b>
	<b>\$ 0.00</b>

**Investments Report**

F

Institution	Amount
UBS Financial	\$ 2,397,293.82
	\$2,397,293.82





*Attachment Item #9*

*Approve Tax Budget*

*for FY 2020-2021*

**TAX BUDGET FOR**  
**Auburn Vocational School District**

FOR THE FISCAL YEAR

7/1/2020- 6/30/2021

***LAKE***  
***COUNTY,***  
***OHIO***

**Instructions and Tax Budget Form**

## **INSTRUCTIONS FOR COMPLETING THE TAX BUDGET**

### **SCHEDULE A**

List only those individual funds which are requesting general property tax revenue. Please complete Column 1 by identifying the amount of general property tax you wish to request for the fiscal year. Columns 2 and 3 are to be completed by the Budget Commission and Columns 4 and 5 are to be completed by the County Auditor.

### **SCHEDULE B**

This schedule will be completed by the County Auditor.

### **EXHIBIT I - STATEMENT OF FUND ACTIVITY**

Complete this exhibit only for the General Fund, the Bond Retirement Fund (if it is, or has been, receiving property tax revenue) and any other funds for which you are requesting general property tax revenue. (Reproduce page 4 if necessary)

This exhibit should be completed using the CASH BASIS of accounting. For all funds, please segregate amounts received for homestead and rollbacks from property taxes. The line item "Revenues Over / Under Expenditures" is the difference between "Total Revenues" less "Total Expenditures". The line item "Ending Cash Balance" is the total of "Revenues Over / Under Expenditures" and the "Beginning Cash Balance".

Columns 1 and 2 - Complete these columns using data from the last two COMPLETED fiscal years.

Column 3 - Complete this column using current year data. A portion of the amount shown should be actual data and the remainder will represent estimates for the balance of the year.

One method of determining the amounts within this column is to review the last amended certificate of estimated resources and the appropriation ordinance. If the amounts are in line with your current estimates, these amounts may be used.

Column 4 - Complete this column for the next fiscal year (budget year).

### **EXHIBIT II - SCHEDULE OF INDEBTEDNESS**

This exhibit is to provide all necessary detail of all debt issues of the entity. Each bond or note issue should be listed individually.

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*NOTE: The Budget Commission reserves the right to request additional financial information, if necessary, for the funds disclosed in this tax budget.*







# 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 2018 ACTUAL	FOR 2019 ACTUAL	2020 CURRENT YEAR ESTIMATE	2021 BUDGET YEAR ESTIMATE
<b>REVENUES:</b>				
Property Taxes (Real & Tangible Pers	\$6,250,413	\$6,152,108	\$6,232,829	\$6,233,122
Homestead &, Rollback	\$809,948	\$830,183	\$834,334	\$838,505
S. B. 3 & 287 Dereg. Reimb.	\$0	\$0	\$0	\$0
Personal Property Reimb.	\$0	\$0	\$0	\$0
Other Revenues	\$2,861,798	\$3,059,245	\$3,011,461	\$2,997,586
<b>TOTAL REVENUES</b>	<b>\$9,922,159</b>	<b>\$10,041,536</b>	<b>\$10,078,624</b>	<b>\$10,069,213</b>
<b>TOTAL EXPENDITURES</b>	<b>\$8,800,873</b>	<b>\$9,533,424</b>	<b>\$10,572,956</b>	<b>\$9,741,902</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$1,121,286</b>	<b>\$508,112</b>	<b>-\$494,332</b>	<b>\$327,311</b>
<b>BEGINNING CASH BALANCE</b>	<b>\$4,844,657</b>	<b>\$5,965,943</b>	<b>\$6,474,055</b>	<b>\$5,979,723</b>
<b>ENDING CASH BALANCE</b>	<b>\$5,965,943</b>	<b>\$6,474,055</b>	<b>\$5,979,723</b>	<b>\$6,307,034</b>
<b>ENCUMBRANCES AT YEAR END</b>	<b>\$115,351</b>	<b>\$121,717</b>	<b>\$150,000</b>	<b>\$150,000</b>

## FUND: BOND RETIREMENT FUND

DESCRIPTION	FOR 2018 ACTUAL	FOR 2019 ACTUAL	2020 CURRENT YEAR ESTIMATE	2021 BUDGET YEAR ESTIMATE
<b>REVENUES:</b>				
Property Taxes (Real & Personal)				
Homestead & Rollback				
S. B. 3 & 287 Dereg. Reimb.				
Personal Property Reimb.				
Other Revenues	480,145	626,435	613,592	614,496
<b>TOTAL REVENUES</b>	<b>480,145</b>	<b>626,435</b>	<b>613,592</b>	<b>614,496</b>
<b>TOTAL EXPENDITURES</b>	<b>480,145</b>	<b>626,435</b>	<b>613,592</b>	<b>614,496</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BEGINNING CASH BALANCE</b>				
<b>ENDING CASH BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>ENCUMBRANCES AT YEAR END</b>				





**Auburn  
Career Center**



*Attachment Item #13*

*Human Resources*

# Auburn Career Center



## Human Resources January 15, 2020

### *Adult Workforce Education 2019-2020*

Name	Title	Hourly Amount
Jesse Srgan	Motor Sports Welding Instructor	\$30.00
Ryan Eubank	Motor Sports Welding Instructor	\$30.00
Patricia Bross	PN Nursing Instructor	\$30.00
Cory Hutter	Certified Production Technician Instructor	\$30.00

### *Resignations 2019-2020*

Name	Title	Effective Date
Jessica Szoka	Teacher Assistant - PTLM	January 6, 2020
Mary Ann Engel	PN Nursing Instructor	December 27, 2019
Jannette Wright	PN Nursing Instructor	January 6, 2020
Phillip Stropkey	Teacher Assistant - Construction	January 2, 2020
Amie Irving	Online Math Instructor	January 12, 2020

### *District Employee - Professional 2019-2020*

Name	Title	Days	Step	Column	Amount	Effective Date
Kalie Connors	Intervention Specialist	185 Days (prorated to 44 Days)	1	5	\$45,740.00 (prorated amount \$10,878.69)	December 10, 2019

### *District Employee - Classified 2019-2020*

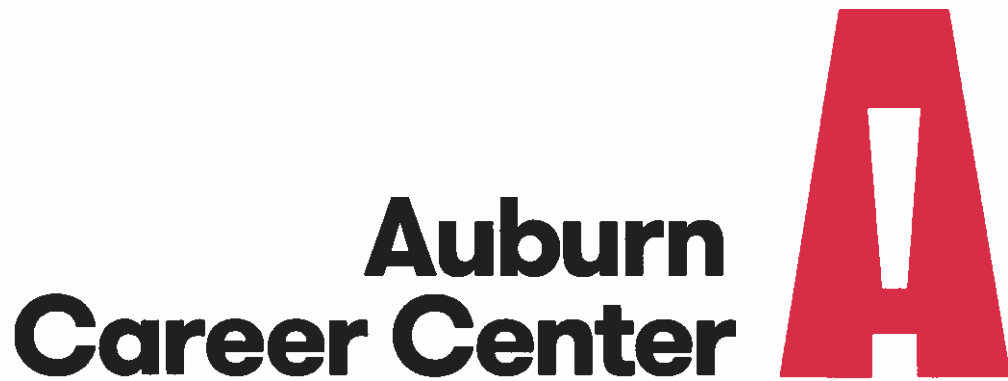
Name	Title	Days	Step	Amount	Effective Date
Phillip Stropkey	Evening Maintenance Technician	260 Days (prorated to 129 Days)	3	\$37,489.33 (prorated amount \$18,600.48)	January 2, 2020
Larry Brown	Teacher Assistant - PTLM	99 Days	0	\$9,147.60	January 6, 2020

*Extended Workdays  
2019-2020*

<b>Name</b>	<b>Title</b>	<b>Days</b>	<b>Purpose</b>
Bob Hill	Construction Instructor	Up to 4 Days	Home and Garden Show Build

*Volunteer  
2019-2020*

Brianna Kibler
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*Attachment Item #14A*

*Consent Agenda:  
Screen Vision Media*



245 Kenneth Drive, Suite 400  
Rochester, New York 14623  
Phone (585) 486-8600 Fax (585) 486-8680

FOR OFFICE USE ONLY

<input type="checkbox"/>	New
<input checked="" type="checkbox"/>	Renewal
<input type="checkbox"/>	Lead

Screenvision Direct, Inc. Representative:

James McKowne

Date: 1/7/20

LOCAL ADVERTISING INSERTION ORDER

Auburn Career Center

Legal Name (Advertiser)

Bill to

Individual/Sole Proprietor  Corporation  LLC  Partnership  Government  Other

Federal Tax ID/SS No.

8140 Auburn Rd.

Street Address

Street Address

Concord Twp., OH 44077

City, State, Zip Code

City, State, Zip Code

440.357.7542

Phone Number

Fax Number

Phone Number

Fax Number

dbubonic@auburncc.org

Email Address

Email Address

The Advertiser hereby agrees to purchase the cinema advertising described on the Campaign Display Schedule below and authorizes Screenvision Direct, Inc. ("SVD") to produce the media content for any Advertisements that are used as part of this Campaign. SVD will be responsible for the exhibition of the advertising materials purchased herein.

NAME ON VISUAL: Auburn Career Center

Preferred Start Date (subject to availability): 1/18/20

Theatre Code	Theatre Name	No. Screens	Format	Product	Duration	Show Position	Frequency	Pods	*Net Weekly Rate
59200 2	Atlas Great Lakes	16	J	AA	: 15	EPS	1	2	\$ 55.00
59200 3	Atlas Diamond Centre	16	J	AA	: 15	EPS	1	1	\$ 53.00

Format Codes:	D = Digital	L = Looped	J = JPEG
Product Codes:	A = Animation	AA = Animation with Audio	AV = Audio Video Spot
Promotion Codes:	SDE = Standee	P = Poster	CC = Counter Cards
Show/Position Codes:	EPS = Early Pre-Show	LPS = Late Pre-Show	SP = Special/Other

(\* ) The rate is adjusted to reflect a delivery of at least 90% of the advertising described in the table above. Shortfalls may occur due to routine maintenance, projector lamp replacement, screen upgrades, or other events. Makegoods will be provided for any delivery that is less than 90%.

The Exhibition of Advertiser's Campaign is subject to pre-emption and may be moved at SVD's discretion to a different location in the loop or different time period.

(initial)

Co-Op Funds: To the extent that Advertiser elects to use 3rd party Co-Op funds to purchase advertising hereunder, Advertiser shall be solely responsible for obtaining all necessary approvals and completing all paperwork in connection therewith. Notwithstanding any intent of Advertiser to use 3rd party Co-Op funds, Advertiser is solely responsible to SVD for the payment to SVD of the Agreed Sum.

TERMS AND CONDITIONS

This Agreement consists of this Insertion Order and the Screenvision Direct, Inc. Local Advertising Terms and Conditions ("Terms and Conditions"). A copy of the Terms and Conditions is located at <http://screenvisionmedia.com/wp-content/uploads/2015/12/TEMPLATE-Insertion-Order-LOCAL-TC-v1-13.pdf>. Screenvision Direct, Inc. may change or modify the Terms and Conditions at any time without notice to Advertiser. It is Advertiser's responsibility to periodically review the Terms and Conditions for updates or changes. A hard copy will be provided to you upon request. The Terms and Conditions are incorporated herein by reference, and are hereby made a part of this Agreement. This Agreement is subject to New York State law. Advertiser hereby acknowledges that he/she has had an opportunity to review this Agreement, including the Terms and Conditions, prior to signing this Insertion Order, and agrees to and intends to be bound by the Terms and Conditions. Further, Signatory hereby warrants that he/she is duly authorized to enter into this Agreement on behalf of the Advertiser.

Authorized Signatory

Print Name & Title of Signatory

Date

PAYMENT METHOD

<input type="checkbox"/>	CC	<input type="checkbox"/>	Check
<input checked="" type="checkbox"/>	PO		

Net Total Media Cost:	\$ 5,616.00
No. of Weeks:	52
PRODUCTION / HANDLING COSTS (See Box Below): to be billed separately)	
TAX	\$ 0.00
TOTAL Net ("Agreed Sum"):	\$ 5,616.00
Deposit Paid on Signing:	\$

PRODUCTION / HANDLING COSTS	
New Creates:	<input type="checkbox"/> @ \$ each
Supplied Ad:	<input type="checkbox"/> @ \$ each
Versions:	<input type="checkbox"/> @ \$ each
Other:	1 @ \$ 0.00 each

**Auburn  
Career Center**



*Attachment Item #14B*

*Consent Agenda:*

*Business Partnership  
Affiliation Agreements*

# Auburn Career Center



## *List of Business & Industry Affiliation Agreements for Business Partnership*

Aqua Doc Lake & Pond Management

Ashton Technology

Big Creek Veterinary

Chardon Accounting

EFF Technologies

Griffin Technology

Kinetico

Lake County Council on Aging

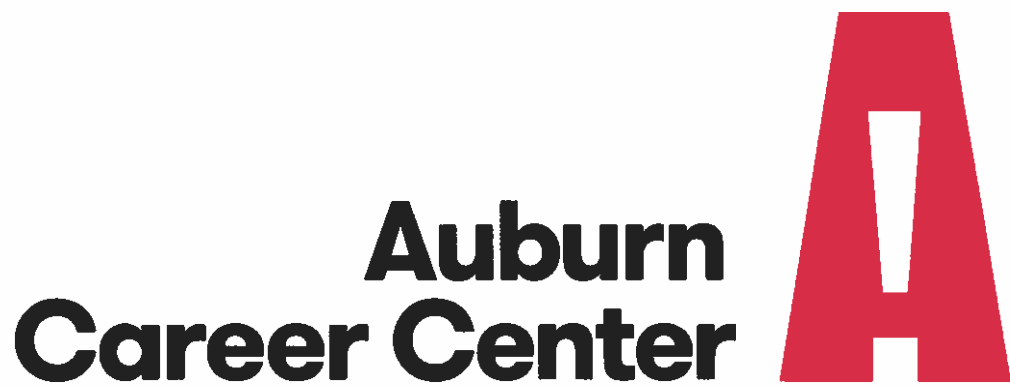
Lake Humane Society

North Coast Auto Restoration LLC

Tibaldi Law

V & S Schuler Engineering





*Attachment Item #14C*

*Consent Agenda*

*Parker Hannifin*

*Corporation Agreement*

**BUSINESS PARTNERSHIP PROGRAM AGREEMENT BETWEEN AUBURN  
CAREER CENTER AND PARKER HANNIFIN CORPORATION ACTING BY  
AND THROUGH THE GAS TURBINE FUEL SYSTEMS DIVISION**

This agreement is entered into on December 3, 2019, by and between Auburn Vocational School District Board of Education (“Auburn”) and Parker Hannifin Corporation’s Gas Turbine Fuel Systems Division (“Parker Hannifin Corporation”) (collectively, “Parties”).

**WHEREAS**, Auburn is currently conducting educational programs in Career and Technical Education and desires to obtain workforce training and workforce education for the students enrolled in its education programs in conjunction with Parker Hannifin Corporation.

**WHEREAS**, Parker Hannifin Corporation has the facilities and is willing to provide workforce experience at its facilities to students enrolled in the educational programs of Auburn.

**NOW THEREFORE**, in consideration of the mutual agreement set forth herein, the Parties agree to the following:

**1. General Information**

- a. The length of the student assignment for the Business Partnership Program experience will be mutually agreed to by the Parties.
- b. If a student is unable to meet the requirements of the described workforce experiences, Auburn shall determine the appropriate course of action and shall have final responsibility for determining the academic status of students.
- c. The students are to be responsible for transportation and transportation costs while working with and/or for Parker Hannifin Corporation.
- d. The students are to wear appropriate attire mutually agreed upon between the Parties.
- e. The Parties agree that there shall be no discrimination on the basis of race, religion, creed, sex, and/or national origin and the Parties will provide reasonable accommodations for individuals with disabilities.
- f. The students will conform to the Policies & Procedures of Parker Hannifin Corporation and follow all directives of staff. Students will be informed by Auburn of general regulations and minimum safety standards including fire safety procedures, hazardous material, and sanitation and safety management.

- g. Any stipend or any other compensation paid to the students for their work as part of the Business Partnership Program will be integrated into the Business Partnership expectations for the intern by Parker Hannifin Corporation. At no point, however, shall the stipend or any other compensation to be paid include or present to include social security, unemployment compensation, worker's compensation, and institutions, liability coverage or any other employment related benefit unless otherwise agreed to in writing and signed by authorized representatives of Auburn and Parker Hannifin Corporation. If the work administered by Auburn's students is not paid through a stipend or any other compensation, the work administered and work products delivered will be considered to be on a volunteer basis unless other arrangements have been made and agreed to in writing and signed by authorized representatives of Auburn and Parker Hannifin Corporation.
- h. Auburn may refer to the affiliation with Parker Hannifin Corporation in its catalog and in other public information materials regarding its programs. Parker Hannifin Corporation may refer to the affiliation with Auburn in its brochures and other public information materials having to do with education programs. Each party reserves the right to a final review and approval of its party's reference in any and all public information materials.
- i. All students and Auburn instructors, staff, and/or supervisors working with Parker Hannifin Corporation shall be required to sign and comply with the terms of Parker Hannifin Corporation's confidentiality agreement.
- j. Parker Hannifin Corporation may elect to administer emergency medical treatment (if applicable) to the student and call 911, if necessary, for injury or illness suffered during the Business Partnership Program.

2. **Responsibilities of Auburn Career Center**

- a. Auburn will provide a Business Partnership Program Liaison or Career Teacher to coordinate with Parker Hannifin Corporation and communicate on a weekly basis.
- b. Auburn shall require all students participating in the Business Partnership Program to have on record with Auburn any current health records needed in accordance with workplace regulations.
- c. Auburn may withdraw any student from Parker Hannifin Corporation if proper supervision or education is not provided.

- d. Auburn shall be responsible for damages arising out any willful, negligent, indirect, incidental, special, or consequential damages that result from Auburn's action or inaction.

3. **Responsibilities of Parker Hannifin Corporation**

- a. Parker Hannifin Corporation shall provide physical facilities and environment needed for the Business Partnership Program experience of the students assigned to its facility, within the limits and abilities of Parker Hannifin Corporation. Privileges will include parking.
- b. Parker Hannifin Corporation shall provide an orientation for the interns at the beginning of any and all Business Partnership Program assignments.
- c. Parker Hannifin Corporation may request Auburn to withdraw an intern from the Business Partnership Program experience if the work performance or behavior is unsatisfactory or disruptive, or whose health status is a detriment to the student's successful completion of the Business Partnership Program assignment.
- d. Parker Hannifin Corporation shall be responsible for damages arising out any willful, negligent, indirect, incidental, special, or consequential damages that result from Parker Hannifin Corporation's action or inaction.

4. **Terms of Agreement**

- a. This agreement is not assignable, but is binding on any and the Parties.
- b. This agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students or employees of the Parties.
- c. This agreement may be terminated by either party on written notice of said intent, delivered by certified mail upon the other party at least thirty (30) days prior to said cancellation date and addressed as follows:

If to Auburn:

Auburn Vocational School District Board of Education  
c/o Board President and Treasurer  
8221 Auburn Road  
Concord Township, Ohio 44077

If to Parker Hannifin Corporation:

Parker Hannifin Corporation  
c/o Human Resources Specialist  
8940 Tyler Boulevard  
Mentor, Ohio 44060

- d. It is understood and agreed that the Parties may revise or modify this agreement by written amendment signed by authorized representatives of Auburn and Parker Hannifin Corporation when both parties agree to such amendments.
- e. This agreement shall be binding when executed by the Parties.
- f. This agreement supersedes all prior written and/or oral agreements between the Parties.
- g. This agreement will be governed by the laws of the State of Ohio.
- h. This agreement shall have an effective date of October 1, 2019, and shall remain in effect through June 30, 2020. Should the parties agree to extend the term of this agreement, such extension shall be captured in a written amendment signed by authorized representatives of the Parties.
- i. The delay or failure of performance by either party shall not constitute default under the terms of this agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this agreement shall be immediate termination.

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

**FOR PARKER HANNIFIN CORPORATION'S GAS TURBINE FUEL SYSTEMS DIVISION:**

\_\_\_\_\_  
Parker Hannifin Corporation Representative

\_\_\_\_\_  
Date

**FOR AUBURN CAREER CENTER:**

\_\_\_\_\_  
Erik L. Walter, Board President\*

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sherry Williamson, Treasurer\*

\_\_\_\_\_  
Date

Authorized Pursuant to Board Resolution No. \_\_\_\_\_

\*This Agreement has no legal effect absent Board approval.

**Auburn  
Career Center**



*Attachment Item #15*

*Approve Practical Nursing  
Program Student  
Handbook*



# **Auburn Practical Nursing Program**

## **Student Handbook**

**2020 Day Program**



**Auburn Practical Nursing Program**

8140 Auburn Road  
Concord Township, Ohio 44077

440-357-7542, ext. 8366  
1-800-544-9750  
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 Joint Vocational School District  
Brian Bontempo, Ed.D, Superintendent of Schools

**Practical Nursing Program Administrator**

**Karen Howell**, MSN, RN

**AUBURN CAREER CENTER  
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.

**AUBURN CAREER CENTER  
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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# **AUBURN PRACTICAL NURSING PROGRAM**

## **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. Uses problem solving to implement the nursing process from a holistic point of view 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 of Auburn believes that 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 agency, a dependent-care agency, or nursing-care agency 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, functioning, 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, functioning, and development. These actions should be based on the organized approach of 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
- identifying problems specific to the individual/patient and their unmet health care requisites
- using 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 an entry level of nursing knowledge and competency. Entry level practical nursing skills are learned through the use of integrated Technical and Academic Competencies.

**Program Curriculum** – the core knowledge obtained in this curriculum is viewed as a basis for beginning practice in the nursing field. It is stressed to the student that as a member of a very dynamic profession, accountability for current knowledge is ever present. A continuous process of learning is emphasized because of constant changes within the study of the science of nursing.



## Conceptual Framework

The conceptual framework consists of three areas of focus based on Orem's Self-Care Theory. These areas 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:** Introduce the beginning student to the basic function and needs of the individual. During this phase of the curriculum, the students will acquire the foundation skills to permit them to deliver appropriate nursing care.

**Developmental Self-Care Requisites:** Focus upon human developmental processes, conditions, and events that occur during the various stages of the life cycle, as well, as with events that may adversely affect development. This phase of the curriculum will enable the student to identify developmental deficits of a person and incorporate all the skills and knowledge learned in the course to provide nursing care agency.

**Health Deviation Self-Care Requisites:** During the final phase of the curriculum, the student will 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 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 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 each student at the beginning of each course. Syllabi are developed by **program director with instructor consideration** to provide the student with an overview along with the 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. Outside study time is recommended at 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 registered professional nurses employed by the Board of Education with necessary qualifications 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 at all times responsible to the instructors, faculty and teaching assistants, and administrator of the school. In the clinical area, students practice under the supervision of the licensed RN faculty, teaching assistants, and preceptors following guidelines established by the Ohio Board of Nursing and this educational program in the clinical organizations.

## **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 to assume self-responsibility to, from, and during field trips, as is true of all time spent in conjunction with the Auburn Practical Nursing Program.

## **Course Descriptions**

### ***Anatomy & Physiology***

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

### ***Growth & Development***

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

### ***Nutrition***

This course will prepare the student to understand vital nursing concepts which will include nutrition theory and modified and therapeutic diets as required to meet universal self-care requisites. The essential nutrients are covered, including definitions, descriptions of functions, effects of excesses and deficiencies and food sources. Nutritional standards including dietary reference intakes are explained and incorporated into the discussion of nutrients. Information on the use of food in the body and how the body maintains energy balance completes the course. Lecture, audiovisual, observation and discussion strategies are used to relate personal and family dynamics for the application to nursing practice. Lecture: 50 clock hours (30 first quarter/20 second quarter)

### ***Personal & Vocational Relationships***

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

### ***Pharmacology I***

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

### ***Pharmacology II***

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

### ***Nursing Fundamentals***

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

### ***Nursing Across the Lifespan***

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

### ***Technology Lab***

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

## 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 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 an Ohio BCI background check. A FBI background check is also required if the applicant has been in the State of Ohio for less than five years
  - 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 WorkKeys® Test by an adult support staff. The WorkKeys® Test evaluates math, reading comprehension, and problem solving. Applicants must earn a total of 14 points across the three WorkKeys sections with at least four points on each section.
- i. A photo ID is required for testing. Applicants must preregister for the test.
- e. Applicants will be notified of the results within 48 hours after taking the test. If the applicant does not receive the required scores in any section of the admission test, they may re-take the involved section(s) once the applicant has talked with a school representative regarding remediation.
- f. Applicants may repeat the tests two times within a year to obtain the required scores as necessary only after meeting with a adult support staff. Applicants can attempt the test three times in a rolling calendar year.
- g. 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

- a. 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 \$30 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.
- b. The applicant must provide a valid form of identification with a picture, name and address i.e. drivers license, state id's or United States Passport.
- c. Accepted applicants will then need to meet with the Financial Aid Officer. A tuition payment agreement form needs to be completed with the Adult Office following the financial aid appointment.
- d. 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

- a. Upon receiving completed application file ~~Once all information is received, the Program Administrator shall verify completeness. review notify faculty of the applicants desire to attend the program.~~
- b. ~~The Faculty Committee determines the acceptance of students into the program. Acceptance is contingent upon successful completion of the requirements.~~
- c. A letter will be sent to the applicants concerning the decision.
- i. 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

- a. 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.
- b. 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** ~~2 step TB Mantoux test (must have 1 step annually after initial 2 step) or other health care provider ordered test (T Spot) to rule out TB.~~
  - iv. Current tetanus vaccination.
  - v. ~~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.~~
  - vi. Each fall (**Oct-March**) students are required to obtain that season's flu shot as per NEONI clinical agreement requirements.
- c. Physical and Mental Health Qualifications for Classroom, Lab, and Clinical Areas
  - i. Frequently work in a standing position (up to eight hours) and frequently walk (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 eight hour clinical laboratory experience.
    - viii. Perform close and distance visual activities involving object, persons, and paperwork, i.e.: access 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. Program Orientation

- a. **Math Assessment Session are highly recommend.**
- b. The new student is **highly** encouraged to attend the Program Orientation to be held prior to the start of the school session. **Failure to attend orientation may delay student's start date.**

- c. The Program Orientation will include the following information:
  - i. Welcome and Introductions
  - ii. Review of first day of school procedures **i.e. Student Handbook**
  - iii. **Schedule**
  - iv. **Books**
  - v. Uniform fitting
  - ~~vi. Review of class day~~
  - vii. **Distribution of ID badges and Parking Passes**
  - viii. **Tour of School**
- d. Students not attending the Program Orientation will be responsible for following up with the Program Administrator to obtain the needed information from the missed session.

~~6. Information Session~~

~~Applicants are encouraged to attend an Information Session where program specifics are discussed. Topics to be covered include the following, but not limited to:~~

- ~~a. Admission process~~
- ~~b. Schedule~~
- ~~c. Fees~~
- ~~d. Financial aid issues~~
- ~~e. Attendance policy~~
- ~~f. Progression and graduation policies~~
- ~~g. Study time~~

7. Admission Test **MOVED**

- a. Applicants will be scheduled for the WorkKeys® Test by the career counselor or by the Auburn Practical Nursing Program Administrator following the Information Session. The WorkKeys® Test evaluates math, reading, and locating information. ~~You may see a sample of questions or take a sample test in any of the areas by logging on to [www.act.org](http://www.act.org). There is a fee to take each of the practice tests online. The practice test is optional and fees are the responsibility of the applicant. The career counselors will also refer you to other resources for test preparation.~~ Applicants must earn a total of 14 points across the three WorkKeys sections with at least four points on each section.
- b. A photo ID is required for testing. Applicants must preregister for the test.
- c. Applicants will be notified of the results up to approximately 2 weeks after taking the test. If the applicant does not receive the required scores in any section of the admission test, they may re-take the involved section(s) once the applicant has talked with a school representative regarding remediation.
- d. Applicants may repeat the tests two times within a year to obtain the required scores as necessary only after meeting with a career counselor. Applicants can attempt the test three times in a rolling calendar year.
- e. 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.

8. Application to the Program

- a. 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 \$30 application fee.
- ~~b. 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.~~

- c. 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.
  - d. 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 an Ohio BCI background check. A FBI background check is also required if the applicant has been in the State of Ohio for less than five years.~~
    - ii. ~~Applicants must have a "clean" criminal background check in order to enter the program.~~
    - iii. 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.
  - e. 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.
9. Letter of Acceptance
- a. Once all information is received, the Program Administrator shall notify faculty of the applicants desire to attend the program.
  - b. The Faculty Committee determines the acceptance of students into the program. Acceptance is contingent upon successful completion of the requirements.
  - c. A letter will be sent to the applicants concerning the decision.
  - d. ~~Accepted applicants will then need to meet with the Financial Aid Officer. A tuition payment agreement form needs to be completed with the Adult Office following the financial aid appointment.~~
  - e. 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.
10. Health Requirements
- a. 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.
  - b. 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 2-step TB Mantoux test (must have 1-step annually after initial 2-step) or other health care provider ordered test (T-Spot) to rule out TB.~~
- iv. Current tetanus vaccination.
- v. ~~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.~~
- vi. Each fall students are required to obtain that season's flu shot as per NEONI clinical agreement requirements.
- c. Physical and Mental Health Qualifications for Classroom, Lab, and Clinical Areas
  - i. Frequently work in a standing position (up to eight hours) and frequently walk (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 eight hour clinical laboratory experience.
    - viii. Perform close and distance visual activities involving object, persons, and paperwork, i.e.: access 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.

#### 11. Program Orientation

- a. The new student is highly encouraged to attend the Program Orientation to be held prior to the start of the school year.
- b. The Program Orientation will include the following information:
  - i. Review of first day of school procedures i.e. Student Handbook
  - ii. Uniform fitting
  - iii. ~~Review of class day~~
  - iv. Obtain ID badges
- c. Students not attending the Program Orientation will be responsible for following up with the Program Administrator to obtain the needed information from the missed session.

## 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 a religious holiday which they observe that is not part of the school calendar, the student may observe the holiday without affecting attendance totals if the student notifies 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/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 shall run Monday through Friday **7:30 am to 3 pm (day) and 4:30 pm to 10pm (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 experience. Exact times of experiences vary with the academic and clinical component. Each student is expected to read 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 your energies and priority of commitment in this educational program is integral to successful 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. 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%

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 100<sup>th</sup> place).** Students will be provided a midterm and end of quarter grade for each 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 ~~and/or Blackboard~~ in **AceWare** site. Students may access their grades at any time by logging on to **Evolve-Elsevier**.

**Evaluation of the Student in Clinical**

Your performance at the clinical site is a judgment of your preparedness to be a safe practicing professional. Any written assignments that are part of the clinical course to aid in your preparedness needs to be done as directed. Failure to do the written work can warrant an unsatisfactory grade in the clinical rotation thus preventing your advancement in the program. The student must receive a grade of satisfactory in all clinical outcomes. Students will be evaluated at the end of each clinical day by the clinical instructor along with midterm and final written clinical evaluations. This will keep the student informed of his/her progress or lack of progress during the clinical rotation.

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 replace with Clinical or Laboratory hours.** Includes Pre-and post-conferences will be held on the unit prior to and following patient care delivery. The purpose of the pre-conference will be to review the students' preparation, 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 in performance of procedures, administration of medications, 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, supervising those experiences, and evaluating 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 (CT<sup>2</sup>)**

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 (CT<sup>2</sup>) 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.

CT<sup>2</sup> 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 minimum of 85% predicted probability of passing the NCLEX-PN on the PN Comprehensive Predictor Test. Students not achieving the 85% predicted probability level will be allowed to retest once prior to being required to take the Virtual-ATI NCLEX Review. *If a student has*

*improved from the first test but has not achieved the 85% on the second test but is within 5% of the required score, the student will be allowed to retake the PN Comprehensive Predictor Test. No additional retesting will be allowed after the third attempt.* Students are responsible for the testing fee associated with any retakes of the PN Comprehensive Predictor Tests and the fee associated with the Virtual-ATI NCLEX Review. Students must complete all program requirements and pass the PN Comprehensive Predictor Test 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 3<sup>rd</sup> 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, WorkKeys® 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**

### **A. 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.

## **B. 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.

## **C. 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.

#### **D. 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.



### **E. 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.

### **F. Constitution Day**

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

### **G. 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 the 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).

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. Past due balances will be deducted from student disbursements. 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 Tuition Payment 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 15<sup>th</sup> 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 Tuition Payment 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 curriculum 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 certified 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 tuition 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](http://www.studentloans.gov) to review rules and regulations, policies and procedures of the Federal District and PLUS Loan Program. The school will be notified electronically that the student has completed exit counseling. Students are responsible for repaying their loans whether or not they complete their training program.

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

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

Any student that withdraws from Auburn must pick up his/her personal belongings within 10 days. If the student fails to do so, the item(s) will be disposed of after 10 days. The district reserves the right to withdraw a student after 10 consecutive 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 successful completion. Special considerations for re-enrollment later in the same year when catastrophic illness, injury, etc. have intervened, will be taken under advisement. Re-entry is dependent on a multitude of factors, including resolution of issues underlying the need for a leave of absence, available space in the

classroom and clinical environments. **All returning to the program must meet the program's admission requirements, will follow the same costs of education as currently enrolled students, and will be held to all policies and the curriculum in effect for the student cohort into which they return.**

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

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

### **Financial Aid**

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

### **Financial Aid Academic Good Standing and Satisfactory Progress Policy**

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

## **Attendance**

Our purpose is to educate for the world of work. Excellent attendance is an important part of that education. Students are expected to be in school every day ready and able to participate. Regular attendance and punctuality to class, laboratory and clinical experiences is a must. An admirable attendance record in this educational program cannot be over-emphasized. Students have a personal and professional responsibility to pursue their education by taking advantage of all scheduled learning experiences. Absence from planned clinical experience is "just as important" as absence in the classroom environment; in fact, clinical experiences cannot be reconstructed and are tailored to your personal learning needs. Contingency plans for family illness and child care 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, at any time during the course of the program. A student who's 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 replace with Clinical or Laboratory hours. Students are expected to arrive on time for all clinical experiences. A student will be considered tardy if he/she arrives after the official clinical starting 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 the 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 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 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. 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.

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. ***During any absence, it is the student's responsibility to make arrangements with faculty to make up missed assignments, tests, etc.*** ~~Assignments and tests due on the day of absence are due the next day the student is in school.~~ The faculty is NOT responsible to provide notes missed during an absence. The student must make arrangements with another student for notes. **Homework will not be except if late regardless of the excuse/absence.** All missed tests are to be made up on the day returning to school after an absence. It is the student's responsibility to make arrangements to make up the test. Make-up tests are taken prior to or following the class day, not during school or during lunch. **Students are allowed only one missed test. Tardiness on test day, student will not be allowed to enter the room in order to be respectful to those student that showed up on time and 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. Faculty will deduct 10% of the earned grade for each additional day that passes before an assignment is turned in or a test is taken.**

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

### **Jury Duty**

The student will immediately notify the Program Administrator of jury summons. Although serving is a basic civic responsibility, requests to postpone service should be initiated so as not to jeopardize 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, supporting costs picked up by enrollee, and dependent on 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 [www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

Other than general information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the student, as well as those individuals who have matriculated and entered a

postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

### **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.

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 that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. The student must request a challenge of a student record in writing.

### **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 your 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 as to where they are in 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 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. Cost for replacement of the ID badge is the responsibility of the student.

In the clinical area students **will be appropriately dressed** ~~must appear in complete uniform. when in clinical uniform.~~ This includes a clean, wrinkle-free student uniform. When wearing the tunic pant uniform, ~~white cuffed socks and white polished nurses’ shoes (nursing or athletic color white or black) or approved white athletic shoes with clean shoe strings, closed in heels and toes~~ **are required. Appropriate color and use of undergarments are mandatory.** ~~white underclothes (including a brassiere) and a camisole or tee shirt are to be worn. No Long sleeve white shirts may be worn under the tunic. due to infection control issues.~~ No other jacket or sweater may be worn in the clinical area due to infection control issues. Pant cuffs are to be worn at a 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, black pens, 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 ~~tee golf shirt.~~ Students may wear a plain white tee shirt or turtle neck top under the ~~tee golf shirt~~ if desired. Pants in the classroom need to be wrinkle-free dress pants or wrinkle-free scrub pants in black, blue or khakis. **NO jeans, yoga pants or leggings are allowed.** ~~that are not in need of repair, or are not frayed, cut off, have rips, holes, tears, or decoration. Pants cannot be form fitting.~~ Students may wear properly fitted culotte skirts or shorts that are not shorter than fingerip length when the forearm is fully extended. Shoes that are clean with closed heels and toes with a heel of one (1) inch or less must be worn. **NO sandals allowed.** Students may wear a white or navy sweater or warm-up jacket, however, the wearing of outdoor coats, hoodies or jackets is not appropriate. 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, away from the face, cut or arranged and fastened with non-ornamental hair accessories and worn in a manner so it does not fall in the face of the student, interfere with work, or touch the client in clinical and laboratory environments. Long hair is to be pulled back at the nape of the neck (not in a ponytail). Style, arrangement of hair, and coloring must appear professional and natural at all times. Ringlets, tendrils and other small strands of hair are unacceptable. Male students are to be clean-shaven daily unless a trimmed mustache/beard is sported. Facial hair will be no longer than one (1) inch off the face unless special permission is received from the Program Administrator. No hats or head coverings are to be worn in the classroom or clinical areas, unless dictated by religious practice.

## **Jewelry**

Permissible jewelry while in uniform includes: small, ~~gold, silver~~ yellow or white stud earrings (less than 1/4 ") without design (if earrings are worn, a maximum of two (2) are permitted—one per each ear), **No necklaces or bracelets** ~~plain necklace on the inside of the uniform as long as it is not visible~~ (neck bands, wrist bands, or scrunchies of any type are unacceptable), and engagement and wedding rings may be worn. 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 ~~gold or silver~~ 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. Medic 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, 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 are not to 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.** ~~Clear or light pink, unchipped nail polish may be worn, however, may need to be removed prior to going to certain clinical areas as designated by the clinical facility. Nail polish should be changed every three (3) days to decrease the potential spread of pathogens.~~ 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 or 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. ~~Fast food containers for beverages are not permitted.~~ 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 and snuff 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.

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.

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

### Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

- 1<sup>st</sup> 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
  - 1<sup>st</sup> conviction and the amount of crack possessed exceeds 5 grams

- 2<sup>nd</sup> conviction and the amount of crack possessed exceeds 3 grams
- 3<sup>rd</sup> 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 1<sup>st</sup> offense, up to 5 years for 2<sup>nd</sup> and subsequent offenses

18.U.C.933(g)

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

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

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

#### 14. **Types of Conduct**

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

- A. Physical violence and/or attacks;
  - B. Threats, taunts, and intimidation through words and/or gestures;
  - C. Extortion, damage, or stealing of money and/or possessions;
  - D. Exclusion from the peer group or spreading rumors;
  - E. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
    - 1. Posting slurs on web sites where students congregate or on web logs (personal online journals or diaries);
    - 2. Sending abusive or threatening instant messages;
    - 3. Using camera phones to take embarrassing photographs of students and posting them online or otherwise distributing them;
    - 4. Using web sites to circulate gossip and rumors to other students; and,
    - 5. Excluding others from an online group by falsely reporting them for inappropriate language to Internet Service Providers.
  - F. Violence within a dating relationship.
15. **Hazing:** No student shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student, or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, while under the jurisdiction of the school. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen this prohibition.
16. **Insubordination:** Failure to comply with directions of school employees during any period of time when under their authority or supervision of a district employee.
17. **Personal Appearance:** Any fashion (clothing, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.
18. **Profanity and Obscene Behavior:** Written or oral language as well as gestures and actions of an obscene nature are prohibited.
19. **Safety Violations:** Students who do not observe safety procedures and behave in an unsafe manner will be immediately removed from their program. Safety rules exist to protect the health and well-being of 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.

20. **Smoking or Possession of Tobacco Products:** In accordance with Chapter 3794 of the Ohio Revised Code, Auburn Career Center is a smoke-free facility. The Board prohibits the use of tobacco within any enclosed facility owned 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.
21. **Theft, or Knowingly Receiving or Possessing Stolen Property/Unauthorized Possession of School or Private Property:** A student will not knowingly possess unauthorized school or private property. Unauthorized taking of property of another person or receiving or possessing such property is constituted as stealing. Students caught stealing will be disciplined and may be reported to law enforcement officials. The school is not responsible for personal property.
22. **Trespassing:** Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there is prohibited. This includes and is not limited to an unauthorized presence in a Board-owned vehicle; unauthorized access to or activity on a Board-owned computer; unauthorized access into district, school or staff computer files; a school or district file server; or the school district computer network. When a student has been removed or permanently excluded from school, the student is prohibited from being present on school property without authorization of the administration.
23. **Unauthorized Sale or Distribution:** Sale or distribution, or attempting to sell or distribute any object, substance or service which has not been authorized for sale or distribution by the administration to any person on school owned property is prohibited.
24. **Vandalism and/or Destruction of Property:** A student shall not cause or attempt to cause damage, destruction, defacement of any school property or private property (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.
25. **Violations of Law:** Any student that violates the law of any local, state, or federal statute is subject to discipline and may be reported to the authorities.
26. **Violations of Parking/Driving Regulations:** Students shall not operate his/her vehicle in a reckless manner while on school property.
27. **Weapons:** The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the 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.

28. **Horseplay, pranking, roughhousing, and similar types of behavior** are considered safety violations and any student engaged in such behavior will be asked to leave the campus and may be removed from the program.
29. **Acts of misconduct** that interfere with orderly classroom procedures, school functions, extracurricular programs, or a student's own learning process will be subject to disciplinary action and may result in removal from the program.

### **Administrative Removal of a Student**

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

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

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

### **Ohio Board of Nursing Student Conduct Policy**

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

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

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

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

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

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

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

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

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

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

(11) A student shall not:

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

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

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

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

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

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

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

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

Promulgated Under: 119.03

Statutory Authority: 4723.07

Rule Amplifies: 4723.06

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

**Prior History:** (Effective: 02/01/2014

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

Promulgated Under: 119.03

Statutory Authority: 4723.07

Rule Amplifies: 4723.06

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

## **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. *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 as MP3 players, 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.

## **Student Support Services**

### **Academic Advising**

Licensed counselors are available to address questions related to programs offered at Auburn and academic difficulties associated with a student's progress.

### **Disability Services**

Academic adjustments are available to students with disability issues. Students must identify themselves as having a disability; such disclosure is voluntary and is the prerogative of the student. Auburn Career Center may require that students requesting adjustments provide documentation of the disability.

### **Career Resources**

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

### **Counseling**

For students having personal issues interfering with class performance, licensed counselors are available.

### **Tutorial Services and Resources**

The Lifelong Learning Lab is available to all students needing assistance with their academics.

Each student will be given an "e-mail" account while enrolled in the program. This account is to be utilized in an educational, professional manner and will be monitored (see Technology Contract). Students should be prepared to receive announcements, assignments, directions, updates, changes, etc. via their e-mail account. Each student is to consistently utilize his/her e-mail account on their computer, Auburn Career Center, public library, etc. If the student has difficulty with e-mail communications, he/she is to contact the Practical Nursing faculty.

Library materials are available at various clinical sites for the student as well as community resources.

## **STUDENT SUPPORT SERVICES**

### **A. 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.

### **B. Disability Services**

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



### Student Responsibility

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

The adult testing needs to be administered by a qualified psychiatrist, psychologist, or practitioner/diagnostician licensed to evaluate adult learning disabilities. Testing cannot be older than 3-years old. If older than 3 years then 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 within 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**

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, breath 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.

## **Shop/Laboratory Regulations**

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



## **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](http://www.auburncc.org).

## **Gainful Employment Act and 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](http://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](http://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:

- 2903.01 aggravated murder
- 2903.02 murder
- 2903.03 voluntary manslaughter
- 2903.11 felonious assault
- 2905.01 kidnapping
- 2907.02 rape
- 2907.03 sexual battery
- 2907.05 gross sexual imposition
- 2909.02 aggravated arson
- 2911.01 aggravated robbery
- 2911.11 aggravated burglary

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 aged 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 supporting documentation so that the student's file can 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 will take the final exam for the course to ensure competence. If skills are involved with the coursework, the student will be required to perform the related skills testing. The student must complete the final exam with an 80% grade or higher. The skills testing must be completed in a maximum of three attempts. Failure to achieve the passing marks for the exam or skills testing will result in the student not obtaining credit for the course.
5. If the student is given advanced standing/transfer credit, the tuition bill will be adjusted by percentage of hours from the overall program. Textbook credit will be given based upon the amount charged to students.
6. Advanced standing/transfer credit will be identified on the official Auburn Practical Nursing Program transcript for the course for which the student received credit.
7. If a student feels that advanced standing/transfer credit was inappropriately denied, the student may appeal the decision following the Appeal Process Policy identified in the Auburn Practical Nursing Program Handbook.
8. Students returning to the Auburn Practical Nursing Program requesting advanced placement will be evaluated for placement following this policy.

### **Additional Auburn Career Center Policies**

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

## **FORMS**



### ***WITHDRAWAL FORM for AUBURN PRACTICAL NURSING PROGRAM***

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Name and Address of Employer: \_\_\_\_\_

\_\_\_\_\_

Title or Position: \_\_\_\_\_

Program enrolled in: \_\_\_\_\_

Reason for withdrawal: \_\_\_\_\_

\_\_\_\_\_

Date of actual withdrawal: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Adult Director or Designee: \_\_\_\_\_

Information also needs to be provided to:

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

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

Program cohort transferring to: \_\_\_\_\_

New Start Date: \_\_\_\_\_

Current Tuition Balance: \_\_\_\_\_ New Tuition Balance: \_\_\_\_\_

Courses Remaining to Be Taken:

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

Student's Signature: \_\_\_\_\_

Program Administrator or Designee: \_\_\_\_\_

Information also needs to be provided to:

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



### ADULT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

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

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

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

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

**Please complete the following information:**

Student User's Full Name (please print): \_\_\_\_\_

Program: \_\_\_\_\_

Please read the following.

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

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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

## TRANSCRIPT REQUEST

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Program/Trade Area: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Date Withdrawn: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Records requested: \_\_\_ Transcript \_\_\_ Certificate

Send Official Transcript to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

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

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





***Auburn Practical Nursing Program***  
2020 Day Program Cost of Education

School costs

Tuition for the full program	\$12,015
Uniforms	145
Supply Fees	400
Tools	130
Textbooks	990
Certification Test Costs	<u>501</u>

Total Program Cost \$14,181

Miscellaneous Other Fees

- Application fee of \$30 when registering for class
- Physical exam, background check, and drug screen (purchased on own)
- White uniform shoe (purchased on own)
- Watch with sweep second hand (purchased on own)



### ***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 civilian 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.

The clinical sites require only a civilian background check if an individual has lived in the state of Ohio for longer five (5) years. If an individual has lived in the state of Ohio for five (5) years or less, both the civilian and FBI background checks are required.

I verify that I have lived in the state of Ohio for: \_\_\_\_\_ longer than five (5) years

\_\_\_\_\_ five (5) years or less

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: \_\_\_\_\_

**Auburn Career Center**  **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.**



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.



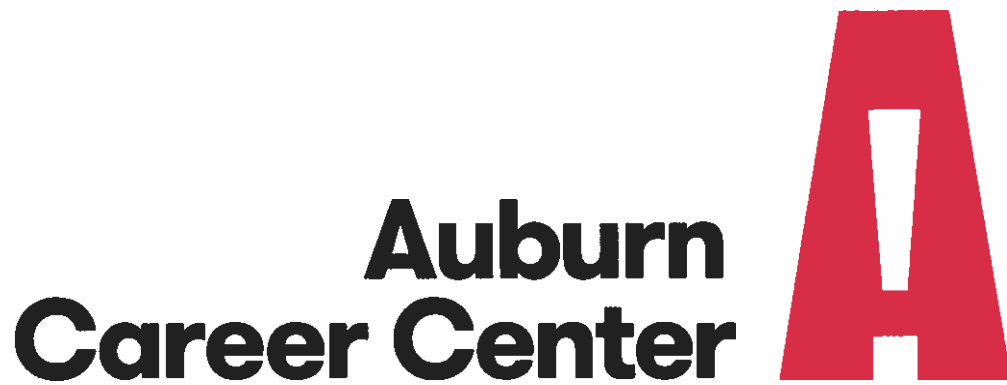
## *Acknowledgement*

I have received and read the 2019 Day Auburn Practical Nursing School 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 \_\_\_\_\_.



*Attachment Item #16*

*Approve Practical Nursing  
Background Form*



### FBI-BCI Hold Harmless Waiver

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

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

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

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Signature

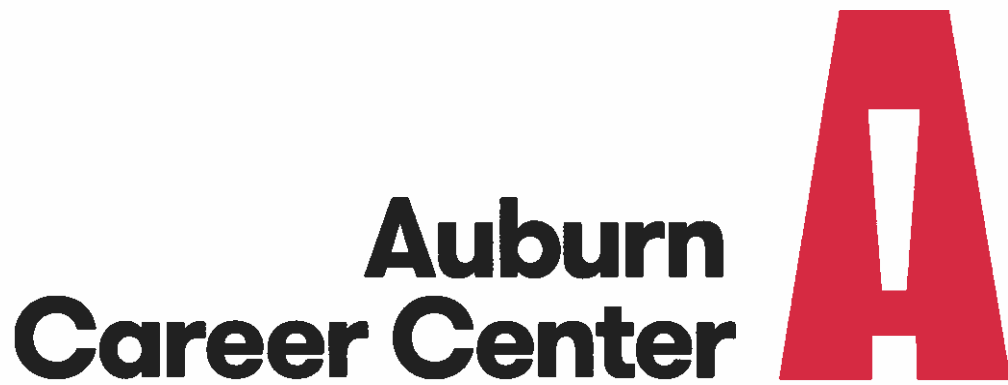
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Date

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Printed name

Background form 2019.12.05



*Attachment Item #17*

*Resolution to Direct the*

*Superintendent &*

*Treasurer – EdChoice*

*Letter*

To Legislators:

Ohio's ballooning EdChoice voucher program threatens to undermine the system of public education in Ohio. The program uses a flawed school report card to unfairly label public schools as "failing" and forces districts to subsidize the cost of private school tuition. Due to recent changes, hundreds of millions of public tax dollars will subsidize private school tuition for students, many of whom have never attended a public school.

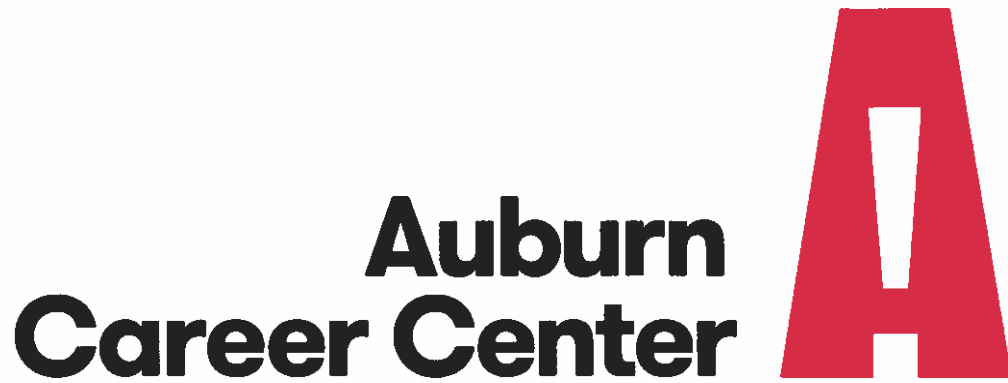
Next school year, more than 70% of Ohio's districts will have an EdChoice-eligible building. The number of eligible buildings will mushroom from approximately 230 last year to more than 1,200 next year — a 422% increase. Nearly half of these buildings received overall grades of A, B or C on their current state report card.

Vouchers cost \$4,650 for K-8 students and \$6,000 for high school students, funneling money away from public schools to pay for private and parochial tuition. Students can keep the voucher throughout their academic career, costing taxpayers nearly \$66,000 per pupil to fund a private education. These costs far exceed what the state provides school districts, so districts must rely on local tax dollars to cover the difference.

Vouchers also threaten districts' ability to serve their remaining students and jeopardize the quality of those students' educational experiences. Public school districts are held to high standards and accountability, unlike private schools that do not have to use the same state tests to assess student achievement and can determine their own enrollment and admission policies. In the end, local taxpayers who never intended for their tax dollars to go to private and parochial schools lose. Students are placed in educational settings where there is little-to-no accountability, and school districts that are doing great things for kids are inappropriately labeled as "failing."

Thank you for your thoughtful consideration on this important topic.

***Auburn Vocational School District Board of Education***



*Attachment Item #18*

*Policies Modifications:*

*First Reading*

Book Policy Manual  
Section Vol. 38, No. 1 - August 2019  
Title Vol. 38, No. 1 - August 2019 Revised ADULT AND COMMUNITY EDUCATION  
Code po2450  
Status From Neola  
Adopted July 1, 1990

**2450 - ADULT AND COMMUNITY EDUCATION**

The Board of Education believes that education is a continuous process throughout life and supports the position that the District should cooperate with other community agencies in providing educational, cultural, and recreational opportunities for all of its citizens. The school, in this setting, becomes a force for community service and improvement; and the values the community seeks for children in the regular school program are, thus, available for all citizens through the community and/or adult program.

With regard to community education, the Board shall provide programs

- in the evening
- and day

for the purpose of meeting the

- avocational,
- recreational,
- cultural

interests of the community.

- as well as the vocational/technical training and retraining needs of local workers.

With regard to adult education, the Board also shall provide a

- basic
- high school

continuation program as an opportunity for anyone over the age of sixteen (16) who is not attending high school

- in this District

and, if under the age of eighteen (18), has a currently-valid Age and Schooling certificate issued by the Superintendent or by the student's district of residence to complete the requirements for a high school diploma.

**Veterans Benefits and Transition Act**

The Board shall permit for GI Bill and Vocational Rehabilitation and Employment Program beneficiaries to attend a course of education or training for up to ninety (90) days pending payment from the Veterans Administration (VA) for the course. To be eligible, the beneficiary must provide a certificate of eligibility for entitlement to educational assistance (valid/current VAF 28-

1905) and a written request to use the entitlement. Documentation must be submitted no later than the first day the course or training commences. The ninety (90) day period starts on the date when the District certifies tuition and fees following receipt of the required documents.

The District shall not impose a penalty, deny access to classes or facilities, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the VA. The State Approving Agency (SAA) or the VA may act to approve or disapprove certain courses of education, which may be subject to a waiver by the VA.

[ ] The Board shall also maintain an Americanization program of instruction for the benefit of foreign-born residents of the District.

The Superintendent shall develop and implement administrative guidelines whereby the schools are available to citizens of the District for the above-stated purposes.

R.C. 3313.204, 3313.52, 3313.531, 3313.54, 3313.641, 3313.644

R.C. 3313.645, 3331, 38 U.S.C. Section 3679, 3698(c)(1)(C)

A.C. 3301-42, 3301-43

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Legal R.C. 3313.204, 3313.52, 3313.531, 3313.54, 3313.641, 3313.644,

R.C. 3313.645, 3331, 38 U.S.C. Sections 3679, 3698(c)(1)(C)

A.C. 3301-42, 3301-43



Book	Policy Manual
Section	Vol. 38, No. 1 - August 2019
Title	Vol. 38, No. 1 - August 2019 Revised SCHOOL CHOICE OPTIONS
Code	po5113.02
Status	From Neola
Adopted	February 3, 2004
Last Revised	May 7, 2019

### 5113.02 - SCHOOL CHOICE OPTIONS

~~The Board of Education acknowledges that the Elementary and Secondary Education Act (ESEA), as amended, provides that the parents/guardians of students enrolled in a Title I school the first year following the building's identification as being in "School Improvement", have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. If there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. The Superintendent shall also offer Supplemental Educational Services (SES) to students in any school no later than the first year following the building's identification as being in "School Improvement," regardless of whether a transfer option is available.~~

Additionally, ~~s~~Students attending a "persistently dangerous" school, as defined by State law have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts.

Furthermore, a student who is a victim of a "violent crime" on school property also has the right to transfer to another school. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

The Board of Education authorizes such transfers in accordance with AG 5113.02.

Children who transfer in accordance with this policy will be permitted to remain at the school of transfer until completing the highest grade at the school.

~~Title I, Section 1116(b)(1)(E) of the Elementary and Secondary Education Act, as amended~~  
~~Title I, Section 1116(e) of the Elementary and Secondary Education Act, as amended~~  
20 U.S.C. 6301, et. seq.

Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended

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Legal 20 U.S.C. 6301, et seq.  
Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended





Book	Policy Manual
Section	Vol. 38, No. 1 - August 2019
Title	Vol. 38, No. 1 - August 2019 Revised ATTENDANCE
Code	po5200
Status	From Neola
Adopted	July 1, 1990
Last Revised	February 6, 2018

#### 5200 - ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a ( ) **written** statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

H. such good cause as may be acceptable to the Superintendent

I. medically necessary leave for a pregnant student in accordance with Policy 5751

J.  service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

### **Contacting the Parent/Guardian of an Absent Student**

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

### **Excessive Absences**

~~When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer~~ When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

### **Absence Intervention Team**

**[NOTE: A school district with a chronic absenteeism percentage that is less than five percent (5%), as displayed on the district's most recent report card, and the school buildings within that district, shall be exempt from the following requirement to assign habitually truant students to an absence intervention team for the following school year and shall instead take any appropriate action as an intervention strategy listed in this policy. Should those intervention strategies fail, within sixty-one (61) days after their implementation, the attendance officer shall**

**determine whether criteria are met to file a complaint against the student in juvenile court, and if so, shall file the complaint. The language "to the extent required by law as determined on an annual basis" refers to this exemption.]**

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the ( ) Superintendent  Director shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

[ ] As part of the absence intervention plan, the ( ) Superintendent ( ) Director may, in his/her discretion contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G). **[NOTE: Any school that chooses this option must develop a written policy regarding the use of, and selection process for, offering alternatives to adjudication to ensure fairness.]**

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a  school psychologist,  counselor,  social worker, or  representative of a public or nonprofit agency designed to assist students and their families in reducing absences. **[NOTE: Schools must obtain written permission to release confidential information about a student to third parties, such as a representative of an outside agency on an intervention team.]**

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the ( ) Superintendent  Director shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail.  If the student's parent responds to any of those attempts, but is unable to participate for any reason, the ( ) Superintendent  Director shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

### **Intervention Strategies**

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A.  provide counseling to the student
- B.  request or require the student's parent to attend a parental involvement program
- C.  request or require a parent to attend a truancy prevention mediation program
- D.  notify the Registrar of Motor Vehicles of the student's absences
- E.  take appropriate legal action
- F. ( ) assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the ( ) Superintendent  Director may, in his/her discretion, assign counselor **[one (1) school official]** to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

[ ] The plan shall be implemented not later than seven (7) days prior to the first day of instruction of the next school year.

**OR**



✓ The absence intervention process shall commence upon the first day of instruction of the next school year.

### Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61<sup>st</sup>) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61<sup>st</sup>) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, ( ) the absence intervention team ( ) the attendance officer may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent under R.C. 3321.13(b)(2). The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences and habitually absent status. [DRAFTING NOTE: The term "habitually absent" as used here refers to the level of unexcused absences that will trigger notice to the Registrar of Motor Vehicles and Juvenile Court Judge under R.C. 3321.13(B)(2). It is not to be confused with "excessively absent" or "habitually truant" as those terms are defined above.]

**[Drafting Note: A student is designated a habitual truant only through the measurement of unexcused absences. Schools must initiate intervention procedures for habitually truant students. If the interventions fail, the school must file a complaint against the habitually truant student in juvenile court. Excessive absenteeism is marked by an accumulation of both excused and unexcused absences. Intervention strategies may be implemented for students designated excessively absent, but a notice to parents is required. No further action toward the excessively absent student is required unless the student becomes habitually truant. The parent notice is purely a warning that the child has missed an excessive amount of school hours, both with and without a legitimate excuse.]**

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of \_\_\_\_\_ County/Counties, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

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Legal

R.C. 3313.664, 3313.668, 3317.034, 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.191

R.C. 3321.22, 3321.38, 3323.041, 3331.05

A.C. 3301-35-03(G), 3301-47-01, 3301-69-02



Book Policy Manual  
Section Vol. 38, No. 1 - August 2019  
Title Vol. 38, No.1 - August 2019 Revised LATE ARRIVAL AND EARLY DISMISSAL  
Code po5230  
Status From Neola  
Adopted July 1, 1990

**5230 - LATE ARRIVAL AND EARLY DISMISSAL**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by

written

personal

request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the Director.

If one (1) parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

Presentation of photo identification is required of anyone authorized such custody. (see Form 5230 F1)

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Legal R.C. 3313.20, 3313.64

Book	Policy Manual
Section	Vol. 38, No. 1 - August 2019
Title	Vol. 38, No. 1 - August 2019 Revised STUDENT MENTAL HEALTH AND SUICIDE PREVENTION
Code	po5350
Status	From Neola
Adopted	July 1, 1990

5350 - ~~STUDENT MENTAL HEALTH AND SUICIDE PREVENTION~~ ~~STUDENT SUICIDE~~

~~The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.~~

~~All school personnel should be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.~~

~~In accordance with Policy 8462, staff shall receive professional development training in the risk factors, warning signs, and resources regarding youth suicide awareness and prevention. ( ) Such training shall include the warning signs of non-suicidal self-injurious behaviors.~~

The Board of Education recognizes that mental health conditions and self-injury are problems of increasing severity among children and adolescents. A student who suffers from a mental health condition such as depression and who has attempted self-injury poses a danger both to himself/herself and to other students.

All school personnel should be alert for students who exhibit signs of unusual mental health related behavior or who threaten or attempt self injury or suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

In accordance with Policy 8462, designated staff shall receive professional development training in accordance with Board-adopted curriculum that includes the risk factors, warning signs, and resources regarding youth suicide awareness and prevention at least every two (2) years.

Additional professional development training in youth suicide risk assessment and intervention shall be provided to mental health employees, counselors, teachers, administrators, school psychologists, and school nurses.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

Step 1 - Stabilization

Step 2 - Assessment of the Risk

Step 3 - Use of Appropriate Risk Procedure

Step 4 - Communication with Appropriate Parties

Step 5 - Follow-up



Throughout any intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed at all times.

A.C. 5101:2-34/35

~~Kelson v. City of Springfield~~, 767 F2d 651 (1985)

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Legal

R.C. 3319.073

767 F2d 651 (1985)



Book Policy Manual  
Section Vol. 38, No. 1 - August 2019  
Title Vol. 38, No. 1 - August 2019 - New SMALL UNMANNED AIRCRAFT SYSTEMS  
Code po7440.03  
Status From Neola

**7440.03 - SMALL UNMANNED AIRCRAFT SYSTEMS**

**[ ] OPTION 1**

The Board of Education prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time on property owned or leased or contracted for by the Board by any individual, whether the individual is employed by the District or not. Small Unmanned Aircraft Systems are commonly known as drones.

The Board also prohibits the operation of sUAS on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Ohio High School Athletic Association (OHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

Any individual who violates this policy ( ) may be ( ) shall be referred to local law enforcement and/or subjected to discipline, if an employee or student.

**[END OF OPTION 1]**

OR

**OPTION 2**

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time by any individual who is not expressly authorized to do so by the Superintendent, on property owned or leased or contracted for by the Board. Small Unmanned Aircraft Systems are commonly known as drones.

The Board also prohibits the operation of sUAS on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Ohio High School Athletic Association (OHSAA). District officials may deny admission or entry to anyone attempting to use an sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

To be authorized to operate a sUAS on property owned or leased or contracted for by the Board, a staff member, administrator, or other individual (agent) under contract with the Board must have a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA). Further, the sUAS must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107.

A staff member, administrator, or agent of the Board authorized to operate a sUAS on property owned or leased or contracted for by the Board, must also comply with all rules set forth in 14 C.F.R. Part 107. (See AG 7440.03)

Failure to adhere to all rules set forth in 14 C.F.R. Part 107 and AG 7440.03 may result in loss of authorization to operate a sUAS to operate on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination for an employee and expulsion for a student.

**[END OF OPTIONS]**



Book	Policy Manual
Section	Vol. 38, No. 1 - August 2019
Title	Vol. 38, No. 1 - August 2019 Reissued SCHOOL SAFETY
Code	po8400
Status	From Neola
Adopted	February 3, 2004
Last Revised	May 7, 2019

#### 8400 - **SCHOOL SAFETY**

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

#### **Emergency Management Plan ("EMP")**

To that end, the Superintendent shall develop and adopt a comprehensive Emergency Management Plan ("EMP") for each building under his/her control. In developing the EMP for each building, the Superintendent shall involve community law enforcement and safety officials (including, but not limited to, law enforcement, fire, emergency medical personnel, and any local divisions having county-wide emergency management), parents of students who are assigned to the building, and teachers and nonteaching employees assigned to the building. Each EMP shall contain the name, title (if applicable), contact information, and signature of each person involved in development of the EMP.

In developing the EMP, the Superintendent shall examine the environmental conditions and operations of each building to determine potential hazards to student and staff safety. The Superintendent shall further propose operating changes to promote the prevention of potentially dangerous problems and circumstances. The Superintendent shall incorporate remediation strategies into the EMP for any building where documented safety problems have occurred.

Each EMP will consist of four (4) parts:

- A. A single document to address all hazards that may negatively impact the school; including but not limited to active shooter, hostage, bomb threat, act of terrorism, bullying, and any other natural or manmade events that the Superintendent knew or should have reasonably known about that compromise the health or safety of students, employees, administrators, or property. The document will include:
  1. a hazard identification and risk analysis (i.e., a process to identify hazards and assess the vulnerability associated with each);
  2. an all-hazards emergency operations plan organized around five (5) mission areas: prevention, protection, mitigation, response, and recovery. The plan shall be compliant with the "National Incident Management System" (NIMS);
  3. the access and functional needs of the students, teachers, and staff;

4. education for students, staff, and administrators to avoid, deter, or stop an imminent crime or safety issue, threatened or actual;
5. procedures for notifying law enforcement, fire, EMS, emergency management, mental health, and other outside experts who could assist in responding to and recovering from an emergency;

The plan shall be updated and revised at least every three (3) years from the previous date of compliance to reflect lessons learned and best practices to continually improve the plan. The emergency management test and actual emergencies at the school buildings will be a source for lessons learned.

6.  the use of temporary door locking devices as permitted by law.

B. A floor plan unique to each floor of the building.

C. A site plan that includes all building property and surrounding property.

D. An emergency contact information sheet.

The Superintendent shall submit an electronic copy of each EMP s/he developed and adopted to the Ohio Department of Education ("ODE") not less than once every three (3) years, whenever a major modification to the building requires changes to the procedures outlined in the EMP, and whenever the information on the emergency contact information sheet changes. No later than the date prescribed by ODE, the Superintendent shall also file a copy of the current, updated EMP with the following:

A. each law enforcement agency that has jurisdiction over the school building; and

B. upon request, the local fire department, emergency medical service organization, and county emergency management agency serving the area in which the building is located.

The Superintendent will also file copies of updated EMPs with ODE and the above agencies within ten (10) days after s/he adopts the revised EMPs.

The EMP is not a public record.

The Superintendent shall prepare and conduct at least one (1) annual emergency management test, in accordance with rules adopted by the Ohio Department of Education (ODE). By July 1st of every year, the Superintendent shall review the EMPs s/he previously developed and adopted, and certify in writing to the ODE that the EMPs are current and accurate.

The emergency management test must be a scheduled event; an actual emergency will not satisfy this requirement, even if an after-action report is produced. The emergency management test must be a tabletop, functional, or full-scale as defined in A.C. 3301-5-01, and each type shall be used once every three (3) years. It must include at least one (1) hazard from the hazard analysis in the EMP and at least one (1) functional content area. At least one (1) representative from law enforcement, fire, EMA, EMS, and/or behavioral health should be included.

**[SELECT OPTION #1 OR OPTION #2]**

[OPTION #1]

Students will not participate in the emergency management test.

[OPTION #2]

Students may participate in the emergency management test at the discretion of the Director. In deciding whether, and to what extent, to involve students in an emergency management test, the Director should consider what benefit student inclusion in the emergency management test may have on the student population's preparation for an emergency and to enhance the safety of students in the building. The Director shall also consider age-appropriate participation, guidance, and training in preparation for students' participation in the test.

**[END OF OPTIONS]**

**[DRAFTING NOTE: If OPTION #2 is selected, it is strongly advised that the District select the following optional language, which is only listed as an "option" because A.C. 3301-5-01 does not make it mandatory – however, it does state schools "should" obtain parental consent if students are going to participate in the emergency management test.]**

Parental consent is required prior to student participation in the emergency management test.

The Superintendent shall submit an after-action report to the ODE no later than thirty (30) days after the emergency management test documenting the following: 1) date/time/weather/length of exercise; 2) the type of discussion/operations based exercise; 3) the scenario utilized; 4) the hazard(s) utilized (including safety data sheets, as appropriate); 5) the functional content area(s) utilized; and 6) the identification of at least three (3) strengths and at least three (3) improvement areas of the EMP discovered as a result of the emergency management test.

The Superintendent shall grant access to each school building under his/her control to law enforcement personnel and any local fire department, emergency medical service organization, and/or county emergency management agency that has requested a copy of the EMP, to enable such personnel and entities to conduct training sessions for responding to threats and emergency events affecting the school building. Such access shall be provided outside of student instructional hours and the Superintendent or designee shall be present in the building during the training sessions.

Prior to the opening day of each school year, the Superintendent shall inform each enrolled student and the student's parent/legal guardian of the procedures to be used to notify parents in the event of an emergency or a serious threat to safety. Any student enrolled in the school after the annual notification and their parent/legal guardian shall be notified upon enrollment. Also, see Policy 8420 - Emergency Situations at School.

#### **[OPTION]**

#### **[ ] Threat Assessment**

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. The following threat assessment process is designed to be consistent with the process set forth in the joint U.S. Secret Service and U.S. Department of Education publication, Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates for identifying, assessing, and managing students who may pose a threat. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Director and may include a school counselor, school psychologist, instructional personnel, and/or the School Resource Officer, where appropriate. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet when the Director learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining the types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who are responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Director any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 - Student Records, and State and Federal law.

**[END OF OPTION]**

**Safe and Drug Free Schools**

As a part of the EMP, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing Safe and Drug Free Schools):

- A. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- B. security procedures at school and while students are on the way to and from school;
- C. prevention activities that are designed to maintain safe, disciplined and drug-free environments;
- D. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:
  - 1. allows a teacher to communicate effectively to all students in the class;
  - 2. allows all students in the class the opportunity to learn;
  - 3. has consequences that are fair, and developmentally appropriate;
  - 4. considers the student and the circumstances of the situation; and
  - 5. is enforced accordingly.

**Persistently Dangerous Schools**

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall

discuss this at the annual meeting for the purpose of reviewing the EMP so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

convene a meeting of the building administrator, representative(s) of the local law enforcement  agency  agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall

discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the EMP so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

convene a meeting of the building administrator, representative(s) of the local law enforcement  **agency**  **agencies**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

If a school in a neighboring district is identified as persistently dangerous and there is not another school in that district, the District will admit students from that school in accordance with Board Policy 5113.02.

### **Victims of Violent Crime**

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

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R.C. 3313.536

A.C. 3301-5-01

Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended

20 U.S.C. 6301 et seq.

Public Law 107-110





Book	Policy Manual
Section	Vol. 38, No. 1 - August 2019
Title	Vol. 38, No. 1 - August 2019 Revised SCHOOL RESOURCE OFFICER
Code	po8403
Status	From Neola
Adopted	December 4, 2018

### 8403 - SCHOOL RESOURCE OFFICER

The purpose of the District's School Resource Officer Program is to promote safe, orderly and secure learning environments for students through the activities of law enforcement, fostering a positive school climate, and education. The duties of the School Resource Officer (SRO) are primarily to promote school safety during the school day, to conduct law enforcement activities, to deliver education and collaboration with students and staff, to serve as a positive role model, and to assist in crime prevention and safety consulting. All duties shall be consistent with Federal and State laws, regulations, and police department policies and procedures. The role of the SRO is not to enforce discipline or punish students for violations of the student code of conduct, nor will an SRO be assigned to perform any educational duties in lieu of a certified educator.

The District may engage the services of a School Resource Officer(s) by executing a memorandum of understanding with the law enforcement agency for services. SRO's shall be trained as provided by law, including a basic training program and at least forty (40) hours of school resource officer training within one (1) year of appointment approved by the Ohio peace officer training commission. School Resource Officers employed by the District prior to the enactment of R.C. 3313.951 are exempt from the training requirements.

The memorandum of understanding shall clarify the following areas: the purpose of the SRO program and roles, responsibilities, and expectations between the District, District staff, and the law enforcement agency. It shall include defined goals, background training requirements for the selected officer(s) including child and adolescent development, provide for professional development in relevant areas, protocol for how suspected criminal activity versus school discipline will be handled, coordinated crisis planning and updating school crisis plans, student privacy under State and Federal law, and any other items identified by the parties. The memorandum of understanding shall be available

on the District's website.

posted in each building and available upon request.

The District and law enforcement agency shall agree on criteria for selection of officers, which include but are not limited to a college degree or related college coursework, a minimum of two (2) years of experience as an officer, and an interest in working with youth. The District and law enforcement agency will establish evaluation procedures to support and monitor the activities and performance of the SRO.

Students will be provided the opportunity for input during drafting of the memorandum of understanding between the District and the law enforcement agency.

The SRO ultimately is accountable to the law enforcement agency but while at school, the SRO also is accountable to the building administration and Superintendent, and is expected to cooperate with school officials and school faculty and be familiar with and follow Board policies, guidelines and procedures, including but not limited to issues of student privacy, discipline, and operating standards for students with disabilities.

School Resource Officers may assist with implementation or amendment of the District's comprehensive emergency management plan and in doing so, must consult with first responders and local law enforcement officials. Other functions of the SRO outlined in the memorandum of understanding may include activities geared towards providing a safe learning environment, providing resources to school staff members, maintaining positive relationships with staff and students, developing

community linkages with behavioral health and other community agencies, and developing problem-solving strategies for issues affecting students.

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R.C. 3313.951

Book	Policy Manual
Section	Vol. 38, No. 1 - August 2019
Title	Vol. 38, No. 1 - August 2019 Revised STUDENT ABUSE AND NEGLECT
Code	po8462
Status	From Neola
Adopted	March 4, 2014

**8462 - STUDENT ABUSE AND NEGLECT**

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting is required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

The Board official and employee making the report shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

and shall secure prompt medical attention to any such injuries reported.

Each Director should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent. Board officials and employees must report suspected abuse to a public children's services or local law enforcement agency even when the suspected abuser is another official or employee.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

In accordance with law, the Board will provide appropriate instruction on personal safety and assault prevention to all students in grades K-6. In order to develop programs that are appropriate and effective, the Superintendent is authorized to consult with public and/or private agencies or individuals involved in child abuse prevention and intervention. In addition, the Superintendent shall provide a program of in-service education for all nurses, teachers, counselors, school psychologists, mental health providers, and administrators who work in the District's elementary, middle, and high schools and any other personnel that the Board determines appropriate. The inservice education program will include school safety, violence prevention including human trafficking content, youth suicide awareness and prevention, prevention of child abuse, substance abuse, promotion of positive youth development, and a review of Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, on school safety, and violence prevention including human trafficking content, youth suicide awareness and prevention, and prevention of child abuse, violence and substance abuse and promotion of positive youth development, including a review of Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, for

~~(-) all elementary, middle and high school staff members~~

**OR**

~~(-) all nurses, teachers, counselors, school psychologists and administrators who work in the District's elementary, middle, and high schools:~~

**[SELECT OPTION 1 OR OPTION 2]**

The Board shall adopt or adapt the suicide awareness and prevention curriculum developed by the Ohio Department of Education (ODE).

**OR**

The Board shall develop the suicide awareness and prevention curriculum in consultation with public or private agencies or persons involved in youth suicide awareness and prevention programs.

**[END OF OPTIONS]**

The in-service education provided to middle and high school employees shall include training in the prevention of dating violence.

All newly-employed

~~( ) professional staff~~

**OR**

~~( ) staff members~~  
 mental health providers, nurses, teachers, counselors, school psychologists, and administrators who work in the District's elementary, middle and high schools

shall complete at least four (4) hours of in-service training within two (2) years of the date of employment. ~~Further, all middle and high school~~

~~( ) staff members~~

**OR**

~~( ) nurses, teachers, counselors, school psychologists and administrators~~

~~employed by the District as of October 16, 2009, must complete the initial four (4) hours of in-service training no later than October 16, 2011. Additional training must occur every five (5) years thereafter.~~

Additional training must occur every two (2) years thereafter for suicide awareness and prevention, and every five (5) years thereafter for school safety, violence prevention, prevention of child abuse, prevention of substance abuse and promotion of positive youth development.

A law enforcement officer or children's services agency investigating child abuse or neglect may interview a student on school grounds only in accordance with Board Policy 5540.

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R.C. 2151.421, 3313.60, 3319.073



Book	Policy Manual
Section	Vol. 38, No. 1 - August 2019
Title	Vol. 38, No. 1 - August 2019 Revised FOOD SERVICES
Code	po8500
Status	From Neola
Adopted	July 1, 1990
Last Revised	May 7, 2019

#### 8500 - FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of ~~lunch for all students~~ meals for all students. The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education. The Board shall annually encumber the funds needed to operate the program.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult with a dietitian licensed under R.C. Chapter 4759, a dietetic technician registered by the commission on dietetic registration, or a school nutrition specialist certified or credentialed by the school nutrition association;
- C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human Services; and
- D. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

In addition, as required by law, a food safety program that is based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service program staff and other authorized persons.

The Board shall provide a Federal food service program for students during summer intervention programs that are mandated under Federal law. If the Board determines that it is unable to provide a Federal food service program during the summer, for financial reasons, the Board will communicate that decision to its residents in a manner it determines to be appropriate.



During all times while the food service program is operating and students are being served food, at least one (1) employee shall be present in the area in which the food is being consumed who has received instruction in methods to prevent choking and demonstrated an ability to perform the Heimlich maneuver.

### Substitutions

If determined appropriate by a student's Section 504 team, substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Ohio has provided medical certification that the student has a disability that restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

If determined appropriate by a team of qualified individuals including, but not limited to, the Director, school nurse, parent, Director of Food Services, ( ) \_\_\_\_\_ substitutions to the standard meal requirements may be made, at no additional charge, for a student who is not a "disabled person," but has a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students who need a nutritionally equivalent milk substitute, only a signed request by a parent or guardian is required.

**Meals/Lunches** sold by the school may be purchased by students and staff members and community residents in accordance with administrative guidelines established by the Superintendent. **Lunches/Meals** may be made available, free of charge, to senior citizens who are serving as volunteers to the District.

The operation and supervision of the food-service program shall be the responsibility of the \_\_\_\_\_ *Director of Food Service*. In accordance with Federal law, the \_\_\_\_\_ shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request. **[Please note: Schools participating in more than one (1) child nutrition program are only required to obtain two (2) food safety inspections per school year if the nutrition programs offered use the same facilities for the preparation and service of meals. Also, the requirement for two (2) inspections does not apply to schools that only offer the Special Milk Program.]**

A periodic review of the food-service accounts shall be made by the \_\_\_\_\_. Any surplus funds from the National School Lunch Program **or the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296)** shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food-service program.

Bad debt incurred through the inability to collect **lunch/meal** payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).

The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service.

This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of food and supplies in accordance with State and Federal law, USDA regulations, and Board policy; (see Policy 1130, Policy 1214, Policy 3113, Policy 3214, Policy 4113, Policy 4214, and Policy 6460)
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the administration, accounting, and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non-Federal funds used to meet a match or cost share requirement must comply with the District's time and effort record-keeping policy (see Policy 6116).

In accordance with the nutritional standards adopted by the Board, the placement of vending machines in any classroom where students are provided instruction, unless the classroom is also used to serve meals to students, is prohibited.

The District shall serve only nutritious food in accordance with the nutritional standards adopted by the Board in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages in competition with the District's food-service program must comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550.

The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

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R.C. 3313.81, 3313.811-815

A.C. 3301-91

42 U.S.C. 1758

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

7 CFR Parts 15b, 210, 215, 220, 225, 226, 227, 235, 240, 245, 3015

OMB Circular No. A-87USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs



Book Policy Manual  
Section Vol. 38, No. 1 - August 2019 (TOBACCO POLICIES)  
Title Tobacco Policies (2019) New USE OF TOBACCO BY ADMINISTRATORS  
Code po1615  
Status From Neola

### 1615 - USE OF TOBACCO BY ADMINISTRATORS

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing non-smoking and a tobacco-free environment is consistent with the responsibilities of administrators and staff to be our positive role models for students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, 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/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substances.

The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL"s), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to smoke or use tobacco from an environment noxious to them, and because the Board does not condone smoking or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products by administrators at all times

(twenty-four (24) hours a day, seven (7) days a week)

within any enclosed facility owned or leased or contracted for by the Board, and in 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,

athletic facilities, and

any school-related event,

on or off Board premises

except at designated times

and in designated areas as defined in statute and by Ohio's Smoke-Free Workplace Program.

The Superintendent shall require the posting of signs as required by R.C. 3794.06 and as specified by the Ohio Department of Health.

Advertising/Promotion

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

✓ ] Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Employees who violate this policy shall be subject to disciplinary action in accordance with the applicable Collective Bargaining Agreement and/or in accordance with policies of the Board.

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R.C. 3313.20, 3313.47, 3313.751, 3794 et seq.

20 U.S.C. 6081 et seq., 20 U.S.C. 7182

A.C. 3701-52

Book Policy Manual  
Section Vol. 38, No. 1 - August 2019 (TOBACCO POLICIES)  
Title Tobacco Policies (2019) Revised USE OF TOBACCO  
Code po5512  
Status From Neola  
Adopted July 1, 1990  
Last Revised December 7, 2005

#### 5512 - USE OF TOBACCO

The Board of Education is committed to providing students, staff, and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both the users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students at all times

( ) (twenty-four (24) hours a day, seven (7) days a week).

on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

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.

( ) athletic facilities, and

( ) any school-related event.

( ) on or off Board premises.

Advertising/Promotion

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

**Notification**

"No Tobacco" signs will be posted throughout the District as required by R.C. 3794.06 and as specified by the Ohio Department of Health. Students will be provided notice of this policy through student handbooks.

District vehicles will display the international "No Smoking" insignia.

Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate.

School programs will include a written reminder of the tobacco-free policy.

**Educational Programming**

Tobacco-use prevention education shall be coordinated with the other components of the school health program. Staff responsible for teaching tobacco-use prevention education shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver education programming. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with effective instructional techniques and strategies and program-specific activities.

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

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R.C. 3313.20, 3313.47, 3313.66, 3313.751, 2151.87

20 U.S.C. 6081 et seq., 20 U.S.C. 7182



Book Policy Manual  
Section Vol. 38, No. 1 - August 2019 (TOBACCO POLICIES)  
Title Tobacco Policies (2019) Revised USE OF TOBACCO ON SCHOOL PREMISES  
Code po7434  
Status From Neola  
Adopted July 1, 1990  
Last Revised December 4, 2018

#### 7434 - USE OF TOBACCO ON SCHOOL PREMISES

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as 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/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL"s), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products at all times

(twenty-four hours a day, seven (7) days a week)

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.

athletic facilities, and

any school-related event.

on or off Board premises

except at designated times.

and in designated areas as defined in statute and by Ohio's Smoke-Free Workplace Program.

The Superintendent shall require the posting of signs as required by R.C. 3794.06 and as specified by the Ohio Department of Health.

**Advertising/Promotion**

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Violations of this policy may result in removal from school property or the school activity in accordance with Policy 9150 - School Visitors.

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                                  20 U.S.C. 6081 et seq., 20 U.S.C. 7182  
                                  U.S.D.O.E. Memorandum, 1995  
                                  A.C. 3701-52