

Auburn Vocational School District BOARD OF EDUCATION

Minutes of January 05, 2017

The January 05, 2017 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 7:05 p.m.

Upon roll call, the following members were present:

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

Administrators: Margaret Lynch, Sherry Williamson, Jeff Slavkovsky, Dee Stark, and Victoria Bryant

008-17 Approve Agenda

A motion was made by Dr. Kolkowski and seconded by Mrs. Brush to approve the January 05, 2017 agenda.

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

Nays: None
Mr. Walter declared the motion passed

009-17 Approve Minutes Last Meeting

A motion was made by Mrs. Javins and seconded by Dr. Culotta to approve the minutes of the December 6, 2016 Board meeting.

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

Nays: None
Mr. Walter declared the motion passed

Public Participation – There was no Public Participation at this meeting.

Administrative Report

- a) Semi-Annual Harassment Report – Jeff Slavkovsky presented current data to the Board
- b) National Honor Society Induction - *January 26, 2017 at 6:30 pm – 8:00 pm Presentation Center*

Facilities Committee Report – Ms. Lynch gave monthly update to the Board

Student Achievement Report - Mrs. Brush gave monthly update to the Board

Legislative Report – No Report

Recruitment/Curriculum Committee Report – Next meeting January 31, 2017 @ 4:00 pm

Finance Committee Report – No Report

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, 2016 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #12)

No Action Required.

010-17 Approve Tax Budget for FY 2017-2018

A motion was made by Dr. Kolkowski and seconded by Mr. Kent to approve the Tax Budget for FY 2017-2018. The tax budget is based upon the five-year forecast approved by the Board in October 2016 and includes estimates of tax collection for both Lake and Geauga counties. The Lake County Auditor has provided a summary form of budget resulting from amendments to the ORC related to tax budgets. (See Attachment Item #13)

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

Nays: None
Mr. Walter declared the motion passed

011-17 Approve to Create New Fund

A motion was made by Mr. Stefanko and seconded by Mr. Sedivy to approve the creation of a new fund:

070 – Capital Projects.

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

Nays: None
Mr. Walter declared the motion passed

012-17 Approve Transfer

A motion was made by Mrs. Wheeler and seconded by Mr. Stefanko to approve the following transfer from the General Fund in the amount of \$350,000 to Capital Projects, effective January 5, 2017.

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

Nays: None
Mr. Walter declared the motion passed

013-17 Donations

A motion was made by Dr. Kolkowski and seconded by Mr. Kent to approve the following donations as listed:

Monetary Donation of \$3,000.00 from Marketplace Events USD, of Solon, Ohio. This monetary donation is for Home and Garden Show expenses for the Horticulture Landscape program.

Donation of stainless, aluminum and plastic round stock from Apollo Manufacturing, of Mentor, Ohio. This donation will benefit the Advanced Manufacturing program.

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

Nays: None
Mr. Walter declared the motion passed

014-17 Family Medical Leave and Extended Leave

Family Medical Leave & Extended Leave for Mrs. Sue Lefler, Allied Health Technology Instructor. Based on the collective bargaining agreement article 16.5.5., Mrs. Lefler will be on FMLA starting December 19, 2016 with an estimated return date of February 10, 2017.

Family Medical Leave & Extended Leave for Mrs. Dawn Bubonic, Marketing & Public Relations. Mrs. Bubonic will be on FMLA beginning January 31, 2017. This medical leave will be until the doctor's release has been submitted.

No Action Required**015-17 Approve Adult Workforce Education Personnel**

A motion was made by Mrs. Javins and seconded by Mr. Klima to employ the following teachers/staff for the 2016/2017 school year.

Derrick Krzys	EMS Instructor	\$30.00/Hour
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Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent, Mr. Klima, Dr. Kolkowski, Mr. Miller, Mr. Sedivy, Mr. Stefanko, Mr. Walter, and Mrs. Wheeler

Nays: None
Mr. Walter declared the motion passed

016-17 Approve Resignation for Retirement

A motion was made by Mrs. Javins and seconded by Dr. Kolkowski to approve the resignation for retirement from Mrs. Cindy Johnson, Culinary Arts Teacher Assistant. Mrs. Johnson is retiring with 25 years with Auburn. Effective on March 1, 2017.

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

Nays: None
Mr. Walter declared the motion passed

017-17 Approve Practical Nursing 2017 Day Program Calendar

A motion was made by Mr. Kent and seconded by Mrs. Javins to approve the practical nursing 2017 day program calendar. Classes will begin January 10, 2017. (See Attachment Item #20)

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

Nays: None
Mr. Walter declared the motion passed

018-17 Approve Practical Nursing 2017 Day Program Handbook

A motion was made by Mrs. Javins and seconded by Mrs. Brush to approve the practical nursing 2017-day program handbook. (See Attachment #21)

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

Nays: None
Mr. Walter declared the motion passed

019-17 Executive Session

A motion was made by Mr. Stefanko and seconded by Mr. Sedivy to enter into executive session at 7:31 p.m. for the following purpose:

- Pursuant to Ohio Revised Code Section 121.22(G) (1), **for the purpose of considering the appointment**, employment, dismissal, discipline, promotion, demotion, or **compensation of public employees** or regulated individuals, or the investigation of charges or complaints against a public employee or regulated individual unless such person requests a public hearing.
- Pursuant to Ohio Revised Code Section 121.22 (G)(2), I hereby recommend that the Board make a motion to adjourn to executive session to consider the purchase of property or the sale of property, if premature disclosure of information would give an unfair competitive bargaining advantage to a person whose private interest is adverse to the general public interest
- Pursuant to Ohio Revised Code Section 121.22(G) (5), discussion of matters required to be kept confidential by federal law, rules or state statutes.

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

Nays: None
Mr. Walter declared the motion passed

Return to public session at 8:44 p.m.

020-17 Adjourn

A motion was made by Dr. Kolkowski and seconded by Dr. Culotta to adjourn the meeting at 8:45 p.m.

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

Nays: None
Mr. Walter declared the motion passed



Treasurer



Board President

Treasurers Note: The meeting was audio taped and a copy of the tape may be obtained by contacting the Treasurer during the course of normal business hours.



Attachment Item #6A

Administrative Report:

**Semi – Annual
Harassment Report**



Harassment/Bullying Summary

Type of Harassment	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	1/2012 - 6/2012	8/2011 - 12/2011	1/2011 - 5/2011	12/15/2010	09/10'
Bullying- Verbal	0	0	0	0	0	0	1	1	0	2	1	7	19
Bullying - Physical	0	0	0	0	0	0	0	0	0	0	0	2	9
Bullying - Cyberbullying	0	0	0	0	0	0	0	0	1	1	0	1	2
Bullying - Written	0	0	0	0	0	0	0	0	0	0	0	0	0
Bullying - Physical & Verbal	0	0	0	0	0	0	0	1	1	1	0	3	0
Bullying - Verbal & Electronic	0	0	0	0	0	0	0	1	1	1	2	1	0
Intimidation	0	0	0	0	0	0	3	0	0	0	0	0	0
Harassment	2	3	1	0	0	1	0	3	0	0	1	2	1
TOTAL	2	3	1	0	0	2	5	5	5	4	19	23	31



Attachment Item #12

Render Financial Reports

**Auburn Career Center
Cash Fund Balance Report
November 30, 2016**

A

Fund	Description	FY Beginning Fund Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
001	General Fund	\$ 4,427,067.11	\$ 384,641.96	\$ 4,427,204.78	\$ 665,674.41	\$ 3,581,242.48	\$ 5,273,029.41	\$ 961,244.01	\$ 4,311,785.40
002	Bond Retirement	\$ -	\$ -	\$ -	\$ 62,751.69	\$ 62,751.69	\$ (62,751.69)	\$ -	\$ (62,751.69)
003	Permanent Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
004	Building	\$ 50,583.00	\$ 45,476.81	\$ 45,712.51	\$ 81,213.48	\$ 130,605.58	\$ (34,310.07)	\$ 13,661.29	\$ (47,971.36)
006	Food Service	\$ 2,738.07	\$ 12,573.63	\$ 115,821.38	\$ 19,093.70	\$ 87,702.19	\$ 30,857.26	\$ 14,555.72	\$ 16,301.54
009	USSF	\$ 10,196.82	\$ 396.00	\$ 7,745.00	\$ -	\$ 10,196.82	\$ 7,745.00	\$ -	\$ 7,745.00
011	Rotary	\$ 91,779.53	\$ 2,947.89	\$ 5,484.77	\$ 7,383.72	\$ 17,469.17	\$ 79,795.13	\$ 13,295.66	\$ 66,499.47
012	Adult Education	\$ 136,667.16	\$ 120,657.50	\$ 642,632.72	\$ 120,807.01	\$ 693,766.88	\$ 85,533.00	\$ 121,984.53	\$ (36,451.53)
014	Rotary Internal Service Fund	\$ 2,261.27	\$ 166.05	\$ 284.27	\$ 11.01	\$ 1,429.79	\$ 1,115.75	\$ 1,500.00	\$ (384.25)
018	Principal Fund	\$ 3,261.00	\$ -	\$ 25,000.00	\$ -	\$ 610.91	\$ 27,650.09	\$ 585.65	\$ 27,064.44
019	Trust Fund-Camp Discovery	\$ 431,938.70	\$ 4,781.00	\$ 19,781.00	\$ 3,252.74	\$ 24,329.89	\$ 427,389.81	\$ 17,125.00	\$ 410,264.81
022	District Agency	\$ 14,544.28	\$ -	\$ 29,815.80	\$ -	\$ 31,149.13	\$ 13,210.95	\$ 1,666.65	\$ 11,544.30
024	Employee Self Insurance Fund	\$ 11,544.05	\$ -	\$ 18,455.95	\$ 160.93	\$ 4,367.47	\$ 25,632.53	\$ 25,632.53	\$ -
200	Student Activity Fund	\$ 80,204.69	\$ 6,493.50	\$ 8,509.50	\$ 13,925.21	\$ 13,925.21	\$ 74,788.98	\$ 26,559.42	\$ 48,229.56
451	Data Communication Fund	\$ -	\$ -	\$ 900.00	\$ -	\$ 16,832.19	\$ (15,932.19)	\$ -	\$ (15,932.19)
501	ABLE Literacy Fund	\$ 2,505.38	\$ 23,453.07	\$ 56,632.67	\$ 24,141.14	\$ 24,141.14	\$ 34,996.91	\$ 11,325.98	\$ 23,670.93
524	VEPD Secondary and Adult Fund	\$ -	\$ 46,137.40	\$ 64,547.16	\$ 16,348.10	\$ 75,486.15	\$ (10,938.99)	\$ 140,831.91	\$ (151,770.90)
573	Title V Innovative Grants	\$ -	\$ -	\$ -	\$ -	\$ 62,232.10	\$ (62,232.10)	\$ -	\$ (62,232.10)
584	Drug Free Grant Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
590	Improving Teacher Quality	\$ -	\$ -	\$ -	\$ 386.96	\$ 386.96	\$ (386.96)	\$ 700.00	\$ (1,086.96)
599	Miscellaneous Fed Grants (REAP)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,621.82	\$ (11,621.82)
Grand Totals		\$ 5,265,291.06	\$ 647,724.81	\$ 5,468,527.51	\$ 1,015,150.10	\$ 4,838,625.75	\$ 5,895,192.82	\$ 1,362,290.17	\$ 4,532,902.65

This is an unaudited financial report.

Auburn Career Center
Appropriation Account Summary
11/30/16

B

Fund	Dec Description	FYTD Appropriated	Carryover Encumbrances	FYTD Expendable	FYTD Expenditures	MTD Expenditures	Encumbered	FYTD Remaining	Percent Exp/Enc
001	General Fund	\$ 9,332,151.07	\$ 59,426.01	\$ 9,391,577.08	\$ 3,581,242.48	\$ 665,674.41	\$ 961,244.01	\$ 4,849,090.59	48.37%
002	Bond Retirement	\$ 475,595.50	\$ -	\$ 475,595.50	\$ 62,751.69	\$ 62,751.69	\$ -	\$ 412,843.81	13.19%
003	Permanent Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
004	Construction	\$ 56,318.67	\$ 50,583.00	\$ 106,901.67	\$ 130,605.58	\$ 81,213.48	\$ 13,661.29	\$ (37,365.20)	0.00%
006	Lunchroom Fund	\$ 232,470.07	\$ -	\$ 232,470.07	\$ 87,702.19	\$ 19,093.70	\$ 14,555.72	\$ 130,212.16	43.99%
009	Uniform School Supply Fund	\$ 17,941.82	\$ -	\$ 17,941.82	\$ 10,196.82	\$ -	\$ -	\$ 7,745.00	0.00%
011	Customer Service Fund	\$ 97,264.30	\$ -	\$ 97,264.30	\$ 17,469.17	\$ 7,383.72	\$ 13,295.66	\$ 66,499.47	31.63%
012	Adult Education Fund	\$ 1,624,387.13	\$ 22,590.99	\$ 1,646,968.12	\$ 693,766.88	\$ 120,807.01	\$ 121,984.53	\$ 831,216.71	49.53%
014	Rotary Internal Service Fund	\$ 3,626.76	\$ 1,418.78	\$ 5,045.54	\$ 1,423.79	\$ 11.01	\$ 1,500.00	\$ 2,115.75	58.07%
018	Principal Fund	\$ 25,750.00	\$ 2,511.00	\$ 28,261.00	\$ 610.91	\$ -	\$ 585.65	\$ 27,064.44	4.23%
019	Other Grants	\$ 442,238.70	\$ 4,700.00	\$ 446,938.70	\$ 24,329.89	\$ 3,252.74	\$ 17,125.00	\$ 405,483.81	0.00%
022	Scholarships	\$ 12,877.62	\$ 1,666.66	\$ 14,544.28	\$ 31,149.13	\$ -	\$ 1,666.65	\$ (18,271.50)	225.63%
024	Employee Benefits	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 4,367.47	\$ 160.93	\$ 25,632.53	\$ -	100.00%
200	Student Activities	\$ 88,477.16	\$ 237.00	\$ 88,714.16	\$ 30,757.40	\$ 13,925.21	\$ 26,559.42	\$ 31,397.34	64.61%
451	School Net Connectivity	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	0.00%
501	ABLE Literacy Fund	\$ 267,211.56	\$ 2,505.38	\$ 269,716.94	\$ 83,279.19	\$ 24,141.14	\$ 11,325.98	\$ 175,111.77	35.08%
524	VEPD Secondary and Adult	\$ 323,741.99	\$ -	\$ 323,741.99	\$ 78,580.20	\$ 16,348.10	\$ 140,831.91	\$ 104,329.88	67.77%
590	Improving Teacher Quality	\$ 1,243.07	\$ -	\$ 1,243.07	\$ 386.96	\$ 386.96	\$ 700.00	\$ 156.11	87.44%
599	REAP	\$ 58,991.00	\$ -	\$ 58,991.00	\$ -	\$ -	\$ 11,621.82	\$ 47,369.18	0.00%
	Grand Total	\$ 13,092,086.42	\$ 145,628.82	\$ 13,237,715.24	\$ 4,838,626.75	\$ 1,015,150.10	\$ 1,362,290.17	\$ 7,036,799.32	46.84%

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, 2016

C

Monthly Comparison

Annual Comparison

43%

	Nov FY15	Nov FY16	Nov FY16	Avg Chg	Actual 2015	Actual 2016	Budget 2017 - Estimate	Remain 2017	Budget Expended
Revenue									
Real Estate	\$ 2,527,735	\$ 2,542,762	\$ 2,116,647	-8.1%	\$ 5,398,396	\$ 4,612,462	\$ 4,559,376	\$ 2,016,614	56%
Commercial	\$ 142,695	\$ -	\$ 418,446	#DIV/0!	\$ 399,421	\$ 880,675	\$ 880,799	\$ 880,799	0%
Tangible Personal (PU)	\$ -	\$ 202,999	\$ 194,533	#DIV/0!	\$ -	\$ 412,393	\$ 395,066	\$ 192,067	51%
Foundation	\$ 815,352	\$ 834,216	\$ 882,821	4.1%	\$ 1,976,358	\$ 2,012,256	\$ 2,159,929	\$ 1,325,713	39%
PU Reimb	\$ 4,359	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Homestead & Rollback	\$ 404,023	\$ 395,068	\$ 391,647	-1.5%	\$ 817,295	\$ 784,736	\$ 792,584	\$ 397,516	50%
Other	\$ 111,711	\$ 83,906	\$ 364,225	154.6%	\$ 243,693	\$ 199,220	\$ 211,329	\$ 127,423	40%
Subtotal	\$ 4,005,875	\$ 4,058,951	\$ 4,368,319	4.5%	\$ 8,835,163	\$ 8,901,742	\$ 8,999,083	\$ 4,940,132	45%
Expense									
Salaries	\$ 1,865,640	\$ 1,711,745	\$ 1,720,436	-3.9%	\$ 4,531,297	\$ 4,024,840	\$ 4,213,337	\$ 2,501,592	41%
Benefits	\$ 654,262	\$ 683,038	\$ 709,746	4.2%	\$ 1,636,795	\$ 1,565,727	\$ 1,753,744	\$ 1,070,706	39%
Purchased Services	\$ 656,641	\$ 448,324	\$ 623,685	3.7%	\$ 1,506,175	\$ 1,191,991	\$ 1,377,751	\$ 929,427	33%
Supplies	\$ 249,005	\$ 223,737	\$ 249,002	0.6%	\$ 470,293	\$ 406,676	\$ 418,876	\$ 195,139	53%
Capital Outlay/Equipment	\$ 294,940	\$ 145,120	\$ 20,213	-68.4%	\$ 262,034	\$ 153,859	\$ 285,000	\$ 139,880	51%
Summer Projects	\$ -	\$ -	\$ 83,221	#DIV/0!	\$ -	\$ -	\$ 300,000	\$ 300,000	0%
Parking Lot	\$ -	\$ 348,532	\$ -	#DIV/0!	\$ -	\$ 348,532	\$ -	\$ (348,532)	#DIV/0!
Other	\$ 66,202	\$ 76,574	\$ 60,842	-2.4%	\$ 161,285	\$ 198,199	\$ 276,145	\$ 199,571	28%
Subtotal	\$ 3,786,690	\$ 3,637,070	\$ 3,467,145	-4.3%	\$ 8,567,879	\$ 7,889,824	\$ 8,624,853	\$ 4,987,783	
Revenue/Expense (Operating Balance)	\$ 219,185	\$421,881	\$ 901,175		\$267,284	\$1,011,918	\$374,230		
Other Uses									
Advances Returned	\$ 400,000	\$ 9,503	\$ 58,884		\$ 456,805	\$ 9,503	\$ 9,503		
Advances Out	\$ -	\$ -	\$ -		\$ 9,503	\$ 58,884			
Transfers	\$ 434,033	\$ 120,219	\$ 114,097		\$ 905,906	\$ 644,792			
	\$ (34,033)	\$ (110,716)	\$ (55,213)		\$ (458,604)	\$ (694,173)			
Subtotal	\$ 5,627,031	\$ 5,384,533	\$ 5,554,060		\$ 4,408,785	\$ 5,540,489			
Beginning Cash	\$ 5,109,791	\$ 4,907,358	\$ 5,273,028		\$ 4,109,324	\$ 4,427,070			
Ending Cash	\$ 915,711	\$ 918,114	\$ 961,244		\$ 598,965	\$ 59,426			

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

Date: 12/01/2016
Time: 9:04 am

FUBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
CHECK DATES BETWEEN 11/01/2016 AND 11/30/2016
ALL CHECKS SELECTED

Page: 1
(CHECKRY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
044355	B	11/03/2016	CHRISTOPHER WOOD	041212	RECONCILED:11/10/2016		1,445.50
044356	B	11/03/2016	GEOFFREY HICKEY	041211	RECONCILED:11/08/2016		630.50
044357	E	11/03/2016	IVAN PINKERTT	041214	RECONCILED:11/09/2016		1,644.50
044358	B	11/03/2016	DANIEL TALITTO	041125	RECONCILED:11/04/2016		2,432.50
044359	B	11/04/2016	PEARSON EDUCATION	011383	RECONCILED:11/07/2016	1	3,148.11
044360	B	11/04/2016	PRECIOUS CARGO TRANSPORTATION	013744	RECONCILED:11/18/2016		415.00
044361	B	11/04/2016	EASTERN LAKE COUNTY CHAMBER OF COMMERCE	001939	RECONCILED:11/10/2016		350.00
044362	B	11/04/2016	U S POSTAL SERVICE CMRS-POC	007745	RECONCILED:11/08/2016		2,500.00
044363	B	11/04/2016	NETSUPPORT INC.	011537	RECONCILED:11/18/2016		499.20
044364	B	11/04/2016	SCAFFCO SCAFFOLDING	008444	RECONCILED:11/09/2016		644.50
044365	B	11/04/2016	PEOPLE'S WAGONER, LTD.	012124	RECONCILED:11/07/2016		3,182.00
044366	B	11/04/2016	HOME DEPOT CREDIT SERVICES	010207	RECONCILED:11/09/2016		776.16
044367	B	11/04/2016	DEPT 32-2502458767	041080	RECONCILED:11/09/2016		476.65
044368	B	11/04/2016	EASY Graphics Corp	011159	RECONCILED:11/14/2016		1,702.74
044369	B	11/04/2016	PATTERSON MEDICAL SUPPLY, INC	001227	RECONCILED:11/09/2016		1,050.00
044370	B	11/04/2016	EDUCATIONAL MANAGEMENT SERVICES INC	011774	RECONCILED:11/10/2016		1,583.47
044371	B	11/04/2016	VIVANT FAMILY LIMITED PARTNERSHIP	000631	RECONCILED:11/09/2016		1,068.80
044372	B	11/04/2016	AUTOMOTIVE SUPPLY, INC.	013596	RECONCILED:11/07/2016		1,056.80
044373	B	11/04/2016	VERITY OPERATING COMPANY	040344	RECONCILED:11/10/2016		153.00
044374	B	11/04/2016	PACIFIC WELDMANAGEMENT SERVICES	001675	RECONCILED:11/08/2016		237.00
044375	B	11/04/2016	SPR-D-METALS	011038	RECONCILED:11/09/2016		38.34
044376	B	11/04/2016	LOWE'S COMPANIES, INC.	001550	RECONCILED:11/09/2016		510.00
044377	B	11/04/2016	FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA, INC.	012295	RECONCILED:11/08/2016		517.17
044378	B	11/04/2016	R.E. MICHEL COMPANY INC	000532	RECONCILED:11/07/2016		1,002.00
044379	B	11/04/2016	CINTAS CORPORATION	000499	RECONCILED:11/07/2016		197.30
044380	B	11/04/2016	LOCATION 259-T90	000984	RECONCILED:11/08/2016		755.38
044381	B	11/04/2016	AUBURN CAREER CENTER	000925	RECONCILED:11/09/2016		23,754.02
044382	B	11/04/2016	LINCOLN ELECTRIC CO.	040521	RECONCILED:11/08/2016		74.28
044383	B	11/04/2016	ILLUMINATING COMPANY	000389	RECONCILED:11/08/2016		833.24
044384	B	11/04/2016	CLARY BUSINESS MACHINES	040594	RECONCILED:11/07/2016		810.00
044385	B	11/04/2016	JAMECO ELECTRONICS	041115	RECONCILED:11/08/2016		282.00
044386	B	11/04/2016	PLATEBUDG AND ASSOC, INC.	000304	RECONCILED:11/07/2016		175.35
044387	B	11/04/2016	ASAP SANITARY SERVICES	000500	RECONCILED:11/07/2016		95.52
044388	B	11/04/2016	ACTIVE PLUMBING SUPPLY CO.	000977	RECONCILED:11/07/2016		136.67
044389	B	11/04/2016	DAWNCHM, INC.	040907	RECONCILED:11/07/2016		106.92
044390	B	11/04/2016	ROBERT HILL	011104	RECONCILED:11/07/2016		279.79
044391	B	11/04/2016	ALNO STEEL CORPORATION	041193	RECONCILED:11/07/2016		5.59
044392	B	11/04/2016	CDW GOVERNMENT	011517	RECONCILED:11/07/2016		123.10
044393	B	11/04/2016	ADVANCED GAS & WELDING SOLUTIONS LLC	013407	RECONCILED:11/07/2016		2,997.76
044394	C	11/07/2016	Payroll	999999	RECONCILED:11/29/2016		234,868.00
044395	C	11/10/2016	STATE TEACHERS RETIREMENT	000480	RECONCILED:11/14/2016		26,007.64

Date: 12/01/2016
Time: 5:04 AM

AUBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
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CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
04356	W	11/10/2016	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED:11/30/2016		10,350.11
04397	W	11/10/2016	WELLS FARGO FINANCIAL LEASING	040583	RECONCILED:11/14/2016		1,771.10
04398	W	11/10/2016	CRILE ROAD HARDWARE	000551	RECONCILED:11/14/2016		113.46
04399	W	11/10/2016	PEOPLE & WAGONER, LTD.	012424	RECONCILED:11/15/2016		95.00
04400	W	11/10/2016	WESTERN RESERVE OFFICE SUPPLY	001065	RECONCILED:11/16/2016		676.40
04401	W	11/10/2016	ABJ SERVICE CO, INC.	040574	RECONCILED:11/15/2016		710.00
04402	W	11/10/2016	FIFTH THIRD BANK	041077	RECONCILED:11/14/2016		81,213.48
04403	W	11/10/2016	CITY OF P'VILLE UTIL.	000215	RECONCILED:11/21/2016		764.12
04404	W	11/10/2016	AT&T	000171	RECONCILED:11/15/2016		1,371.96
04405	W	11/10/2016	PIATTENBURG AND ASSOC., INC.	040954	RECONCILED:11/14/2016		5,021.00
04406	W	11/10/2016	RIBBONS CALORE, INC.	041207	RECONCILED:11/21/2016		96.70
04407	W	11/10/2016	MAIL FINANCE	040153	RECONCILED:11/16/2016		684.13
04408	W	11/10/2016	JAMECO ELECTRONICS	000389	RECONCILED:11/14/2016		159.34
04409	W	11/10/2016	O'REILLY AUTOMOTIVE, INC	040813	RECONCILED:11/21/2016		2,106.92
04410	W	11/10/2016	CHACRIN VALLEY AUTO PARTS	000240	RECONCILED:11/15/2016		473.20
04411	W	11/10/2016	DUBICK FUTURE & SUPPLY, INC.	012277	RECONCILED:11/14/2016		14,420.00
04412	W	11/10/2016	SANDY HOOK PROMISE FOUNDATION	041216	RECONCILED:11/17/2016		500.00
04413	W	11/10/2016	OHIO SCHOOLS COUNCIL - GAS	000812	RECONCILED:11/14/2016		3,177.09
04414	W	11/10/2016	SYSCO FOOD SERVICES OF CLEVELAND	008412	RECONCILED:11/14/2016		2,883.92
04415	W	11/10/2016	AUBURN CAREER CENTER	000455	RECONCILED:11/14/2016		672.16
04416	W	11/10/2016	ALPHE	000171	RECONCILED:11/18/2016		154.70
04417	W	11/10/2016	ALFRED NICKLES BAKERY INC	001071	RECONCILED:11/16/2016		69.79
04418	W	11/10/2016	CONDON FOOD SERVICE	008479	RECONCILED:11/15/2016		2,504.91
04419	W	11/10/2016	WRESORER, STATE OF OHIO	000154	RECONCILED:11/15/2016		69.71
04420	W	11/10/2016	WINTERMERT BANKCARD CENTER	010092	RECONCILED:11/10/2016		118.00
04421	W	11/10/2016	LANE COUNTY NURSERY, INC.	001846	RECONCILED:11/14/2016		297.75
04422	W	11/10/2016	FIRSTMERT BANKCARD CENTER	010092	RECONCILED:11/10/2016		55.16
04423	W	11/10/2016	REIDERS	010092	RECONCILED:11/10/2016		38.57
04424	W	11/10/2016	JOHNSTONE SUPPLY	012171	RECONCILED:11/15/2016		161.94
04425	W	11/10/2016	FIRSTMERT BANKCARD CENTER	010092	RECONCILED:11/10/2016		437.04
04426	W	11/10/2016	ACTE	000376	RECONCILED:11/14/2016		3,245.00
04427	W	11/10/2016	FIRSTMERT BANKCARD CENTER	010052	RECONCILED:11/10/2016		1,791.90
04428	W	11/10/2016	WIKY	012341	RECONCILED:11/10/2016		1,250.00
04429	W	11/10/2016	WINTERMERT BANKCARD CENTER	010092	RECONCILED:11/14/2016		118.66
04430	W	11/10/2016	CACTS	010327	RECONCILED:11/14/2016		4,000.00
04431	W	11/10/2016	SANDY KANCK	014011	RECONCILED:11/14/2016		59.67
04432	W	11/10/2016	LUCINDA YOO	014013	RECONCILED:11/14/2016		152.49
04433	W	11/10/2016	BORDEN DAIRY COMPANY	000154	RECONCILED:11/14/2016		303.88
04434	W	11/10/2016	ADVANCED GAS & WELDING	013407	RECONCILED:11/14/2016		2,279.60
04435	W	11/18/2016	SOLUTIONS LLC	000682	RECONCILED:11/29/2016		2,215.00
04436	W	11/18/2016	OHIO ACME	013647	RECONCILED:11/30/2016		2,350.00
04437	W	11/18/2016	LORAIN CTY COMMUNITY COLLEGE	007644	RECONCILED:11/21/2016		811.13
04438	W	11/18/2016	BUSINESS OFFICE - CCO17	001141	RECONCILED:11/21/2016		825.30
04439	W	11/18/2016	HEEMAN LOSELY & SON INC.				
04440	W	11/18/2016	PREMIER PAINT				
04441	W	11/18/2016	TECHNOLOGIES, INC.				
04442	W	11/18/2016	DAWNCHEN, INC.	000600	RECONCILED:11/21/2016		1,000.40
04443	W	11/18/2016	APOLLO SUPPLY COMPANY	011556	RECONCILED:11/21/2016		3,045.75
04444	W	11/18/2016	SAM'S CLUB	008469	RECONCILED:11/22/2016		1,790.23

(Multi-Bank check)

Date: 12/01/2016
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AYBURN VOCATIONAL SCHOOL DISTR
SORT BY CHECK NUMBER
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CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
044442	W	11/18/2016	TIME WARNER CABLE - NORTHDAST	013042	RECONCILED:11/23/2016		399.00
044443	W	11/18/2016	RIVERSIDE LOCAL SCHOOLS	000214	RECONCILED:11/22/2016		258.25
044444	W	11/18/2016	CHARDON OIL CO.	008267	RECONCILED:11/22/2016		513.14
044445	W	11/18/2016	AT&T	000171	RECONCILED:11/22/2016		649.95
044446	W	11/18/2016	ASHTEBULA CNTY TECHNICAL &	004062	RECONCILED:11/23/2016		1,094.00
044447	W	11/18/2016	CAREER CENTER	001065	RECONCILED:11/23/2016		148.95
044448	W	11/18/2016	WESTERN RESERVE OFFICE SUPPLY	000570	RECONCILED:11/30/2016		70.00
044449	W	11/18/2016	SERVICES, INC	041084	RECONCILED:11/22/2016		210.00
044450	W	11/18/2016	UNITED PARCEL SERVICE	002108	RECONCILED:11/23/2016		3.59
044451	W	11/18/2016	GENERAL PEST CONTROL CO.	011210	RECONCILED:11/25/2016		103.75
044452	W	11/18/2016	YARDMASTER INC.	008148	RECONCILED:11/21/2016		1,219.38
044453	W	11/18/2016	FIRSTMERIT BANKCARD CENTER	010092	RECONCILED:11/21/2016		1,268.01
044454	W	11/18/2016	COMDOC INC.	008170	RECONCILED:11/22/2016		4,176.68
044455	W	11/18/2016	ACTIVE PLUMBING SUPPLY CO.	001167	RECONCILED:11/21/2016		91.15
044456	W	11/18/2016	GCA SERVICES GROUP	000734	RECONCILED:11/23/2016		15,760.08
044457	W	11/18/2016	WASTE MANAGEMENT OF OHIO	040250	RECONCILED:11/22/2016		664.16
044458	W	11/18/2016	SCREENVISION DIRECT	011055	RECONCILED:11/22/2016		432.00
044459	W	11/18/2016	IRON MOUNTAIN	000541	RECONCILED:11/23/2016		151.94
044460	W	11/18/2016	MARIANNA	012372	RECONCILED:11/23/2016		231.56
044461	W	11/18/2016	STATE CLEANING SOLUTIONS	012372	RECONCILED:11/21/2016		68.87
044462	W	11/18/2016	CHARDON BOARD OF EDUCATION	040627	RECONCILED:11/21/2016		180.00
044463	W	11/18/2016	C/O HIGH SCHOOL DRAMA DEPT	010092	RECONCILED:11/21/2016		773.26
044464	W	11/18/2016	FIRSTMERIT BANKCARD CENTER	012731	RECONCILED:11/23/2016	1	227.38
044465	W	11/18/2016	ATTN: ACCOUNTS RECEIVABLE	007298			50.00
044466	W	11/18/2016	UH GEVUCA MEDICAL CENTER	003744	RECONCILED:11/28/2016		495.00
044467	W	11/18/2016	ERECTIOUS CARGO TRANSPORTATION	000414	RECONCILED:11/21/2016		2,256.05
044468	W	11/18/2016	21ST CENTURY MEDIA - OHIO	010092	RECONCILED:11/21/2016		196.08
044469	W	11/18/2016	FIRSTMERIT BANKCARD CENTER	040583	RECONCILED:11/21/2016		1,864.00
044470	W	11/18/2016	WELLS FARGO FINANCIAL LEASING	013659	RECONCILED:11/23/2016		1,967.35
044471	W	11/18/2016	CUMBERLAND STEEL	012295	RECONCILED:11/22/2016		832.50
044472	W	11/18/2016	R.E. MICHEL COMPANY INC	013024	RECONCILED:11/22/2016		1,148.56
044473	W	11/18/2016	SALONCENTRIC	013338	RECONCILED:11/23/2016		500.00
044474	W	11/18/2016	PLATINUM EDUCATIONAL GROUP	000746	RECONCILED:11/25/2016		1,328.00
044475	W	11/18/2016	BUCKEYE EDUCATIONAL SYSTEMS INC	011159	RECONCILED:11/23/2016		77.95
044476	W	11/18/2016	PATTERSON MEDICAL SUPPLY, INC	007918	RECONCILED:11/21/2016		200.00
044477	W	11/18/2016	DAVID P RICHARDS	000290	RECONCILED:11/23/2016	1	10,227.00
044478	W	11/18/2016	SKILLS USA INC.	040994	RECONCILED:11/23/2016		2,815.00
044479	W	11/18/2016	ATTN: MEMBERSHIP DEPT.	041035	RECONCILED:11/22/2016		70,643.18
044480	W	11/18/2016	PLATINUMBUNG AND ASSOC., INC.	012424	RECONCILED:11/21/2016		246.00
044481	W	11/18/2016	PERPLE & WAGGONER, LTD.	012755	RECONCILED:11/21/2016		45.25
044482	W	11/18/2016	DIANE MARJENIN	001517	RECONCILED:11/21/2016		41.81
044483	W	11/18/2016	MARY ANN KERWOOD	010194	RECONCILED:11/21/2016		95.04
044484	W	11/18/2016	JANEANE ISHEE	012964	RECONCILED:11/21/2016		57.56
044485	W	11/18/2016	BARB GORDON	011104	RECONCILED:11/21/2016		40.92
044485	W	11/18/2016	MARGARET LYNCH	011104	RECONCILED:11/21/2016		40.92

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AUBURN VOCATIONAL SCHOOL DISTRICT
SORT BY CHECK NUMBER
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CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
044486	W	11/18/2016	A DAN CRAIG	013805	RECONCILED:11/21/2016		79.08
044487	W	11/18/2016	CAROL BRADFORD	042142	RECONCILED:11/21/2016		95.04
044488	W	11/18/2016	ADVANCED GAS & WELDING	013407	RECONCILED:11/21/2016		557.06
044489	W	11/18/2016	SOLUTIONS LLC	011547	RECONCILED:11/21/2016		428.00
044490	C	11/22/2016	CDM GOVERNMENT	595595	RECONCILED:11/29/2016		232,789.81
044491	W	11/25/2016	Payroll	000480	RECONCILED:11/29/2016		25,776.38
044492	W	11/25/2016	STATE TEACHERS RETIREMENT	007727	RECONCILED:11/30/2016		10,476.60
910160	M	11/04/2016	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM				
975215	M	11/01/2016	SEERS	500926			2,367.79
975215	M	11/01/2016	MEMO ONLY				
975215	M	11/01/2016	FILEX SAVE	595592			157.60
975215	M	11/01/2016	ME: 04 2W 8317				
975253	M	11/01/2016	LAKE COUNTY SCHOOLS COUNCIL	595598			95,198.84
975254	M	11/10/2016	BANK ONE/MEMO/MEDICARE	500663			3,358.75
975255	M	11/10/2016	BANK ONE/MEMO/PTCA	500693			23.25
975307	M	11/10/2016	WORKERS COMP	500950			1,056.91
975308	M	11/25/2016	BANK ONE/MEMO/MEDICARE	500663			3,328.65
990731	M	11/25/2016	WORKERS COMP	500950			1,047.62
990732	M	11/30/2016	MEDICAL MUTUAL OF ONTO	595594			160.93
990732	M	11/25/2016	MEMO ONLY				
990732	M	11/25/2016	Chase Bank	595501			20,438.60
990733	M	11/25/2016	Commercial Loan Department	595502			5,942.35
990734	M	11/25/2016	Washington Bank				
			Commercial Loan Department				
			FIRST MERIT	595593			36,370.74
			MEMO DEDUCTIONS ONLY				
<hr/>							
V VOIDED CHECKS				0	CHECK TOTALS	0.00	
R RECONCILED CHECKS				133	CHECK TOTALS	837,458.51	
<hr/>							
W WARRANT CHECKS				132	CHECK TOTALS	394,189.08	
M MEMO CHECKS				12	CHECK TOTALS	169,452.03	
B REFUND CHECKS				4	CHECK TOTALS	8,153.00	
I INVESTMENT CHECKS				0	CHECK TOTALS	0.00	
T TRANSFER CHECKS				0	CHECK TOTALS	0.00	
D DISTRIBUTION CHECKS				0	CHECK TOTALS	0.00	
C PAYROLL CHECKS				2	CHECK TOTALS	467,657.81	
MISSING CHECKS				0	CHECK TOTALS		
** MORAL CHECKS (LESS VOIDED)				150	** TOTAL NET	1,037,451.92	
*** TOTAL CHECKS WRITTEN				150	*** GRAND TOTALS	1,037,451.92	

Auburn Career Center
Bank Reconciliation
November 30, 2016

E

First Merit Checking	\$ 352,672.84
Huntington (Main Depository)	\$ 3,181,672.24
O/S checks - a/p	\$ (31,412.13)
O/S checks - p/r	\$ (29,541.36)
Payroll Accum (O/S)-Checks NI	\$ (711.99)
Deposit in Transit	\$ -
Petty Cash	\$ 400.00
Change Funds	\$ 287.00
Net Operating Check + Cash	3,473,366.60
Health Care Deductible Pool - Huntington	\$ 25,632.53
Star Ohio	\$ 891,723.45
Fifth - Third Construction Investment - Interest Only	\$ 1,486.74
Net Available Cash	\$ 4,392,209.32
Investments:	
Marketable Gov't Bonds	\$ -
Non-Marketable CD's/ (CDARS)	\$ 1,502,983.50
Total Investments	\$ 1,502,983.50
Balance per bank	\$ 5,895,192.82
Balance per books	\$ 5,895,192.82
	\$ -

Investments Report			F
Institution	Maturity Date	Date Placed	Amount
First Merit CD	1/3/2017	1/4/2016	\$ 500,000.00
First Merit CD	5/15/2017	5/16/2016	\$ 250,379.19
Tri State CDARS	5/25/2017	5/26/2016	\$ 508,856.12
Tri State CDARS	8/10/2017	8/10/2015	\$ 243,748.19
			\$1,502,983.50

Auburn Career Center
Adult Workforce Education - Program Budget History Report
 Prepared - November 30, 2016

6

Programs	Receivable 2017	FY17		FY16		FY15		FY14		FY13		FY12	
		Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Patient Centered Care (Nursing)	\$ 297,811	\$ 56,406	\$ 93,559	\$ 300,810	\$ 321,553	\$ 644,468	\$ 423,606	\$ 564,213	\$ 460,761	\$ 615,629	\$ 448,363	\$ 226,926	\$ 336,196
STNA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (11,858)	\$ 638	\$ 21,293	\$ 13,477
EMT Basic	\$ 32,021	\$ 17,490	\$ 23,602	\$ 32,321	\$ 35,475	\$ 29,427	\$ 40,429	\$ 32,139	\$ 27,781	\$ 19,519	\$ 19,032	\$ 8,803	\$ 17,423
EMT Paramedic	\$ 161,656	\$ 50,434	\$ 48,259	\$ 161,656	\$ 126,059	\$ 107,532	\$ 78,437	\$ 72,722	\$ 51,916	\$ 50,170	\$ 48,779	\$ 50	\$ 6,041
Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,200	\$ 16,235	\$ 37,290	\$ 36,896	\$ 48,706	\$ 128,563	\$ 18,965	\$ 10,014
Adult Education (Hrly Programs)	\$ 1,019	\$ 3,280	\$ 403	\$ 1,019	\$ 2,006	\$ 7,283	\$ 12,080	\$ 18,780	\$ 24,490	\$ 65,368	\$ 38,641	\$ 35,241	\$ 22,064
Customized	\$ 38,069	\$ 250	\$ 156	\$ 38,069	\$ 20,770	\$ 2,220	\$ 30,329	\$ 27,138	\$ 126,463	\$ 6,300	\$ 110,506	\$ 19,554	\$ 118,162
HVAC Refrigeration	\$ 173,200	\$ 91,521	\$ 42,966	\$ 173,201	\$ 61,585	\$ 134,209	\$ 33,762	\$ 154,146	\$ 34,581	\$ 119,776	\$ 63,007	\$ 68,754	\$ 37,623
Auto Body	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,693	\$ -	\$ -	\$ -	\$ 150	\$ 187	\$ -	\$ -
Ground Transportation Maintenance (Au	\$ 69,027	\$ 28,531	\$ 15,113	\$ 69,027	\$ 35,629	\$ 50,242	\$ 40,292	\$ 75,916	\$ 36,684	\$ 39,788	\$ 40,687	\$ 50,962	\$ 26,959
DC and AC Electronic Circuits (Electrical)	\$ 3,459	\$ 11,873	\$ 964	\$ 3,459	\$ 39,074	\$ 18,692	\$ 21,906	\$ 27,423	\$ 14,864	\$ 28,523	\$ 5,488	\$ -	\$ -
Manufacturing Operations (Indust Maint)	\$ 75,085	\$ 36,710	\$ 13,229	\$ 75,085	\$ 24,918	\$ 43,781	\$ 5,538	\$ 29,837	\$ 620	\$ 9,230	\$ 527	\$ -	\$ -
Structural Systems (Facilities Manager	\$ 32,194	\$ 30,077	\$ 12,464	\$ 32,194	\$ 15,795	\$ 32,427	\$ 26,736	\$ 41,100	\$ 26,632	\$ 14,027	\$ 18,973	\$ -	\$ -
Manufacturing Capstone (Machine Trade	\$ 81,854	\$ 60,273	\$ 10,102	\$ 82,323	\$ 19,644	\$ 102,384	\$ 21,240	\$ 94,815	\$ 7,188	\$ 35,164	\$ 2,033	\$ 11,267	\$ 1,777
Gas Metal Arc Welding	\$ 154,057	\$ 42,921	\$ 54,827	\$ 154,057	\$ 77,886	\$ 99,047	\$ 76,369	\$ 139,692	\$ 69,736	\$ 69,518	\$ 53,918	\$ 20,493	\$ 17,391
Firefighter I	\$ 62,333	\$ 45,950	\$ 37,635	\$ 64,391	\$ 41,293	\$ 77,077	\$ 57,407	\$ 58,422	\$ 40,843	\$ 33,965	\$ 20,681	\$ 37,377	\$ 48,668
Truck Driving Training	\$ (820)	\$ (820)	\$ -	\$ 20,577	\$ 13,473	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment	\$ 5,793	\$ 3,024	\$ 3,759	\$ 7,098	\$ 8,471	\$ 54,333	\$ 145,379	\$ 96,968	\$ 230,434	\$ 108,146	\$ 233,447	\$ 88,455	\$ 222,301
Lifetime Learning/GED	\$ 9,047	\$ 10,206	\$ 64,425	\$ 9,047	\$ 113,495	\$ 10,757	\$ 100,832	\$ 8,180	\$ 99,846	\$ 4,996	\$ 76,840	\$ 3,350	\$ 65,135
Adult Resale Uniform Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16	\$ 15,010	\$ 32,736	\$ 37,537	\$ 35,387	\$ 34,772	\$ 46,490	\$ 41,121
One Stop	\$ 39,087	\$ 21,163	\$ 14,596	\$ 42,665	\$ 31,636	\$ 34,340	\$ 33,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,234,892	\$ 509,290	\$ 436,059	\$ 1,266,998	\$ 988,760	\$ 1,485,138	\$ 1,178,657	\$ 1,511,515	\$ 1,327,271	\$ 1,292,502	\$ 1,345,081	\$ 667,794	\$ 984,559
Program Profit/Loss			73,231		278,238		306,481		184,244		(52,579)		(316,765)
Front Office		FY17		FY16		FY15		FY14		FY13		FY12	
		Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
Revenue	\$ 274,135	\$ 133,343	\$ 174,704	\$ 275,408	\$ 434,447	\$ 300,207	\$ 316,424	\$ 291,240	\$ 288,117	\$ 256,274	\$ 267,228	\$ 317,306	
Salaries/Benefits		\$ 66,062	\$ 169,930	\$ 4,530	\$ 98,913	\$ 50,897	\$ 105,785	\$ 7,166	\$ 33,133				
Services		\$ 10,397	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Supplies		\$ 6,545	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Equipment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Miscellaneous	\$ 1,274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total	\$ 275,409	\$ 133,343	\$ 257,708	\$ 275,408	\$ 619,378	\$ 300,207	\$ 429,634	\$ 291,240	\$ 349,653	\$ 256,274	\$ 454,897	\$ 267,228	\$ 481,465
Front Office Over/Under			(124,365)		(343,970)		(129,427)		(58,413)		(198,623)		(214,237)
All Adult Workforce		FYTD Advances Returned		FY16		FY15		FY14		FY13		FY12	
		Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp
		\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 125,000	\$ 125,000	\$ 120,000	\$ 120,000	\$ 1,380,000	
AYME Long Term Loan Balance Owed to Gen Fund		\$ 1,155,000	\$ 1,155,000	\$ -	\$ -	\$ 1,155,000	\$ -	\$ 1,255,000	\$ -	\$ -	\$ -	\$ -	



Attachment Item #13

● Approve Tax Budget for
FY 2017-2018

TAX BUDGET FOR
Auburn Vocational School District
FOR THE FISCAL YEAR
7/1/2017- 6/30/2018

*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.

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

LAKE COUNTY, OHIO

7/1/2017- 6/30/2018

Office of the Board of Education, Auburn Vocational School

District, Lake County, OH

TO THE LAKE COUNTY AUDITOR:

The Board of Education of said School District hereby submits its annual Budget for the year commencing, July 1st, 2017 for consideration of the County Budget Commission.

Signed _____

Title President

SCHEDULE A

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

FOR SCHOOL USE		FOR BUDGET COMMISSION USE			FOR COUNTY AUDITOR USE	
FUND (Include only those funds which are requesting general property tax revenue)	BUDGET YEAR AMOUNT REQUESTED OF BUDGET COMMISSION INSIDE / OUTSIDE COLUMN 1	BUDGET YEAR AMOUNT APPROVED BY BUDGET COMMISSION INSIDE 10 MILL LIMITATION COLUMN 2	BUDGET YEAR AMOUNT TO BE DERIVED FROM LEVIES OUTSIDE 10 MILL LIMITATION COLUMN 3		COUNTY AUDITOR'S ESTIMATE OF TAX RATE TO BE LEVIED INSIDE 10 MILL LIMIT BUDGET YEAR COLUMN 4	OUTSIDE 10 MILL LIMIT BUDGET YEAR COLUMN 5
GENERAL FUND	\$ 6,702,397.00	\$	\$			
TOTALS: ALL FUNDS	\$6,702,397	\$0	\$0		0.00	0.00

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

Signed: BUDGET COMMISSION _____

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

[illegible]

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 2015 ACTUAL	FOR 2016 ACTUAL	2017 CURRENT YEAR ESTIMATE	2018 BUDGET YEAR ESTIMATE
REVENUES:				
Property Taxes (Real & Tangible Pers	\$5,797,817	\$5,905,530	\$5,835,241	\$5,936,815
Homestead &, Rollback	\$780,101	\$784,736	\$792,584	\$800,510
S. B. 3 & 287 Dereg. Reimb.	\$0	\$0	\$0	\$0
Personal Property Reimb.	\$37,194	\$0	\$0	\$0
Other Revenues	\$2,776,856	\$2,220,979	\$2,816,740	\$2,606,430
TOTAL REVENUES	\$9,391,968	\$8,911,245	\$9,444,565	\$9,343,755
TOTAL EXPENDITURES	\$9,583,286	\$8,593,499	\$9,275,448	\$9,490,999
REVENUES OVER (UNDER) EXPENDITURES	-\$191,318	\$317,746	\$169,117	-\$147,244
BEGINNING CASH BALANCE	\$4,300,645	\$4,109,327	\$4,427,073	\$4,596,190
ENDING CASH BALANCE	\$4,109,327	\$4,427,073	\$4,596,190	\$4,448,946
ENCUMBRANCES AT YEAR END	\$598,935	\$59,426	\$250,000	\$250,000

FUND: BOND RETIREMENT FUND

DESCRIPTION	FOR 2015 ACTUAL	FOR 2016 ACTUAL	2017 CURRENT YEAR ESTIMATE	2018 BUDGET YEAR ESTIMATE
REVENUES:				
Property Taxes (Real & Personal)				
Homestead & Rollback				
S. B. 3 & 287 Dereg. Reimb.				
Personal Property Reimb.				
Other Revenues	475,488	475,662	475,596	480,190
TOTAL REVENUES	475,488	475,662	475,596	480,190
TOTAL EXPENDITURES	475,488	475,662	475,596	480,190
REVENUES OVER (UNDER) EXPENDITURES	0	0	0	0
BEGINNING CASH BALANCE				
ENDING CASH BALANCE	\$0	\$0	\$0	\$0

EXHIBIT 11

* If the levy is outside the 10 mill limit by vote enter the words "by vote" and the date of the election. If outside the 10 mill limit without a vote, enter the reference to the statute under which the levy is exempt from the 10 mill limit.



Attachment Item #20

Approve Practical Nursing 2017 Day Program Calendar

Auburn Practical Nursing Program Day 2017



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

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

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

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

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

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

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

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

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

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

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

January

10 ~ Classes Begin
16 ~ No School ~ MLK Day

June

16 ~ Make-Up Day

November

15 ~ Classes End
16-17 ~ Make-Up Day

February

13 ~ Make-up Day
20 ~ No School ~ President's Day

July

3-4 ~ No School ~ 4th of July
24 ~ Make-Up Day

March

24 ~ Make-Up Day
27-31 ~ No School ~ Spring Break

August

31 ~ Make-Up Day

April

14-17 ~ No School ~ Spring Break

September

1 ~ Make-Up Day
4 ~ No School ~ Labor Day

May

8 ~ Make-Up Day
29 ~ No School ~ Memorial Day

October

9 ~ Make-Up Day
13 ~ No School ~ NEOEA Day

2017 Day Program

1st Quarter

January 10th - March 23rd

2nd Quarter

April 3rd - June 15th

3rd Quarter

June 19th - August 30th

4th Quarter

September 5th - November 15th

Auburn Practical Nursing Program

Student Handbook

2017 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
Margaret Lynch, Superintendent of Schools

Practical Nursing Program Administrator

Sandra A. Ranck, 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.

From January 2007 program proposal

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 each instructor 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 and Development

This course highlights the human development processes, conditions and events that occur during the various life stages from infancy to end of life. This includes the effects of family, cultural, religious, and environmental influences that the client experiences in their struggle to maintain, promote or restore health. The student will learn the developmental self-care requisites throughout the life span. An understanding of normal growth and development is essential to the delivery of nursing agency in the promotion of self-care agency. **Lecture: 54 clock hours (36 third quarter/18 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 (64 third quarter/42 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. Career Counseling

Applicants are encouraged to meet with a career counselor before starting the admission process. This will allow the applicant to find out more information regarding the admission testing that will occur along with more specific information regarding health care as a career.

2. 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

3. Admission Test

- 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. 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 in approximately 1-2 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 career counselor.

- 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.
4. 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 Auburn Practical Nursing Program.
 - 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 and sent from the school in a sealed envelope. All transcripts/documents become the property of Auburn Career Center.
 - c. Applicants are asked to obtain two references, 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" 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 sent to the Adult Education Workforce Office. If the applicant does not attend the program for the 2017-2018 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 2017-2018 school year will need to go through the entire admission process following that cohort's procedures.
5. Letter of Acceptance/Letter of Intent
- 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.
6. 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. 2-step TB Mantoux test (must have 1-step annually after initial 2-step) or other health care provider ordered test to rule out TB.
 - iv. 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.
7. Program Orientation
- a. The new student is 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
 - 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 a.m. to 2:30 p.m. 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%

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.** 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 on Blackboard. Students may access their grades at any time by logging on to Blackboard.

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. 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 (CT²)

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

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

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

Graduation/Completion Requirements

Students who have satisfactorily completed the requirements of the courses and have met the school's objectives are recommended for graduation from the Auburn Practical Nursing Program. Students also need to achieve a 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 placed on a Performance Improvement Plan specific to their learning needs. The plan will include specifics that will address remediation and retesting that are specific to each individual student. Students are responsible for the testing fee associated with any retakes of the PN Comprehensive Predictor Tests. The student who has met all program requirements but has not passed the Comprehensive Predictor Test will be able to participate in the Completion Ceremony, however, will not receive any completion paperwork until the terms of the Performance Improvement Plan are met. 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 the NCLEX-PN**.

Graduation Fees and Licensure

Faculty will review with students the application process for taking the NCLEX-PN examination for licensure during the last quarter of the PVR class. The designated part of your tuition will cover your graduation costs providing there are no increased costs from 3rd parties, NCLEX, Ohio Board of Nursing, etc., and you are graduated "on time," as scheduled from your initial enrollment. Graduation costs include Certificate of Completion, Official School Pin, BCI/FBI Records Check for Ohio Board of Nursing Application, Ohio Board of Nursing Application Fee, NCLEX-PN Test Application and NCLEX-PN readiness testing. Graduates are required to schedule themselves for the exact test time for the licensure examination.

Career Portfolio

This professional document includes a listing of specific vocational skill competencies, a résumé, a career and technical certificate, 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 17th of each year, the school will hold an educational program on the U.S. Constitution as required by the U. S. Department of Education for all schools receiving Federal funds. However, when September 17th falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

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 copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court

may award up to \$150,000 per work infringed. A court can, in its discretion also assess cost and attorney's fees. For details, see Title 7, United States Code, Sections 504 and 505.

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.

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 15th of each month, throughout the term of the class.

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

Pell Grant Eligible Students

Students who are Pell Grant eligible and verified by the Financial Aid Coordinator may use the Pell Grant for their down payment. The student is required to sign a 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.

Withdrawal And Refund Policy

To officially withdraw from a program at Auburn, the student must complete the Workforce Education Withdrawal Form, located in the Adult Workforce Education Office. 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.

Students that stop attending school or officially withdraws from his or her program of training for any reason, the Title IV Aid will be recalculated based on the total number of clock hours/percentage of time the student was scheduled to attend school. If, after recalculation, the school finds that the student did not attend the required number of clock hours needed to cover the aid amount already disbursed to the

student, the student is liable for the amount of money and the student must pay it back to the school. The school will then refund the money back to the aid program. The student will also be invoiced for any tuition and school related expenses not covered by the aid.

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

Students may withdraw and receive a full refund up to the first day of class. **Students withdrawing after the start of class will receive a prorated refund based upon the tuition cost (students are still responsible for all associated textbook, supply, and fee costs):**

Clock Hours	Full Refund	90% Refund	80% Refund	70% Refund	No Refund
Programs 1000 Clock Hours or More	Prior to and on the first day of class	Day 2-Day 8 of Class Student owes: 10% of Tuition	Day 9-Day 16 of Class Student owes: 20% of Tuition	Day 17-Day 28 of Class Student owes: 30% of Tuition	Starting Day 29 of Class Student owes: 100% of Tuition

Students who withdraw and are on a payment plan are still responsible for all payment arrangements made at the beginning of the course. Individuals who withdraw from a class and fail to make the tuition payments may be held liable for all unpaid tuition and may be turned over to a collection agency.

Students who are 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 will be receive a refund based upon the above schedule.

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.

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 is not allowed more than 60 hours of absence during the course of the program.** Absences covering a partial day and tardy occurrences will be based upon the nearest quarter hour. 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.

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 two hours before the start of clinical. 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. 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. 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. A copy of the contract will be placed in the student file and will become a permanent part of the student file.

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.

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 and receive copies of 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 must appear in complete uniform when in uniform. This includes a clean, wrinkle-free student uniform. When wearing the tunic pant uniform, white cuffed socks and white polished nurses’ shoes or approved white athletic shoes with clean shoe strings, closed in heels and toes, white underclothes (including a brassiere) and a camisole or tee shirt are to be worn. No long sleeve 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. The school patch must be sewn onto the sleeve.

When in the classroom, students are to wear the school-designated golf shirt. Students may wear a plain white tee shirt or turtle neck top under the golf shirt if desired. Pants in the classroom need to be wrinkle-free dress pants, wrinkle-free dark blue scrub pants, khakis, or jeans 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 finger 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. 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 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), 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 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. 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 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

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

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

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

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

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

21.U.S.C.884a

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

21.U.S.C.853a

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

18.U.C.933(g)

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

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

8. **Extortion:** Students shall not extort or use force, threats, or other unacceptable methods to obtain something such as money, item of value, or information from a person in school, while in school owned vehicles, or in attendance at a school function. Students will not use threats of physical violence to intimidate or gain favors from other students.
9. **Falsifying Communication with the School:** Falsifying the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school is prohibited.
10. **Fighting, Assault:** A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury, harass, or intimidate a

school employee, student, or anyone on the school premises. Students will not provoke fights between other students.

11. **Forgery:** The falsification of any documentation and/or signature is considered forgery.
12. **Gambling:** Games of chance, which include wagering, gambling, etc., are not permitted.
13. **Harassment, Intimidation, Aggressive Behavior (including Bullying/Cyber bullying):**
Inappropriate statements, gestures, verbal, written or physical expressions in reference 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.

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Downloaded directly from 4723-5-12 (C) (1-26), this day, December 20, 2016, for inclusion in the 2017 Day Student Handbook.

Corrective Actions

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

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

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

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

Telephone Calls/Cell Phone Usage/Texting in Class

Personal telephone calls and texting are not permitted in the classroom, laboratory, and clinical environments. Students are never to utilize client phones nor business phones for personal concerns. Messages of an emergency nature will be taken by the school administrative assistants and presented to the student at the earliest convenience. Cell phones are not to be utilized during class or lab sessions, nor in the clinical environment. *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.

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 scheduled 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 amiliarize 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.

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.

Requirements for Application for Licensure as a Practical Nurse

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

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

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

Ohio Board of Nursing Criminal Records Check/Felony Convictions

According to the Law Regulating Nursing Practice, Section 4723.09 (B), an applicant who enters a pre-

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

- 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 ages and with pediatric clients, and as such will not be licensed. Therefore, the applicant will not be admitted to the program.

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

Marriage

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

Leave of Absence/Re-Entry Policy/Transfer Out Policy

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. A maximum of two (2) attempts to complete a nursing curriculum are permitted (either twice at Auburn Practical Nursing Program within a five (5) year period. Remediation in area(s) wherein you were not successful may be required. Individual situations and circumstances will be dealt with by the Admissions and Progressions Committee with careful consideration and deliberation. The Admissions and Progressions Committee will exercise professional judgment in the final decision.

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 12 months or the start of the next same student cohort, whichever is

longer. During the LOA the student is not considered to be withdrawn. The student must apply for a LOA in writing and the Program Administrator must approve the leave. A copy will be sent to the Financial Aid Office at which time financial aid funds will be put on hold. No additional Auburn Career Center charges will be generated during the leave. If the student fails to return from an approved leave of absence they will be considered officially withdrawn, and all refund and return of Title IV funds calculations will be based on the last date the student attended as defined in the Withdrawal Policy. If the student has a Federal loan, the grace period begins retroactively to the student's last date of attendance. 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 from 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 as determined by the Admissions and Progressions Committee. Special considerations for re-enrollment later in the same year when catastrophic illness, injury, etc. have intervened, will be taken under advisement by the committee. 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.

Transfer out 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. Official transcripts will be forwarded to the school directly providing all tuition, fees, etc. have been paid timely by or on behalf of the requesting individual. There is not fee for transcripts or transfers.

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. The student is urged to meet with the program

administrator to explore available options if withdrawal is being considered. The student is expected to meet privately with the Program Administrator to share, explore situations, and develop viable options with a plan if continuation of education is a viable option (see Leave of Absence policy). Written notification of withdrawal, stating reason for same and effective date of withdrawal will become part of the permanent record. See the Withdrawal and Refund Policy for student's financial commitment at time of withdrawal.

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 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



TECHNOLOGY AGREEMENT

The Auburn Career Center has a significant investment designed to enhance the education and training of students in its various programs. Because of that investment, it is necessary to clarify expectations for those using equipment and supplies at the Auburn Career Center. Therefore, I understand and agree to the following:

1. No equipment (computers, printers, drives, CDrom 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 system server without permission of the network manager.
4. 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.
5. Personal enhancements to a computer such as screen savers, Windows® 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.
6. The addition (purposeful or otherwise) of a virus, worm, time bomb, etc. to any system is prohibited.
7. Misuse or abuse of email is strictly prohibited.

Violation of any part of this agreement will result in consequences including, but not limited to: restriction from use of equipment, removal from class or program, expulsion from the Auburn Career Center and/or legal prosecution.

Signature of User

Career and Technical Program

Date

Print name of User

Signature of PN Program Administrator

Date



TRANSCRIPT REQUEST

Student Name: _____ Date: _____

Birth Date: _____ Phone: _____

Trade Area: _____

Date Entered: _____

Date Withdrawn: _____

Date Completed: _____

Send Official Transcript to:

Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Signature of Student

Date

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.



2017 Day Program Cost of Education

<u>School costs</u>	
Tuition for the full program	\$11,752.21
Textbooks	594.58
Fees	345.00
Materials	<u>1258.21</u>
	\$13,950.00

Total Program Cost	\$13,950
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Miscellaneous Other Fees

Physical exam, background check, and drug screen (purchased on own)

White uniform shoe (purchased on own)

Watch with sweep second hand (purchased on own)

iPad (\$400 charge may be added to the total program cost)



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: _____



Confidentiality Statement for Student Clinical Experience *

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

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

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

Name (please print) _____

Signature _____ Date _____

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



Acknowledgement

I have received and read the 2017 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 _____