

Auburn Vocational School District BOARD OF EDUCATION

Minutes of June 25, 2019

The June 25, 2019 regular meeting of the Auburn Vocational School District was called to order by Mr. Walter at 6:30 p.m.

Upon roll call, the following members were present:

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

Absent: Mrs. Javins

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

106-19 Approve Agenda and Addendum

A motion was made by Mr. Klima and seconded by Mrs. Wheeler to approve the June 25, 2019 agenda and addendum.

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

Nays: None

Mr. Walter declared the motion passed

107-19 Approve Minutes Last Meeting

A motion was made by Mr. Klima and seconded by Mr. Sedivy to approve the minutes of the June 4, 2019 Regular Board meeting.

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

Nays: None

Mr. Walter declared the motion passed

Public Participation – None

Administrative Report

- a) 2019 Construction Home Unveiling ~ Sunday, June 30, 2019 at 1:00 pm – 4:00 pm
7113 Auburn Road, Concord Twp. OH, 44077

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 May 31, 2019 are hereby rendered and include: Financial Summary, Appropriations Report, Monthly Comparison Report, Check Register, and Bank Reconciliation Report. (See Attachment Item #8)

No Action Required.

108-19 Approve Final Appropriation Measure

A motion was made by Mr. Sedivy and seconded by Mr. Klima to approve the Final Appropriation Measure for the FY19. (Attachment #9)

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

Nays: None
Mr. Walter declared the motion passed

109-19 Approve Final Advances and Transfers

A motion was made by Dr. Culotta and seconded by Mr. Kent to approve the advances and transfers for FY19. (Attachment Item #10)

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

Nays: None
Mr. Walter declared the motion passed

110-19 Donations

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

The donation of NexGrill Deluxe 6 Burner Gas Grill with Side Burner from Home Depot of Chardon, Ohio for district events.

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

Nays: None
Mr. Walter declared the motion passed

111-19 Approve Human Resources

A motion was made by Mr. Miller and seconded by Mrs. Wheeler to approve employment of the following Personnel items: Amendments, New Employees, Renewals, Supplementals, Substitutes, Separations and Student Intern positions. (Attachment Item #12)

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

Nays: None
Mr. Walter declared the motion passed

112-19 Approve Part-time Salary Schedule

A motion was made by Mrs. Wheeler and seconded by Mr. Kent to approve the part-time salary scheduled for the 2019-2020 school year. (Attachment #13)

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

Nays: None
Mr. Walter declared the motion passed

113-19 Approve Treasurer Contract

A motion was made by Mrs. Wheeler and seconded by Mr. Miller to approve Treasurer Contract, Pursuant to R.C. 3313.22, R.C. 3313.24, and all applicable laws, the Auburn Vocational School District Board of Education appoints Sherry Williamson as Treasurer for the contract period commencing August 1, 2020, and ending July 31, 2025, pursuant to the terms and conditions set forth in the contract of employment attached hereto and incorporated herein. (Attachment Item #14)

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

Nays: None
Mr. Walter declared the motion passed

114-19 Approve Kent State University Geauga Campus and Regional Academic Center's Advisory Board

A motion was made by Mr. Miller and seconded by Mr. Kent to approve the Auburn Vocational School District Board of Education ("Auburn") appoints Superintendent Brian Bontempo to serve on the Kent State University Geauga Campus and Regional Academic Center's Advisory Board in his official capacity as Superintendent only, on behalf of Auburn only, and with any and all expenses to be paid by Auburn only.

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

Nays: None

Mr. Walter declared the motion passed

115-19 Approve High School Student Handbook for 2019-2020 School Year

A motion was made by Mr. Sedivy and seconded by Mr. Kent to approve the High School Student Handbook for the 2019-2020 school year. (Attachment Item #16)

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

Nays: None

Mr. Walter declared the motion passed

116-19 Approve High School Teacher Handbook for 2019-2020 School Year

A motion was made by Mrs. Wheeler and seconded by Mr. Sedivy to approve the High School Teacher Handbook for the 2019-2020 school year. (Attachment Item #17)

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

Nays: None

Mr. Walter declared the motion passed

117-19 Approve Adult Workforce Student Handbook for 2019-2020 School Year

A motion was made by Mrs. Wheeler and seconded by Mr. Kent to approve the Adult Workforce Student Handbook for the 2019-2020 school year. (Attachment Item # 18)

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

Nays: None

Mr. Walter declared the motion passed

118-19 Approve Resolution in Support of Fair Housing for Block Grant

A motion was made by Mr. Klima and seconded by Dr. Culotta to approve the Resolution in support of Fair Housing for Block Grant,

WHEREAS, 2019 marks the 51st Anniversary of the passage of Title VIII of the Civil Rights Act; commonly referred to as the Fair Housing Act (of 1968); and

WHEREAS, the effort to create equal housing opportunities for all people is encouraged at every level so that the rights of every person to buy, rent, and sell housing, without regard to race, color, sex, religion, familial status, national origin or disability is assured; and

WHEREAS, Title VIII of the Civil Rights Act and Presidential Executive Order 12892 initially described the obligation to Affirmatively Further Fair Housing (AFFH); and

WHEREAS, The responsibility of participants using CDBG/HOME funds to Affirmatively Further Fair Housing is specified in great detail in the Code of Federal Regulations at 24CFR 5.150 – 5.180; and

WHEREAS, Auburn Career Center agrees that it is important to accord those we serve with an enhanced quality of life through the development of opportunities in housing, employment, education and services by the implementation of plans that assure all people are afforded their rights thus fostering open inclusive communities; notably the HUD-accepted Assessment of Fair Housing-LakeCounty,Ohio2017-2021<http://www.lakecountyohio.gov/Portals/57/forms/AssessmentofFairHousingLakeCountyOhio2017-2021.pdf> ; and

WHEREAS, as an applicant or potential recipient of federal funds this agency Auburn Career Center agrees that it will take specified actions to Affirmatively Further Fair Housing (AFFH) and confidently asserts that that all policies and practices adopted and in place are in conformance with applicable fair housing law and that prior to the CDBG/HOME application due date of May 20, 2019 that any outstanding civil rights matters are resolved in conformance with the most current published HUD grant eligibility documentation; and

NOW, THEREFORE BE IT FURTHER RESOLVED, the Auburn Career Center recognizes the broad duty to Affirmatively Further Fair Housing and the month of April 2019 Fair Housing Month in Lake County, Ohio.

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

Nays: None

Mr. Walter declared the motion passed

119-19 Approve Textbooks for Patient Care Technician Program

A motion was made by Mr. Kent and seconded by Mr. Sedivy to approve the following textbooks as part of the patient care technician program:

Nix, Staci. *Williams' Basic Nutrition and Diet Therapy*. 15th ed., Elsevier/Mosby, 2017.

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

Nays: None

Mr. Walter declared the motion passed

120-19 Approve Resolution for Sale of Auburn House 7113 Auburn Road, Concord Twp. OH, 44077

A motion was made by Mr. Klima and seconded by Mr. Miller to approve the following resolution:

Whereas, the house on Auburn Road is completed and the law requires a 30-day notice to be published prior to "sale at public auction" (ORC 3313.41), and

Whereas, the minimum bid is established at \$297,000 for the house, and the house has not sold at auction but only twice during the past eleven years;

Therefore, be it resolved the Board of Education directs the Treasurer and the Superintendent to enter into contract with Dan O'Reilly, Real Estate Auctioneer of Chardon, Ohio; if the Auburn house is not sold at auction for minimum bid or above, the house will be listed with a realtor.

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

Nays: None

Mr. Walter declared the motion passed

121-19 Consent Agenda: Contracts/Affiliation Agreements

A motion was made by Mr. Miller and seconded by Mr. Stefanko to approve items 22a-22b as a Consent Agenda item.

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

Nays: None

Mr. Walter declared the motion passed

122-19 Consent Agenda: Contracts/Affiliation Agreements

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

a. Lake Hospital Systems – Occupational Health Services

Agreement between Auburn Career Center and Lake Hospital Systems, Inc. will provide prospective employees and employees with Occupational Health Services. (Attachment Item #22a)

b. Business Partnership Affiliation Agreements (Attachment Item #22b)

Ohio Ordnance Works Fischer Special Tools Yardmaster Inc.

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

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

Nays: None

Mr. Walter declared the motion passed

123-19 Approve ACEware Systems, Inc. Support Agreement

A motion was made by Mrs. Brush and seconded by Dr. Culotta to approve ACEware Systems, Inc. Annual support agreement for student management system for the Adult Workforce Education Department from 7/1/2019 to 6/30/2020 for \$6,012.80 (Attachment Item #23)

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

Nays: None

Mr. Walter declared the motion passed

124-19 Approve FA Solutions, LLC Services Agreement

A motion was made by Dr. Culotta and seconded by Mr. Miller to approve the services agreement with FA Solutions, LLC. They will provide Auburn Career Center Adult Workforce Education Department with financial aid servicing and support. FA Solutions fees for financial aid processing service is \$1,805.88/mo. flat fee if student FA applicants range is up to 170 students and \$125.00/per file a one-time fee for any Financial Aid application processed in excess of 170 applicants. Effective date through June 30, 2020, pending attorney review. (Attachment Item #24)

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

Nays: None
Mr. Walter declared the motion passed

125-19 Approve 2019 LED Lighting Upgrade Project

A motion was made by Mr. Sedivy and seconded Mr. Klima to approve AGM Energy Service recommendation to award URG, Inc. the 2019 LED Lighting Upgrade Project not to exceed a total budget of \$168,312.33. There were two proposals submitted; both of which were on time, and with properly noted bid components and acknowledgements. (Attachment Item #25A)

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

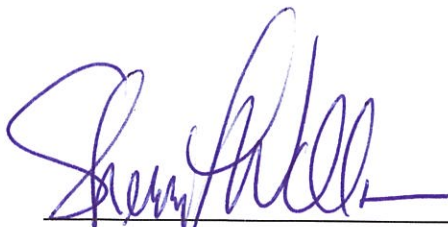
Nays: None
Mr. Walter declared the motion passed

126-19 Adjourn


A motion was made by Mr. Cahill and seconded by Mrs. Wheeler to adjourn the meeting at 6:53 p.m.

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

Nays: None
Mr. Walter declared the motion passed



Treasurer



Board President

**Auburn
Career Center**



Attachment Item #8

Render Financial Reports

Auburn Career Center
Cash Fund Balance Report
May 31, 2019

A

Fund	Description	FY Beginning	MTD		FYTD		MTD		FYTD		Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
		Fund Balance	Receipts	Expenditures	Receipts	Expenditures	Receipts	Expenditures	Receipts	Expenditures			
001	General Fund	\$ 5,965,942.12	\$ 449,407.76	\$ 585,158.82	\$ 9,510,621.80	\$ 7,907,688.27	\$ 7,568,876.65	\$ 713,985.62	\$ 6,854,890.03				
002	Bond Retirement	\$ -	\$ -	\$ 538,677.77	\$ -	\$ 626,434.98	\$ (626,434.98)	\$ -	\$ (626,434.98)				
003	Permanent Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
004	Building	\$ 1,849,284.91	\$ 11,875.00	\$ (1,196.28)	\$ 80,732.07	\$ 715,538.35	\$ 1,214,478.63	\$ 1,148,123.90	\$ 66,354.73				
006	Food Service	\$ 6,617.41	\$ 10,453.87	\$ 9,858.66	\$ 140,143.42	\$ 158,061.88	\$ (11,301.05)	\$ 28,019.32	\$ (39,320.37)				
009	USSF	\$ 10,079.61	\$ 3,075.00	\$ -	\$ 11,996.50	\$ -	\$ 22,076.11	\$ -	\$ 22,076.11				
011	Rotary	\$ 1,398.06	\$ 8,208.01	\$ 6,854.76	\$ 34,264.25	\$ 34,138.77	\$ 1,523.54	\$ 5,796.20	\$ (4,272.66)				
012	Adult Education	\$ 51,950.69	\$ 162,559.09	\$ 115,975.78	\$ 1,540,821.82	\$ 1,364,799.23	\$ 227,973.28	\$ 105,549.45	\$ 122,423.83				
014	Rotary Internal Service Fund	\$ 2,267.25	\$ 511.76	\$ -	\$ 1,572.73	\$ 1,269.08	\$ 2,570.90	\$ 1,450.00	\$ 1,120.90				
018	Principal Fund	\$ 9,730.57	\$ 2,500.00	\$ 38,268.22	\$ 58,647.54	\$ 93,096.85	\$ (24,718.74)	\$ 35,033.99	\$ (59,752.73)				
019	Trust Fund-Camp Discovery	\$ 235,831.11	\$ 26,000.00	\$ 716.42	\$ 32,845.70	\$ 100,199.31	\$ 168,477.50	\$ 9,370.06	\$ 159,107.44				
022	District Agency	\$ 15,710.95	\$ (3,457.20)	\$ -	\$ 32,558.80	\$ 37,464.99	\$ 10,804.76	\$ 1,000.00	\$ 9,804.76				
024	Employee Self Insurance Fund	\$ 18,031.15	\$ -	\$ 2,757.32	\$ 42,208.69	\$ 48,833.36	\$ 11,406.48	\$ 2,476.32	\$ 8,930.16				
70	Capital Projects	\$ 398,399.44	\$ -	\$ 24,750.00	\$ 350,000.00	\$ 368,951.12	\$ 379,448.32	\$ 246,500.00	\$ 132,948.32				
200	Student Activity Fund	\$ 76,920.43	\$ 35,564.39	\$ 10,526.46	\$ 86,169.83	\$ 73,935.80	\$ 89,154.46	\$ 18,100.39	\$ 71,054.07				
451	Data Communication Fund	\$ -	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00	\$ -	\$ -	\$ -				
499	Miscellaneous State Grants	\$ -	\$ -	\$ 1,045.05	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -				
501	ABLE Literacy Fund	\$ 12,692.58	\$ 29,711.70	\$ 27,794.96	\$ 233,825.80	\$ 274,313.34	\$ (27,794.96)	\$ 10,653.89	\$ (38,448.85)				
524	VEPD Secondary and Adult Fund	\$ 33,930.99	\$ 43,537.45	\$ 16,634.00	\$ 300,194.73	\$ 350,759.72	\$ (16,634.00)	\$ 51,937.06	\$ (68,571.06)				
599	Miscellaneous Fed Grants (REAP)	\$ -	\$ 20,043.00	\$ 20,043.00	\$ 40,468.00	\$ 40,468.00	\$ -	\$ -	\$ -				
Grand Totals		\$ 8,688,787.27	\$ 799,989.83	\$ 1,397,864.94	\$ 12,501,371.68	\$ 12,200,253.05	\$ 8,989,905.90	\$ 2,377,996.20	\$ 6,611,909.70				

This is an unaudited financial report.

Auburn Career Center
Appropriation Account Summary
 5/31/2019

B

Fund	Desc	FYTD Appropriated	Carryover Encumbrances	FYTD Expendable	FYTD Expenditures	MTD Expenditures	Encumbered	FYTD Remaining	Percent Exp/Enc
001	General Fund	\$ 9,543,568.92	\$ 115,351.03	\$ 9,658,919.95	\$ 7,907,688.27	\$ 585,158.82	\$ 713,985.62	\$ 1,037,246.06	89.26%
002	Bond Retirement	\$ 623,432.29	\$ -	\$ 623,432.29	\$ 626,434.98	\$ 538,677.77	\$ -	\$ (3,002.69)	100.48%
003	Permanent Improvement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
004	Construction	\$ 382,407.31	\$ 1,540,318.00	\$ 1,922,725.31	\$ 715,538.35	\$ (1,196.28)	\$ 1,148,123.90	\$ 59,063.06	0.00%
006	Lunchroom Fund	\$ 173,319.59	\$ 6,617.41	\$ 179,937.00	\$ 158,061.88	\$ 9,858.66	\$ 28,019.32	\$ (6,144.20)	103.41%
009	Uniform School Supply Fund	\$ 22,076.11	\$ -	\$ 22,076.11	\$ -	\$ -	\$ -	\$ 22,076.11	0.00%
011	Customer Service Fund	\$ 35,662.31	\$ -	\$ 35,662.31	\$ 34,138.77	\$ 6,854.76	\$ 5,796.20	\$ (4,272.66)	111.98%
012	Adult Education Fund	\$ 1,488,200.46	\$ 22,708.23	\$ 1,510,908.69	\$ 1,364,799.23	\$ 115,975.78	\$ 105,549.45	\$ 40,560.01	70.07%
014	Rotary Internal Service Fund	\$ 2,880.34	\$ 1,000.00	\$ 3,880.34	\$ 1,268.08	\$ -	\$ 1,450.00	\$ 1,161.26	0.00%
018	Principal Fund	\$ 50,750.00	\$ 8,980.57	\$ 59,730.57	\$ 93,096.85	\$ 38,268.22	\$ 35,033.99	\$ (68,400.27)	214.51%
019	Other Grants	\$ 224,266.81	\$ 18,410.00	\$ 242,676.81	\$ 100,199.31	\$ 716.42	\$ 9,370.06	\$ 133,107.44	0.00%
022	Scholarships	\$ 46,269.75	\$ 2,000.00	\$ 48,269.75	\$ 37,464.99	\$ -	\$ 1,000.00	\$ 9,804.76	79.69%
024	Employee Benefits	\$ 60,239.84	\$ -	\$ 60,239.84	\$ 48,833.36	\$ 2,757.32	\$ 2,476.32	\$ 8,930.16	85.18%
70	Capital Projects	\$ 358,847.39	\$ 389,552.05	\$ 748,399.44	\$ 388,951.12	\$ 24,750.00	\$ 246,500.00	\$ 132,948.32	82.24%
200	Student Activities	\$ 162,545.00	\$ 545.26	\$ 163,090.26	\$ 73,935.80	\$ 10,526.46	\$ 18,100.39	\$ 71,054.07	56.43%
451	School Net Connectivity	\$ 1,800.00	\$ -	\$ 1,800.00	\$ 1,800.00	\$ -	\$ -	\$ -	0.00%
499	Misc. State Grant	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 1,045.05	\$ -	\$ (2,500.00)	81.61%
501	ABLE Literacy Fund	\$ 336,491.55	\$ 12,692.58	\$ 349,184.13	\$ 274,313.34	\$ 27,794.96	\$ 10,653.89	\$ 64,216.90	100.00%
524	VEPD Secondary and Adult	\$ 368,765.79	\$ 33,930.99	\$ 402,696.78	\$ 350,759.72	\$ 16,634.00	\$ 51,937.06	\$ -	100.00%
599	REAP	\$ 40,468.00	\$ -	\$ 40,468.00	\$ 40,468.00	\$ 20,043.00	\$ -	\$ -	0.00%
	Grand Total	\$ 13,971,991.46	\$ 2,152,108.12	\$ 16,074,097.58	\$ 12,200,253.05	\$ 1,987,864.94	\$ 2,377,996.20	\$ 1,485,848.33	\$ 90.69%

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
5/31/2019

C

	Monthly Comparison			Avg Chg	Annual Comparison			Remain 2019	Budget Expended
	May FY17	May FY18	May FY19		Actual 2017	Actual 2018	Budget 2019		
Revenue									92%
Real Estate	\$ 5,125,485	\$ 5,836,068	\$ 5,777,599		\$ 4,663,062	\$ 4,916,774	\$ 4,760,941	\$ (1,075,127)	123%
Commercial	\$ 418,446	\$ -	\$ -		\$ 880,869	\$ 919,294	\$ 919,135	\$ 919,135	0%
Tangible Personal (PU)	\$ 419,558	\$ 414,345	\$ 370,973		\$ 419,558	\$ 414,345	\$ 390,899	\$ (23,446)	106%
Foundation	\$ 2,018,234	\$ 2,201,170	\$ 2,141,281		\$ 2,194,823	\$ 2,394,304	\$ 2,363,925	\$ 162,755	93%
PU Reimb	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	-
Homestead & Rollback	\$ 787,438	\$ 809,948	\$ 617,531		\$ 787,438	\$ 809,948	\$ 810,827	\$ 879	100%
Other	\$ 378,393	\$ 403,462	\$ 528,338		\$ 379,956	\$ 409,978	\$ 448,386	\$ 44,924	90%
Subtotal	\$ 9,147,554	\$ 9,664,993	\$ 9,435,722		\$ 9,325,706	\$ 9,864,643	\$ 9,694,113	\$ 29,120	100%
Expense									
Salaries	\$ 3,743,985	\$ 3,474,186	\$ 3,660,083	-0.9%	\$ 4,107,214	\$ 3,821,328	\$ 3,962,345	\$ 488,159	88%
Benefits	\$ 1,522,759	\$ 1,591,768	\$ 1,630,306	3.5%	\$ 1,662,612	\$ 1,730,209	\$ 1,836,299	\$ 244,531	87%
Purchased Services	\$ 1,081,885	\$ 1,290,090	\$ 1,237,162	7.6%	\$ 1,221,824	\$ 1,441,037	\$ 1,636,268	\$ 346,178	79%
Supplies	\$ 400,926	\$ 422,908	\$ 445,479	5.4%	\$ 416,225	\$ 428,385	\$ 441,237	\$ 18,329	96%
Capital Outlay/Equipment	\$ 295,380	\$ 175,132	\$ 249,459	0.9%	\$ 295,409	\$ 175,255	\$ 320,359	\$ 145,227	55%
Summer Projects	\$ 83,221	\$ -	\$ -		\$ 83,221	\$ -	\$ -	\$ -	0%
Other	\$ 133,363	\$ 132,578	\$ 132,456		\$ 133,047	\$ 132,419	\$ 136,392	\$ 3,814	97%
Subtotal	\$ 7,261,519	\$ 7,086,662	\$ 7,354,945		\$ 7,919,552	\$ 7,728,633	\$ 8,332,900	\$ 1,246,238	85%
Revenue/Expense (Operating Balance)	\$ 1,886,036	\$ 2,578,331	\$ 2,080,777		\$ 1,406,155	\$ 2,136,010	\$ 1,361,213		
Other Uses									
Advances Returned	\$ 58,884	\$ 56,568	\$ 74,897		\$ 58,884	\$ 57,516			
Advances Out	\$ -	\$ 28,880	\$ 132,300		\$ 40,575	\$ 82,468			
Transfers	\$ 467,279	\$ 381,039	\$ 420,442		\$ 1,006,878	\$ 989,772			
Subtotal	\$ (408,395)	\$ (353,351)	\$ (477,845)		\$ (988,569)	\$ (1,014,724)			
Beginning Cash	\$ 6,141,402	\$ 7,186,457	\$ 7,704,625		\$ 5,904,707	\$ 7,069,633			
Ending Cash	\$ 5,904,707	\$ 7,069,633	\$ 7,568,874		\$ 4,844,652	\$ 5,965,939			
Encumbrances	\$ 387,296	\$ 422,745	\$ 713,986		\$ 99,104	\$ 115,351			

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

Date: 06/03/2019
 Time: 2:53 pm

AUBURN VOCATIONAL SCHOOL DISTR
 SORT BY CHECK NUMBER
 CHECK DATES BETWEEN 05/01/2019 AND 05/31/2019
 ALL CHECKS SELECTED

Page: 1
 (CHECKPY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
048696	B	11/16/2018	MICHAEL WESTON	041651	VOID: 05/09/2019		95.00
049678	W	04/18/2019	MASON STRUCTURAL STEEL INC.	007589	VOID: 05/02/2019		1,590.00
049713	W	04/30/2019	FIFTH THIRD BANK	041077	VOID: 05/02/2019		19,060.26
049726	W	05/03/2019	FUTURE IMAGE PROMOTIONS	041176	RECONCILED: 05/08/2019		975.15
049727	W	05/03/2019	UH GEAUGA MEDICAL CENTER ATTN: JOANN SCHMITZ	007298	RECONCILED: 05/24/2019		90.00
049728	W	05/03/2019	EDWARD MOLZON	002125	RECONCILED: 05/20/2019		211.68
049729	W	05/03/2019	MCMaster-CARR SUPPLY CO.	010826	RECONCILED: 05/08/2019		189.04
049730	W	05/03/2019	REFRIGERATION SALES CORP.	000056	RECONCILED: 05/08/2019		434.56
049731	W	05/03/2019	SPEE-D-METALS	001679	RECONCILED: 05/08/2019		252.00
049732	W	05/03/2019	HEMLY TOOL SUPPLY INC.	008616	RECONCILED: 05/09/2019		27.33
049733	W	05/03/2019	SUSAN J LEFLER	011937	RECONCILED: 05/21/2019		150.00
049734	W	05/03/2019	AMERICA EXPRESS	040915	RECONCILED: 05/08/2019		16,286.97
049735	W	05/03/2019	SALONCENTRIC	013024	RECONCILED: 05/06/2019		1,881.04
049736	W	05/03/2019	DOMINION ENERGY OHIO	004003	RECONCILED: 05/06/2019		2,048.75
049737	W	05/03/2019	TIME WARNER CABLE - NORTHEAST	013042	RECONCILED: 05/13/2019		74.64
049738	W	05/03/2019	ILLUMINATING COMPANY	000925	RECONCILED: 05/06/2019		20,969.59
049739	W	05/03/2019	ANDY'S AUTO PARTS LLC ANDREW FADE	041410			75.01
049740	W	05/03/2019	CHAGRIN VALLEY AUTO PARTS	000240	RECONCILED: 05/08/2019		499.98
049741	W	05/03/2019	PENSKE TRUCK LEASING CO, L.P.	041295	RECONCILED: 05/10/2019		388.55
049742	W	05/03/2019	KEYSTONE	011900	RECONCILED: 05/06/2019		374.00
049743	W	05/03/2019	JONES MACHINERY INC	041696	RECONCILED: 05/08/2019		16,505.00
049744	W	05/03/2019	LINCOLN ELECTRIC CO.	000984	RECONCILED: 05/06/2019		72.77
049745	W	05/03/2019	TOTAL QUALITY TESTING INC	040323	RECONCILED: 05/13/2019		50.00
049746	W	05/03/2019	CUSTOMINK ATTN: ACCOUNTS RECEIVABLE	040268	RECONCILED: 05/06/2019		464.59
049747	W	05/03/2019	CHANEY ELECTRONICS	001017	RECONCILED: 05/08/2019		560.00
049748	W	05/03/2019	HART & SONS CONCRETE	012552	RECONCILED: 05/09/2019		2,442.80
049749	W	05/03/2019	SCREENVISION DIRECT	040250	RECONCILED: 05/13/2019		550.00
049750	W	05/03/2019	LORAIN CTY COMMUNITY COLLEGE BUSINESS OFFICE - CC217	013647	RECONCILED: 05/13/2019		7,878.00
049751	W	05/03/2019	SYSCO FOOD SERVICES OF CLEVELAND	008412	RECONCILED: 05/08/2019		3,329.23
049752	W	05/03/2019	CINTAS CORPORATION LOCATION 259-T90	000532	RECONCILED: 05/08/2019		462.50
049753	W	05/03/2019	LANDSTYLES, INC	041366	RECONCILED: 05/10/2019		1,926.26
049754	W	05/03/2019	THYSSENKRUPP ELEVATOR CORP.	011792	RECONCILED: 05/06/2019		1,475.57
049755	W	05/03/2019	ROLL OFF INC.	011290	RECONCILED: 05/14/2019		410.00
049756	W	05/03/2019	MARS ELECTRIC CO.	001230	RECONCILED: 05/06/2019		478.95
049757	W	05/03/2019	GENERAL PEST CONTROL CO.	011210	RECONCILED: 05/13/2019		109.75
049758	W	05/03/2019	MAJOR WASTE DISPOSAL SERVICES, INC	000570	RECONCILED: 05/14/2019		75.00
049759	W	05/03/2019	ACTIVE PLUMBING SUPPLY CO.	000304	RECONCILED: 05/06/2019		4,778.53
049760	W	05/03/2019	DAWNCHEM, INC.	000600	RECONCILED: 05/06/2019		1,717.19
049761	W	05/03/2019	PENSKE TRUCK LEASING CO, L.P.	041295	RECONCILED: 05/10/2019		191.50
049762	W	05/03/2019	JOHNSTONE SUPPLY	013078	RECONCILED: 05/08/2019		593.89
049763	W	05/03/2019	R.E. MICHEL COMPANY INC	012295	RECONCILED: 05/06/2019		280.56
049764	W	05/03/2019	ALL CONSTRUCTION SERVICES	041736	RECONCILED: 05/08/2019		1,590.00
049765	W	05/03/2019	FIFTH THIRD BANK	041077	RECONCILED: 05/08/2019		17,863.98
049766	W	05/03/2019	ALRO STEEL CORPORATION	041193	RECONCILED: 05/06/2019		608.20
049767	W	05/03/2019	ADVANCED GAS & WELDING	013407	RECONCILED: 05/06/2019		6,595.51

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Page: 2
 (CHEKPY)

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049768	W	05/03/2019	SOLUTIONS LLC				
			CDW GOVERNMENT	011547	RECONCILED:05/06/2019		176.85
049769	W	05/03/2019	LOUISE VADASZ	041388	RECONCILED:05/06/2019		134.16
			A				
049770	W	05/03/2019	TERESA DETWILLER	041389	RECONCILED:05/06/2019		140.36
			A				
049771	W	05/03/2019	SHELBY KAMINSKI	041393	RECONCILED:05/06/2019		79.98
			A				
049772	W	05/03/2019	MARY ANN KERWOOD	001517	RECONCILED:05/06/2019		135.61
049773	W	05/03/2019	DAWN BUBONIC	012967	RECONCILED:05/06/2019		50.46
			A				
049774	W	05/03/2019	SANDY RANCK	014011	RECONCILED:05/06/2019		83.64
049775	W	05/03/2019	DEE STARK-KURTZ	008279	RECONCILED:05/06/2019		266.09
			A				
049776	W	05/03/2019	MICHELLE RODEWALD	011544	RECONCILED:05/06/2019		115.01
049777	W	05/03/2019	DAVID COWEN	041608	RECONCILED:05/06/2019		61.77
049778	W	05/03/2019	STATE TEACHERS RETIREMNT	000480	RECONCILED:05/17/2019		26,850.69
049779	W	05/03/2019	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED:05/13/2019		8,389.07
049780	W	05/09/2019	ALL ELECTRONICS CORP.	013748	RECONCILED:05/14/2019		549.89
049781	W	05/09/2019	DATASTORY CONSULTING LLC	041683	RECONCILED:05/17/2019		5,250.00
049782	W	05/09/2019	WILLO TRANSPORTATION	012426	RECONCILED:05/14/2019		1,550.00
049783	W	05/09/2019	SYSCO FOOD SERVICES OF CLEVELAND	008412	RECONCILED:05/13/2019		1,148.60
049784	W	05/09/2019	HEMLY TOOL SUPPLY INC.	008616	RECONCILED:05/17/2019		3,333.28
049785	W	05/09/2019	JOHN D. PREUER & ASSOCIATES & ASSOCIATES INC	007053	RECONCILED:05/10/2019		1,892.71
049786	W	05/09/2019	CHARDON OIL CO.	008287	RECONCILED:05/13/2019		148.05
049787	W	05/09/2019	AT&T	000171	RECONCILED:05/14/2019		180.60
049788	W	05/09/2019	ASAP SANITARY SERVICES	041115	RECONCILED:05/15/2019		84.00
049789	W	05/09/2019	GENE PTACHEK & SON FIRE EQUIPMENT, INC.	000640	RECONCILED:05/13/2019		55.00
049790	W	05/09/2019	21ST CENTURY MEDIA - OHIO	000414	RECONCILED:05/14/2019		386.25
049791	W	05/09/2019	JOHNSTONE SUPPLY	013078	RECONCILED:05/14/2019		251.93
049792	W	05/09/2019	DISCOUNT SCHOOL SUPPLY	007447	RECONCILED:05/17/2019		196.66
049793	W	05/09/2019	U S POSTAL SERVICE CMRS-POC	007745	RECONCILED:05/14/2019		3,000.00
049794	W	05/09/2019	ABS MONEY SYSTEMS	011329	RECONCILED:05/15/2019		420.00
049795	W	05/09/2019	WELLS FARGO FINANCIAL LEASING	040583	RECONCILED:05/14/2019		3,924.00
049796	W	05/09/2019	AT&T	000171	RECONCILED:05/13/2019		2,297.61
049797	W	05/09/2019	PERRY LOCALSCHOOLS	000219	RECONCILED:05/14/2019		459.08
049798	W	05/09/2019	CITY OF P'VILLE UTIL.	000215	RECONCILED:05/14/2019		713.68
049799	W	05/09/2019	BFG SUPPLY CO., LLC	001284	RECONCILED:05/13/2019	1	223.40
049800	W	05/09/2019	AGM ENERGY SERVICES LLC	041355	RECONCILED:05/17/2019		24,750.00
049801	W	05/09/2019	PRECIOUS CARGO TRANSPORTATION INC	013744	RECONCILED:05/15/2019		5,700.00
049802	W	05/09/2019	COUNTRY MEATS	012429	RECONCILED:05/13/2019		356.00
049803	W	05/09/2019	COLLABORATIVE PARTNERS	041682	RECONCILED:05/13/2019		3,600.00
049804	W	05/09/2019	FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA	013669	RECONCILED:05/15/2019		895.00
049805	W	05/09/2019	MAIL FINANCE	040153	RECONCILED:05/17/2019		695.82
049806	W	05/09/2019	SKILLS USA OHIO	000675	RECONCILED:05/17/2019		6,520.00

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Page: 3
 (CHECKPY)

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049807	W	05/09/2019	AUBURN CAREER CENTER	000499	RECONCILED:05/10/2019		940.00
049808	W	05/09/2019	SIMS-LOHMAN	041116	RECONCILED:05/14/2019		7,812.00
049809	W	05/09/2019	THE AMERICAN BOTTLING COMPANY	041426	RECONCILED:05/13/2019		188.00
049810	W	05/09/2019	ALFRED NICKLES BAKERY INC	001071	RECONCILED:05/14/2019		111.10
049811	W	05/09/2019	AUBURN CAREER CENTER	000499	RECONCILED:05/10/2019		512.50
049812	W	05/09/2019	JOSHEN PAPER & PACKAGING	007024	RECONCILED:05/13/2019		233.33
049813	W	05/09/2019	LOWE'S COMPANIES, INC.	011038	RECONCILED:05/14/2019		2,038.75
049814	W	05/09/2019	SPEE-D-METALS	001679	RECONCILED:05/14/2019		685.00
049815	W	05/09/2019	CHAGRIN VALLEY AUTO PARTS	000240	RECONCILED:05/13/2019		1,472.01
049816	W	05/09/2019	GRIMES HORTICULTURE, INC.	008014	RECONCILED:05/14/2019	1	8,523.33
049817	W	05/09/2019	BORDEN DAIRY COMPANY	000154	RECONCILED:05/10/2019		229.29
049818	W	05/09/2019	FRONTLINE TECHNOLOGIES GROUP	040941	RECONCILED:05/10/2019		343.53
049819	W	05/09/2019	NCS PEARSON, INC	012139	RECONCILED:05/10/2019		1,820.40
049820	W	05/09/2019	WAYNE REED	012378	RECONCILED:05/10/2019		86.30
049821	W	05/09/2019	JONNA MAZZA	041292	RECONCILED:05/10/2019		11.83
049822	W	05/09/2019	ALLISON ESACK	041446	RECONCILED:05/10/2019		165.88
049823	W	05/09/2019	CAYLEY VOLPIN	041417	RECONCILED:05/10/2019		10.67
049824	W	05/09/2019	MARY ANN KERWOOD	001517	RECONCILED:05/10/2019		50.00
049825	W	05/09/2019	TERESA DETWILLER A	041389	RECONCILED:05/10/2019		191.40
049826	W	05/09/2019	DARRIN SPONDIKE	040914	RECONCILED:05/10/2019		186.03
049827	W	05/09/2019	AMY RYAN	041013	RECONCILED:05/10/2019		220.56
049828	W	05/09/2019	LAURA CISZEWSKI A	040675	RECONCILED:05/10/2019		173.15
049829	W	05/09/2019	DENNIS C HARVEY A	041173	RECONCILED:05/10/2019		47.75
049830	W	05/09/2019	CARRIE MCVICKER	010043	RECONCILED:05/10/2019		319.46
049831	B	05/09/2019	MICHAEL WESTON	041651	RECONCILED:05/17/2019		95.00
049832	B	05/09/2019	RACHEL WILLIAMS	041740			1,150.00
049833	B	05/09/2019	JOHN OSLER	041743	RECONCILED:05/13/2019		166.00
049834	B	05/09/2019	DAKOTA MILLER	041644	RECONCILED:05/13/2019		167.00
049835	W	05/09/2019	VISUAL ARMOR SECURITY	041461			26,662.69
049836	W	05/09/2019	HAAS FACTORY OUTLET NW 7968-08	013302	RECONCILED:05/13/2019		815.00
049837	W	05/24/2019	STATE TEACHERS RETIREMNT	000480	RECONCILED:05/30/2019		26,945.41
049838	W	05/24/2019	SCHOOL EMPLOYEES RETIRE- MENT SYSTEM	007727	RECONCILED:05/29/2019		8,756.88
049839	W	05/28/2019	SAM'S CLUB	008469	RECONCILED:05/29/2019		1,020.07
049840	W	05/30/2019	HUNTINGTON NATIONAL BANK	010092	RECONCILED:05/31/2019		106.89
049841	W	05/30/2019	TIME WARNER CABLE - NORTHEAST	013042			399.00
049842	W	05/30/2019	MAJOR WASTE DISPOSAL SERVICES, INC	000570			75.00
049843	W	05/30/2019	HUNTINGTON NATIONAL BANK	010092	RECONCILED:05/31/2019	(Multi-bank check)	1,864.86
049844	W	05/30/2019	O'REILLY EQUIPMENT, LLC	040645			593.50
049845	W	05/30/2019	HUNTINGTON NATIONAL BANK	010092	RECONCILED:05/31/2019	(Multi-bank check)	2,657.85
049846	W	05/30/2019	HUNTINGTON NATIONAL BANK	010092	RECONCILED:05/31/2019		285.30
049847	W	05/30/2019	HUNTINGTON NATIONAL BANK	010092	RECONCILED:05/31/2019		14.06
049848	W	05/30/2019	HUNTINGTON NATIONAL BANK	010092	RECONCILED:05/31/2019	(Multi-bank check)	923.56
049849	W	05/30/2019	HUNTINGTON NATIONAL BANK	010092	RECONCILED:05/31/2019		239.67
049850	W	05/31/2019	HUNTINGTON NATIONAL BANK	010092			6,117.30
049851	W	05/31/2019	HUNTINGTON NATIONAL BANK	010092			2,764.86
990941	C	05/10/2019	Payroll	999999	RECONCILED:05/30/2019		224,129.11

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Page: 4
 (CHEKPY)

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990942	M	05/10/2019	BANK ONE/MEMO/MEDICARE	900663			
990943	M	05/10/2019	Workers Comp	900950			3,401.56
990944	M	05/07/2019	FLEX SAVE	999992			1,008.65
			MZ: 04 2W 8317				100.00
990945	M	05/07/2019	LAKE COUNTY SCHOOLS COUNCIL	999998			102,460.12
990946	M	05/10/2019	SERS	900926			1,307.97
			MEMO ONLY				
990947	C	05/24/2019	Payroll	999999	RECONCILED:05/30/2019		226,366.07
990948	M	05/24/2019	BANK ONE/MEMO/FICA	900693			23.25
990949	M	05/24/2019	BANK ONE/MEMO/MEDICARE	900663			3,432.89
990950	M	05/24/2019	Workers Comp	900950			1,018.72
990951	M	05/24/2019	SERS	900926			1,347.24
			MEMO ONLY				
990952	M	05/31/2019	Chase Bank	999501			167,140.50
			Commercial Loan Department				
990953	M	05/31/2019	Huntington Bank	999502			44,960.00
			Commercial Loan Department				
990954	W	05/31/2019	HUNTINGTON NATIONAL BANK	004092	RECONCILED:05/31/2019		215,053.27
990955	W	05/31/2019	CHASE	041661	RECONCILED:05/31/2019		111,524.00
990956	T	05/31/2019	AUBURN CAREER CENTER	000499	RECONCILED:05/31/2019		1,490.38
990957	M	05/31/2019	MEDICAL MUTUAL OF OHIO	999994			1,266.94
			MEMO ONLY				

V VOIDED CHECKS	3	CHECK TOTALS	20,745.26
R RECONCILED CHECKS	123	CHECK TOTALS	1,069,920.96
W WARRANT CHECKS	126	CHECK TOTALS	654,194.76
M MEMO CHECKS	12	CHECK TOTALS	327,467.84
B REFUND CHECKS	5	CHECK TOTALS	1,578.00
I INVESTMENT CHECKS	0	CHECK TOTALS	0.00
T TRANSFER CHECKS	1	CHECK TOTALS	1,490.38
D DISTRIBUTION CHECKS	0	CHECK TOTALS	0.00
C PAYROLL CHECKS	2	CHECK TOTALS	450,495.18
MISSING CHECKS	0		
** TOTAL CHECKS (LESS VOIDED)	143	** TOTAL NET	1,414,480.90
*** TOTAL CHECKS WRITTEN	146	*** GRAND TOTALS	1,435,226.16

Auburn Career Center
Bank Reconciliation
May 31, 2019

E

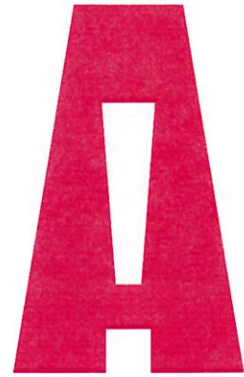
Dollar Bank - Main Depository	\$ 6,532,800.96
O/S checks - a/p	\$ (38,528.08)
O/S checks - p/r	\$ (285.52)
Payroll Accum (O/S)-Checks NI	\$ (615.29)
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	6,493,909.07
Health Care Deductible Pool - Dollar	\$ 2,478.87
Flexible Spending Account - Dollar	\$ 8,937.69
Star Ohio	\$ 105,399.62
Fifth - Third Construction Investment - Interest Only	\$ -
Net Available Cash	\$ 6,610,725.25
Investments:	
UBS Financial	\$ 2,374,207.39
Total Investments	\$ 2,374,207.39
Balance per bank	\$ 8,984,932.64
Balance per books	\$ 8,989,905.90
+/- FSA Monthly Deduction Adjustment	\$ (4,973.26)
	\$ 0.00

Investments Report

F

Institution	Amount
UBS Financial	\$ 2,374,207.39
	\$2,374,207.39

**Auburn
Career Center**



Attachment Item #9

**Approve Final
Appropriation Measure**

PERMANENT APPROPRIATION RESOLUTION

City, Exempted Village, Joint Vocational or Local Board of Education

Rev. Code Sec. 5705.38

The Board of Education of the Auburn Vocational School District, Lake County, Ohio, met in Regular session on the 25th day of June, 2019, at the office of Auburn Technology Learning Center with the following members present:

Mrs. Jean Brush	Mr. Geoffrey Kent	Mr. Terry Sedivy
Mr. Kenneth Cahill	Mr. Ken Klima	Mr. Erik Walter
Dr. Susan Culotta	Mr. Roger Miller	Mrs. Mary Wheeler
Mr. Paul Stefanko		

_____ Moved the adoption of the following Resolution:

BE IT RESOLVED BY the Board of Education of the Auburn Vocational School District, Lake County, Ohio, that to provide for the current expenses and other expenditures of said Board of Education, during the fiscal year, ending June 30, 2019, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made and during said fiscal year, as follows, viz:

_____ Seconded the Resolution and the roll being called upon its adoption, the vote resulted as follows:

Vote:

Mrs. Jean Brush	Aye	Mr. Geoffrey Kent	Aye	Mr. Terry Sedivy	Aye
Mr. Kenneth Cahill	Aye	Mr. Ken Klima	Aye	Mr. Erik Walter	Aye
Dr. Susan Culotta	Aye	Mr. Roger Miller	Aye	Mrs. Mary Wheeler	Aye
Mr. Paul Stefanko	Aye				

AUBURN VOCATIONAL SCHOOL DISTRICT
CY 2018 - 2019
FINAL CERTIFICATE OF ESTIMATED RESOURCES
WITH AMOUNTS APPROPRIATED
25-Jun-19

FUND #	FUND NAME	TOTAL AVAILABLE TO APPROPRIATE	AMOUNT APPROPRIATED
001	GENERAL	\$ 15,884,181.00	\$9,538,179.88
002	BOND RETIREMENT	\$ 626,434.98	\$ 626,434.98
004	CONSTRUCTION FUND	\$ 396,990.65	\$323,344.25
006	LUNCH ROOM	\$ 166,589.62	\$162,378.75
009	UNIFORM SUPPLIES	\$ 22,076.11	\$ -
011	ROTARY	\$ 36,397.80	\$ 31,471.06
012	ADULT EDUCATION	\$ 1,675,682.45	\$ 1,595,193.28
014	ROTARY INTERNAL SERVICE	\$ 2,839.98	\$ 1,719.08
018	PRINCIPAL	\$ 115,711.04	\$ 104,091.04
019	OTHER GRANT	\$ 250,266.81	\$ 90,766.63
022	DISTRICT AGENCY	\$ 45,769.75	\$ 36,464.99
024	EMPLOYEE BENEFITS SELF INSURANCE	\$ 60,239.84	\$ 51,832.03
070	CAPITAL PROJECTS	\$ 358,847.39	\$ 225,899.07
200	STUDENT ACTIVITES	\$ 164,047.56	\$ 84,500.64
451	DATA COMMUNICATIONS	\$ 1,800.00	\$ 1,800.00
499	OHIO SCHOOL SAFETY GRANT	\$ 2,500.00	\$ 2,500.00
501	ABLE	\$ 296,488.80	\$ 296,507.89
524	VEPD	\$ 368,765.79	\$ 368,765.79
599	REAP	\$ 40,468.00	\$ 39,490.99
GRAND TOTAL		\$ 20,516,097.57	\$ 13,581,340.35

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

AUBURN VOCATIONAL SCHOOL DISTRICT

Fiscal Year: 2019

Fund	Unencumbered Balance July 1	Carry Over Encumbrances	Unencumbered Balance July 1 Including Carry Over	Taxes	Other Sources	Total
Governmental Fund Type						
General Fund						
001 GENERAL	\$ 5,847,257.69	\$ 3,333.40	\$ 5,850,591.09	\$ 6,982,291.02	\$ 3,051,298.89	\$ 15,884,181.00
Total:	\$ 5,847,257.69	\$ 3,333.40	\$ 5,850,591.09	\$ 6,982,291.02	\$ 3,051,298.89	\$ 15,884,181.00
Special Revenue						
018 PUBLIC SCHOOL SUPPORT	\$ (9,620.00)	\$ 10,370.00	\$ 750.00	\$ 0.00	\$ 114,961.04	\$ 115,711.04
019 OTHER GRANT	\$ 217,344.51	\$ 76.60	\$ 217,421.11	\$ 0.00	\$ 32,845.70	\$ 250,266.81
451 DATA COMMUNICATION FUND	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,800.00	\$ 1,800.00
499 MISCELLANEOUS STATE GRANT FUND	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 2,500.00
501 ADULT BASIC EDUCATION	\$ 19.09	\$ -19.09	\$ 0.00	\$ 0.00	\$ 296,488.80	\$ 296,488.80
524 VOC ED: CARL D. PERKINS - 1984	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 368,765.79	\$ 368,765.79
599 MISCELLANEOUS FED. GRANT FUND	\$ (977.01)	\$ 977.01	\$ 0.00	\$ 0.00	\$ 40,468.00	\$ 40,468.00
Total:	\$ 206,766.59	\$ 11,404.52	\$ 218,171.11	\$ 0.00	\$ 857,829.33	\$ 1,076,000.44
Debt Service						
002 BOND RETIREMENT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 626,434.98	\$ 626,434.98
Total:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 626,434.98	\$ 626,434.98
Capital Projects						
004 BUILDING	\$ 308,966.91	\$ 0.00	\$ 308,966.91	\$ 0.00	\$ 88,023.74	\$ 396,990.65
070 CAPITAL PROJECTS	\$ 8,847.39	\$ 0.00	\$ 8,847.39	\$ 0.00	\$ 350,000.00	\$ 358,847.39
Total:	\$ 317,814.30	\$ 0.00	\$ 317,814.30	\$ 0.00	\$ 438,023.74	\$ 755,838.04
Proprietary Fund Type						
Enterprise						
006 FOOD SERVICE	\$ (4,210.87)	\$ 4,210.87	\$ 0.00	\$ 0.00	\$ 166,589.62	\$ 166,589.62
009 UNIFORM SCHOOL SUPPLIES	\$ 10,079.61	\$ 0.00	\$ 10,079.61	\$ 0.00	\$ 11,996.50	\$ 22,076.11
011 ROTARY-SPECIAL SERVICES	\$ (2,819.10)	\$ 4,217.16	\$ 1,398.06	\$ 0.00	\$ 94,996.74	\$ 96,397.80
012 ADULT EDUCATION	\$ 28,455.51	\$ 786.95	\$ 29,242.46	\$ 0.00	\$ 1,646,499.99	\$ 1,675,682.45
Total:	\$ 31,505.15	\$ 9,214.98	\$ 40,720.13	\$ 0.00	\$ 1,860,025.85	\$ 1,900,745.98
Internal Service						
014 ROTARY-INTERNAL SERVICES	\$ 1,267.25	\$ 0.00	\$ 1,267.25	\$ 0.00	\$ 1,572.73	\$ 2,839.98
024 EMPLOYEE BENEFITS SELF INS.	\$ 18,031.15	\$ 0.00	\$ 18,031.15	\$ 0.00	\$ 42,208.69	\$ 60,239.84
Total:	\$ 19,298.40	\$ 0.00	\$ 19,298.40	\$ 0.00	\$ 43,781.42	\$ 63,079.82
Fiduciary Fund Type						
Agency Fund						
022 DISTRICT AGENCY	\$ 13,710.95	\$ 0.00	\$ 13,710.95	\$ 0.00	\$ 32,058.80	\$ 45,769.75
200 STUDENT MANAGED ACTIVITY	\$ 75,616.12	\$ 759.05	\$ 76,375.17	\$ 0.00	\$ 87,672.39	\$ 164,047.56
Total:	\$ 89,327.07	\$ 759.05	\$ 90,086.12	\$ 0.00	\$ 119,731.19	\$ 209,817.31
Grand Totals:	\$ 6,511,969.20	\$ 24,711.95	\$ 6,536,681.15	\$ 6,982,291.02	\$ 6,997,125.40	\$ 20,516,097.57

Appropriations Resolution Report

Rev. Code Sec. 5705.38

Fiscal Year: 2019

AUBURN VOCATIONAL SCHOOL DISTR

Include Zero Balance Accounts: false

	Total Appropriation
001 GENERAL	\$ 9,538,179.88
002 BOND RETIREMENT	\$ 626,434.98
004 BUILDING	\$ 323,344.25
006 FOOD SERVICE	\$ 162,378.75
011 ROTARY-SPECIAL SERVICES	\$ 31,471.06
012 ADULT EDUCATION	\$ 1,595,193.28
014 ROTARY-INTERNAL SERVICES	\$ 1,719.08
018 PUBLIC SCHOOL SUPPORT	\$ 104,091.04
019 OTHER GRANT	\$ 90,766.63
022 DISTRICT AGENCY	\$ 36,464.99
024 EMPLOYEE BENEFITS SELF INS.	\$ 51,832.03
070 CAPITAL PROJECTS	\$ 225,899.07
200 STUDENT MANAGED ACTIVITY	\$ 84,500.64
451 DATA COMMUNICATION FUND	\$ 1,800.00
499 MISCELLANEOUS STATE GRANT FUND	\$ 2,500.00
501 ADULT BASIC EDUCATION	\$ 296,507.89
524 VOC ED: CARL D. PERKINS - 1984	\$ 368,765.79
599 MISCELLANEOUS FED. GRANT FUND	\$ 39,490.99
Grand Total All Funds	\$ 13,581,340.35

**CERTIFICATE
(R.C. 5705.412)**

IT IS HEREBY CERTIFIED that the AUBURN VOCATIONAL School District Board of Education has sufficient funds to meet the contract, obligation, payment, or expenditure for the above, and has in effect for the remainder of the fiscal year and the succeeding fiscal year the authorization to levy taxes which, when combined with the estimated revenue from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the district to maintain all personnel, programs, and services essential to the provision of an adequate educational program on all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in the succeeding fiscal year equal to the number of days instruction was held or is scheduled for the current fiscal year, except that if the above expenditure is for a contract, this certification shall cover the term of the contract or the current fiscal year plus the two immediately succeeding fiscal years, whichever period years is greater.

Dated: June 25, 2019

Auburn Vocational School District Board of Education
Concord Township, Ohio

By: _____
Treasurer, Sherry L. Williamson

By: _____
Superintendent of Schools, Brian Bontempo

By: _____
Erik L. Walter
President, Board of Education

**Auburn
Career Center**



Attachment Item #10

**Approve Final Advances
and Transfers**

AUBURN VOCATIONAL SCHOOL DISTRICT

June 25, 2019

A. YEAR-END TRANSFERS:

<u>FROM:</u>	<u>TO:</u>	<u>DESCRIPTION:</u>	<u>AMOUNT:</u>
001000	0029211	Bond Retirement \$2.8 million Bond	\$245,106.49
001000	0029212	Bond Retirement \$2.3 million Bond	\$184,224.45
001000	0029213	Bond Retirement \$.6 million Bond	\$ 49,920.00
001000	0029218	Bond Retirement \$1.745 million Bond	\$147,184.04
001000	0060000	Food Service - Lunchroom	\$ 21,013.41
001000	0180000	Principal Fund	\$ 53,563.50

B. YEAR-END ADVANCES:

<u>FROM:</u>	<u>TO:</u>	<u>DESCRIPTION:</u>	<u>AMOUNT:</u>
001000	501919A	ABLE Grant - FY19	\$ 1,934.54
001000	524919Q	VEPD Secondary Grant – FY19	\$ 44,328.18

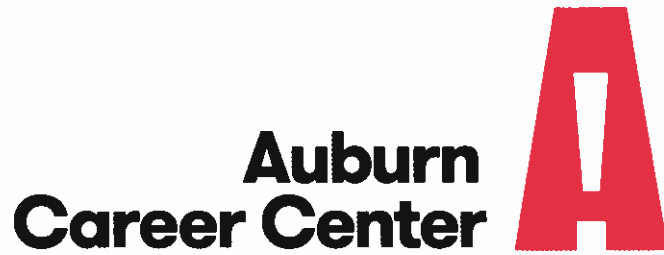
Transfer Advance Summary

Fund	Sec	Description	Transfers In	Transfers Out	Transfer Variance	Advances In	Advances Out	Advance Variance
001	0000	GENERAL FUND	\$ 0.00	\$ 1,154,920.58	\$ (1,154,920.58)	\$ 0.00	\$ 178,562.72	\$ (178,562.72)
002	9211	Bond Retirement Fund \$2.8 million Bond	245,106.49	0.00	245,106.49	0.00	0.00	0.00
002	9212	Bond Retirement Fund \$2.3 million Bond	184,224.45	0.00	184,224.45	0.00	0.00	0.00
002	9213	Bond Retirement Fund \$.6 million Bond	49,920.00	0.00	49,920.00	0.00	0.00	0.00
002	9218	Bond Retirement Fund \$1.745 million Bond	147,184.04	0.00	147,184.04	0.00	0.00	0.00
006	0000	LUNCHROOM	51,013.41	0.00	51,013.41	0.00	0.00	0.00
012	0000	ADULT EDUCATION	0.00	0.00	0.00	114,000.00	0.00	114,000.00
018	0000	PRINCIPAL FUND	103,563.50	0.00	103,563.50	0.00	0.00	0.00
019	912W	LCSC EMPLOYEE WELLNESS	0.00	0.00	0.00	0.00	0.00	0.00
024	0000	EMPLOYEE BENEFITS SELF INSURANCE	23,908.69	0.00	23,908.69	0.00	0.00	0.00
024	9001	EMPLOYEE DEDUCTION - FLEXIBLE SPENDING	0.00	0.00	0.00	18,300.00	0.00	18,300.00
070	9017	BUILDING SITE IMPROVEMENT - CAPITAL OUTLAY	350,000.00	0.00	350,000.00	0.00	0.00	0.00
501	918A	ABLE GRANT FY-2018	0.00	0.00	0.00	0.00	0.00	0.00
501	919A	ABLE GRANT FY-2019	0.00	0.00	0.00	1,934.54	0.00	1,934.54
524	918Q	VEPD SECONDARY FY18	0.00	0.00	0.00	0.00	0.00	0.00
524	919Q	VEPD SECONDARY FY19	0.00	0.00	0.00	44,328.18	0.00	44,328.18
Grand Total			\$ 1,154,920.58	\$ 1,154,920.58	\$ 0.00	\$ 178,562.72	\$ 178,562.72	\$ 0.00



Attachment Item #12

Human Resources



Human Resources

June 25, 2019

**Adult Workforce Education
2019-2020**

First Name	Last Name	Title	Hourly Amount 19-20
Anne	Anderson	ABLE Instructor	\$21.63
Jack	Barlow	HVAC Instructor	\$20.00
Sandy	Bennett	ABLE Administrative Assistant	\$15.03
Jason	Benton	EMT/Firefighter Instructor	\$30.00
Darlene	Billy	ABLE Administrative Assistant	\$15.03
John	Bitonti	Firefighter Instructor	\$30.00
Gregory	Black	EMT/Firefighter Instructor	\$30.00
Keith	Blaser	Firefighter Instructor	\$30.00
John	Blauch	EMT/Firefighter Instructor	\$30.00
John	Blauch	PN Faculty	\$30.00
Clement	Bojanowski	Machining/CNC	\$30.00
Jeffrey	Buehner	Firefighter Instructor	\$30.00
Dennis	Calhoun	Firefighter Instructor	\$30.00
Johnny	Chapin	HVAC Instructor	\$30.00
Dominic	Chiappone	Firefighter Instructor	\$30.00
Bruce	Cline	ABLE Instructor	\$23.79
Joseph	Cooper	EMS Instructor	\$30.00
Geralyn	Costello	PN Faculty	\$30.00
Thomas	Dalton	HVAC Instructor	\$20.00
Lucy	Damko	ABLE Instructor	\$21.63
Brad	Davis	EMT/Firefighter Instructor	\$30.00
James	Davis	EMT Instructor	\$30.00
Kay	Deighan	ABLE Instructor	\$21.63
Teresa	Detwiller	Geauga One-Stop	\$18.00
Joyce	Dick	PN Faculty	\$30.00
Tricia	Durst	ABLE Instructor	\$21.63
Allison	Esack	Geauga One-Stop	\$18.00
Michael	Fearing	Firefighter Instructor	\$30.00
Susan	Fell	PN Faculty	\$30.00
Robin	Finley	PN Faculty	\$30.00

First Name	Last Name	Title	Hourly Amount 19-20
Edward	Fleisher	ABLE Instructor	\$21.63
Robert	Gandee	Firefighter Instructor	\$30.00
Michael	Girbino	Fire Inspector	\$30.00
Tricia	Hester	ABLE Instructor	\$21.63
Scott	Hildenbrand	Firefighter Instructor	\$30.00
Gregory	Hollerbach	EMT Instructor	\$30.00
Randy	Horvath	Automotive Technology/Small Engine	\$30.00
Joe	Hunt	EMT/Firefighter Instructor	\$30.00
Luigi	Ianiro	Firefighter Instructor	\$30.00
Robert	Ivancic	EMT/Firefighter Instructor	\$30.00
William	Jeffries	ABLE Instructor	\$21.63
Ronald	Jonovich	Firefighter Instructor	\$30.00
Mary Ann	Kerwood	Transitions Specialists	\$21.63
Christopher	Kish	Welding Instructor	\$27.00
Renate	Knuth	ABLE Instructor	\$21.63
Edward	Koziol	Firefighter Instructor	\$30.00
Derrick	Krzys	EMT/Firefighter Instructor	\$30.00
Richard	LaForce	Industrial Maintenance/Electrical	\$30.00
Al	Large	Machining/CNC	\$30.00
Steven	Laskey	Firefighter Instructor	\$30.00
Sue	Lefler	PN Faculty	\$30.00
Michael	Lerman	EMT/Firefighter Instructor	\$30.00
Eugene	Lutz	EMT/Firefighter Instructor	\$30.00
Diane	Marjenin	ABLE Instructor	\$21.63
Jonna	Mazza	Geauga One-Stop	\$18.00
Melissa	Mazzoleni	Able Point Person	\$21.63
Deborah	McCarty	ABLE Instructor	\$21.63
James	McDonald	EMT/Firefighter Instructor	\$30.00
William	McSherry	ABLE Instructor	\$21.63
Justin	Meister	EMT/Firefighter Instructor	\$30.00
Cindy	Metzger	ABLE Instructor	\$21.63
Daniel	Morrow	Automotive Technology	\$30.55
Erika	Pachete	PN Faculty	\$30.00
Joe	Paoletta	EMT Instructor	\$30.00
Michael	Pasquale	HVAC Instructor	\$27.00
Harry	Pearce	EMT/Paramedic Instructor	\$30.00
James	Powers	Firefighter Instructor	\$30.00
Joe	Renda	Welding Instructor	\$30.00
Jonathon	Richardson	Firefighter Instructor	\$30.00
Doug	Riedel	Firefighter Instructor	\$30.00
Felicia	Roberson	PN Faculty	\$30.00
Carol	Robinson	PN Faculty	\$30.00
Doug	Rought	Fire Inspector/Fire Instructor	\$30.00
Matthew	Sabo	Firefighter Instructor	\$30.00
Matthew	Sadowski	Firefighter Instructor	\$30.00

First Name	Last Name	Title	Hourly Amount 19-20
Timothy	Sitz	Firefighter Instructor	\$30.00
Tom	Sitz	Firefighter Instructor	\$30.00
Michael	Swanker	EMT Instructor	\$30.00
Ron	Terriaco	Firefighter Instructor	\$30.00
Carmen	Tibaldi	EMT Instructor	\$30.00
Tim	Tobin	Firefighter Instructor	\$30.00
Mark	Toth	Firefighter Instructor	\$30.00
Christine	Tredent	PN Faculty	\$30.00
Mathew	Urie	EMT/Paramedic Instructor	\$30.00
Louise	Vadasz	PN Faculty	\$30.00
Brian	Valletto	Firefighter Instructor	\$30.00
Richard	Vandevander	Firefighter Instructor	\$30.00
Bob	Varner	Firefighter Instructor	\$30.00
Susie	Vigh	EMT/Paramedic Instructor	\$31.15
R. Mike	Warner	Firefighter Instructor	\$30.00
Kevin	Weidig	EMT/Firefighter Instructor	\$30.00
Jay	Womack	Firefighter Instructor	\$30.00
Troy	Wotring	Machining/CNC	\$30.00
Anthony	Yeropoli	Firefighter Instructor	\$30.00

**Volunteer
2019-2020**

Name	Area
Kerri Hatch	Aspire

**Increase Salary Step
2019-2020
(Per CATA Agreement 18.1.2.2)**

Name	Title	Step	Column	Amount
Jared Rogge	Welding Instructor	7	2	\$54,403.00

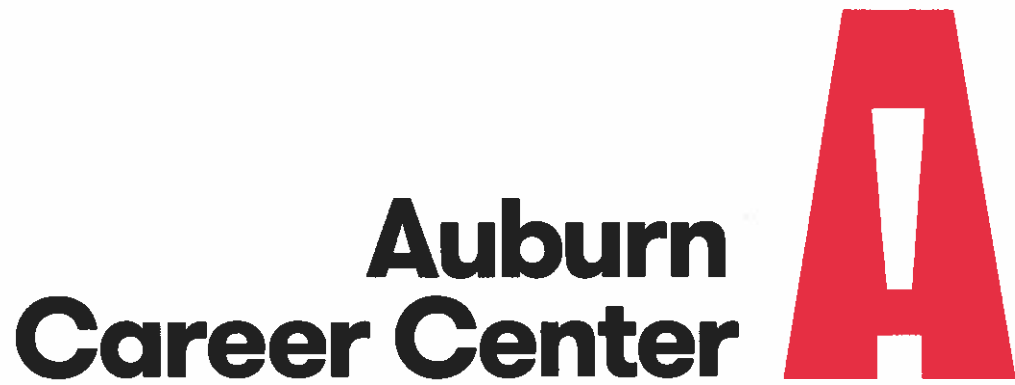
**Extended Workdays
2018-2019**

Name	Title	Days
Jason Gardner	Internet Programming & Development Instructor	Up to 1 Day

**Classified Non-Teaching - Part Time
2019-2020**

Staff Name	Title	Salary	Contract Days
Jonna Mazza	Career Resources	\$20.54	*5 Hours Per Day (260 Days)

*Correction of contract days



Attachment Item #13

Approve Part-time Salary Schedule

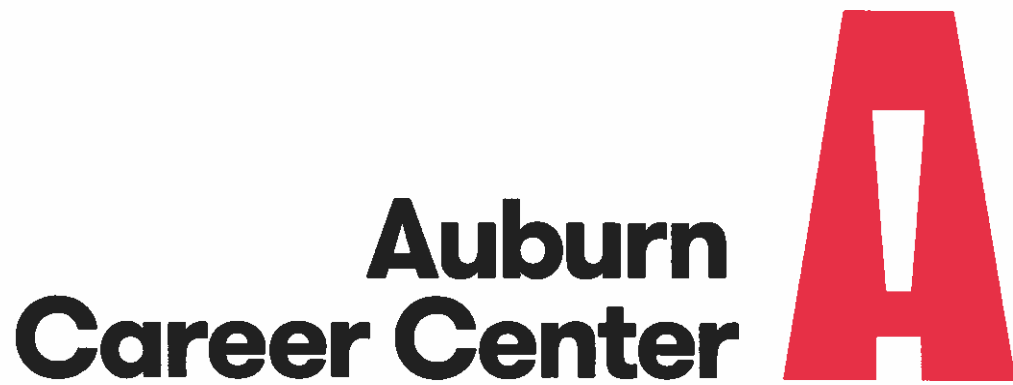
Auburn Career Center



Part Time Salary Schedule

2019-2020

Substitute Teacher Rate	Per Day	\$96.64
Substitute Teacher Rate	Per ½ Day	\$48.32
Substitute Teacher “Floater” Rate	Per Hour	\$13.81
Substitute Secretary/Receptionist	Per Hour	\$13.90
Substitute Cafeteria Supervisor	20% of the subs normal hourly rate	
Substitute Kitchen Help	Per Hour	\$12.94
Building/Security Check	Per Hour	\$46.04
Student Intern	Per Hour	\$8.98
Van Driver	Per Hour	\$13.81



Attachment Item #14

Approve Treasurer Contract

**TREASURER/CHIEF FISCAL OFFICER
CONTRACT OF EMPLOYMENT
AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION**

This *Treasurer/Chief Fiscal Officer Contract of Employment* (“Treasurer Contract”) is made and entered into on **June 25, 2019**, by and between the Auburn Vocational School District Board of Education (“Board”) and Sherry Williamson (“Treasurer”) (collectively, “Parties”) pursuant to R.C. 3313.22 and R.C. 3313.24. The Parties agree as follows:

1. ALL PRIOR CONTRACTS SUPERSEDED

- A. Prior to August 1, 2020, the current employment agreement between the Board and Treasurer for the contract period commencing August 1, 2018, and ending July 31, 2020, **a copy of which is attached hereto and incorporated herein**, shall remain in full force and effect.
- B. Effective August 1, 2020, this Treasurer Contract specifically supersedes any and all contractual terms and conditions – either written or verbal – as well as any and all past and current practices regarding the employment of any R.C. 3313.22 employee including, but not limited to, Treasurer and the Board.

2. TERM OF CONTRACT

For the contract period commencing **August 1, 2020**, and ending **July 31, 2025**, Treasurer shall be appointed and employed as the Treasurer/Chief Fiscal Officer for the Board under R.C. 3313.22 and R.C. 3313.24 by virtue of this Treasurer Contract with full authority and responsibilities as set forth under the laws of the State of Ohio, Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time to time, any and all applicable Board job description(s) as may be amended from time to time, and this Treasurer Contract as may be amended from time to time.

3. PROFESSIONAL LICENSE

Treasurer shall maintain and furnish to the Board evidence of maintaining valid credentials to act as the Treasurer/Chief Fiscal Officer for the Board in accordance with all applicable laws of the State of Ohio. This Treasurer Contract is subject to the continued proper certification/licensure and bonding of Treasurer.

4. DUTIES OF TREASURER/CHIEF FISCAL OFFICER

Treasurer shall dispatch any and all Treasurer/Chief Fiscal Officer duties to the fullest on behalf of the Board, and shall devote such time and energy as is necessary to meet the Treasurer/Chief Fiscal Officer obligations and responsibilities for the Board as set forth under the laws of the State of Ohio, Board policies as may be amended from time to time,

*Auburn Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

Board administrative guidelines as may be amended from time to time, any and all applicable Board job description(s) as may be amended from time to time, and this Treasurer Contract as may be amended from time to time. **A copy of the current version of Board Policy 1320 (“Duties of the Treasurer”), which may be amended from time to time, is attached hereto and incorporated herein.**

5. COMPENSATION

A. Annual Base Salary

- 1) **Base Salary:** Commencing August 1, 2020, and ending July 31, 2021, the Board shall pay Treasurer an annual base salary of One Hundred Eight Thousand Two Hundred Forty Three Dollars and Twenty Two Cents (\$108,243.22) in consideration of Treasurer dispatching any and all Treasurer/Chief Fiscal Officer duties to the fullest on behalf of the Board during this three hundred sixty five (365) day contract-year period.
- 2) **Automatic Annual Base Salary Increases**
 - a. **Automatic Percentage Increase:** The base salaries set forth in Paragraph 5(A)(1) of this Treasurer Contract shall automatically increase each contract year (i.e., August 1 to July 31) by Two Percent (2.0%) during the term of this Treasurer Contract.
 - b. **No COLA Increase:** The annual base salary shall not automatically increase each contract year (i.e., August 1 to July 31) by any cost-of-living adjustment during the term of this Treasurer Contract.
 - c. **Automatic Matching of Annual Base Salary Increases Provided to All Other Administrative Employees:** The annual base salary shall automatically increase by the percentage amount provided to all other full-time, twelve (12) month administrative employees (e.g., R.C. 3313.22, R.C. 3319.01, and R.C. 3319.02 employees) during the term of this Treasurer Contract. The Parties understand that any annual base salary increase under this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.

*Auburn Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

- 3) **Discretionary Base Salary Increases:** The Board may increase the annual base salary at any time during the term of this Treasurer Contract. The Parties agree to meet on or before July 31, 2021, July 31, 2022, July 31, 2023, July 31, 2024, and July 31, 2025, to consider whether to increase the base salary for the respective periods from August 1, 2021 to July 31, 2022, August 1, 2022 to July 31, 2023, August 1, 2023 to July 31, 2024, and August 1, 2024 to July 31, 2025. The Parties understand that any discretionary annual base salary increase under Paragraph 5(A)(3) of this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.
 - 4) **Salary Distributions:** The annual salary shall be paid in equal installments in accordance with Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio.
 - 5) **Tax Deferred Annuity Withholding and Transfer:** Upon the written request of Treasurer, the Board shall withhold and transfer a portion of Treasurer's salary to a tax-deferred annuity program chosen by Treasurer from such programs as may be adopted by the Board.
- B. **Per Diem Rate of Pay:** The *per diem* rate of pay shall be calculated by dividing the annual calculated salary set forth in Paragraph 5(A)(1)-(3) of this Treasurer Contract by two hundred twenty three (223) days.
- C. **Uniform Reduction Plan:** Nothing in this Treasurer Contract shall limit the Board's right to either increase or decrease the "salary" and/or "compensation" of Treasurer during this Treasurer Contract provided that any decrease is part of a uniform plan affecting salaries of all employees of the Auburn Vocational School District pursuant to R.C. 3313.22 and R.C. 3313.24, and any and all applicable laws of the State of Ohio.

6. OTHER COMPENSATION

A. School Employees Retirement System of Ohio

- 1) **SERS Employer Contribution:** The Board shall pay the entire share of the employer contribution of any and all School Employees Retirement System of Ohio ("SERS") contributions as required by the laws of the State of Ohio.

*Auburn Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

- 2) **Pick-Up On The Pick-Up Plan:** The Board has adopted a “pick-up on the pick-up” plan wherein the Board specifies that the “pick-up on the pick-up” plan: (a) shall apply to Treasurer, (b) shall mandate that the Board pay the Treasurer’s entire share of the employee/member contribution of any and all SERS contributions as required by the laws of the State of Ohio, (c) shall include payment of the entire employee/member SERS contribution by the Board as compensation to the Treasurer, (d) shall include payment of the Treasurer’s entire employee/member SERS contribution by the Board in the Treasurer’s salary for SERS retirement purposes, (e) shall be a mandatory condition of employment as the Treasurer, and (f) shall prohibit the Treasurer from opting out of the plan. The “pick-up on the pick-up” plan shall apply to Treasurer during the term of this Treasurer Contract. For illustrative purposes only:

Salary: \$20,000
SERS’ contribution: \$2,200 (10% of 20,000, plus 10% of that figure)
Take home pay: \$20,000
Taxable income: \$20,000
Reported to SERS: \$22,000

Source: <https://ohsers.org/employers/reporting/pick-up-of-employee-contributions/> on June 25, 2019.

- 3) **The “Salary Reduction” Employer Pick-Up Contribution Conversion:** If the “pick-up on the pick-up” plan set forth in Paragraph 5(A)(1) and (2) of this Treasurer Contract is deemed to be illegal due to a conflict with state or federal laws, the total amount that the Board would have made as payment for the entire employee/member SERS contribution under Paragraph 5(A)(1) and (2) of this Treasurer Contract shall be converted to a “salary reduction” employer pick-up contribution under Internal Revenue Code §414(h)(2), and the annual salary of Treasurer shall be increased by an amount that shall result in the federal taxable income of Treasurer (after the “salary reduction” employer pick-up contribution) being the same as if the “pick-up on the pick-up” plan set forth in Paragraph 5(A)(1) and (2) of this Treasurer Contract was still in effect.

*Auburn Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

- B. **Health Care Plans:** Treasurer shall be covered under the health care plans provided by the Board to all other full-time, twelve (12) month administrative employees (e.g., R.C. 3313.22, R.C. 3319.01, and R.C. 3319.02 employees) during the term of this Treasurer Contract. Treasurer's monthly premium contributions for health care shall be as follows during the term of this Treasurer Contract:

Plan	Single	Family
Standard Plan I	The applicable amount set forth in the plan.*	The applicable amount set forth in the plan.*
Standard Plan II	\$7.00	\$14.00
Standard Plan III	The applicable amount set forth in the plan.	The applicable amount set forth in the plan.
Bronze Plan	The applicable amount set forth in the plan.	The applicable amount set forth in the plan.

*Standard Plan I is a reimbursement to Treasurer.

The Parties understand that any health care benefits under this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.

- C. **Health Care Plan Waiver:** Treasurer shall be entitled to the same health care plan waiver benefits provided by the Board to all other full-time, twelve (12) month administrative employees (e.g., R.C. 3313.22, R.C. 3319.01, and R.C. 3319.02 employees) during the term of this Treasurer Contract. The Parties understand that any health care plan waiver benefits under this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.
- D. **Group Term Life Insurance Policy:** The Board shall provide Treasurer with a group term life insurance policy in the amount of Two Hundred Thousand Dollars and Zero Cents (\$200,000.00). The Parties understand that any group term life insurance benefits under this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.

*Auburn Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

- E. **Cell Phone Stipend:** The Board shall provide Treasurer with a Thirty Five Dollars and Zero Cents (\$35.00) per month cell phone stipend for use of Treasurer's personal cell phone to conduct Treasurer's duties as set forth in Paragraph 4 of this Treasurer Contract.
- F. **Vehicle Stipend:** While there shall be no vehicle stipend, Treasurer may submit mileage reimbursement pursuant to Paragraph 11 of this Treasurer Contract.
- G. **Annuity:** Treasurer shall receive an annual annuity of Treasurer's choosing in the total amount of Five Thousand Dollars and Zero Cents (\$5,000.00) paid for by the Board.
- H. **Annuity Waiver:** [INTENTIONALLY BLANK]
- I. **Medicare:** The Board shall pay directly to the federal government Treasurer's share of Medicare. The Parties understand that any Medicare benefits under this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.
- J. **Additional Insurance Coverage:** [INTENTIONALLY BLANK]
- K. **Tuition Reimbursement:** For each contract year (i.e., August 1 to July 31), the Board shall reimburse Treasurer fifty percent (50%) of the total cost of tuition for three (3) semester hours taken by Treasurer provided that: (1) all reimbursed semester hours relate to Treasurer's duties as set forth in Paragraph 4 of this Treasurer Contract and (2) Treasurer obtains a minimum grade of a B in each course for which Treasurer is seeking reimbursement.
- L. **Other Compensation Provided to Full-Time, Twelve (12) Month Administrative Employees:** Treasurer is entitled to all other compensation and fringe benefits that have not been specifically set forth in this Treasurer Contract but are provided by the Board to all other full-time twelve (12) month administrative employees (e.g., R.C. 3313.22, R.C. 3319.01, and R.C. 3319.02 employees) during the term of this Treasurer Contract. The Parties understand that any other compensation and fringe benefits under Paragraph 6(L) of this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.
- M. **Bonus for Honoring the Contract Term and Waiving R.C. 3319.15 and Applicable Rights:** [INTENTIONALLY BLANK]

*Auburn Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

- N. **Uniform Reduction Plan:** Nothing in this Treasurer Contract shall limit the Board's right to either increase or decrease the "salary," "compensation," and/or "other compensation" of Treasurer during this Treasurer Contract provided that any decrease is part of a uniform plan affecting salaries of all employees of the Auburn Vocational School District pursuant to R.C. 3313.22 and R.C. 3313.24, and any and all applicable laws of the State of Ohio.

7. **PER DIEM RATE OF PAY AND WORK SCHEDULE**

- A. While the *per diem* rate of pay shall be calculated by dividing the annual calculated salary set forth in Paragraph 5(A)(1)-(3) of this Treasurer Contract by two hundred twenty three (223) days, R.C. 3313.22 mandates that the Board contract with Treasurer for three hundred sixty five (365) days in each contract year (i.e., August 1 to July 31).
- B. Treasurer shall devote such time and energies as are necessary to perform the duties set forth in Paragraph 4 of this Treasurer Contract. While these duties shall generally be performed during normal business hours and during the regular work week, it is expressly agreed that the duties set forth in Paragraph 4 of this Treasurer Contract shall require Treasurer to work during times other than normal business hours and the regular work week (e.g., evenings and weekends).
- C. As R.C. 3313.22 mandates that the Board employ a Treasurer three hundred sixty five (365) days per year, Treasurer agrees that Treasurer shall not engage in any other business activities or render services of any nature on behalf of Treasurer or on behalf of any other person, corporation, or other entity – whether for compensation or otherwise – without the Board's prior written approval and Treasurer must ensure that no issues exist regarding incompatible positions, ethics laws, and applicable conflicts-of-interest laws. In other words, Treasurer is prohibited from holding outside employment unless prior written approval is granted by the Board.
- D. The prohibition of Treasurer holding outside employment – unless prior written approval is granted by the Board – remains in force during all leaves of absence including, but not limited to, FMLA leave, sick leave, vacation leave, and personal leave and may result in disciplinary action up to and including termination of employment.

8. **HOLIDAYS AND VACATION LEAVE**

- A. **Holidays:** Treasurer shall be entitled to twelve (12) paid holidays in each contract year (i.e., August 1 to July 31) consistent with Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time

*Auburn Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

to time, and any and all applicable laws of the State of Ohio during the term of this Treasurer Contract. The Parties understand that any holiday leave under this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.

- B. **Vacation Leave:** Treasurer shall be entitled to twenty (20) vacation days for each three hundred sixty five (365) day contract-year period consistent with Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Treasurer Contract. Treasurer shall be entitled to carryover a maximum of ten (10) total days of vacation from the previous two (2) years of employment for a maximum accumulation of thirty (30) vacation days. Treasurer shall not ever use more than a combination of ten (10) consecutive vacation and personal days (either collectively or independently) in any given contract year without a prior resolution of the Board approving the same. Treasurer may convert up to ten (10) days of vacation time for cash in each contract year (i.e., August 1 to July 31) at the *per diem* rate of pay in which the vacation time was earned as set forth in Paragraphs 5(B) and 7(A) of this Treasurer Contract. Treasurer shall be paid at the *per diem* rate set forth in Paragraphs 5(B) and 7(A) of this Treasurer Contract for all lawfully accrued and unused vacation leave to Treasurer's credit at the time of separation, not to exceed the amount accrued during the three (3) years before the date of separation. The Parties understand that any vacation under Paragraph 8(B) of this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.

9. **SICK LEAVE, PERSONAL LEAVE, AND SEVERANCE PAY**

A. **Sick Leave**

- 1) **Credit:** Treasurer shall be entitled to sick leave days in accordance with either R.C. 124.38 or R.C. 3319.141 – as applicable – and consistent with Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Treasurer Contract. The Parties understand that any sick leave provided under this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.

*Auburn Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

- 2) **Usage and Accumulation:** Treasurer shall be entitled to use and accumulate up to three hundred (300) sick leave days in accordance with R.C. 3319.141 and Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Treasurer Contract. The Parties understand that any sick leave under this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.
 - 3) **Redemption:** Treasurer is eligible for the following sick day redemption program when Treasurer has accumulated over three hundred (300) sick leave days in accordance with R.C. 3319.141 and Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Treasurer Contract:
 - a. Treasurer shall be paid the number of unused sick leave days between three hundred (300) and three hundred eighteen (318) days upon her request and at the *per diem* rate of pay set forth in Paragraphs 5(B) and 7(A) of this Treasurer Contract.
 - b. Eighteen (18) unused sick leave days is the maximum number of unused sick leave days that can be redeemed in any contract year (i.e., August 1 to July 31).
- B. **Personal Leave:** Treasurer shall be entitled to three (3) unrestricted paid personal days for each three hundred sixty five (365) day contract-year period in accordance to Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Treasurer Contract. While any and all unused unrestricted paid personal days at the end of the contract year (i.e., August 1 to July 31) shall be converted to sick days, no unrestricted paid personal days shall accrue or carryover from year to year. For example, if Treasurer does not use any days of unrestricted paid personal leave prior to July 31, 2019, Treasurer shall have three (3) days of unrestricted paid personal leave converted into three (3) days of sick leave on August 1, 2019. Nothing in this Treasurer Contract precludes the Board from compensating Treasurer for unused unrestricted paid personal leave days at the *per diem* rate of pay set forth in Paragraphs 5(B) and 7(A) of this Treasurer Contract at the sole discretion of the Board. The Parties understand that any personal leave under this Treasurer

*Auburn Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.

C. **Other Leave:** Treasurer shall be entitled to all other paid and unpaid leaves that have not already been specifically set forth in this Treasurer Contract but are provided by the Board to all other full-time twelve (12) month administrative employees (e.g., R.C. 3313.22, R.C. 3319.01, and R.C. 3319.02 employees) in accordance to Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Treasurer Contract. The Parties understand that any other leave under Paragraph 8(C) of this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.

D. **Severance Pay:** Pursuant to R.C. 124.39(C) and applicable laws and consistent with Board policies as may be amended from time to time, the Board shall pay Treasurer twenty five percent (25%) of Treasurer's remaining accumulated and unused sick leave days at Treasurer's current *per diem* rate on the date of actual retirement with a maximum payment of seventy five (75) days. In other words, if Treasurer qualifies and accepts retirement benefits under the SERS while employed by the Board as the Treasurer/Chief Fiscal Officer, Treasurer shall qualify for a one-time severance payment. This one-time severance payment shall be equal to the *per diem* rate of pay set forth in Paragraphs 5(B) and 7(A) of this Treasurer Contract at the time of retirement (i.e., Annual Salary Base Salary ÷ 223 days) times twenty five percent (25%) of the accumulated maximum unused sick leave, the total of which shall never exceed seventy five (75) days. By way of example, should Treasurer retire on July 31, 2021, the annual base salary is \$108,243.22, and there are 300 days of accumulated maximum unused sick leave at the time of retirement (e.g., July 31, 2021); the one-time severance payment shall be calculated as $\$485.40 \times 75 = \$36,405.00$. The Parties understand that any severance pay provided under this Treasurer Contract is made by the Board independent of the collective bargaining process between the Board and any applicable labor organizations.

10. PROFESSIONAL GROWTH/ORGANIZATIONS

A. Professional Growth

- 1) Treasurer shall be encouraged to participate in seminars, in-service meetings, college courses, and certification class requirements which promote professional growth and are related to the duties set forth in

*Auburn Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

Paragraph 4 of this Treasurer Contract.

- 2) Treasurer shall submit requests to attend professional growth opportunities set forth in Paragraph 10(A)(1) of this Treasurer Contract to the Board for approval prior to attending the same during normal business hours. The Board has the sole discretion to approve or deny attendance requests by Treasurer under Paragraph 10(A)(2) of this Treasurer Contract.
- 3) Upon approval by the Board, attendance at professional growth opportunities set forth in Paragraph 10(A)(1) of this Treasurer Contract shall be considered a work day for Treasurer under Paragraph 7 of this Treasurer Contract.
- 4) Upon approval by the Board, the Board shall reimburse or pay on behalf of Treasurer all actual and necessary travel and other expenses required to attend the professional growth opportunities set forth in Paragraph 10(A)(1) of this Treasurer Contract. The Board shall reimburse or pay on behalf of Treasurer pursuant to Paragraph 11 of this Treasurer Contract.

B. Professional Organizations

- 1) Treasurer shall be encouraged to join and participate in the National Association of School Business Officials and Ohio Association of School Business Officials. The Board may, in its sole discretion, also allow Treasurer to join other professional organizations upon the written request of Treasurer.
- 2) The Board shall reimburse or pay on behalf of Treasurer all actual and necessary membership dues, as well as travel and other expenses, required to join and participate in the professional organizations set forth in Paragraph 10(B)(1) of this Treasurer Contract. The Board shall reimburse or pay on behalf of Treasurer pursuant to Paragraph 11 of this Treasurer Contract to the extent permitted by law.

11. EXPENSES

The Board shall reimburse or pay on behalf of Treasurer all actual and necessary travel and other expenses required in the performance of the duties set forth in Paragraph 4 of this Treasurer Contract subject to such limitations as provided by the laws of the State of Ohio, Board policies as may be amended from time to time, and Board administrative guidelines as may be amended from time to time.

*Auburn Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

12. CONTRACT RENEWAL OR NONRENEWAL

Renewal or nonrenewal of this Treasurer Contract by the Board shall be in accordance with R.C. 3313.22 and any and all applicable laws of the State of Ohio.

13. PERFORMANCE EVALUATION

Pursuant to R.C. 3313.22, the Board shall adopt procedures for the evaluation of Treasurer and shall evaluate Treasurer in accordance with those procedures. The Board shall consider an evaluation upon those procedures in deciding whether to renew Treasurer's contract. The establishment of an evaluation procedure shall not create an expectancy of continued employment. Nothing in either R.C. 3313.22 or this Treasurer Contract shall prevent the Board from making the final determination regarding the renewal or nonrenewal of Treasurer's contract.

14. CONTRACT TERMINATION

This Treasurer Contract may be terminated by:

- A. Mutual agreement of the Parties;
- B. Retirement, disability, or death of Treasurer;
- C. Termination by the Board in accordance with R.C. 3313.22, R.C. 3319.16, and any and all applicable laws of the State of Ohio;
- D. Failure of Treasurer to maintain a valid license;
- E. Failure of Treasurer to secure a position schedule bond in a reasonable amount acceptable to the Board; and/or
- F. As otherwise provided by law.

15. INDEMNIFICATION

- A. Except for findings for recovery in an audit report pursuant to R.C. 117.28, the Board agrees that it shall defend, hold harmless and indemnify Treasurer from any and all demands, claims, suits, actions, and/or legal proceedings brought against Treasurer in either an individual capacity or in an official capacity as agent and employee of the Board provided the incident arose while Treasurer was acting within the scope of employment (excluding criminal litigation) and any such liability coverage is within the authority of the Board to provide under the

*Auburn Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

laws of the State of Ohio. The Board's liability under Paragraph 15 of this Treasurer Contract shall not exceed the amount provided by insurance purchased by the Board for this purpose or the amount appropriated by the Board for this purpose; whichever is greater. Except that, in no case, shall any individual board member be considered personally liable for indemnifying Treasurer against such demands, claims, suits, actions, and/or legal proceedings.

- B. It is expressly recognized between the Parties, that the duty to provide for the defense of Treasurer also applies to demands, claims, suits, actions, and/or legal proceedings (excluding criminal litigation) threatened and/or commenced by and/or on behalf of any other political subdivision and/or the State of Ohio.
- C. Paragraph 15 of this Treasurer Contract shall not apply to disputes between the Parties.

16. BOND/POSITION SCHEDULE BOND

The Board shall provide blanket bonding for Treasurer in the minimum amount of Five Hundred Thousand Dollars and Zero Cents (\$500,000.00).

17. MEDICAL EXAMINATION

Treasurer agrees that, upon the request of the Board, Treasurer shall submit to a comprehensive medical examination, to be conducted by physicians appointed by the Board. A statement certifying to the physical and mental competency of Treasurer shall be filed with the Treasurer of the Board and shall be treated as confidential information. The cost of said medical report shall be paid by the Board. If the Board determines that Treasurer is incapacitated in such a manner that Treasurer is unable to perform the duties of the office of Treasurer, the Board may, by a majority vote of the members of the Board, appoint a person to serve in Treasurer's place *pro tempore*. The standards for determining whether Treasurer is incapacitated shall be determined in accordance with Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Treasurer Contract.

18. SERS OBLIGATIONS

Treasurer has been notified as required by R.C. 3309.53 of all duties and obligations under R.C. Chapter 3309 pertaining to SERS as a condition of employment of Treasurer.

*Auburn Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

19. COMPLETE AGREEMENT

This Treasurer Contract sets forth the complete agreement of the Parties and shall not be varied or amended except in writing signed by both parties and pursuant to a properly adopted resolution of the Board. The Parties agree that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Treasurer Contract or any amendments or exhibits hereto as this Treasurer Contract has been jointly drafted by both parties.

20. SAVINGS CLAUSE

If any portion of this Treasurer Contract is deemed to be illegal due to a conflict with state or federal law, the remainder of this Treasurer Contract shall remain in full force and effect.

21. COUNTERPARTS

This Treasurer Contract may be executed in counterparts, each of which shall be an original, but all of which together shall constitute but one and the same instrument. Delivery of an executed counterpart of a signature page of this Treasurer Contract by electronic means shall be effective the same as the delivery of a manually executed counterpart.

22. REVIEW BY COUNSEL

Treasurer represents and warrants that this Treasurer Contract is the result of a full and otherwise fair faith bargaining over its terms following a full and otherwise fair opportunity to have legal counsel for Treasurer review this Treasurer Contract and to verify that the terms and provisions of this Treasurer Contract are reasonable and enforceable. Treasurer acknowledges that Treasurer has read and understands the foregoing provisions and that such provisions are reasonable and enforceable. This Treasurer Contract has been jointly drafted by both parties.

*Auburn Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

**FOR THE AUBURN VOCATIONAL
SCHOOL DISTRICT BOARD OF
EDUCATION:**

FOR SHERRY WILLIAMSON:

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

Sherry Williamson

Brian Bontempo*
Superintendent/Chief Executive Officer
(In Official Capacity Only)

Authorized Pursuant to Board Resolution No. _____

*This Agreement has no legal effect absent Board approval.

*Auburn Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

**AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION
R.C. 5705.41 AND R.C. 5705.412 CERTIFICATES**

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

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

Sherry Williamson, Treasurer/Chief Fiscal Officer
(In Official Capacity Only)

Brian Bontempo, Superintendent/Chief Executive Officer
(In Official Capacity Only)

*Auburn Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

**TREASURER/CHIEF FISCAL OFFICER
CONTRACT OF EMPLOYMENT
AUBURN JOINT VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION**

This *Treasurer/Chief Fiscal Officer Contract of Employment* ("Treasurer Contract") is made and entered into on **December 13, 2018**, by and between the Auburn Joint Vocational School District Board of Education ("Board") and Sherry Williamson ("Treasurer") (collectively, "Parties") pursuant to R.C. 3313.22 and R.C. 3313.24. The Parties agree as follows:

1. ALL PRIOR CONTRACTS SUPERSEDED

This Treasurer Contract specifically supersedes any and all contractual terms and conditions – either written or verbal – as well as any and all past and current practices regarding the employment of any R.C. 3313.22 employee including, but not limited to, Treasurer and the Board. Effective December 31, 2018, Treasurer shall serve no duties as the Treasurer of the Lake County Educational Service Center Governing Board.

2. TERM OF CONTRACT

For the contract period commencing **August 1, 2018**, and ending **July 31, 2020**, Treasurer shall be appointed and employed as the Treasurer/Chief Fiscal Officer for the Board under R.C. 3313.22 and R.C. 3313.24 by virtue of this Treasurer Contract with full authority and responsibilities as set forth under the laws of the State of Ohio, Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time to time, any and all applicable Board job description(s) as may be amended from time to time, and this Treasurer Contract as may be amended from time to time.

3. PROFESSIONAL LICENSE

Treasurer shall maintain and furnish to the Board evidence of maintaining valid credentials to act as the Treasurer/Chief Fiscal Officer for the Board in accordance with all applicable laws of the State of Ohio. This Treasurer Contract is subject to the continued proper certification/licensure and bonding of Treasurer.

4. DUTIES OF TREASURER/CHIEF FISCAL OFFICER

Treasurer shall dispatch any and all Treasurer/Chief Fiscal Officer duties to the fullest on behalf of the Board, and shall devote such time and energy as is necessary to meet the Treasurer/Chief Fiscal Officer obligations and responsibilities for the Board as set forth under the laws of the State of Ohio, Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time to time, any and all applicable Board job description(s) as may be amended from time to time, and this Treasurer Contract as may be amended from time to time. A copy of the current version of Board Policy 1320 ("Duties of the Treasurer"), which may be amended from time

*Auburn Joint Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

to time, is attached hereto and incorporated herein.

5. COMPENSATION

A. Annual Base Salary

1) Base Salary

- a. Commencing August 1, 2018, and ending July 31, 2019, the Board shall pay Treasurer an annual base salary of One Hundred Four Thousand Forty Dollars and Zero Cents (\$104,040.00) in consideration of Treasurer dispatching any and all Treasurer/Chief Fiscal Officer duties to the fullest on behalf of the Board during this three hundred sixty five (365) day contract-year period.
- b. Commencing August 1, 2019, and ending July 31, 2020, the Board shall pay Treasurer an annual base salary of One Hundred Six Thousand One Hundred Twenty Dollars and Eighty Cents (\$106,120.80) in consideration of Treasurer dispatching any and all Treasurer/Chief Fiscal Officer duties to the fullest on behalf of the Board during this three hundred sixty five (365) day contract-year period.

2) Automatic Annual Base Salary Increases

- a. **Automatic Percentage Increase:** The base salaries set forth in Paragraph 5(A)(1) of this Treasurer Contract shall automatically increase each contract year (i.e., August 1 to July 31) by zero percent (0%) during the term of this Treasurer Contract.
- b. **No COLA Increase:** The annual base salary shall not automatically increase each contract year (i.e., August 1 to July 31) by any cost-of-living adjustment during the term of this Treasurer Contract.
- c. **Automatic Matching of Annual Base Salary Increases Provided to All Other Administrative Employees:** The annual base salary shall automatically increase by the percentage amount provided to all other full-time, twelve (12) month administrative employees (e.g., R.C. 3313.22, R.C. 3319.01, and R.C. 3319.02 employees) during the term of this Treasurer Contract. The Parties understand that any annual base salary increase under this

*Auburn Joint Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.

- 3) **Discretionary Base Salary Increases:** The Board may increase the annual base salary at any time during the term of this Treasurer Contract. The Parties agree to meet on or before July 31, 2019, to consider whether to increase the base salary for the period commencing August 1, 2019, and ending July 31, 2020. The Parties understand that any discretionary annual base salary increase under Paragraph 5(A)(3) of this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.
 - 4) **Salary Distributions:** The annual salary shall be paid in equal installments in accordance with Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio.
 - 5) **Tax Deferred Annuity Withholding and Transfer:** Upon the written request of Treasurer, the Board shall withhold and transfer a portion of Treasurer's salary to a tax-deferred annuity program chosen by Treasurer from such programs as may be adopted by the Board.
- B. **Per Diem Rate of Pay:** The *per diem* rate of pay shall be calculated by dividing the annual calculated salary set forth in Paragraph 5(A)(1)-(3) of this Treasurer Contract by two hundred twenty three (223) days.
- C. **Uniform Reduction Plan:** Nothing in this Treasurer Contract shall limit the Board's right to either increase or decrease the "compensation" of Treasurer during this Treasurer Contract provided that any decrease is part of a uniform plan affecting salaries of all employees of the Auburn Joint Vocational School District pursuant to R.C. 3313.22 and R.C. 3313.24, and any and all applicable laws of the State of Ohio.

6. OTHER COMPENSATION

A. School Employees Retirement System of Ohio

- 1) **SERS Employer Contribution:** The Board shall pay the entire share of the employer contribution of any and all School Employees Retirement

*Auburn Joint Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

System of Ohio (“SERS”) contributions as required by the laws of the State of Ohio.

- 2) **Pick-Up On The Pick-Up Plan:** The Board has adopted a “pick-up on the pick-up” plan wherein the Board specifies that the “pick-up on the pick-up” plan: (a) shall apply to Treasurer, (b) shall mandate that the Board pay the Treasurer’s entire share of the employee/member contribution of any and all SERS contributions as required by the laws of the State of Ohio, (c) shall include payment of the entire employee/member SERS contribution by the Board as compensation to the Treasurer, (d) shall include payment of the Treasurer’s entire employee/member SERS contribution by the Board in the Treasurer’s salary for SERS retirement purposes, (e) shall be a mandatory condition of employment as the Treasurer, and (f) shall prohibit the Treasurer from opting out of the plan. The “pick-up on the pick-up” plan shall apply to Treasurer during the term of this Treasurer Contract. For illustrative purposes only:

Salary: \$20,000
SERS' contribution: \$2,200 (10% of 20,000, plus 10% of that figure)
Take home pay: \$20,000
Taxable income: \$20,000
Reported to SERS: \$22,000

Source: <https://ohsers.org/employers/reporting/pick-up-of-employee-contributions/> on December 13, 2018.

- 3) **The “Salary Reduction” Employer Pick-Up Contribution Conversion:** If the “pick-up on the pick-up” plan set forth in Paragraph 5(A)(1) and (2) of this Treasurer Contract is deemed to be illegal due to a conflict with state or federal laws, the total amount that the Board would have made as payment for the entire employee/member SERS contribution under Paragraph 5(A)(1) and (2) of this Treasurer Contract shall be converted to a “salary reduction” employer pick-up contribution under Internal Revenue Code §414(h)(2), and the annual salary of Treasurer shall be increased by an amount that shall result in the federal taxable income of Treasurer (after the “salary reduction” employer pick-up contribution) being the same as if the “pick-up on the pick-up” plan set forth in Paragraph 5(A)(1) and (2) of this Treasurer Contract was still in effect.

*Auburn Joint Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

- B. **Health Care Plans:** Treasurer shall be covered under the health care plans provided by the Board to all other full-time, twelve (12) month administrative employees (e.g., R.C. 3313.22, R.C. 3319.01, and R.C. 3319.02 employees) during the term of this Treasurer Contract. Treasurer's monthly premium contributions for health care shall be as follows during the term of this Treasurer Contract:

Plan	Single	Family
Standard Plan I	The applicable amount set forth in the plan.*	The applicable amount set forth in the plan.*
Standard Plan II	\$7.00	\$14.00
Standard Plan III	The applicable amount set forth in the plan.	The applicable amount set forth in the plan.
Bronze Plan	The applicable amount set forth in the plan.	The applicable amount set forth in the plan.

*Standard Plan I is a reimbursement to Treasurer.

The Parties understand that any health care benefits under this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.

- C. **Health Care Plan Waiver:** Treasurer shall be entitled to the same health care plan waiver benefits provided by the Board to all other full-time, twelve (12) month administrative employees (e.g., R.C. 3313.22, R.C. 3319.01, and R.C. 3319.02 employees) during the term of this Treasurer Contract. The Parties understand that any health care plan waiver benefits under this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.
- D. **Group Term Life Insurance Policy:** The Board shall provide Treasurer with a group term life insurance policy in the amount of Two Hundred Thousand Dollars and Zero Cents (\$200,000.00). The Parties understand that any group term life insurance benefits under this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.

*Auburn Joint Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

- E. **Cell Phone Stipend:** The Board shall provide Treasurer with a Thirty Five Dollars and Zero Cents (\$35.00) per month cell phone stipend for use of Treasurer's personal cell phone to conduct Treasurer's duties as set forth in Paragraph 4 of this Treasurer Contract.
- F. **Vehicle Stipend:** While there shall be no vehicle stipend, Treasurer may submit mileage reimbursement pursuant to Paragraph 11 of this Treasurer Contract.
- G. **Annuity:** Treasurer shall receive an annual annuity of Treasurer's choosing in the total amount of Five Thousand Dollars and Zero Cents (\$5,000.00) paid for by the Board.
- H. **Annuity Waiver:** [INTENTIONALLY BLANK]
- I. **Medicare:** The Board shall pay directly to the federal government Treasurer's share of Medicare. The Parties understand that any Medicare benefits under this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.
- J. **Additional Insurance Coverage:** [INTENTIONALLY BLANK]
- K. **Tuition Reimbursement:** For each contract year (i.e., August 1 to July 31), the Board shall reimburse Treasurer fifty percent (50%) of the total cost of tuition for three (3) semester hours taken by Treasurer provided that: (1) all reimbursed semester hours relate to Treasurer's duties as set forth in Paragraph 4 of this Treasurer Contract and (2) Treasurer obtains a minimum grade of a B in each course for which Treasurer is seeking reimbursement.
- L. **Other Compensation Provided to Full-Time, Twelve (12) Month Administrative Employees:** Treasurer is entitled to all other compensation and fringe benefits that have not been specifically set forth in this Treasurer Contract but are provided by the Board to all other full-time twelve (12) month administrative employees (e.g., R.C. 3313.22, R.C. 3319.01, and R.C. 3319.02 employees) during the term of this Treasurer Contract. The Parties understand that any other compensation and fringe benefits under Paragraph 6(L) of this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.
- M. **Bonus for Honoring the Contract Term and Waiving R.C. 3319.15 and Applicable Rights:** [INTENTIONALLY BLANK]

*Auburn Joint Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

- N. **Uniform Reduction Plan:** Nothing in this Treasurer Contract shall limit the Board's right to either increase or decrease the "other compensation" of Treasurer during this Treasurer Contract provided that any decrease is part of a uniform plan affecting salaries of all employees of the Auburn Joint Vocational School District pursuant to R.C. 3313.22 and R.C. 3313.24, and any and all applicable laws of the State of Ohio.

7. PER DIEM RATE OF PAY AND WORK SCHEDULE

- A. While the *per diem* rate of pay shall be calculated by dividing the annual calculated salary set forth in Paragraph 5(A)(1)-(3) of this Treasurer Contract by two hundred twenty three (223) days, R.C. 3313.22 mandates that the Board contract with Treasurer for three hundred sixty five (365) days in each contract year (i.e., August 1 to July 31).
- B. Treasurer shall devote such time and energies as are necessary to perform the duties set forth in Paragraph 4 of this Treasurer Contract. While these duties shall generally be performed during normal business hours and during the regular work week, it is expressly agreed that the duties set forth in Paragraph 4 of this Treasurer Contract shall require Treasurer to work during times other than normal business hours and the regular work week (e.g., evenings and weekends).
- C. As R.C. 3313.22 mandates that the Board employ a Treasurer three hundred sixty five (365) days per year, Treasurer agrees that Treasurer shall not engage in any other business activities or render services of any nature on behalf of Treasurer or on behalf of any other person, corporation, or other entity – whether for compensation or otherwise – without the Board's prior written approval and Treasurer must ensure that no issues exist regarding incompatible positions, ethics laws, and applicable conflicts-of-interest laws. In other words, Treasurer is prohibited from holding outside employment unless prior written approval is granted by the Board.
- D. The prohibition of Treasurer holding outside employment – unless prior written approval is granted by the Board – remains in force during all leaves of absence including, but not limited to, FMLA leave, sick leave, vacation leave, and personal leave and may result in disciplinary action up to and including termination of employment.

*Auburn Joint Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

8. HOLIDAYS AND VACATION LEAVE

- A. **Holidays:** Treasurer shall be entitled to twelve (12) paid holidays in each contract year (i.e., August 1 to July 31) consistent with Board policies as may be amended from time to time **and shall be adopted by the Board prior to January 31, 2019**, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Treasurer Contract. The Parties understand that any holiday leave under this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.

- B. **Vacation Leave:** Treasurer shall be entitled to twenty (20) vacation days for each three hundred sixty five (365) day contract-year period consistent with Board policies as may be amended from time to time **and shall be adopted by the Board prior to January 31, 2019**, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Treasurer Contract. Treasurer shall be entitled to carryover a maximum of ten (10) total days of vacation from the previous two (2) years of employment for a maximum accumulation of thirty (30) vacation days. Treasurer shall not ever use more than a combination of ten (10) consecutive vacation and personal days (either collectively or independently) in any given contract year without a prior resolution of the Board approving the same. Treasurer may convert up to ten (10) days of vacation time for cash in each contract year (i.e., August 1 to July 31) at the *per diem* rate of pay in which the vacation time was earned as set forth in Paragraphs 5(B) and 7(A) of this Treasurer Contract. Treasurer shall be paid at the *per diem* rate set forth in Paragraphs 5(B) and 7(A) of this Treasurer Contract for all lawfully accrued and unused vacation leave to Treasurer's credit at the time of separation, not to exceed the amount accrued during the three (3) years before the date of separation. The Parties understand that any vacation under Paragraph 8(B) of this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.

9. SICK LEAVE, PERSONAL LEAVE, AND SEVERANCE PAY

A. Sick Leave

- 1) **Credit:** Treasurer shall be entitled to sick leave days in accordance with either R.C. 124.38 or R.C. 3319.141 – as applicable – and consistent with Board policies as may be amended from time to time **and shall be**

*Auburn Joint Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

adopted by the Board prior to January 31, 2019, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Treasurer Contract. The Parties understand that any sick leave provided under this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.

- 2) **Usage and Accumulation:** Treasurer shall be entitled to use and accumulate up to three hundred (300) sick leave days in accordance with R.C. 3319.141 and Board policies as may be amended from time to time **and shall be adopted by the Board prior to January 31, 2019, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Treasurer Contract. The Parties understand that any sick leave under this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.**

- 3) **Redemption:** Treasurer is eligible for the following sick day redemption program when Treasurer has accumulated over three hundred (300) sick leave days in accordance with R.C. 3319.141 and Board policies as may be amended from time to time **and shall be adopted by the Board prior to January 31, 2019, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Treasurer Contract:**
 - a. Treasurer shall be paid the number of unused sick leave days between three hundred (300) and three hundred eighteen (318) days upon her request and at the *per diem* rate of pay set forth in Paragraphs 5(B) and 7(A) of this Treasurer Contract.

 - b. Eighteen (18) unused sick leave days is the maximum number of unused sick leave days that can be redeemed in any contract year (i.e., August 1 to July 31).

- B. **Personal Leave:** Treasurer shall be entitled to three (3) unrestricted paid personal days for each three hundred sixty five (365) day contract-year period in accordance to Board policies as may be amended from time to time **and shall be**

*Auburn Joint Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

adopted by the Board prior to January 31, 2019, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Treasurer Contract. While any and all unused unrestricted paid personal days at the end of the contract year (i.e., August 1 to July 31) shall be converted to sick days, no unrestricted paid personal days shall accrue or carryover from year to year. For example, if Treasurer does not use any days of unrestricted paid personal leave prior to July 31, 2019, Treasurer shall have three (3) days of unrestricted paid personal leave converted into three (3) days of sick leave on August 1, 2019. Nothing in this Treasurer Contract precludes the Board from compensating Treasurer for unused unrestricted paid personal leave days at the *per diem* rate of pay set forth in Paragraphs 5(B) and 7(A) of this Treasurer Contract at the sole discretion of the Board. The Parties understand that any personal leave under this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.

- C. **Other Leave:** Treasurer shall be entitled to all other paid and unpaid leaves that have not already been specifically set forth in this Treasurer Contract but are provided by the Board to all other full-time twelve (12) month administrative employees (e.g., R.C. 3313.22, R.C. 3319.01, and R.C. 3319.02 employees) in accordance to Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Treasurer Contract. The Parties understand that any other leave under Paragraph 8(C) of this Treasurer Contract shall be made by the Board independent of the collective bargaining process and/or administrative salary schedule between the Board and any applicable labor organizations and/or employees.
- D. **Severance Pay:** Pursuant to R.C. 124.39(C) and applicable laws and consistent with Board policies as may be amended from time to time, the Board shall pay Treasurer twenty five percent (25%) of Treasurer's remaining accumulated and unused sick leave days at Treasurer's current *per diem* rate on the date of actual retirement with a maximum payment of seventy five (75) days. In other words, if Treasurer qualifies and accepts retirement benefits under the SERS while employed by the Board as the Treasurer/Chief Fiscal Officer, Treasurer shall qualify for a one-time severance payment. This one-time severance payment shall be equal to the *per diem* rate of pay set forth in Paragraphs 5(B) and 7(A) of this Treasurer Contract at the time of retirement (i.e., Annual Salary Base Salary ÷ 223 days) times twenty five percent (25%) of the accumulated maximum unused sick leave, the total of which shall never exceed seventy five (75) days. By way of example, should Treasurer retire on July 31, 2019, the annual base salary is \$104,040.00, and there are 300 days of accumulated maximum unused sick leave

*Auburn Joint Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

at the time of retirement (e.g., July 31, 2019); the one-time severance payment shall be calculated as $\$466.55 \times 75 = \$34,991.25$. The Parties understand that any severance pay provided under this Treasurer Contract is made by the Board independent of the collective bargaining process between the Board and any applicable labor organizations.

10. PROFESSIONAL GROWTH/ORGANIZATIONS

A. Professional Growth

- 1) Treasurer shall be encouraged to participate in seminars, in-service meetings, college courses, and certification class requirements which promote professional growth and are related to the duties set forth in Paragraph 4 of this Treasurer Contract.
- 2) Treasurer shall submit requests to attend professional growth opportunities set forth in Paragraph 10(A)(1) of this Treasurer Contract to the Board for approval prior to attending the same during normal business hours. The Board has the sole discretion to approve or deny attendance requests by Treasurer under Paragraph 10(A)(2) of this Treasurer Contract.
- 3) Upon approval by the Board, attendance at professional growth opportunities set forth in Paragraph 10(A)(1) of this Treasurer Contract shall be considered a work day for Treasurer under Paragraph 7 of this Treasurer Contract.
- 4) Upon approval by the Board, the Board shall reimburse or pay on behalf of Treasurer all actual and necessary travel and other expenses required to attend the professional growth opportunities set forth in Paragraph 10(A)(1) of this Treasurer Contract. The Board shall reimburse or pay on behalf of Treasurer pursuant to Paragraph 11 of this Treasurer Contract.

B. Professional Organizations

- 1) Treasurer shall be encouraged to join and participate in the National Association of School Business Officials and Ohio Association of School Business Officials. The Board may, in its sole discretion, also allow Treasurer to join other professional organizations upon the written request of Treasurer.
- 2) The Board shall reimburse or pay on behalf of Treasurer all actual and necessary membership dues, as well as travel and other expenses, required to join and participate in the professional organizations set forth in

*Auburn Joint Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

Paragraph 10(B)(1) of this Treasurer Contract. The Board shall reimburse or pay on behalf of Treasurer pursuant to Paragraph 11 of this Treasurer Contract to the extent permitted by law.

11. EXPENSES

The Board shall reimburse or pay on behalf of Treasurer all actual and necessary travel and other expenses required in the performance of the duties set forth in Paragraph 4 of this Treasurer Contract subject to such limitations as provided by the laws of the State of Ohio, Board policies as may be amended from time to time, and Board administrative guidelines as may be amended from time to time.

12. CONTRACT RENEWAL OR NONRENEWAL

Renewal or nonrenewal of this Treasurer Contract by the Board shall be in accordance with R.C. 3313.22 and any and all applicable laws of the State of Ohio.

13. PERFORMANCE EVALUATION

Pursuant to R.C. 3313.22, the Board shall adopt procedures for the evaluation of Treasurer and shall evaluate Treasurer in accordance with those procedures. The Board shall consider an evaluation upon those procedures in deciding whether to renew Treasurer's contract. The establishment of an evaluation procedure shall not create an expectancy of continued employment. Nothing in either R.C. 3313.22 or this Treasurer Contract shall prevent the Board from making the final determination regarding the renewal or nonrenewal of Treasurer's contract.

14. CONTRACT TERMINATION

This Treasurer Contract may be terminated by:

- A. Mutual agreement of the Parties;
- B. Retirement, disability, or death of Treasurer;
- C. Termination by the Board in accordance with R.C. 3313.22, R.C. 3319.16, and any and all applicable laws of the State of Ohio;
- D. Failure of Treasurer to maintain a valid license;
- E. Failure of Treasurer to secure a position schedule bond in a reasonable amount acceptable to the Board; and/or

*Auburn Joint Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

F. As otherwise provided by law.

15. INDEMNIFICATION

- A. Except for findings for recovery in an audit report pursuant to R.C. 117.28, the Board agrees that it shall defend, hold harmless and indemnify Treasurer from any and all demands, claims, suits, actions, and/or legal proceedings brought against Treasurer in either an individual capacity or in an official capacity as agent and employee of the Board provided the incident arose while Treasurer was acting within the scope of employment (excluding criminal litigation) and any such liability coverage is within the authority of the Board to provide under the laws of the State of Ohio. The Board's liability under Paragraph 15 of this Treasurer Contract shall not exceed the amount provided by insurance purchased by the Board for this purpose or the amount appropriated by the Board for this purpose; whichever is greater. Except that, in no case, shall any individual board member be considered personally liable for indemnifying Treasurer against such demands, claims, suits, actions, and/or legal proceedings.
- B. It is expressly recognized between the Parties, that the duty to provide for the defense of Treasurer also applies to demands, claims, suits, actions, and/or legal proceedings (excluding criminal litigation) threatened and/or commenced by and/or on behalf of any other political subdivision and/or the State of Ohio.
- C. Paragraph 15 of this Treasurer Contract shall not apply to disputes between the Parties.

16. BOND/POSITION SCHEDULE BOND

The Board shall provide blanket bonding for Treasurer in the minimum amount of Five Hundred Thousand Dollars and Zero Cents (\$500,000.00).

17. MEDICAL EXAMINATION

Treasurer agrees that, upon the request of the Board, Treasurer shall submit to a comprehensive medical examination, to be conducted by physicians appointed by the Board. A statement certifying to the physical and mental competency of Treasurer shall be filed with the Treasurer of the Board and shall be treated as confidential information. The cost of said medical report shall be paid by the Board. If the Board determines that Treasurer is incapacitated in such a manner that Treasurer is unable to perform the duties of the office of Treasurer, the Board may, by a majority vote of the members of the Board, appoint a person to serve in Treasurer's place *pro tempore*. The standards for determining whether Treasurer is incapacitated shall be determined in accordance with

*Auburn Joint Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio during the term of this Treasurer Contract.

18. SERS OBLIGATIONS

Treasurer has been notified as required by R.C. 3309.53 of all duties and obligations under R.C. Chapter 3309 pertaining to SERS as a condition of employment of Treasurer.

19. COMPLETE AGREEMENT

This Treasurer Contract sets forth the complete agreement of the Parties and shall not be varied or amended except in writing signed by both parties and pursuant to a properly adopted resolution of the Board. The Parties agree that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Treasurer Contract or any amendments or exhibits hereto as this Treasurer Contract has been jointly drafted by both parties.

20. SAVINGS CLAUSE

If any portion of this Treasurer Contract is deemed to be illegal due to a conflict with state or federal law, the remainder of this Treasurer Contract shall remain in full force and effect.

21. COUNTERPARTS

This Treasurer Contract may be executed in counterparts, each of which shall be an original, but all of which together shall constitute but one and the same instrument. Delivery of an executed counterpart of a signature page of this Treasurer Contract by electronic means shall be effective the same as the delivery of a manually executed counterpart.

22. REVIEW BY COUNSEL

Treasurer represents and warrants that this Treasurer Contract is the result of a full and otherwise fair faith bargaining over its terms following a full and otherwise fair opportunity to have legal counsel for Treasurer review this Treasurer Contract and to verify that the terms and provisions of this Treasurer Contract are reasonable and enforceable. Treasurer acknowledges that Treasurer has read and understands the foregoing provisions and that such provisions are reasonable and enforceable. This Treasurer Contract has been jointly drafted by both parties.

*Auburn Joint Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

**FOR THE AUBURN JOINT VOCATIONAL
SCHOOL DISTRICT BOARD OF
EDUCATION:**



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



Brian Bontempo*
Superintendent/Chief Executive Officer
(In Official Capacity Only)

FOR SHERRY WILLIAMSON:



Sherry Williamson

Authorized Pursuant to Board Resolution No. _____

*This Agreement has no legal effect absent Board approval.


*Auburn Joint Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

**AUBURN JOINT VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION
R.C. 5705.41 AND R.C. 5705.412 CERTIFICATES**

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



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



Sherry Williamson, Treasurer/Chief Fiscal Officer
(In Official Capacity Only)



Brian Bontempo, Superintendent/Chief Executive Officer
(In Official Capacity Only)

*Auburn Joint Vocational School District Board of Education
Treasurer/Chief Fiscal Officer
Contract of Employment*

- ▶ Bylaws & Policies
- ▶ Administrative Guidelines
- ▶ Forms
- ▶ State Government
- ▶ Special Education Model Policies

Search for:

Auburn JVS Bylaws & Policies

1320 - DUTIES OF THE TREASURER

The District's Treasurer, in addition to the responsibilities required by law, is responsible for helping the District achieve its goals, by providing leadership and supervision in the program of fiscal management.

The Treasurer shall meet the qualifications specified for the position (A.C. 3301-5-01) and shall be directly responsible to the Board for the performance of the following assigned duties and responsibilities:

- A. serve as the Chief Financial Officer of the District;
- B. establish and maintain long-range fiscal and building plans and prepare the annual budget based on District resources and needs;
- C. ensure that all District fiscal activities comply with the laws and regulations of the State, the negotiated agreements and policies of the Board, and the rules of the Superintendent;
- D. analyze the effectiveness of District programs in his/her areas of responsibility and recommend changes in program, staffing, and/or management strategies as necessary;
- E. develop personal capabilities in financial strategies and supervisory methods;
- F. increase the efficient use of resources toward the achievement of District goals;
- G. work cooperatively with the administrative staff toward the achievement of District objectives;
- H. help interpret the budget and the District affairs under his/her supervision to interested members of the school community.

In order to perform the duties required by law, the Treasurer shall:

- A. call special meetings of the Board; (R.C. 3313.16)



Book	Policy Manual
Section	1000 Administration
Title	DUTIES OF THE TREASURER
Code	po1320
Status	Active
Adopted	July 1, 1990
Last Revised	June 26, 2012

1320 - DUTIES OF THE TREASURER

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- C. ensure that all District fiscal activities comply with the laws and regulations of the State, the negotiated agreements and policies of the Board, and the rules of the Superintendent;
- D. analyze the effectiveness of District programs in his/her areas of responsibility and recommend changes in program, staffing, and/or management strategies as necessary;
- E. develop personal capabilities in financial strategies and supervisory methods;
- F. increase the efficient use of resources toward the achievement of District goals;
- G. work cooperatively with the administrative staff toward the achievement of District objectives;
- H. help interpret the budget and the District affairs under his/her supervision to interested members of the school community.

In order to perform the duties required by law, the Treasurer shall:

- A. call special meetings of the Board;
- B. sign all checks of the Board;
- C. record the proceedings of each meeting of the Board;
- D. notify the Board of Elections of all changes in boundaries of the School District;
- E. deduct from the wages and salaries of teachers amounts authorized by the teacher and Board;
- F. produce all money, bonds, and securities in his/her hands at the expiration of his/her term;
- G. deliver all books and papers in his/her hands to his/her successor at the expiration of his/her term;
- H. keep an account of all District funds and maintain all records pertaining thereto in the manner described by law;
- I. render a statement of accounts to the Board and Superintendent in the form prescribed by law and at the times required by law and by the Board;
- J. file a statement with the county auditor at the time and in the form required by law;
- K. direct and assign employees who are engaged in the day-to-day fiscal operations of the District, as designated by the Board;
- L. execute all conveyances of the Board;
- M. meet the qualifications specified for the position by law.

The Treasurer shall be directly responsible to the Board for the performance of his/her assigned duties and responsibilities. S/He shall have direct supervisory responsibility for the activities of all classified staff assigned to him/her, and shall provide advice and guidance to said staff.

Observation of the Treasurer's performance and preparation of performance reports shall be the responsibility of the Superintendent.

Revised 8/7/07

© Neola 2012

Legal

(R.C. 3313.16)

(R.C. 3313.51)

(R.C. 3313.26)

(R.C. 3313.261)

(R.C. 3313.262)

(R.C. 3313.27)

(R.C. 3313.28)

(R.C. 3313.29)

(R.C. 3313.29)

(R.C. 3313.30)

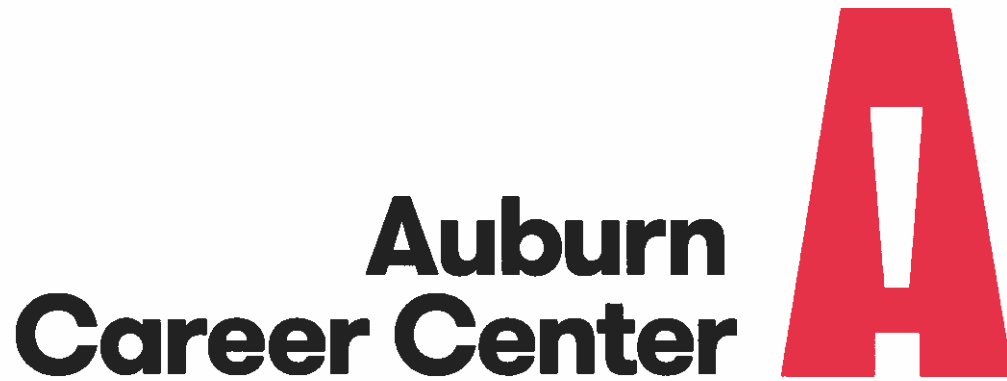
(R.C. 3313.33)

(A.C. 3301-5-01)

R.C. 3301.074, 3313.16, 3313.26, 3313.26, 3313.261, 3313.262, 3313.27, 3313.28

R.C. 3313.29, 3313.33, 313.51

A.C. 3301-5-01



Attachment Item #16

**Approve High School
Student Handbook for
2019-2020 SY**



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

**Student Handbook and
Code of Conduct
2019-20**

**Attitude
Respect
Responsibility**

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

Forward

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

Student Responsibilities

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

Welcome to Auburn Career Center

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging work place, to prepare for post-secondary education and to enrich their community.

We are excited that you chose to pursue your career and technical education at Auburn Career Center. This will be a valuable part of your high school education and our Auburn Staff welcomes you to what we think will be the best educational experience of your high school years. You have chosen the school that will increase your technical competencies in your chosen program, enhance your personal skill sets, expand your academic competencies, and prepare you for real-world work experiences. You will have the advantage of learning a career readiness and employability skills curriculum with the potential to earn college credit with articulated courses, college credit plus and credit transfer courses while successfully completing your program with a minimum of a B average, passing exams and/or earning industry credentials or certifications.

I encourage you to take advantage of the many opportunities at Auburn to empower yourself through internship experiences, mock interviews, Drug Free Clubs of America, Student Leadership and participation in Career and Technical Student Organization competitions (SkillsUSA, FCCLA, FFA, DECA, Educators Rising). Your education at Auburn Career Center will excel you in your chosen career pathway. You will build your resume, document your real-world projects, earn industry credentials and gain letters of recommendations from local business partners. Various projects and community service activities will provide you the opportunity of enriching your community and the start of becoming a productive citizen. Your positive **attitude** will help guide you to success in your program.

You and your parents should read this handbook to ensure that you have a solid understanding of Auburn's policies, procedures, school rules and regulations and all that you can achieve during your time here. **Respect** for yourself, your peers and staff are the foundation of this handbook. **Please note that our Student Code of Conduct will be enforced starting the first day of classes at Auburn Career Center.** We believe that every student is personally **responsible** for their actions and should follow the established guidelines found in the handbook and code of conduct.

Best wishes for a successful school year. We hope this year will be one of the most rewarding years in your educational career!

Chris Mitchell
Director of High School

HIGH SCHOOL PHONE EXTENSION LIST

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

Mr. Dan Agardi	Mechanical Technology Application	8122
Mrs. Stacy Allen	Workforce Readiness Coordinator	8239
Ms. Dorothy Bentley	Intervention Specialist	8275
Captain John Blauch	Emergency Medical Services	8238
Mr. Justin Bruno	Automotive Collision Repair	8234
Mrs. Laura Ciszewski	Mobile Applications Technology	8136
Mr. Terry Colescott	Advanced Manufacturing	8197
Mr. Keith Conn	Electrical Engineering Prep	8383
Mr. Dan Crail	School Counselor	8014
Mrs. Beth Cueni	Technology Literacy	8224
Mr. Gregg Evans	Intervention Specialist	8196
Mr. Jason Gardner	Internet Programming & Development	8386
Mrs. Ginny Gontero	Sports Medicine	8384
Mrs. Barb Gordon	Enrollment Specialist	8110
Mr. Dennis Harvey	Architecture & Project Management	8230
Mr. Robert Hill	Construction	8208
Ms. Brandi Holland	Cosmetology-A	8217
Mrs. Amie Irving	On-line Math	8353
Mrs. Shelby Kaminski	VOSE Coordinator	8151
Mrs. Nanci Kasten	On-line English	8134
Mr. Rodney Kozar	Interactive Multimedia Technology	8207
Mrs. Justine Malvicino	Cosmetology-B	8215
Mrs. Jane Metrisin	Teaching Professions Pathway	8280
Mr. Chris Mitchell	Director of High School	8060
Mrs. Angela Nelson	Business Management Technology	8221
Ms. Sarah Noble	School Counselor	8031
Mrs. Robin Nunes	On-line English	8283
Ms. Barb Rausch	Intervention Specialist	8192
Deputy Mike Reed	School Resource Officer	8111
Mr. Wayne Reed	HVAC	8389
Mr. David Richards	Plant Turf and Landscape Management	8362
Mrs. Michelle Rodewald	Director of Adult Education & Business Partnerships	8159
Mr. Jared Rogge	Welding	8242
Mrs. Amy Ryan	Culinary Arts	8117
Deputy Scott Sitz	Criminal Justice & Security	8306
Mr. Darrin Spondike	Computer Networking	8243
Mrs. Dee Stark	Director of Curriculum and Instruction	8030
Mr. Phil Stropkey	Construction Teaching Assistant	8208

Mrs. Jessica Szoka	Plant Turf and Landscape Management Teaching Assistant 8364
Mrs. Chris Tredent	Patient Care Technician 8223
Ms. Vicki Tutolo	Teaching Assistant 8213
Ms. Cayley Volpin	Enrollment Specialist 8401
Mr. Tom Welk	Automotive Technology 8218
Mrs. Stephanie Wiencek	Career Assessment 8191
Mrs. Stacey Yarnell	Allied Health Technology 8257

Important Calendar Dates

August 14 (Wednesday).....	First Day of School
September 2 (Monday)	Labor Day
October 11 (Friday)	NEOEA Day
November 27 - 29	Thanksgiving Break
December 23 - January 3	Winter Break
January 20 (Monday)	Martin Luther King Day
February 17 (Monday)	President's Day
March 23 - March 27	Spring Break
April 10 - 13.....	Break
May 20 (Wednesday).....	Last Day of Classes for Second Year Students
May 25 (Monday)	Memorial Day
May 28 (Friday)	Last Day of Classes for First Year Students

Places To Go

"Admit to Class" slips	High School Office
Immediately upon arrival	
Enrollment/Withdrawal	Counselor's Office
HallPass	Classroom Instructor
Illness, Injury, or Accident	High School Office
Internship Form.....	Business Partnership Office
Lost items	Reception Office
Parking Permits	High School Office
Immediately upon arrival	
Passes to Parking Lot	High School Office
Permit to Leave Campus	High School Office
Planned Absense Form	High School Office
Schedule Conflicts	Counselor's Office

Table of Contents

FERPA.....	6
Attendance.....	8
Making up Missed Work.....	12
Auburn Certificates	13
Dress Code.....	16
Driving and Parking.....	17
Equal Education Opportunity	17
Grades.....	18
Harassment and Bullying	20
Positive Behavior Support and Intervention (PBIS).....	36
Search and Seizure/Interrogations.....	37
Student Clubs	37
Student Organizations (CTSO's)	38
Technology.....	38
Video Surveillance.....	42
Student Code of Conduct	42

Family Education Rights and Privacy Act (FERPA)

Auburn Vocational School District maintains many student records including both directory information and confidential information. Directory information includes: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities; dates of attendance; date of graduation; or awards received. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent/guardian. Parents/guardians may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found at www.auburncc.org.

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

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

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

Student Records

Protection of Pupil Rights Amendment (PPRA)

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

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

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

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

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

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

Attendance

Regular attendance is the key to a good education, vital to success at Auburn and in the world of work, and a requirement of Ohio Law. Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty and parents. All students are

expected to be in attendance at Auburn Career Center on all scheduled days as mandated by the State of Ohio.

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

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

Absence Reporting Procedures

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

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

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

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

If a student is unexcused absent during a school day and a parent/guardian call is not received, an automated calling system will call the student's home phone number beginning at 10:15 a.m. for first year students or 1:00 p.m. for second year students to alert parents as to their student's absence. This also serves as a reminder that a call must be received on the Auburn Career Center Attendance Office in order to excuse the absence.

Absence Classifications

- **Early Dismissal**

Only a parent/guardian may request a student's early dismissal for any of the reasons listed as "excused." Contact with parents/guardians will be made to verify the reason for the request. If the late arrival or early dismissal is for an appointment, **documentation must be turned into the office the next day of attendance.** Leaving the school day with more than one (1) hour of class time left, will constitute an absence.

Students need to pick up early dismissal passes from the High School Office upon their arrival to school, and they must **sign out** in the High School Office **before leaving** or they will be considered truant.

- **Emergency Medical Forms**

Students are required to have an **emergency medical form** on file with the High School Office as soon as they report to Auburn Career Center. Emergency medical forms are mailed to the student in the summer, can be found at the Auburn website, and in the High School Office. These forms are vital to a student's health and well-being as they can alert staff to any medical conditions that may arise while the student is in school. They also contain important contact information in case of an emergency. Parents/Guardians are encouraged to contact the High School Office with any information regarding medical conditions or if they have questions or concerns. A student may not be able to participate in lab without an emergency medical form on file, **especially if there is a safety concern. If an emergency medical form is not received within two weeks of the start of school, the student may be removed from Auburn temporarily until the form is received by the High School office.**

- **Excused Absence**

The following are the only conditions under which a student's absence is considered excused. A student will be excused from school who is:

1. Under a doctor's care substantiated by a note from the doctor, including pregnancy.
2. Hospitalized, verified by a note from the hospital.
3. Death of a relative, verified by a parent/guardian.
4. Religious holiday (excluding St. Patrick's Day).
5. Personally ill, verified by a parent/guardian.

- **Field Trips**

Educational field trips may be scheduled during the regular school hours. Students are not permitted to participate in a field trip unless there is written permission from a parent/guardian.

- **Planned Absences**

A planned absence request is used to provide students and their families some flexibility in arranging their schedules for educational or career visitations, family emergencies, or obligations such as out-of- state graduations or weddings. The planned absence form can be obtained at the High School Office in advance of the absence and must be signed by the student's parent/guardian and their respective teacher(s) and principals. To be approved, the signed form must be returned to the High School Office at least one day before the anticipated absence from school.

- **Tardiness**

The only tardiness that will be excused is that relating to the Excused Absence section in this handbook, or tardiness caused by a late bus. First year students arriving after the 8:18 a.m. tardy bell or Second year students arriving after the 11:00 a.m. tardy bell must report to the High School Office to be issued an admit slip to enter their class. Students who have excessive tardies may be subject to disciplinary action under the Auburn Code of Conduct. A parent or guardian must call within 24 hours to change the late unexcused to excused. **Examples of unexcused tardiness are car problems, oversleeping, missing the bus, etc.**

- **Unexcused Absence/Class Cutting/Truancy**

Class cutting is an absence of 20 minutes or more from any assigned periods. Unexcused absence is any absence that does not meet one of the reasons listed in the Excused Absence section of the handbook or is not an approved planned absence. A student with an unexcused absence will be considered truant and no credit will be earned for work missed during those days. An unexcused absence exists when a student is absent from school with his/her parent's knowledge, but for a reason deemed to be unacceptable by the administration. (Example: oversleeping, missed bus, car trouble, etc.). Students may not be permitted to make up work for credit when their absence is unexcused. Truancy is defined as an absence from school and/or any part of class without parent's and/or a school official's knowledge or permission. Truancy may result in disciplinary action, forfeiture of any opportunity to make up work for credit, Juvenile Court filing, loss of driving privileges, and/or participation in any student clubs, CTSO's, Business Partnership Programs, etc....

- **Excessive Absences and Habitual Truant**

Excessive Absence is defined as any child of compulsory school age who has been absent without legitimate excuse for:

- **38 or more hours in a month without legitimate excuse**
- **65 or more hours in a school year without legitimate excuse**

Habitual truant is defined as any child of compulsory school age who has been absent without legitimate excuse for:

30 or more consecutive hours without legitimate excuse

42 or more hours in a school month without legitimate excuse 72 or more hours in a year without legitimate excuse

If a student is not lawfully excused from school attendance, or if a student has a record of excessive absences, the parent will be notified that attendance must improve immediately. In the event the student's attendance does not improve, the attendance officer shall file a complaint in the appropriate Juvenile Court and/or file with the Bureau of Motor Vehicles for removal of the student's driver's license. Further disciplinary action may also occur. An

attendance contract may be developed with students, parents/guardians, and Auburn staff to improve attendance.

- **Withdrawal**

A student must notify his/her Auburn or home school counselor if they wish to withdraw from their Auburn program. Any student who withdraws from Auburn must pick up his/her supplies, equipment and personal belongings within 30 days. All personal belongings will be disposed of after 30 days of the student's withdrawal date.

- **Making up Missed Work**

Students who have been excused absent may make-up the work they missed for that absence. It is the student's responsibility to check with each teacher the day the student returns from an absence to arrange to get course content or any missed assignments or tests. Assignments that were due and tests that were scheduled on the day of the absence will be due on the day the student returns. With an extended excused absence, "Make-up" work must be completed within the following deadline: students will have one school day to make up work for each day of excused absence to a maximum of five (5) school days regardless of the length of absence. Failure to make-up the work may result in academic penalties. Participation/employability points will not be allowed to be made up when a student is absent.

Teachers are not required to provide assignments or make-up tests/exams for unexcused absences. Meaning if a student is unexcused absent they may receive partial or no credit for work they missed during that time or day.

Students who have been suspended from school may have the opportunity to make-up academic/written work for all or partial credit at Auburn Career Center. Students who are expelled may not make-up any work for credit during the time of the expulsion.

Due to the nature of authentic learning experiences and work created for a lab environment in career and technical education, it may not always be possible to recreate missed assignments for make-up when a student is absent or suspended. The teacher may provide an alternative assignment to subsidize for work missed during an absence or suspension.

- **Associate School Exams**

Students taking required tests at associate schools and missing classes at Auburn must complete and return an Exam Verification Sheet to the Auburn High School Office in order for the absence to be considered excused and allow students to make up work missed at Auburn.

- **Associate School Not in Session**

It is strongly recommended that the students try to attend their classes at Auburn except on calamity days. No buses will run on calamity days. A calamity day is defined as a day in which classes are cancelled for some reason beyond the control of the school district (snow days/inclement weather, power outages, medical emergencies, etc.) **Only when associate**

districts are closed, Auburn students are not counted absent. Bus transportation is provided from school to school when Auburn is in session. Buses will run regularly when an Associate School is not in session.

- **Assemblies at Associate Schools**

Students will be excused from Auburn to attend assemblies at their associate school provided they are authorized by their associate school to attend. **Failure to sign in and/or out at the associate school and Auburn Career Center for assemblies at the associate school may result in an unexcused absence and/or disciplinary action.**

General Information

- **Auburn Certificates**

In addition to earning academic credit towards graduation, students may earn the following certificates of achievement from Auburn Career Center. These certificates are awarded at the Completion Ceremony and placed in the student's Career Portfolio.

Auburn Honors Certificate Requirements

- ✓ 95% Attendance rate for two years at Auburn (no more than 18 days over two years)
- ✓ Earned a 3.5 or higher-grade point average in their career tech program over two years
- ✓ Safety certification earned in career tech program
- ✓ Employability skills earned in career tech program
- ✓ Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's career field
- ✓ Active participation in the program's Career Technical Student Organization
- ✓ High School diploma for Second years

Auburn Distinction Certificate Requirements

- ✓ 93% Attendance rate for two years at Auburn (no more than 26 days over a two years)
- ✓ Earned a 3.0 or higher-grade point average in their career tech program over two years
- ✓ Safety certification earned in career tech program
- ✓ Employability skills earned in career tech program
- ✓ Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's career field
- ✓ Active participation in the program's Career Technical Student Organization
- ✓ High School diploma for Second years

Auburn Merit Certificate Requirements

- ✓ Earned high school credit for their career tech program over two years
- ✓ Safety certification earned in career tech program
- ✓ Employability skills earned in career tech program

- ✓ Overall passage of Ohio Career Technical Competency Analysis exams and/or earning three (3) points of Industry Recognized Credentials in the program's career field.

Auburn Completion Certificate Requirements

- ✓ Earned high school credit for their career tech program over two years
- ✓ Safety certification earned in career tech program
- ✓ Employability skills earned in career tech program

Auburn Perfect Attendance Certificate Requirements

- ✓ Awarded for one and two years of perfect attendance
- ✓ 100% perfect attendance- documented in all periods of all program time
- ✓ No unexcused/excused absences, tardies, early dismissals
- ✓ **Perfect means perfect!**

Industry Credentials/Certifications

Students are provided the opportunity to earn an industry certificate or credential. Students that complete the required assessment will earn a certificate to be placed in their Career Portfolio. Auburn Career Center will pay for up to one (1) attempt at an industry certification in each program, whether that is a performance task or a written test.

- **Board of Education Policies and Procedures**

The Board of Education has established policies and procedures that pertain to students, staff and school operations. These policies and procedures are available on-line at <http://www.neola.com/auburnjvs-oh/>

- **Building Entry Procedures**

Auburn Career Center is dedicated to maintaining a safe and secure campus. All students are expected to enter through the main entrance or bus entrance immediately upon arrival. Once on campus, students are not permitted to leave the building or grounds. Students who drive must park their vehicle and enter the building immediately. **Do not open doors for anyone. All visitors must sign in at the main entrance.**

- **Business Partnership Program**

Internships

Eligibility Requirements:

Internship sites must be related to the students' career training program.

Auburn Students who have participated in the Auburn Employability Workshop and who meet the following criteria are eligible:

- ✓ 3.5 GPA in all courses at Auburn
- ✓ 95% attendance at Auburn
- ✓ Passing all courses at their associate school and at Auburn

- ✓ Teacher recommendation is required
- ✓ Will submit all required documents by the deadline
- ✓ Complete all components of the second year portfolio
- ✓ Successfully complete CTE testing or National Certification testing
- ✓ Attend and give a presentation at the Business Partnership Recognition Expo

Mentorship

Eligibility Requirements:

Mentorship sites must be related to students' career training program.

Auburn Students who have participated in the Auburn Employability Workshop and who meet the following criteria are eligible:

- ✓ 2.5 GPA in their career and technical program
- ✓ 90% attendance at Auburn
- ✓ Passing all courses at their associate school and at Auburn
- ✓ Teacher recommendation is required
- ✓ Will submit all required documents by the deadline
- ✓ Complete all components of the second year portfolio
- ✓ Successfully complete CTE testing or National Certification testing
- ✓ Attend and give presentation at the Business Partnership Recognition Expo

Volunteer Community Service Learning

Eligibility Requirements:

Auburn students who have participated in the Auburn Employability Workshop and who meet the following criteria are eligible:

- ✓ 2.5 GPA in their career and technical program
- ✓ 90% attendance at Auburn
- ✓ Passing all courses at their associate school and at Auburn
- ✓ Teacher recommendation is required
- ✓ Submit all required documents by the deadline
- ✓ Attend and give presentation at the Business Partnership Recognition Expo

Apprenticeship

The Apprenticeship Program is designed to serve as an effective transition from school to work for certain Auburn programs. It offers qualified high school students an outstanding academic education while instilling in them an understanding of the world of work and the skills necessary for competing in the world of work.

Career Shadowing and College Visit/Technical School Day

Students participate in a one (1) day event shadowing an occupation of interest or visiting a college or technical school of interest. If students are not participating in career shadowing or college/technical school visitation on this day, then they are participating as a Sophomore Visit Day Host in their classroom.

Mock Interviews

Students practice interviewing and present resumes to Auburn business partners. Students are required to participate in this before any Business Partnership Programs begin.

- **Cafeteria**

Students may have time to eat their breakfast at Auburn upon arrival to school. Breakfast is served in the Cafeteria from 7:30 a.m. until 8:15 a.m. Unfortunately, some buses do not arrive in enough time for the students to take advantage of this option. Auburn has two lunch periods and requires that all lunches and food are to be eaten in the Cafeteria.

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

Free and Reduced Lunch

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

- **Credit Flexibility**

Credit Flexibility applies to any coursework offered in the content areas of Career Technical Education, English, and Math as applied for and approved in advance by an associate district of Auburn Vocational School District. The Auburn Vocational School District will communicate the aspects of the Credit Flexibility policy and program on the website.

- **Dress Code**

All classes at Auburn have adopted Auburn program attire or uniforms to be worn in all programs. Students are expected be in uniform every day and may be subject to discipline or loss of employability/participation points in their program. Clothes and hair are expected to be neat, cleaned and not create a health/safety hazard or distract from the learning process. When not in uniform (arriving and departing the school building) students should be professionally dressed for their program. Students must comply with all personal protection equipment necessary for their program, especially while in the lab. One ear must be free from earbuds/headphones at all times.

Brief and revealing clothing are not appropriate apparel in school. Tops and bottoms must overlap at all times covering all undergarments, including when arms are raised or bending over. Clothing that is excessively tight, short or revealing is inappropriate. Shoulder straps should be 3" wide and shorts/skirts should be no higher than 4" above the knee. Clothing that is ripped, torn, or has holes may be deemed inappropriate as well. Any apparel or accessory that graphically or symbolically may be deemed vulgar, offensive, obscene, or libelous or promotes sex, violence, weapons, tobacco, drugs or alcohol is unacceptable and will not be

permitted. In addition, hats, hoodies, chains, spikes or any other item that may be construed by a school official as a safety hazard will not be permitted. Hats and hoodies must be off and down upon immediate entry into the building. Hats may be worn in programs with instructor permission. Pajama or lounge pants or bottoms are not permitted.

School administrators retain the right to interpretation of the personal appearance code and will make the final decision on inappropriate clothing and appearance.

- **Driving and Parking**

Driving to school and parking on premises is a privilege, not a right. Students must secure and fill out an Auburn parking permit application. These applications can be found on the website or in the High School Office.

- ✓ Permanent parking permit cost \$30 for the school year. Replacement fee for a lost or stolen tag is \$10.
- ✓ One-day temporary parking permit is \$5 for each day issued. These are issued as a special circumstance or if an emergency resulting in a student driving arises. Parking fees are non-refundable. A student may obtain up to three (3) temporary permits per semester.
- ✓ Ohio law requires valid driver's license and proof of liability insurance to be kept on file with the application.
- ✓ Parking permits are non-transferable and must be visible at all times in vehicle.
- ✓ All student vehicles must enter and exit the north driveway and can only park in the student lot behind the school.
- ✓ All drivers shall obey safe driving practices. Administration reserves the right to revoke driving privileges for reckless operation or driving related issues of any kind.
- ✓ Auburn assumes no responsibility for theft or damage to vehicles or their contents.
- ✓ For a complete list of policies and procedures see the parking permit application.

Students and their parents/guardians assume full responsibility and liability for any transportation to and from school or other events that is not officially provided by the Board. Due to limited parking facilities, second year students will be given first priority to drive. First year students will be given driving privileges if parking is available and/or there is a need to drive.

When a Student Misses Their Bus to Auburn

Please have parent/guardian contact the High School Office to provide permission to drive to Auburn that day. Report immediately to the High School Office to secure a one-day temporary parking permit for a \$5.00 fee. Students may be issued up to three (3) temporary permits per semester.

- **Equal Education Opportunity**

Auburn Vocational School District affirms that no person shall, on the basis of race, color,

national origin, sex (including sexual orientation or Fluid Gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information be excluded from participation in, be denied the benefits of or be subject to discrimination under any educational program or activities conducted under its auspices. This shall extend to employees therein and admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, genetic information, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

The policy prevails in all Board policies concerning school employees and students. The Board of Education designates Title IX Coordinator as Sarah Noble, 8140 Auburn Road, Concord Twp., Ohio, 44077, 440.358.8031 and Section 504 and ADA Compliance Officer as Shelby Kaminski, 8140 Auburn Road, Concord Twp., Ohio, 44077, 440.357.7542 ext. 8151.

- **Grades**

Grading Policy

A 90-100

B 80-89

C 70-79

D 60-69

F 59 and below

To calculate final grades, numbers based on a four-point scale are assigned to nine week letter grades and averaged. The letter grade values are as follows: A=4, B=3, C=2, D=1, F=0

To calculate the final grade, add the points assigned to the regular grading period grades and divide them by the number of grading periods. For the semester and final grades the point scale is:

3.5 - 4.0 = A

2.5 - 3.49 = B

1.5 - 2.49 = C

0.50 - 1.49 = D

Below .50 = F

Student performance is looked at just as business/industry would look at an employee on the job. The quality of tasks completed, time required, participation, attitude and consistency of effort are all a part of being at Auburn and one's grade. Instructors are encouraged to have an employability/participation or daily grade as part of a student's overall grade. This grade can

be made of attendance, participation, attitude, behavior, dress code/uniform, etc...Each instructor and program will have their own criteria for this grade and it is designed to be an overall reflection of a student's performance in a workplace environment.

Each individual teacher may have his/her own unique grading procedure. This is essential due to the diversity of each program. It is required that every student be aware of the grading procedure used in his/her class. (Please refer to Program Syllabus for specific information.)

Semester grades are not used to compute your final year-end grade.

Incompletes

An incomplete may be given for those students who have excused absences. The student will have one (1) day for each day of excused absence to make up missed work, up to ten (10) days. Lab time may not be made up. An incomplete grade issued on a report card may be changed to a letter grade if work is made up within ten (10) days. After ten (10) days, any work not made up may receive zero (0) or partial credit.

Failure Policy

If a student fails during the last grading period, a failing grade for the year may occur regardless of previous grades, and could result in loss of credits. If a student fails his/her first year year in a two-year program, they will not be permitted to return for their second year. This would happen by earning at least two (2) failing quarter grades of an F during the school year. Second years that fail may jeopardize graduation requirements.

- Students must pass three (3) out of four (4) nine-week grading periods in order to receive credit for the year.

Withdrawal Policy

Any student that withdraws from Auburn is responsible for all unpaid fees and must pick up his/her personal belongings within 30 days of withdrawal date. The district reserves the right to withdraw a student after 15 consecutive unexcused absences/days.

Report Cards and High School Transcripts

These are issued by the student's associate high school. Auburn issues grades to the associate school and the associate school grants credit for classes taken at Auburn Career Center. This includes Auburn academic classes.

- **Hall Lockers**

Students are given lockers at the beginning of the school year. Students should be advised that their lockers remain in the control of the school and are subject to random search by school administrators at any time for contraband, harmful or dangerous substances, or weapons when necessary for the maintenance of the educational process or to protect the health, safety, and welfare of other students. Lockers are part of the school property and students will be responsible for cleaning lockers. The school district cannot be responsible for articles stolen from lockers. Lockers are to be locked at all times and combinations are not to

be shared with others.

All lockers are the property of Auburn Vocational School District. Lockers and their contents are subject to inspection at the discretion of the administration. (O.R.C. 3313.665)

- **Harassment and Bullying**
Board Policy 5517 - ANTI-HARASSMENT

General Policy Statement

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

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

Other Violations of the Anti-Harassment Policy

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

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

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

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

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

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
 - B. Unwanted physical and/or sexual contact.
 - C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education
-

may be adversely affected by not submitting to sexual advances.

- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

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

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of

interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

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

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it

becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

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

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior, the Director believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Director shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Director shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Director informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Jeff Slavkovsky
Assistant Superintendent
440-357-7542
8221 Auburn Road, Concord Twp., OH 44077

Michelle Rodewald
Director of Business Partnership
440-357-7542
8140 Auburn Road, Concord Twp., OH 44077
mrodewald@auburncc.org

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks, in the School District Annual Report to the public, and/or on the School District's web site.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are

known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator in the

school the student attends; 2) to the Superintendent or other District-level employee; and/or 3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, Director, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful

harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Director, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. A Director will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the student alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Sanctions and Monitoring

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

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in

Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and exculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

- **Health Services**

In the event of an individual or school-wide emergency, parent(s)/guardians(s) will be notified. **Please keep contact information up-to-date with the school. This can be done via the parent portal of Infinite Campus through Auburn's website www.auburncc.org.**

If a student becomes ill during the school day, he or she should notify a staff member and request permission to go to the High School Office. An appropriate staff member within the High School Office will determine whether the student should remain in school or go home for the remainder of the day. However, under no circumstances will a student be released from school without proper parental permission.

Administration of Medication

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed. A physician's written request and the student's parent or guardian's written release (Request to Dispense Medication form) must be submitted to the High School Office indicating the name, dosage and frequency of medication to be administered and the name of the doctor prescribing the medication and date it was prescribed before a student is to begin taking any medication during school hours. **All such medication must be kept in its original container, registered, and stored in the Reception Office.** (O.R.C. 3313.713) It is the student's responsibility to report to the office at the proper time to receive his/her medication. Any medications for Diabetes, epi-pens and/or in-halers must have a signed physician's request on file for the student to carry.

Preparedness for Toxic and Asbestos Hazards

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial

accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request. Policy number 8431.

- **Identification (ID) Badges**

Students are expected to wear their ID badges at all times while at Auburn Career Center. Failure to do so may result in a loss of employability/participation points or disciplinary action. ID badges will function as a student's hall pass and will be used to sign in for attendance purposes. If a student does not have their ID badge they may not be able to leave class for security purposes and may need to purchase a new one in the student services office for \$5.00.

- **Online Academic Courses**

Auburn students utilize Blackboard technology to access the following courses:

- American Literature - Grade 11
- British Literature - Grade 12
- College and Career Readiness English 11/12
- Algebra II
- Financial Algebra
- Pre-Calculus

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

Online Academic Classes are presented in the Blackboard Learning Platform. All of the content will be available in Blackboard 24/7. Content in Blackboard will be presented via prose, video presentation, interactive video presentations, website interaction, visual graphics displays, etc.

Online Instructors will arrange with the Program teachers for weekly face-to-face interaction time to introduce and clarify content and concepts and to answer questions and provide a time for dialogue. If more time is needed for instruction, clarification, feedback, etc., students and Online Instructors can make arrangements to meet face to face more frequently. Feedback will be provided on all assignments through the Blackboard Platform; Instructors will expect appropriate responses from every student. Additional feedback may come via email and face to face conversations.

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

Online Instructors will communicate with students and parents via email, phone calls and face to face conferences. Instructors will address students in a timely manner on any and all issues

and concerns. Parents will be contacted with concerns in a timely manner and critical issues will be addressed immediately.

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

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

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

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

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

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

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

	Attitude	Respect	Responsibility
Hallways	Be kind	Use appropriate language Be quiet in the hallways	Go directly to your assigned destination
Classroom	Take pride in your work	Speak and act professionally	Be prepared for instruction Use electronic devices with permission
Labs	Be prepared, alert, and attentive	Treat equipment with respect & Clean lab	Seek out directions, Use safe actions & procedures
Cafeteria	Practice good manners	Leave your area clean Recycle trash	Eat food in designated area

	Attitude	Respect	Responsibility
Parking Lot	Share the road and take turns	Be aware and drive safely	Park in designated area
Community	Positively represent yourself and your school	Be courteous to co-workers, employers and customers	Be prompt & professional

- **Safety Drills**

Drills will be held at various times during the school year in an effort to promote the safety of the students and staff at Auburn. Correct procedures for fire and tornado drills are posted in each classroom. It is the student's responsibility to be familiar with those procedures. Students will proceed to the designated areas during such drills in a quiet, professional manner. Fire, tornado and school safety drills will be conducted in accordance with State and Federal law.

In the event of an individual or school-wide emergency, parent(s)/guardians(s) will be notified. **Please keep contact information up-to-date with the school via the Infinite Campus Parent Portal on the Auburn website.**

- **School Counselors**

The school counselors provide counseling services for all first and second year students attending Auburn and maintain contact with all associate school counselors. To meet with the school counselor, students may sign in before class time or during their lunch period. Students may also make an appointment by scheduling online via the website.

- **School Resource Officer**

In an effort to promote a safe learning environment, Auburn will have a school resource officer available to students. The officer may help students or parents with any problems that require law enforcement attention.

- **Search and Seizure/Interrogations**

To maintain discipline and order in the schools and to protect the safety and welfare of students, employees and community members, the Board of Education authorizes its administration to conduct searches of school property, searches of a student's person or personal property, or student automobiles, and the contents within, with or without the student's consent, in accordance with Board-adopted procedures. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. The Board of Education further authorizes its administration to seize illegal, unauthorized, or contraband materials that may be discovered in any search. The Board has further developed procedures that will be followed in the event a law enforcement agency requests an opportunity to search or interrogate a student.

Drug Search of School Property Including Lockers and Parking Lot

The administration is authorized to utilize any drug detection methods as well as canines, whose reliability and accuracy for sniffing out contraband has been established, to aid in the

search for contraband in school-owned property and automobiles parked on school property. An indication by the dog that contraband is present on school property or an automobile shall be cause for a further search by school officials. Seized contraband will be placed in a secure area by administration or turned over to any law enforcement officer after proper notation and receipt. The administration will exercise its dual responsibility to discipline student offenders and to offer help for them and their family.

- **Student Clubs**

AWT Robots- open to all

Drug Free Clubs of America – open to all

National Technical Honors Society - invitation

SADD – open to all

STARS – application process

Student Ambassadors – application process

Student Leadership Team – open to all

- **Student Fees**

Each student is assessed a \$25 school fee for consumable materials and supplies for the school year, plus individual fees by program – see program syllabus. All fees must be paid in full to participate in:

Driving/Parking Permits

Auburn Completion Ceremony

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

DECA – Distributive Education Clubs of America – Business Management Technology

Educators Rising – Teaching Professions Pathway

FCCLA – Family Career & Community Leaders of America – Culinary Arts

National FFA – Plant Turf and Landscape Management

SkillsUSA – Advanced Manufacturing, Allied Health Technology, Criminal Justice & Security,

Electrical Engineering Prep, Architecture and Project Management, Automotive Collision

Repair, Automotive Technology, Computer Networking, Mobile Applications Technology,

Construction, Cosmetology, Emergency Medical Services, HVAC, Mechanical Technology

Applications, Interactive Multimedia Technology, Internet Programming & Development,

Patient Care Technician, Sports Medicine and Welding

- **Technology**

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Technology Resources to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the

opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on a Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software

and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled or by passed by the use of proxy servers or personal cell phone networks at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining" etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Directors are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teacher, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Technology Resources.

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256
20 U.S.C. 6777, 9134 (2003)
47 C.F.R. 54.500 – 54.523
Revised 2/6/18

Electronic Equipment

While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the director, the classroom teacher, and/or supervising adult. Examples of prohibited devices include but, are not limited to lasers, laser pens or pointers, radios, speakers, laptops, and/or gaming systems.

- **Video Surveillance**

The interior and exterior of Auburn is under surveillance by video equipment. A recording may be used as evidence by administrators or the police in any situation involving the violation of any rule, regulation, policy or law. Electronic surveillance cameras are in constant operation throughout the facility and may be monitored at any time. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

- **Visitors**

All visitors are required to enter through the front entrance, check in at the Reception Office and provide State ID card that will be used to create a visitor's pass. Parents/Guardians who need to speak or meet with their student must register at the Reception Office and the student will be brought to them.

No social visitors are permitted to visit Auburn during the school day, including lunch. Approved associate school student visitors will be permitted to visit and explore programs through the Enrollment Specialists.

Student Code of Conduct

Education is effective when there is a positive atmosphere in the classroom and students are focused on learning. A good **Attitude, Respect and Responsibility** is essential to student success.

Auburn Vocational School District Board of Education specifies the following Student Code of Conduct, as required by Ohio Law [O.R.C. 3313.661] and [O.R.C. 3313.666 & 3313.667]. This code is designed to make clear the types of behavior which cause substantial disruption of the

learning process or infringe upon the rights of others in such a way as to deprive them of their rightful opportunity to a sound educational experience.

The following represents the standards for Auburn. Infringement of the standards can place students in the position of receiving a suspension, emergency removal, expulsion, or other appropriate consequence. Infringements that are illegal will result in the police being advised.

The Student Code Of Conduct Applies:

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes off school grounds at any school sponsored activity, function or event (including field trips, job shadowing, internships, and/or work-based learning) and in vehicles provided by the Board for transporting students.

In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

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

Student Code of Conduct

1. **Lockers, Book Bags, Purses and Personal Items/Valuables** - These items are to be stored in the student's hall locker outside of the classroom. Lockers are to be locked and combinations are not to be shared. Students should not share lockers or access another student's locker.
2. **Classroom Rule Violation** - Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.
3. **Technology Violation** - Misuse of the school technology/computers, network, Internet and/or disclosing password or login information as described in the technology agreement is prohibited. (See Student Education Technology Acceptable Use and Safety pg. 38)
4. **Academic Dishonesty/False Reporting** - Cheating on a test/quiz, copying assignments, plagiarism, altering records, **Forgery/ Falsifying Communication** will be treated as a violation of dishonesty. No credit will be earned for the work and/or discipline may be assigned to the student. This also includes students who make false statements or provide any false information or that in any way defames or damages the reputation of another student or staff member.

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5. **Disorderly Conduct** – Defined as when the behavior of anyone (parent/guardian, citizen, adult or minor) becomes disruptive at school or at a school event or dangerous to the individual or others at the event, school authorities have the right, authority, and affirmative obligation to take action. If such behavior is merely disruptive of the event, the individual(s) will be warned that they must stop the disruptive behavior or they will be instructed to leave. If the warning does not settle the matter, the individual(s) may be instructed to leave the premises. Failure to obey these instructions technically creates a trespass, and the offender(s) may be removed by the proper authorities.
 6. **Disruption, Interference, or Obstruction of the Educational Process** – Any student behavior, actions, or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, and other events.
 7. **Dress Code** – It is the policy of the Auburn Board of Education to recognize the rights and privileges of each student in the matter of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. See Dress Code on pg 16 and 17. Students may be required to wear Auburn uniform/attire or dress specifically for their program. Students are issued ID badges while in school and should wear them or have with them at all times.
 8. **Drugs, Alcohol and Counterfeit-Controlled Substance** – Students shall not use, possess, transmit, sell or offer to sell, buy or attempt to buy, or conceal alcoholic beverages, narcotics or other drugs including counterfeit drugs, prescription, Over-the-Counter or any paraphernalia capable of being used to use drugs. Evidence of use of alcohol or drugs at school or a school-related event is a violation of the Code of Conduct. “Vapes”, e-cigarettes, Juuls, and look-alikes are considered under “paraphernalia capable of being used to use drugs.”
 9. **Food/Beverages** – Consumption of food and beverages is only permitted in the Cafeteria and certain designated areas of the school. Beverages in bottles with screw tops or permanent lids only are permitted in the classroom by the discretion of the instructor. Fast food containers or any cups with pop top lids are not permitted. Students may be told to discard any drink/food that does not meet requirements for class.
 10. **Gambling** – Games of chance, which include wagering, gambling, etc., are not permitted.
 11. **Harassment/Threatening/Aggressive Behavior (including Bullying/Cyberbullying)** – Harassment, threatening, intimidation, or bullying behavior by a student in the Auburn Vocational School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying,” in accordance with O.R.C. 3313.666, means any intentional written, verbal, graphic or physical act including electronically transmitted acts, i.e., Internet, social media, cell/smart phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
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- A. causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of student's personal property; and
 - B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students. **[For the complete policy see page 19]**
12. **Hazing** – No student shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student, or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, while under the jurisdiction of the school. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen this prohibition.
13. **Identification** – All students must promptly, upon request, identify themselves to school staff and show their school id badge in an appropriate manner, in school buildings, on school grounds, or at school-sponsored events.
14. **Insubordination** – Failure to comply with directions of school employees during any period of time when under their authority or supervision. Disrespectful behavior toward any staff member is also being insubordinate.
15. **Out-of-Bounds/Loitering** – Being any place on the school grounds where the student has no expressed or written permission to be. This includes the parking lot. Students are expected to enter the school immediately upon their arrival (either by bus or car) and may not leave the school or grounds without permission. The driveway crossing the creek/pond area is strictly off limits to all unauthorized students.
16. **Panic Inducing Behavior** – Any behavior that has the potential to cause or causes a panic situation is strictly forbidden. Any student that induces panic by way of words or deeds will be subject to discipline and/or reported to the authorities.
17. **Parking/Driving Violation** – No student may drive to Auburn without a parking permit from Auburn. Students must follow all traffic laws and may not drive recklessly or in an unsafe manner while on the school grounds. See the Driving and Parking section on pg. 16.
18. **Personal Communication Devices/Cell/Smart Phones** – Student cell/smart phones are to be turned off, kept out of sight and not used during class time of the school day. "Using" refers to, not only the making and/or receiving of calls, but also sending messages, taking pictures, making recordings, posting to social media sites, etc..., <http://www.neola.com/auburnjvs-oh/> Policy number 5136.

Violation of this rule may result in disciplinary action and/or confiscation of the cell/smart phone. A confiscated phone will be returned to the owner at the end of the day, provided there are not concerns with the contents of the phone.

On a repeated cell/smart phone violation, the phone may be confiscated and kept by the administration until the student's parent(s)/guardian claim it from the office. Additional disciplinary action could result, such as; warnings, parental notification and conferences, suspension, expulsion, and/or referral to law

enforcement if the violation involves an illegal activity. **Contents of cell phones may be searched** if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

Administration or classroom teacher may authorize the use of a personal cell/smart phone for classroom learning or an emergency situations.

The Board of Education is not responsible for the loss, theft, damage, or vandalism to student cellular/smart phones or PCDs as well as other student property. Students and parents/guardians are strongly encouraged to take appropriate precautions, if students have cellular/smart phones in their possession, to make sure the phones are not left unattended or unsecured.

19. **Obscene/Pornography Possession** – Possessing inappropriate, sexually explicit or obscene material/pornography is prohibited. This includes on any smart/cell phone or technology device. Administration retains the right to interpretation of any material and will make the final decision on said material.
 20. **Profanity and Obscene Behavior** – Written or verbal language, as well as gestures and actions of an obscene nature, are prohibited.
 21. **Repeated Violations of the Student Code of Conduct** – Students who engage in acts that violate this Student Code of Conduct, whether disciplined or not for previous violations, may be subject to further and more severe discipline, including suspension or expulsion for subsequent violations. While the individual offense may not warrant such severe disciplinary measures, repeated violations of the same and/or similar Code provisions may result in severe disciplinary measures at the sole discretion of the administrator. Continued minor violations of different areas of this Code may also result in more severe disciplinary actions as well.
 22. **Refusing to Accept Discipline** – Students failing to comply with disciplinary consequences may face additional consequences for such action.
 23. **Safety Violation** – Students who do not observe safety procedures and behave in an unsafe manner may be immediately removed from program labs, and or classrooms, and referred for discipline. Disciplinary consequences for blatantly unsafe behavior will be dealt with to the full extent of Auburn’s disciplinary code. The OSHA standards of individual safety will be followed.
 24. **Smoking or Possession of Tobacco Products** – Smoking, vaping or chewing of tobacco products on school buses, in the school building, on or near school grounds, or at any school-sponsored activities is illegal [O.R.C. 3313.751]. Students will not be permitted to have tobacco products or other cigarette products in their possession (in pockets, purses, cars etc...), even if the tobacco products were not being used. Likewise, any tobacco-free chew or snuff, as well as smokeless, electronic cigarettes, juuls and vapes are not permitted. All tobacco products and/or look-alike tobacco products will be confiscated. Vapes, Juuls, e-cigarettes that are confiscated may be disposed of by administration.
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- 25. Theft, or Knowingly Receiving or Possessing Stolen Property/Unauthorized Possession of School or Private Property** – A student will not knowingly possess unauthorized school or private property, unless granted explicit permission. Unauthorized taking of property of another person or receiving or possessing such property is also prohibited. Students caught stealing will be disciplined and may be reported to law enforcement officials. Auburn is not responsible for personal property.
- 26. Truancy/Persistent Absence or Tardiness** – Students shall not be absent/tardy from school without permission from either school or parent/guardian. Failure to comply with attendance procedures may result in referral to the attendance intervention team or the proper juvenile court.
- 27. Trespassing** – Although schools are public facilities, the law allows the Board to restrict access to school property. Examples of trespassing include: being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the administration.
- 28. Unauthorized Bodily Contact (Level I, II, III, IV)** – The act of physically touching, hitting or making physical threats to a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school.
- Level I:** Public display of affection (consensual)
- Level II:** Pushing, shoving, inappropriate touching/grabbing (non-consensual)
- Level III:** Students have physical altercation, but end altercation on their own
- Level IV:** Physical altercation had to be ended by bystander/school personnel or causing bodily harm
- 29. Unauthorized Fire** – Any use of fire for purposes not related to instruction in the program is prohibited.
- 30. Unauthorized Sale or Distribution** – Sale or distribution or attempting to sell or distribute any object, substance or service which has not been authorized for sale or distribution by the administration to any person on school owned property is prohibited.
- 31. Vandalism and/or Destruction of Property** – A student shall not cause or attempt to cause damage, destruction, defacement of any school property or private property during a school activity, function or event off school grounds. Such action can result in payment for repair or replacement. In addition, littering anywhere on school property is not permitted.
- 32. Violations of Law** – Any student that violates the law of any local, state or federal statute is subject to discipline and may be reported to the authorities.
- 33. Weapons** – The Board of Education prohibits students from possessing, storing, making or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control

and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle. Unless otherwise authorized by law, pursuant to O.R.C. Section 2923.122, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition and explosives.

Disciplinary Options

- **Phone call/contact from teacher**
 - **Verbal Warning of possible disciplinary action**
 - **Verbal/written apology**
 - **Conference involving parent(s)/guardian(s), student, teacher and other school officials**
 - **Alternative Assignment/Work in Program**
Students who violate Student Code of Conduct at Auburn may be asked to complete an assignment related to their program, the specific violation, both or a specific duty in class as a consequence.
 - **Revocation of Parking Permit and/or School Privileges/Programs**
Any student who violates the Code of Conduct at Auburn can be subject to revocation of their parking privileges either temporarily or permanently. This may include removal from any Business Partnership Program involvement (internship, mentoring, etc...), CTSO's, Student Clubs or any other school activity or event.
 - **Employability/Participation Points**
Auburn Career Center prepares students for the work place. Students may be disciplined by the removal of points earned in the section of the employability/participation grade of their program. This grade is designed to be a reflection of the student's ability to function in a workplace environment and is based on many criteria such as attendance, behavior, proper uniform, and being prepared for class, etc....
 - **PBIS/Workforce Readiness Referral**
Students may be removed from their program for a period of time to serve a PBIS/Workforce Readiness referral. Students will be asked to reflect on their violation and behavior and may have to complete an alternative assignment related to the violation as well as the work they are missing while out of their program.
-

- **Prohibition from extracurricular activities and/or Business Partnership Programs**
Students who violate the Code of Conduct may be removed from student club/CTSO's participation, activities, competitions and events. Students may also be removed from or have limited participation in work based learning activities such as internships, mentoring, shadowing or volunteer opportunities.

- **Community Service**

Students facing a suspension from school may be given, at the discretion of the administration, the opportunity to perform community service in lieu of the suspension. Students who do not fulfill their community service obligation will be issued other disciplinary consequences.

It should be noted that other possible student conduct, persistent disobedience or gross misconduct may also serve as grounds for suspension or expulsion as provided by law.

- **Referred to legal authority**

Certain violations of the Student Code of Conduct may also be violations of Ohio Revised Code and may be subject to investigation and prosecution by local authorities. Auburn Administration may be subject to refer acts to these legal authorities and cooperate with any legal investigation.

- **Other measures as deemed necessary and appropriate for school operation**

- **Emergency Removal of a Student**

If at any time an administrator feels that a student is behaving in a way that creates or has the potential to create a clear and present danger to himself/herself or another person, or significantly disrupts the educational process, the administrator may have the student removed from the building. The student will be released to the custody of the parent/guardian or an officer of the law. The parent/guardian will be notified by phone or in writing within 24 hours of the removal.

- **Suspension**

Some violations of the Student Code of Conduct may result in an out-of-school suspension from school, at least one (1) day and not more than ten (10) days per incident. Due process will be followed and the necessary steps will be taken in the suspension of the student.

A student who is suspended from school should not be on school property, or participate in or attend any school activities or be present at any activity or on property controlled by the school.

Principals and other administrators may suspend a student from school for up to a period of ten (10) days for violation of the Student Code of Conduct. (O.R.C. 3313.66)

Auburn honors out-of-school suspensions and expulsions from the associate high schools. Any student suspended out-of-school or expelled from their associate high school may not attend Auburn on those days. Associate high schools honor out-of-school suspensions and expulsions from Auburn. Any student suspended out-of-school or expelled from Auburn may not attend their associate high schools on those days.

All suspensions shall be conducted as stated in Ohio Law. (O.R.C. 3313.661)

- **Expulsion (recommendation for)**

Expulsion is the removal of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place. Specific offenses involving firearms and knives shall result in the student's expulsion for one (1) year. The term of that expulsion may be reduced to less than one (1) year by the Superintendent for the reasons listed in Policy [5610](#) so long as the modification is made in writing. Specific offenses involving violent conduct may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent. Bomb threats may result in the student's expulsion for a period of up to one (1) year at the discretion of the Superintendent.

If at the time of the expulsion, there are fewer school days than the number of days of expulsion, the Superintendent has the option to impose a community service requirement beyond the end of the school year.

Expulsion from Auburn or the associate high school includes expulsion from both schools. This action, taken by the school's Superintendent, requires written communication to the parent(s)/guardian(s). Loss of CCP Credit will occur and Costs will be the responsibility of the parent(s)/guardian(s).

- **Due Process Rights- Policy 5611**

The Board of Education recognizes that students have limited constitutional rights when it comes to their education.

Accordingly, the Board establishes the following procedures:

- A. **Student subject to suspension:**

When a student is being considered for an out-of-school suspension by the Superintendent, Director, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, Director, or other administrator will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar

days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

5. Notice of this suspension will also be sent to the:
 - a. Superintendent;
 - b. student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Director, Assistant Director, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

B. Students subject to expulsion:

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the

student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if it is held before the Board.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under State law, the decision of the Board or its designee may be further appealed to the Court of Common Pleas.

C. Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 - Emergency Removal.

D. Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 - Permanent Exclusion of Nondisabled Students.

E. Students subject to suspension from bus riding/transportation privileges:

Student whose conduct warrant suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely in a supervised learning environment within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or noninterscholastic extra-curricular activities.

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AUBURN VOCATIONAL SCHOOL BOARD OF EDUCATION MEMBERS

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Mrs. Mary Javins, Vice President

Mrs. Jean Brush
Dr. Susan Culotta
Mr. Kenneth Cahill
Mr. Geoffrey Kent
Mr. Ken Klima
Mr. Roger Miller
Mr. Paul Stefanko
Mr. Terry Sedivy
Mrs. Mary Wheeler

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Dr. Brian Bontempo, Superintendent
Mr. Jeffrey Slavkovsky, Assistant Superintendent
Mrs. Sherry Williamson, Treasurer
Mrs. Dee Stark, Director of Curriculum and Instruction
Mr. Chris Mitchell, Director of High School
Mrs. Michelle Rodewald, Director of Adult Education and Business Partnerships

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Berkshire Local Schools
Cardinal Local Schools
Chardon Local Schools
Fairport Harbor Exempted Village Schools
Kenston Local Schools
Kirtland Local Schools
Madison Local Schools
Newbury Local Schools
Painesville City Local Schools
Perry Local Schools
Riverside Local Schools
Lake Shore Compact – Euclid, Mentor & Wickliffe

Student/Parent Handbook, Code of Conduct, Technology Agreement and

Student Photography/Video Release 2019-2020

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

I have read all of the information included in the Auburn Student/Parent HANDBOOK and CODE OF CONDUCT for the 2019—2020 school year and understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of Auburn.

Parent/Guardian

As the parent/guardian of this student, I have read the Student Education Technology Acceptable Use and Safety Policy and Guidelines and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations. To the extent that proprietary rights in the design of a website hosted on Board-owned or leased servers would vest in my child upon creation, I agree to assign those rights to the Board.

Teachers and building directors are responsible for determining what is unauthorized or inappropriate use. The Director may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the Board's Student Education Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

Student

I have read and agree to abide by the Student Education Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines. This Photography/Video Release (hereinafter "Release"), executed on this _____, day of _____, 20____, by _____, (hereinafter "Parent/Guardian") to the Auburn Career Center Board of Education (hereinafter "Board"), memorializes the parties' complete understanding with regard to the use, by the Board, of any and all photography and video recordings in which my daughter/son's (hereinafter "High School Student") image appears, on its website and in brochures or other print-based promotional materials.

Please turn over and complete the other side

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

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

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

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

Please check each that applies:

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

_____ I do not give permission.

Parent/Guardian: _____ Signature: _____ Date: _____

Please complete and return this signed form by August 30, 2019 to the Auburn High School Office.



Attachment Item #17

**Approve High School
Teacher Handbook for
2019-2020 SY**

Auburn Career Center



High School Staff

Handbook
2019-20

8140 Auburn Road
Concord Township, Ohio 44077

440.357.7542 Main Number
800.544.9750 Toll Free Number
440.358.8012 High School Fax
440.357.0310 Board Office Fax

www.auburncc.org

Brian Bontempo
Superintendent
X8011

Chris Mitchell
Director of High School
X8060

Jeff Slavkovsky
Executive Director of CTE
X8033

Michelle Rodewald
Director of Business Partnerships
X8159

Sherry Williamson
Treasurer
X8006

Dee Stark
Director of Curriculum and Instruction
X8030

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

Table of Contents

Forward 5

Mission 5

Core Values..... 5

Directory Information..... 6

Teacher Information 2

Advisory Committees 2

Announcements 3

Anti- Harassment..... 3

Non-Discrimination and Access to Equal Educational Opportunity..... 3

Attendance..... 5

Budget Process 5

Course Credits 6

Customer Service..... 6

Donations 7

Drug Policy 7

Drug Search of School Property 8

Employee Emergency Medical Form 8

Employee Technology Acceptable Use and Safety 8

FERPA 11

Field Experiences (Work Based Learning Experiences)..... 12

Field Trips 12

Financial Obligations to school 13

Guest Speakers 13

HR Kiosk – Sick/Personal/Professional 13

Inventory..... 14

Infinite Campus 14

 Interims..... 14

 Grades..... 14

 Lesson Plans..... 16

Maintenance Help!	16
Master Schedule	16
Office Supplies	17
OTES Evaluations	17
Pre-Conference.....	18
Formal Observation.....	18
Summative Assessment.....	18
Parent Communications	18
Parent Monthly Recaps.....	18
Parent Phone Calls.....	18
Parent Teacher Conferences.....	18
Reporting Abuse	2
Requisitions	2
Room Requests	2
School Crisis Plan	2
Teacher Attire	2
Technology Help!	3
Visitor Regulations	3
TEACHER LICENSES	4
Individual Professional Development Plan	4
Request for Professional Development	5
Teacher Work Day	6
Teacher Work Calendar	6
Teacher Staff/PLC Schedule	6
Securing a Sub	2
Stipends	2
Taking Attendance	26
Time Off Work	26
Family and Medical Leave	26
Sick Leave	26
Student Information:	28
Academic Instructor Expectations for Online Courses	28
FERPA	29
Free & Reduced Lunch Form	29
Injuries	29
NON-EMERGENCY	29
EMERGENCY	29
Locker Distribution List	30
Request to Dispense Medication Form	30
Student Emergency Medical Form	30
Student Photography & Video Release Form	30

Student Technology Agreement	30
Syllabi	30
Tools.....	31
Textbook distribution list	31
<i>Internships – Business Partnerships</i>	31
Option 1: Internship Privilege	31
Option 2: Mentorship	31
Option 3: Career Field Experience	32
<i>Student Organizations/Clubs</i>	32
SkillsUSA.....	32
FCCLA	33
FFA	33
DECA.....	34
Educators Rising (EdRising) Ohio	34
National Technical Honor Society	35
Drug Free Clubs of America	35
SADD	35
STARS (Student Tour and Representative Specialists).....	36
Student Ambassadors.....	36
Student Leadership Team	37
Receipt Books.....	37
Purpose Statement.....	37
<i>PBIS</i>	38
Student Behavior Management Process	38
2019-20 Procedures.....	39
Hall Passes.....	43
Student driving.....	43
<i>Events</i>	43
Completion Ceremony.....	43
Freshman Fridays	43
Interview Night.....	44
Open House.....	44
Orientation.....	44
Parent Visit Day	45
Sophomore Visit Day	46
Welcome Wednesday.....	46
<i>Appendix</i>	46
Acronyms	46
High School Employee Directory.....	49

MyAuburn	50
Purpose of I.P.D.P.	50
OTES Forms	50
Equipment Request Form	51
Lesson Plan Template	53
Student Referral	56
Text Book Sign-out List	59

Forward

This handbook is published as a guide to aid high school staff of the Auburn Career Center in improving their instructional program and to answer questions that arise from time to time in connection with school policies and procedures. Although some of the Board of Education policies have been included in this manual, it should be clearly understood that procedures are not policies and the actual Board Policy is the final authority. Auburn Vocational School District Board Policy can be found at the following website address:

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

Throughout the school year, there may be additions or deletions published which will supplement, amplify or modify the original contents of this handbook. Revised versions of this handbook will be made available electronically. Staff members should be sure to check whether a revised version has been made available electronically before relying upon hard copies of this handbook, as hard copies may be outdated.

Information contained in this handbook is intended to assist teachers and has no contract or legal status related to collective bargaining agreements between CATA/OEA and the Auburn Vocational School District Board of Education or Ohio Revised Code. It is expected that all teachers will become familiar with this manual. Your ideas and suggestions are welcome for future revision.

Mission

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

Core Values

We believe:

- People are personally responsible for their choices and actions.
- Treating people with dignity and respect will enhance learning.
- Attitude and goals drive achievement.

- All people can learn.
- All people can make a positive contribution.
- Change is exciting and essential for growth.

ATTITUDE * RESPECT * RESPONSIBILITY

Directory Information



2019-2020 PHONE EXTENSION

Adult Auto Tech ----- 8109
 Adult HVAC ----- 8388
 Adult Machining -----8390
 Adult Welding -----8245
 Agardi, Dan-----8122
 Allen, Stacy-----8239
 Anderson, Erica-----8402
 Atwell, Joe----- 8162
 Auburn Room----- 8210
 Barto, Shelley (Fin Aid)--8326
 Barwidi, Laura----- 8090
 Bentley, Dorothy -----8275
 Blackwell, Liesl -----757
 Blanch, John -----8238
 Bontempo, Brian-----8011
 Brown, Jessica, Reception --0/8112
 Brown, Teresa ----- 721
 Bruno, Justin -----8234
 Bryski, Crystal -----749
 Bubonic, Dawn ----- 8138
 Buchs, Diane ----- 8113
 Burke, Debra ----- 727

Carraher, Brenda-----8214
 Ciszewski, Laura-----8136
 Coin, Cindy, Night Rec. ----0/8112
 Colescott, Terry -----8197
 Computer Help Desk---- 8050
 Conn, Keith-----8383
 Cosmetology Reception A 8199
 Cosmetology Reception B 8198
 Cowen, David -----8028
 Coyne, Cathy, Aspire ----- 8237
 Crail, Dan ----- 8014
 Cueni, Beth ----- 8224
 Darrah, Merrie ----- 752
 Davis, Sean ----- 8026
 DePasquale, Tori-----8044
 Deputy Mike Reed #49----- 8111
 Dickens, Krista ----- 708
 Dowd, Jessica----- 722
 Edwards, Carol----- 728
 Evans, Gregg -----8196
 Gardner, Jason-----8386

Garrett, Brittany, ESC Rec
 ----- 788
 Gea. Core----- 8220
 Golar, Kelley-----8015
 Gontero, Ginny----- 8384
 Gordon, Barb-----8110
 Harvey, Dennis ----- 8230
 High School Office-----8113
 Hill, Robert----- 8208
 Holland, Brandi----- 8217
 Horticulture Lobby ----- 8360
 Horticulture, Class ----- 8375
 Irving, Amie-----8353
 IT----- 8024
 Kaminski, Shelby----- 8151
 Kamis, Laura -----8276
 Karako, Nan ----- 755
 Kasten, Nanci ----- 8134
 Kerwood, Mary Ann -----8237
 Kozar, Rodney -----8207
 Lauer, Wendy -----8278
 Machuta, Leslie----- 8334

Maintenance ----- 8163
 Malvicino, Justine ----- 8215
 Mazza, Jonna ----- 8248
 McClure, Carrie ----- 759
 McKenrick, Pat ----- 720
 McVicker, Carrie ----- 8325
 Metrisin, Jane ----- 8280
 Mitchell, Chris ----- 8060
 Nelson, Angela ----- 8221
 Noble, Sarah ----- 8031
 Nunes, Robin ----- 8283
 Pinchot, Lori ----- 714
 Pizzuti, Anthony ----- 796
 PN Faculty ----- 8367
 Prine, Roxanne - 440-354-7090
 Ramos, Steve ----- 756
 Nursing Coordinator ----- 8366
 Rausch, Barb ----- 8192
 Receptionist ----- 0
 Reed, Mike #49 ----- 8111
 Reed, Wayne ----- 8389
 Richards, David ----- 8362
 Rodewald, Michelle ----- 8159
 Rogge, Jared ----- 8242

Ryan, Amy ----- 8117
 Sitz, Scott # 52 ----- 8306
 Slavkovsky, Jeff ----- 8033
 Smith, Lori ----- 8010
 Special Ed ----- 724
 Spondike, Darrin ----- 8243
 Staff Lounge ----- 8100
 Stark, Dee ----- 8030
 Stevenson, Sonia ----- 760
 Stropkey, Phil ----- 8208
 Szoka, Carol ----- 8298
 Szoka, Jessica ----- 8364
 Teleconference ----- 8041
 Teleconference ----- 8040
 Tele-Outside Call ----- 358-8040
 Tredent, Christine ----- 8223
 Tressler, Becky ----- 726
 Tutolo, Vicki ----- 8213
 Ventresco, JoAnn (Geauga Core)
 ----- 8220
 Volpin, Cayley ----- 8401
 Welk, Thomas ----- 8218
 Wiencek, Stephanie ----- 8191
 Williams, Steve ----- 8170

Williamson, Sherry ----- 8006
 Yarnell, Stacy ----- 8257

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

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

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

iSTEM

Tamee Tucker ----- 358-8032
 Glee Slivka Admin Assist 358-8038
 Room behind reception ----- 8335
 Room behind reception ----- 8336

Teacher Information

Advisory Committees

According to the Ohio Department of Education Quality Career Technical Education Standards, all career technical programs must have and hold regular advisory board meetings at least twice a year and take quality notes. The minutes of your meeting will be submitted to your building administrator.

Standard 2: School and Community Relations: School, community, and industry partners are engaged in developing and supporting the career-technical education program.

Standard 3: Program Planning and Evaluation: A results-driven needs assessment and evaluation exists for continual program development and improvement.

Therefore, it is the Instructors responsibility to develop the cooperation and coordination of the community in forming the Advisory Committees to assist in cultivating your career technical education program. The Business Partnership Department can assist with acquiring members if needed.

An effective committee is one that knows in advance that something positive will occur as a result of its work. To have something occur, the committee must be goal directed. One of the best ways to encourage attendance and participation is to give the committee real situations to discuss.

Be sure to provide an agenda where your advisory board members can provide input on curriculum, equipment and opportunities for your students. Ask for their services with your CTSO, internships, and guest speakers.

Guidelines for working with Advisory Committees are:

- Keep meetings short and to the point.
- Be willing to listen to member's advice, questions and concerns.
- Enlist help of individuals between meetings.
- Send minutes to all members. This helps to keep members who missed the meeting informed.
- Select members who have a variety of backgrounds in the program area.
- Invite the committee to observe the program and make suggestions for improvement.
- Show members you appreciate their time and effort by incorporating their ideas.

Announcements

All announcements will be made at 8:35 am and at 11:35 am. Announcements should be emailed to Jessica Brown (jbrown@auburnncc.org) by 8:15 or 11 am to be read that day by an instructor. Jessica will make all announcements, please do not have students email or send them down to make announcements.

Anti- Harassment

Staff members are expected to conduct themselves at all times so as to provide an atmosphere free from unlawful harassment, which includes sexual harassment. Any staff member who engages in harassment and/or sexual harassment will be subject to disciplinary action, up to and including termination.

Any member of the School District community or third party who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described in the Board's Policies and Guidelines.

The following individual shall serve as the District's "Anti-Harassment Complaint Coordinator":

Jeff Slavkovsky
Auburn Vocational School District
8140 Auburn Road, Concord, Ohio 44077
440-357-7542

For additional information, as to the types of behavior that are prohibited or further information on the investigation and complaint procedure, please see the Board's Policies, Guidelines, and Forms related to Anti-Harassment, which may be found at www.neola.com/auburnjvs-oh/

Non-Discrimination and Access to Equal Educational Opportunity

NOTICE OF NONDISCRIMINATION AND COMPLAINT PROCEDURES

(INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AND ADA)

Nondiscrimination

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Complaint Procedure

Section I

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the District's Civil Rights Coordinator:

Sarah Noble - Title IX	Dan Crail - Civil Rights	Shelby Kaminski - Section 504 & ADA
Auburn Vocational School District 8140 Auburn Road, Concord, OH 44077 440-357-7542 x8031	Auburn Vocational School District 8140 Auburn Road, Concord, OH 44077 440-357-7542 x8014	Auburn Vocational School District 8140 Auburn Road, Concord, OH 44077 440-357-7542 x8151

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

Section II

A person who believes s/he has a valid basis for a complaint may discuss the matter, informally and on an oral basis with the District's Civil Rights Coordinator, who will investigate the complaint and respond in writing to the complainant. If the informal procedures, do not resolve the matter to the complainant's satisfaction or s/he skips the informal process, s/he may initiate formal procedures according to the following steps:

Step 1

Investigation by the District's Civil Rights Coordinator: A person may initiate a formal investigation by filing a written complaint with the District's Civil Rights Coordinator. The complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, and describe the alleged discriminatory action in sufficient detail to inform the Civil Rights Coordinator of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the Civil Rights Coordinator for good cause. The Civil Rights Coordinator will conduct an impartial investigation of the complaint. As part of the investigation, the Civil Rights Coordinator shall permit the

complainant to present witnesses and other evidence in support of his/her complaint. The investigation shall be completed within ten (10) school days of the written complaint being filed. The Civil Rights Coordinator will notify the complainant in writing of his/her decision and will maintain the District's files and records relating to the complaint.

Step 2

If the complainant is not satisfied with the Civil Rights Coordinator's Step 1 decision, s/he may submit, in writing, a signed statement of appeal to the Superintendent of Schools within five (5) school days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and in writing to the complainant within ten (10) school days of receiving the written appeal.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) school days of his/her receipt of the Superintendent's Step 2 response. In an attempt to resolve the complaint, the Board of Education shall meet with the concerned parties and their representative within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case in the appropriate Federal District Court. Use of the internal complaint procedures is not a prerequisite to the pursuit of other remedies.

The Civil Rights Coordinator will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.

Attendance

Attendance should be taken by 8:20 am for morning classes and 11:00 am for afternoon classes [in Infinite Campus](#). DO NOT WAIT FOR MADISON TO ARRIVE!!!

- Any student not present should be marked absent.
- Adjustments will be made when students sign in.
- If a student is absent two or more days in a row, the instructor should call home to check on the student's reason for missing class. Please document in Infinite Campus your phone call.

Budget Process

Please submit an [Equipment Request Form](#) along with three quotes and minutes of your advisory board meeting by October 15th for fall purchases. There will be another time during your May summative meeting that you may put in requests for the following year. The administrative team will meet in November and June to determine which request will be granted. At the May meeting with the instructor, we will review this year's budget and prepare for the next year's funds.

When you need a new piece of equipment please submit to your building administrator the following:

- minutes from your advisory board meeting will need to show that the committee is also in agreement for the need.
- Either using your standards or a short explanation of how this piece meets your curriculum.

Course Credits

Two (2)- year Career and Technical Education programs award three (3) credits per year for passing grade of “D” or better. It is, therefore, possible for a student to earn six (6) credits towards graduation at their associate school for your two (2)-year career and technical program.

Senior only option students will earn credit based on home school decisions.

Customer Service

Performing work for internal or external customers is an extension of the Career and Technical Education lab experience for students in many Career and Technical Education programs. Services performed as a part of the curriculum of Auburn Career Center will be guided by the following criteria:

1. Auburn Career Center will service agencies and individuals as determined by the Administration to be in the best interest of the school and the students’ educational experiences.
2. Permission from the Director will be obtained for services performed in your lab facility or in the community prior to accepting the work. Please have form filled out and signed. ([MyAuburn](#))
3. A Hold Harmless Agreement will be signed and on file for each customer service job that is completed and needs to be turned in to the office with the invoice.
4. Clientele and students will adhere to safety and prescribed methods established by teachers.
5. All work will be inspected by the instructors prior to releasing the job.

IN ALL CASES, WORK ORDERS ARE REQUIRED. All money must be Deposited in the high school office each day.

Each teacher will follow the established Customer Service guidelines. This plan should include:

1. The established cost for various services.
2. How a customer can make arrangements for service.
3. The instructor must have a “paid-in-full” receipt from the High School Office prior to release of the job.

Charges to customers will include the cost of parts plus a percentage increase. A service charge of \$25.00 will be assessed for all services performed. All Customer Service work will be scheduled through the instructor. The instructor will verify that all work is done in a professional manner; and upon completion of the work, an invoice will be completed. A copy of the work order will be sent to the High School Office with the keys at the time it is completed. This money will be credited to the individual program account.

Records will be kept on file for all work done. This is an integral part of the training program. Instructors are responsible for keeping records for Customer Service and communicating in a timely manner, within 24 hours during school days. The intent of Customer Service is to provide “real world” experiences for Auburn Career Center students and to economically break even in terms of cost. The experience of Customer Service is to

also ensure that the Auburn Career Center is not losing money that the school would have to absorb but is also not making an excessive profit or windfall gains that would cause competition with local businesses.

Auburn Career Center staff members may make use of the Customer Service provided at Auburn Career Center. It is expected and required that all staff members follow the established procedures for any Customer Service in the building.

Teachers taking students off-site for Customer Service activities must take a completed Field Experience Form or a Field Trip Permission Form signed by a parent/guardian and have a **Field Trip Application Form approved by Director**. Again, the services and products provided through Auburn's various high school career-technical programs are not designed to be competitive with local businesses to produce revenue for the District or to provide a benefit to employees. Such services and products must be consistent with the District's educational mission and appropriately suited to the students who will be involved in the activities.

The District reserves the right to determine when and how such services and products are made available to the public. However, when such services and products are made available to the public, the customer will be charged an amount sufficient to cover costs of materials, supplies, and parts used and any other reasonable cost associated with Customer Service. Charges, except for materials and parts, may be waived for students enrolled in the course.

Donations

All donations whether equipment or supplies, **MUST** be approved by the Board of Education. Information regarding items, donor, donor's address and program area must be given to the Director who will then forward to Treasurer, Sherry Williamson. Final acceptance will rest with the approval of the Auburn Vocational School District Board of Education. After the Board approves a donation, a "Thank You" letter will be sent by the Treasurer, Sherry Williamson.

Guidelines for Acceptance

1. All donations must first be approved for acceptance by the program instructor and Director with the [Donation Form](#) completed.
2. In the case of vehicles, a title must accompany the vehicle or it cannot be accepted.
3. Contact Maintenance Department for pick-up if necessary.
4. Director submits a list of all donations (with titles attached, if applicable) monthly to the Treasurer for acceptance by the Board of Education.
5. Thank you, letters are sent by the Treasurer, on behalf of the Board of Education.
6. Titles for donated vehicles are kept in the Treasurer's office.

Drug Policy

It is the primary objective of Auburn Career Center to ensure that the education of all students shall proceed in an efficient, orderly and non-disruptive manner. The sale, use, or possession of intoxicants, illegal drugs or any controlled substances on school premises is an obstacle to that objective and an interference with the rights of students to receive quality academic and career-technical instruction.

Drug Search of School Property Including Lockers and Parking Lot

The administration is authorized to utilize any drug detection methods including canines, whose reliability and accuracy for sniffing out contraband has been established. Canine searches have been effective in the search for contraband in school-owned property and automobiles parked on school property. An indication by the dog that contraband is present on school property or an automobile shall be cause for a further search by school officials. Seized contraband will be placed in a secure area by administration and turned over to a law enforcement officer.

Employee Emergency Medical Form

Copies are available in the High School Office; once complete please hand in to HR Director, Lori Smith, in the Board office.

Employee Technology Acceptable Use and Safety

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. The Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's Technology and Information Resources and staff's personal communication devices when they are connected to the District's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity (see Policy 7530.02).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology and Information Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Staff members are expected to utilize District Technology and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages

the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by Board Policy 2520 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District Technology Resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures, may not be disabled at any time that students may be using the District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent may also disable the technology protection measures to enable access for bona fide research or other lawful purposes. Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc., cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs. The disclosure of personally identifiable information about students online is prohibited.

Building Directors are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District Technology Resources.

Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media including in chat rooms and cyberbullying awareness and response. All users of District Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents and other staff members.

Staff members are responsible for good behavior when using District Technology and Information Resources - i.e., behavior comparable to that expected when as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its Technology and Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Staff members may only use District Technology Resources to access or use social media if it is done for educational or business-related purposes.

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology and Information Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District Technology and Information Resources.

Social Media Use

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

FERPA

[Family Policy Compliance Office \(FPCO\) Home](#)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-8520

Field Experiences (Work Based Learning Experiences)

Work Based Learning experiences must be approved **3 days** prior to the event. Work Based Learning experience applications are posted on the [MyAuburn](#) web page.

- Log in, (Password AuburnCC) and print the form.
- If a student is driving themselves to the event, please print and have the student and parent complete a 5515 form (Parent permission for student to drive form).
- If a van is needed for student transportation please email Diane Buchs with enough time to secure a driver and a van if possible.
- Once approved please provide Carol Szoka the names of student(s), date(s) and times that they will be out so she can notify home schools if necessary.

Field Trips

Field trip applications must be approved **2 weeks** prior to the field trip. Plan ahead and have the paperwork completed in a timely manner. Otherwise it will be denied.

- Only one field trip per class is permitted.
- Students are NEVER allowed to drive to field trips on their own.
- Forms are posted on the [MyAuburn](#) Web page.
- Log in, (Password AuburnCC) and then look for Field Trip Application and the Parent Permission Form.
- Prior to filling out the form, contact one of the three local schools that can provide transportation for a quote.
 - Riverside
 - Chardon
 - Perry
 - Willo-Transportation

- After you have this price, complete the form, and turn into the Director for approval and submit a requisition for transportation.
- If you are taking 6 or less students a school van may be requested.
- If you are not a valid van driver please email a request for a driver at that time to Diane Buchs.
- Please turn in a copy of signed permission forms to Carol Szoka 2 days before the trip.

Once you have received a copy for approval:

- Fill out the Request for a bus/transportation form.
- Print Permission slips for each student and make sure you have all of them.
- Check with Carol and Diane to see if student needs medication dispensed while on field trip
- Please provide Carol Szoka with the names of students that will be attending the field trip and whether it is an all-day or half day field trip so she can notify the home schools if necessary.

Financial Obligations to school

Accounts Payable, Carrie McVicker is located in the board office at the TLC. All balances must be paid in full in a timely manner, prior to end of school year.

Guest Speakers

Guest speakers are an integral part of Career Technical Education. We encourage you to bring in guests as appropriate and as their talk fits your curriculum. Please be sure to make note in your lesson plans as well as inform the Director and Receptionist of your Guest(s). We want to ensure they are greeted properly.

HR Kiosk – Sick/Personal/Professional

1. **If sick in the morning and need a substitute, text Diane Buchs at 440-897-0752, by 6:00 am to request a sub. Please make sure she responds to your request. DO NOT e-mail for a sub. Please do not come to work if you are sick!**
2. You should always go to the kiosk to fill out a request for leave. The minimum time to request off is ¼ day for sick or personal time even if you are taking just one hour. High School Administrative Assistant, Diane Buchs will receive substitute requests via the Kiosk.
3. Sub for union purposes, no matter how long, make request in kiosk under Professional.
4. Professional days for workshops/conferences must be approved first via travel form then put in kiosk for a sub.
5. When in doubt about requesting sub, call High School Administrative Assistant, Diane Buchs and ask.
6. If sick in the morning and do NOT need a substitute, call or text Dee Stark on her cell, 440-478-8874.
7. Personal days are for personal business. However, personal days are not permitted on either side of a holiday.

The program teacher needs to prepare their class that there will be times when a substitute teacher will be needed. First and foremost, the program teacher needs to stress to their students that proper behavior and full cooperation with the lesson plan is the expectation for students if a substitute teacher is needed.

- Please make sure that the front office has two prepared lessons that will last at least three hours in case of an emergency absence. Please provide the following information for your subs:
 - Classroom cell phone policy

- Uniform Policy – Should be mandatory to wear.
- Classroom Emergencies – Take note of evacuation maps and give lock down procedures.
- Lesson plans with copies if applicable.
- Specific information regarding assemblies, meetings, club days, etc.
- List of reliable students to assist.

These emergency lessons are due in the office by the end of the first week of classes with students.

- PLEASE make sure to leave valid sub plans that will engage the students for 3 hours on your desk. DO NOT EMAIL THEM TO DIANE IN THE MORNING FOR A PLANNED ABSENCE. She does not have time to print your lesson plans at the start of the day.
- The high school Administrative Assistants, Diane Buchs and Carol Szoka leave at 3:30 p.m. Requests to them after 3 pm will go unfilled. If you need a substitute teacher for the following day and it is after 3:30 p.m., you must text Diane, 440-897-0752, and let her know you need a sub; then go into the kiosk and complete the request.

Inventory

Teachers are responsible for an accurate inventory of their program. This includes the location of items that were traded or otherwise removed from inventory. Any single item that has a value of \$500 or more needs to be labeled by the Treasurer's office and entered into the inventory of Auburn Vocational School District assets.

Guideline for Disposal or Removal from Inventory

1. Disposal of any District property must be approved by the Director. Disposal of any District property that has an inventory tag, indicating a value of more than \$500.00 must be approved by the Director and processed through the Treasurer's Office.
2. Any donated vehicles removed from the property must be accompanied by the title.
3. Transfer from one department to another must be approved by the Director and the Treasurer's office to insure proper inventory control.
4. The program instructor makes arrangements for all removals of equipment with prior Director approval and according to the directions given from the Treasurer's office.

A receipt must be given to the Director by the teacher responsible for the program for all equipment and/or vehicles scrapped which will then be forwarded by the Director to the Treasurer.

Infinite Campus

The [Infinite Campus](#) link is found on the Auburn Home page. Teachers are responsible to utilize Infinite Campus to take attendance, keep track of grades and to submit interims and End of Quarter grades.

Teachers must enter three (3) grades per week. IE: Employability, Participation, Quizzes, Tests, Homework, Lab grade, Projects, etc. See EMIS Coordinator, Kelley Golinar (8015) for assistance.

Interims

Interims are due at the halfway point of each quarter. Infinite Campus is used to process these scores. See Guidance Administrative Assistant, Leslie Machuta (8334) for assistance

Grades

Grades are due at the end of each nine-week grading periods.

The grading scales is as follows:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
59 and below	F

To calculate final grades, numbers based on a four-point scale are assigned to nine-week letter grades and averaged. The letter grade values are as follows: A=4, B=3, C=2, D=1, F=0

To calculate the final grade, add the points assigned to the regular grading period grades and divide them by the number of grading periods. For the semester and final grades the point scale is:

- 3.5 - 4.0 = A
- 2.5 - 3.49 = B
- 1.5 - 2.49 = C
- 0.50 - 1.49 = D
- Below .50 = F

Student performance is looked at just as business/industry would look at an employee on the job. The quality of tasks completed, time required, participation, attitude and consistency of effort are all a part of being at Auburn and one's grade.

Each individual teacher may have his/her own unique grading procedure. This is essential due to the diversity of each program. It is required that every student be aware of the grading procedure used in his/her class. (Please refer to Program Syllabus for specific information.)

Semester grades are not used to compute your final year-end grade.

Incompletes

An incomplete may be given for those students who have excused absences. The student will have one (1) day for each day of excused absence to make up missed work, up to ten (10) days. Lab time may not be made up. An incomplete grade issued on a report card may be changed to a letter grade if work is made up within ten (10) days. After ten (10) days, any work not made up may receive zero (0) or partial credit.

Failure Policy

If a student fails during the last grading period, a failing grade for the year may occur regardless of previous grades, and could result in loss of credits. If a student fails his/her first year in a two-year program, they will not be permitted to return for their second year. Second year students that fail may jeopardize graduation requirements.

- Students must pass three (3) out of four (4) nine-week grading periods in order to receive credit for the year.

Infinite Campus is used to process the grades. See Counseling Administrative Assistant, Leslie Machuta (8334) for assistance.

Lesson Plans

All teachers are required to have daily lesson plans. Daily lesson plans shall give directions for instruction and implementation of courses of study; they should also include assessment strategies. Daily lesson plans are required per state minimum standards, OAC Chapter 3301-35 and must be submitted to administrators each Monday Morning by 8 am.

Each lesson shall include the material to be covered, for each of the five days of the succeeding week, and are required for lab and theory/academics. A general [sample lesson plan](#) form & an OTES sample lesson plan form is available in the appendix. **Homework is meant to enhance the classroom learning. With this in mind Homework should be assigned at a minimum of weekly.** Assignments should be appropriate in length and rigor. **Guest Speakers** are always welcome if they enhance the curriculum. Please note guest speakers in your lesson plans and provide advanced notice to the receptionist when bringing in guests to the building.

The teacher's schedule, class lists, seating charts, a lesson plan, and names of textbooks as well as regularly used teaching materials shall be available in a substitute file folder or notebook for use by a substitute teacher and must be on file in the High School Office. **All lesson plans shall include objectives, key questions, instructional procedures, review assignments, how students will be assessed and possible special projects.**

Maintenance Help!

In a **maintenance safety emergency**, please call receptionist and have Maintenance paged for help. In a **non-emergency situation**, call 8162 or 8163 or email maintenance at "Maintenance" and let them know specifically what you need.

Examples:

Maintenance safety emergency - spillage of bodily fluids needing clean-up, broken glass, etc.

Non-emergency situation - Light burnt out in projector, student can't get their locker open, etc.

Big ticket items (smartboards, projectors, etc.) please contact the Director first and he/she will notify maintenance.

Master Schedule

During the time you are scheduled to instruct students, you are responsible for their health and safety. Please be sure to have coverage of your students at all moments during that time period. This includes group breaks, assemblies, school events, etc.

Classes meet the entire time they are scheduled. Dismissing students early reduces important and needed instructional time.

First and Last Ten Minutes of class time. Except in cases of emergency, teachers should refrain from sending students places such as the restroom during the first and last ten minutes of class. The first ten minutes in to the period is one of the most significant times in terms of maintaining structure and engagement of your lesson. The last ten minutes of class should be the time you wrap up and students are cleaning up. Make sure they assist in keeping your room clean and neat!

Master Schedule 2019 - 20

	Planning Period	1st Year Block	1st Lunch	2nd Lunch	3rd Lunch	2nd Year Block	Teacher / Mtg Time
	7:30-8:15	8:18 - 10:53am	11:00-11:30	11:30-12:00	12:00-12:30	12:30 - 2:28pm	2:28-3:00
ADM	Prep	Advanced Manufacturing 1 - IARM1	Lunch (18)			Advanced Manufacturing 2	Tchr / Mtg
AHT	Prep	Allied Health Technology 1 - RM2C	Lunch (19)			Allied Health Technology 2	Tchr / Mtg
ACR	Prep	Automotive Collision Repair 1 - RM7B			Lunch (14)	Automotive Collision Repair 2	Tchr / Mtg
APM	Prep	Architecture Proj Management 1 -RM23C	Lunch (16)			Architecture Project Management 2	Tchr / Mtg
AUT	Prep	Automotive Technology 1 - RM2B			Lunch (17)	Automotive Technology 2	Tchr / Mtg
BMT	Prep	Business Mgt Technology 1 - RM20C			Lunch (17)	Business Management Technology 2	Tchr / Mtg
CJS	Prep	Criminal Justice and Security 1 - RM3B			Lunch (19)	Criminal Justice 2	Tchr / Mtg
CNT	Prep	Computer Networking 1 - RM26C			Lunch (16)	Computer Networking 2	Tchr / Mtg
CON	Prep	Construction 1 - RM8C	Lunch (18)			Construction 2	Tchr / Mtg
COS-A	Prep	Cosmetology 1A - RM3A	Lunch (20)			Cosmetology 2 A	Tchr / Mtg
COS-B	Prep	Cosmetology 1B - RM9A	Lunch (20)			Cosmetology 2 B	Tchr / Mtg
CUL	Prep	Culinary Arts 1 - RM12A	Lunch (19)			Culinary Arts 2	Tchr / Mtg
EEP	Prep	Electrical Engineering Prep 1 RM6A			Lunch (18)	Electrical Engineering Prep 2	Tchr / Mtg
EMS	Prep	Emergency Medical Services 1 - RM10C	Lunch (17)			Emergency Medical Services 2	Tchr / Mtg
HVC	Prep	HVAC 1 - IA2	Lunch (12)			HVAC 2	Tchr / Mtg
IMT	Prep	Interactive MM Technology 1 - RM7C			Lunch (16)	Interactive Multimedia Technology 2	Tchr / Mtg
IPD	Prep	Internet Prog & Development 1 - RM18C			Lunch (12)	Internet Programming & Development 2	Tchr / Mtg
MAT	Prep	Mobile Apps & Technology 1 - RM21C			Lunch (19)	Mobile Applications & Technology 2	Tchr / Mtg
MTA	Prep	Mechanical Technology Apps 1 - RM1B			Lunch (15)	Mechanical Technology Applications 2	Tchr / Mtg
PCT	Prep	Patient Care Technician 1 - RM2C			Lunch (20)	Patient Care Technician 2	Tchr / Mtg
PTL	Prep	Plant Turf & Landscape Mgt - HORT	Lunch (14)			Plant Turf & Landscape Management 2	Tchr / Mtg
SMD	Prep	Sports Medicine 1 - RM1C	Lunch (12)			Sports Medicine 2	Tchr / Mtg
TPP	Prep	Teaching Professions Pathway 1 - RM28C	Lunch (17)			Teaching Professions Pathway 2	Tchr / Mtg
WLD	Prep	Welding 1 - RM5B			Lunch (18)	Welding 2	Tchr / Mtg
			202 + MHS 25		203		

Office Supplies

For general office supplies, come to the High School office. For large quantities and specialty items please ask either the Assistant Treasurer, Tori DePasquale, or Executive Administrative Assistant, Lori Smith, via email.

OTES Evaluations

Definition of Teacher Effectiveness:

After conducting extensive research, the following definition of teacher effectiveness was developed by educational practitioners in Ohio and is Reinforced by *Ohio's Standards for the Teaching Profession*. The research supports the direct connection between effective teaching and high student achievement. Inherent in this definition is the expectation that all students will demonstrate a minimum of one year of growth based on standard and reliable measures.

Effective (SKILLED) teacher:

- Understand student learning and development, respect the diversity of the students they teach, and hold high expectations for all students to achieve and progress at high levels;
- Know and understand the content areas for which they have instructional responsibility;
- Understand and use varied assessments to inform instruction, and evaluate and ensure student learning;
- Plan and deliver effective instruction that promotes high levels of student learning and achievement for all students;
- Collaborate and communicate with students, parents, other teachers, administrators and the community to support student learning; and

- Assume responsibility for professional growth and performance as an individual and as a member of a learning community.

Pre-Conference

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

Formal Observation

Evaluators use the scripting box as a method of collecting evidence during the formal classroom observation. A formal observation consists of a classroom visitation of a minimum of 30 minutes, but can be an entire lesson, or class period. Evidence is then categorized on the *Teacher Performance Evaluation Rubric*, and scored holistically. This means that evaluators will assess which level provides the best overall description of the teacher. The scoring process is expected to occur upon completion of each observation cycle. The evaluator is to consider evidence gathered during the pre-observation conference, the observation, the post-observation conference, as well as informal observations (classroom walkthroughs).

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

Summative Assessment

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

Parent Communications

Parent Monthly Recaps

Please use infinite campus to let parents know when interims, final grades and opportunities/projects are happening in your classroom. You can send out a form letter to all parents of your students quickly and easily each month. Kelley Golinar can help you set this up.

Parent Phone Calls

There should be an attempt to reach every 1st year parent at least once in the first nine weeks. This will help with building relationships and letting them know you are here to help their child be successful. Later in the year if issues should arise, they are more likely to be on your side and less defensive. Please be sure to respond to parents within 24 hours of their initial contact.

Parent Teacher Conferences

Parents will be invited to call the Guidance Office and make an appointment to meet with you.

- ✓ Please print grade sheet and collect any student work that you have to share with the parents on their student's progress.
- ✓ Try to sandwich any unpleasant message between two good messages.
- ✓ Remember student information (especially grades) is confidential! Do NOT share other student's information, compare two students, or speak of other students' behaviors with anyone but their parents or guardians. Make sure grade sheets are placed in a secure location during conferences. Do not leave them unattended. Same with IEP & 504 information.

For any parent who does not attend conferences, instructors are directed to make a follow up call to the home of their student and discuss the student progress with the parent within two weeks following Parent Teacher Conference evening.

Reporting Abuse

Ohio law requires that each school employee report suspected cases of child abuse and neglect. The law makes provisions for reporting suspected cases of physical, sexual, emotional abuse, or neglect or dependency (lack of support) of anyone 18 years or younger or persons with special needs 21 or younger.

The number to call for Lake County's Children Services is (440)350-4000 and for Geauga County's Children Services is (440)285-9141. Callers should be prepared to provide the name, address and age of the child; name and address of his/her caretaker; the nature and extent of the known or suspected abuse; any other information that might be helpful in establishing the cause of the abuse. Make certain the caseworker has your name and you have his/her name also.

You cannot meet the requirement of the law simply by informing a counselor or an administrator, who in turn follows up with a report. **However, see a counselor or an administrator and make the report jointly.**

The duty to report suspected child abuse or neglect is created by Ohio Revised Code Section 2151.421, which states that: *No school teacher, school employee, or school authority "who is acting in an official or professional capacity and knows or has reasonable cause to suspects . . . that a child . . . has suffered or faces a threat of suffering any physical or mental wound, injury, disability or condition of a nature that reasonably indicates abuse or neglect of the child shall fail to immediately report that knowledge or reasonable cause to suspect . . . to the public children services agency. . .a municipal or county peace officer. . ."*

Requisitions

The application link is found on the Auburn home page or [click here](#).

Once you enter your username and password (obtained from Assistant Treasurer, Victoria DePasquale, at ext. 8044).

Room Requests

Wendy Lauer, x8278

School Crisis Plan

Director, Jeff Slavkovsky, is the Safety Director for Auburn Vocational School District. Coordination of all safety procedures are under his responsibility and these plans are detailed in the Crisis Plan updated annually.

Each teacher will receive a separate binder with the school crisis plan in it. Please read through this binder thoroughly, sign acknowledgement form and return to the High School Office. Keep your crisis plan in a safe place for quick reference.

Teacher Attire

Teachers should be dressed professionally for their career field. Female professional attire includes no cleavage, no sheer clothing, no straps less than 1", no leggings (extremely tight pants), or no short skirts (less

than 2-3" above the knee). Professional attire for males includes no jeans (unless in heavy trades), no wrinkled or un-tucked shirts, and shirts should have a collar.

Technology Help!

On the Auburn's quick links page (www.auburncc.org) Click on [Technology Incident Ticket](#)

Visitor Regulations

All visitors must report to the receptionist upon arrival at Auburn and secure a visitor's pass.

Teachers should encourage students to continue their regular classroom and laboratory activities as visitors walk through the building. Pride in appearance of the building and grounds should be a common concern of both students and teachers. Students from associate schools who wish to visit the school for a day or a particular class will make their visiting arrangements for a personal visit through the Enrollment Specialists in the Career Development Department only. No student visitors are allowed in unless prior arrangements have been made.

- No staff or students should ever open doors for visitors or other students unless otherwise directed by administration.
- All visitors must enter through the front doors for safety reasons.

TEACHER LICENSES

Individual Professional Development Plan

Members of the Auburn Vocational School District's IPDP Committee include: Rodney Kozar, Robin Nunes, Ginny Gontero, Wayne Reed and Jeff Slavkovsky. After a teacher has received their first Professional license, the teacher will need to complete an IPDP. To do so, first, Log into the Kiosk from the Auburn Home page (www.auburncc.org). Next, Click on the tab at the top that says IPDP Profile. Each teacher will need to complete an Initial Plan. This plan should be updated as course credits or CEU's are earned so that they can

Plan Mission: Renewal of 5 Year License

Focus: My focus is aligned to Acc's strategic plans for curriculum. We are offering courses on line and I am working to improve my online instruction and earn a license in Curriculum and Instruction along with an administrative degree

Plan Status: Archived

Creation Date: 10/18/2010

Revision Date:

Submission Date: 10/18/2010

Approval Date: 11/18/2010

Archived Date: 03/20/2014

Effective Date:

PRINT Development Plan

Plan Focus

Focus - Part 1: Describe the area(s) of focus and state specifically what you plan to do to engage in professional learning in your current assignment.

My professional development activities will focus mainly on the following areas:

Teachers understand student learning and development, and respect the diversity of the students they teach.

- Displaying knowledge of how students learn and of the developmental characteristics of age groups.
- Understanding what students know and are able to do, and use this knowledge to meet the needs of all students.
- Expecting that all students will achieve to their full potential.
- Modeling respect for students' diverse cultures, language skills and experiences.
- Recognizing characteristics of gifted students, students with disabilities and at-risk students in order to assist in appropriate identification, instruction and intervention.

Teachers know and understand the content area for which they have instructional responsibility.

- Knowing the content I teach and use my knowledge of content-area concepts, assumptions and skills to plan instruction.
- Understanding and using content-specific instructional strategies to effectively teach the central concepts and skills of the discipline.
- Understanding school and district curriculum priorities and the Ohio academic content standards.
- Understanding the relationship of knowledge within the discipline to other content areas.
- Connecting content to relevant life experiences and career opportunities.

be reviewed and approved by the IPDP Committee in preparation for license renewal.

Initial Plan

More information can be found on the MyAuburn Page. (Hold down the control button and Click on the links below for quick access.)

Plan Goals

Goal 1 - Also indicate how you will evidence the attainment of this goal:

a.) Continue improving my educational technology knowledge.

Goal 2 - Also indicate how you will evidence the attainment of this goal:

b.) Continue improving my online instructional techniques.

Goal 3 - Also indicate how you will evidence the attainment of this goal:

c.) Work towards earning a License in Curriculum and Instruction/Administrative Degree

Request for Professional Development

To submit a request for Professional Development, the employee will need to log into the Kiosk from the Auburn Career Center home page. Once the screen appears, the employee will need to complete all fields on the form and press "submit". The form will then go to the employee's immediate supervisor and will then be forwarded to the Director and then, if approved, will be routed to the Superintendent. When the initial professional development plan has been approved you can then request for professional development activities to be approved. This form can be found on the home page of the website. The employee should go to the IPDP Profile tab at the top of the page, click on Create Activity on the left hand side and then fill out the form below and click on Create Activity Request.

Create Activity Request

Please marked with a red asterisk () are required. Fields that are underlined indicate additional key information by clicking on the underlined site.*

Activity Name:

Activity Dates Start: (MM/DD/YYYY format)

Activity Dates End: (MM/DD/YYYY format)

Activity Type: 203 - 204 Plan - CM-1723 - 3 Year - Refresher - License - High School (K-12) - 03/11/2013 - 03/31/2016 - Plan Expires/Approved 04/30/2014

203 - 204 Plan - CM-1723 - 3 Year - Refresher - License - Paraprofessional - 07/14/2011 - 03/31/2016 - Plan Expires/Approved 04/30/2014

Workload Status: Certificate of Absence

Priority:

Approval Requested: None

Enter one of the following credit hour options:

Semester Hours: Quarter Hours: Credit Hours: Credit Hours:

NOTE: Contact Hours (SANDNET) include any part of your speech hour or any breaks that you may have taken.

Description:

Activity Reason:

Comments:

Teacher Work Day

The teacher contracted work day is 7:30 a.m. to 3:00 p.m. Monday, Wednesday, Thursday and every other Tuesday beginning with the first Tuesday in the new school year. The other Tuesdays, teachers will stay until 4:00 p.m. for extended Professional Learning Community meetings of the teaching staff. See Dates to Remember for actual dates. Teachers may leave at 2:30 p.m. every Friday or the last day of the school week.

With approval of the teacher's immediate supervisor or his/her designee, a teacher's individual work day may be adjusted in order for them to take care of a personal matter that necessitate a minimal amount of time away from the district and/or does not interfere with regular assigned time with students. All variations of the teacher contract schedule must be entered into HR Kiosk and marked appropriately as "dock", "jury duty", "personal", "professional leave" or "sick".

Teacher Work Calendar

Auburn Vocational School District 2019-2020 High School Calendar				Auburn Career Center A																																																																																																																																																																																																						
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Teacher Staff/PLC Schedule

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

Staff Meeting - August 20, PLC - August 27

PLC - September 10, 24

PLC - October 8, 22

PLC - November 12, 19

PLC - December 10, **Staff Meeting - December 17th**

PLC - January 14, 28

PLC - February 11, 25

PLC - March 10, 31

PLC - April 14, 28

PLC - May 5, 12

Agendas will be emailed out prior to the meeting

Month	Events
August 2019	12 th - 13 th ~ Teacher In-Service Days 14 th ~ Students First Day of School
September 2019	2 nd ~ No School ~ Labor Day
October 2019	11 th ~ No School ~ NEOEA Day
November 2019	6 th ~ High School Conferences (3-5 pm & 6-8 pm) 21 st ~ Open House (6-7:30 pm) 27 th ~ No School ~ Teacher Compensatory 28 th - 29 th ~ No School ~ Thanksgiving Break
December 2019	2 nd ~ Classes Resume 23 rd ~ No School ~ Winter Break Begins
January 2020	3 rd ~ No School ~ Winter Break Ends 6 th ~ Classes Resume 20 th ~ No School ~ MLK Day
February 2020	12 th ~ Interview Incoming Students (4-8 pm) 17 th ~ No School ~ President's Day
March 2020	23 rd - 27 th ~ No School ~ Spring Break
April 2020	10 th & 13 th ~ No School ~ Break
May 2020	12 th ~ Program Orientation (6-7:30pm) 25 th ~ No School ~ Memorial Day 28 th ~ Junior's Last Day 28 th ~ Staff In-Service (½ Day) 29 th ~ No School ~ Compensatory Day
Grading Periods	45 Days 1 st 8/14/2019 - 10/15/2019 2 nd 10/17/2019 - 12/20/2019 3 rd 1/6/2020 - 3/13/2020 4 th 4/16/2020 - 5/28/2020

Securing a Sub

Please apply for sick, personal or professional time as early as possible. Entering this information, prior to the date of occurrence by 3 pm, into the Kiosk secures a sub for you. Any "emergency" sick time should be texted to Diane Buchs at 440-897-0752 after 3 pm and as early as possible prior 7 am.

Stipends

In the event of circumstances that require staff to be present in the school or in attendance at required activities, and where stipulated by the Collective Bargaining Agreement, the teacher shall make application for stipend pay **two weeks prior to the date of activity**. Application for stipend requires prior approval of the Director and Superintendent.

As per the Collective Bargaining Agreement and as listed on the School Year Calendar, teachers are required to attend all open houses, parent-teacher conferences and sophomore orientation evenings. The day before Thanksgiving Day and the last day of school will serve as a compensatory days for teachers.

Taking Attendance

Attendance is taken in Infinite Campus (Link found on ACC website), make sure the Schedule (Highlighted; has Main selected - otherwise you will receive an error message.) On the left-hand side menu, make sure you have selected Attendance! Then pick the section of your class to take attendance, IE: morning or afternoon. Be sure to click SUBMIT to send to the attendance office. If you have any questions or concerns, see an Administrative Assistant in the High School Office.

Auburn Career Center's Website can be found at www.auburncc.org

Time Off Work

Family and Medical Leave

In accordance with the Family and Medical Leave Act ("FMLA"), the policies of the Board of Education, and the collective bargaining agreement, the Board provides FMLA leave to staff members. To utilize this benefit, an employee shall provide the Superintendent with proper prior notice of the need to take FMLA leave, and shall provide requisite information and documentation to support the requested leave. For more information, on how to request FMLA leave, see the Board of Education's policies on FMLA leave, located at <http://www.neola.com/auburnjvs-oh/>

In accordance with FMLA regulations, any accrued paid leave will be used concurrently with approved FMLA leave.

Sick Leave

Employees shall qualify for sick leave absences with full pay during any school year for one or all of the following reasons:

- (1) Personal illness
- (2) Pregnancy*
- (3) Injury
- (4) Exposure to contagious disease which could be communicated to others.
- (5) Absence due to illness, injury or death in the employee's immediate family (O.R.C. 3319.141).

"Immediate family" shall be interpreted to include father, mother, step-parents, brother, sister, husband, wife, child (includes step-children and foster children), domestic partner, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent, uncle, aunt, grandchildren and children within the household.

Such absences shall be approved by the Superintendent or his/her designated representative.

(see [HR Kiosk --Sick/Personal/Professional](#))

Upon return from 3 days of sick leave or an injury, such employee of the Board of Education shall submit a signed Physician's note indicating the scope of activities permitted and/or completion of a return to work form and shall give the name and address of an attending physician if medical attention was required. (When in doubt ask administration.)

A regular certified /licensed employee who is absent because of illness and whose position has not been terminated, as provided by law, is still in service of this district, and accumulates sick leave credit while absent on approved sick leave.

*Pregnancy does not refer to the state of being pregnant but refers only to pregnancy - related disability including pre- and post-delivery periods of inability to adequately perform one's job. Sick leave will be paid only during the time period in which a physician certified the employee to be physically disabled, and only to the extent of the number of days accumulated. It is not the intent of the law to sanction the use of sick leave for child care (as opposed to the child's illness).

Fraudulent use of sick leave and/or falsification of the grounds for the use of sick leave shall be grounds for disciplinary action up to and including termination.

Accumulation of Sick Days

For each completed month of service, each certified/licensed employee of the Board of Education shall be entitled to accrue sick leave at a rate one and one-fourth work days with pay per month which totals 15 days per year.

The unused portion of sick leave may be accumulated up to 300 days.

Certified/licensed employees without accumulated sick leave shall be advanced five days and may be advanced an additional ten days of the maximum accumulation possible for the remainder of the current contract year.

An employee who transfers from one public agency to another shall be credited with the unused balance of his/her sick leave to a maximum of 300 days. It is the responsibility of the employee to secure a written statement from former employers as to the accumulated sick leave credit to be transferred.

Sick Day Redemption

Employees are eligible for the sick day redemption program when they have accumulated over 300 days. The sick days not used between August 1st and July 31st (12 months) will be redeemed at a rate of \$50.00 per day for the number of days over the 300 as of July 31st of each year. Reimbursement will be the number of sick days not used between 300 and 318 days. (Exception: The employee's remaining personal days, a maximum of three days will be converted to sick leave days on July 31st of each year. Thus, the maximum of sick days that can be accumulated is 318 days. The maximum number of sick leave days that can be redeemed is 18 days.) Payment for the previous year's unused sick leave days will be made during the month of September. All days redeemed shall not count for any other purpose in the future.

Student Information:

Academic Instructor Expectations for Online Courses

All Auburn Online Academic Classes are presented in the Blackboard Learning Platform. All of the content will be available in Blackboard 24/7. Content in Blackboard will be presented via prose, video presentation, interactive video presentations, website interaction, visual graphics displays, etc.

Online Instructors will arrange with the Program teachers for weekly face-to-face interaction time to introduce and clarify content and concepts and to answer questions and provide a time for dialogue. If more time is needed for instruction, clarification, feedback, etc., students and Online Instructors can decide to

meet face to face more frequently. Feedback will be provided on all assignments through the Blackboard Platform; Instructors will expect appropriate responses from every student. Additional feedback may come via email and face to face conversations.

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

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

FERPA

Class survey, Tool Inventory, IEP & 504's. Any forms with students' names attached should be kept in a LOCKED cabinet at all times! (see [FERPA rules](#))

Free & Reduced Lunch Form

Copies are found on the Auburn Webpage, High School, and Forms; or in the High School Office.

Injuries

NON-EMERGENCY

Please, call the Receptionist when a student is injured in your classroom; she will call for John Blauch and the high school office will make arrangement for necessary coverage. **Do NOT send students to Captain John Blauch directly! Do NOT send students that are bleeding anywhere!!!** Hold them in your classroom and John will come to them.

EMERGENCY

Emergency Response Procedures:

If there is an emergency in the lab or classroom, the instructor needs to train all students to immediately inform the instructor. If the emergency involves the instructor, students should be drilled to contact the Receptionist by using the telephone in the instructor's office and dial "0". If there is no answer, please continue to dial the following numbers: 8298 (Carol Szoka) or 8113 (Diane Buchs). Remain calm, explain the situation.

If there is no immediate answer send someone to the nearest classroom or office and notify another adult of the incident and request additional help by calling 911.

If the victim is conscious, it is best to have them lie still with feet elevated until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.

There is the possibility of the victim going into a state of physiological shock – a condition of insufficient blood circulation different from electrical shock – and so they should be kept as warm and as comfortable as possible.

Locker Distribution List

Lockers lists are given to teachers at the beginning of the year. Program teachers assign students their lockers and **return a copy of locker assignments to the High School Office**. If any locker is found to be broken during the assignment of lockers to students, the number of the locker should be recorded as broken and this information should be highlighted and sent to Joe Atwell, Head of Maintenance, for repair.

Request to Dispense Medication Form

Copies are found on the Auburn Webpage, High School, and Forms; or in the High School Office.

Student Emergency Medical Form

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

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

Student Photography & Video Release Form

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

Student Technology Agreement

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

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

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

Syllabi

Syllabi are completed and sent to Dee Stark, for review each year. Copies are handed out at new student orientation. Additional copies are handed out at the beginning of each year. Existing electronic copies can be found on-line.

Tools

A statement about tools should be handed out at new student orientation. Students will inventory tools at the beginning of the year and sign a contract stating that at the end of the year inventory any missing items will be billed to the student's account.

Textbook distribution list

Request copies in the High School Office or copy the attached form in the Appendix. These should be filled out if you are providing a loaner book to students to use throughout the year. Please ensure they return the book at the end of the year.

Internships – Business Partnerships

Participation in a Business Partnership Internship includes the following requirements:

- ✓ Participate in Auburn's mock interviews
- ✓ Attend and complete CTE testing or National Certification testing
- ✓ Attend and present at the Business Partnership Recognition Expo
- ✓ Complete weekly logs and turn in every Thursday to the Business Partnership Office

Option 1: Internship Privilege

The Internship Privilege is an educational opportunity that prepares a student for workforce employment and transition to post-secondary education. During the internship, students will apply academic, employability, and technical skills in the workplace. Internship sites must be related to the students' career training program.

Internships will be scheduled in coordination with the students' academic schedule and coursework. They will take place three days (Monday, Wednesday and Friday) a week during the student's time at Auburn.

Eligibility Requirements:

Auburn students will meet the following criteria to be eligible:

- ✓ 3.5 GPA in all courses at Auburn
- ✓ 95% attendance at Auburn
- ✓ Passing all courses at their associate school and at Auburn
- ✓ Teacher recommendation
- ✓ Complete resume and cover letter

Option 2: Mentorship

The mentorship is a program that is designed to give the student an educational opportunity to apply their skills by working in the workplace. **Mentorship sites must be related to the students' career training program.**

Mentorships will be scheduled in coordination with the student's academic schedule and coursework. They will take place one or two days (Monday, Wednesday or Friday) a week during the student's time at Auburn.

Eligibility Requirements:

Auburn students will meet the following criteria to be eligible:

- ✓ 2.5 GPA in their career and technical program
- ✓ 90% attendance at Auburn
- ✓ Passing all courses at their associate school and at Auburn
- ✓ Teacher recommendation

- ✓ Complete resume and cover letter

Option 3: Career Field Experience

The Career Field Experience is designed to give the student an educational opportunity to apply their skills by working in the community.

The field experience will be for one day a week during the student's Auburn time. This experience will be scheduled in coordination with the student's academic schedule and course work.

Eligibility Requirements:

Auburn students will meet the following criteria to be eligible:

- ✓ 2.5 GPA in their career and technical program
- ✓ 90% attendance at Auburn
- ✓ Passing all courses at their associate school and at Auburn
- ✓ Teacher recommendation
- ✓ Complete resume and cover letter

Student Organizations/Clubs

Club/Activity Days are on the same day as PLCs. There is a shared calendar for Club/Activity Advisors to sign up for times to meet. This Calendar is shared with updates periodically throughout the year.

SkillsUSA

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

Membership:

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

Mission:

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

FCCLA

Family, Career and Community Leaders of America is a nonprofit national Career and Technical Student Organization for young men and women in Family and Consumer Sciences Education in public and private schools through grade 12. Everyone is part of a family, and FCCLA is the only national Career and Technical Student Organization with the family as its central focus. Since 1945, FCCLA members have been making a difference in their families, careers, and communities by addressing important personal, work, and societal issues through Family and Consumer Sciences education.

Today 200,000 members in more than 5,500 chapters are active in a network of associations in 50 states, including the Virgin Islands and Puerto Rico. Chapter projects focus on a variety of youth concerns, including teen pregnancy, parenting, family relationships, substance abuse, peer pressure, environment, nutrition and fitness, teen violence, and career exploration. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life -- planning, goal setting, problem solving, decision making, and interpersonal communication -- necessary in the home and workplace.

Mission

To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner, and community leader, members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

FFA

FFA is a dynamic youth organization that changes lives and prepares members for premier leadership, personal growth and career success through agricultural education.

FFA develops members' potential and helps them discover their talent through hands-on experiences, which give members the tools to achieve real-world success.

Members are future chemists, veterinarians, government officials, entrepreneurs, bankers, international business leaders, teachers and premier professionals in many career fields.

FFA is an intra-curricular student organization for those interested in agriculture and leadership. It is one of the three components of [agricultural education](#).

Mission

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

To accomplish its mission, FFA:

- Develops competent and assertive agricultural leadership.
- Increases awareness of the global and technological importance of agriculture and its contribution to our well-being.
- Strengthens the confidence of agriculture students in themselves and their work.

- Promotes the intelligent choice and establishment of an agricultural career.
- Encourages achievement in supervised agricultural experience programs.
- Encourages wise management of economic, environmental and human resources of the community.
- Develops interpersonal skills in teamwork, communications, human relations and social interaction.
- Builds character and promotes citizenship, volunteerism and patriotism.
- Promotes cooperation and cooperative attitudes among all people.
- Promotes healthy lifestyles.
- Encourages excellence in scholarship.

Motto

The FFA motto gives members twelve short words to live by as they experience the opportunities in the organization.

Learning to Do, Doing to Learn, Earning to Live, Living to Serve.

DECA

DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe.

With nearly a 70-year history, DECA has impacted the lives of more than ten million students, educators, school administrators and business professionals since it was founded in 1946. Their strong connection with our organization has resonated into a brand that people identify as a remarkable experience in the preparation of emerging leaders and entrepreneurs. DECA's programs and activities have constantly evolved as we use the latest technology and apply cutting edge educational research. Our core focus has remained consistent and is captured in our mission.

Educators Rising (EdRising) Ohio

Is a dynamic non-profit organization for middle and high schools' students interested in education-related careers. *Educators Rising Ohio* began as the Future Educators Association (FEA) Ohio in 1991, before rebranding as the current organization in 2015. FEA Ohio was established by the Ohio Department of Education, in collaboration with both Phi Delta Kappa International and the national Future Educators Association®.

Today, *Educators Rising Ohio* currently serves over 1,000 students across the state and is a state affiliate of the national Educators Rising organization. *Educators Rising* is the only federally-recognized Career and Technical Student Organization (CTSO) focused on the field of education and has over 14,000 members and counting. Furthermore, as the co-curricular component of state-recognized Career and Technical Education (CTE) programs of study, *Educators Rising Ohio* enhances the classroom experience for students.

Mission Statement of Educators Rising Ohio:

Educators Rising Ohio provides the foundation upon which Ohio students can develop the skills and knowledge necessary to pursue careers in education.

National Technical Honor Society

NTHS is a nationally recognized student organization. The mission statement is to honor student achievement and leadership, promote educational excellence and enhance career opportunities for the NTHS members. Entry into NTHS is stringent; students must demonstrate high scholastic achievement, dedication to service, positive leadership, and high character values to be considered for membership.

Requirements:

Grades will be reviewed after the first semester (January). All qualified students will be invited to a meeting that will provide more information about becoming a member. Both morning and afternoon students are eligible. Students must complete and turn in an Auburn NTHS application.

Scholarship: Minimum cumulative grade point average of 3.25 in all classes and 3.6 GPA in all Auburn classes.

Leadership: Students must demonstrate leadership in the classroom, in school, at work, or in the community.

Character: Students must demonstrate good character.

****The induction of new NTHS members takes place in February. Program teachers are invited and encouraged to attend the Induction Ceremony to support their students.**

Drug Free Clubs of America



Drug Free Clubs of America was founded by three firefighters in the Greater Cincinnati area, with the promising idea that if teen drug use never begins, it never has to be defeated.

So how do we prevent teens from experimenting or giving into peer pressure? By giving students a logical exit from a tough situation. The offer from a friend or neighbor to try a drug can be a powerful, intimidating situation. DFCA's approach to preventing student drug abuse gives members the ability to say "I Can't, I might get tested". In addition, Drug Free Clubs creates perfect opportunities for parents to talk to their child about drug abuse, and then reinforces each member's good choices through discounts, free items, special event days, and recognition in the community and at school for choosing to be drug free.

Drug Free Clubs of America combines:

1. A reasonable excuse to escape peer pressure.
2. Prompted moments and guidance for parents to communicate with their child.
3. Continuous tangible rewards encourage members to make ongoing healthy decisions.

This creates a potent drug avoidance recipe to benefit EVERY TEEN.

SADD

Originally, the mission of the SADD chapter was to help young people say "No" to drinking and driving. Today, the mission has expanded. Students have told us that positive peer pressure, role modeling and environmental strategies can prevent other destructive decisions and set a healthier, safer course for their lives. That is why SADD has become a peer-to-peer education, prevention, and activism organization dedicated to preventing destructive decisions, particularly underage drinking, other drug use, risky and impaired driving, teen violence, and teen suicide.

Mission

To provide students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, risky and impaired driving, and other destructive decisions.

SADD is an inclusive, not exclusive, organization. SADD recognizes that the pressures on young people to drink, use illicit drugs and engage in other unhealthy behaviors are strong. SADD seeks not to punish or alienate those students who make unfortunate choices but rather aims to inform, educate, support and empower young people to make positive decisions in their lives.

STARS (Student Tour and Representative Specialists)

Auburn will have 12 juniors and 12 senior STARS to help as tour guides and hosts during events. The students interested in this role will need to complete an application, turn in reference forms and be interviewed by the Auburn counselor before being selected.

STARS Duties:

- ★ Follow directions, maps, lead people and be a polite host.
- ★ Act as a tour guide for 8th grade groups, any student visitor or adult groups.
- ★ Attend all meetings, wear your Auburn uniform and ID badge.
- ★ Work on an as-needed basis at various events throughout the school year.
- ★ Represent Auburn with a positive attitude and be a professional role model.

STARS Expectations:

- ★ Have a positive attitude and be willing to walk and talk!
- ★ Have good communication skills and be willing to speak to people about Auburn.
- ★ Be energetic, enthusiastic, and be a professional role model.
- ★ Be dressed in clean Auburn uniform and wear name badge every day at all events.
- ★ Maintain good grades, attendance and behavior records at Auburn and your associate school.

Student Ambassadors

Each program at Auburn Career Center will be represented by two morning and two afternoon Student Ambassadors. The students will need to complete an application, turn in references forms and then be selected for this role. The hours will count toward community service.

Student Ambassador Duties:

- ★ Represent your program at open house, sophomore visitation, open house, new student orientation evening, 8th grade tours and other events.
- ★ Attend all meetings and carry out your duties throughout the entire school year.
- ★ Set up and speak at tabletop displays that represent your career training program.
- ★ Make sure your program display board is updated, neat, accurate, and attractive.

Student Ambassador Expectations:

- ★ Be energetic, enthusiastic, positive and a professional role model.
- ★ Be a good communicator and willing to speak to people about your career field.
- ★ Be dressed in a clean Auburn uniform and wear name badge every day and at all events.
- ★ Maintain good grades, attendance and behavior records at Auburn and your associate school.

Student Leadership Team

The Student Leadership Team is an organization consisting of students from any career tech class who are interested in helping make Auburn a better environment. Membership is voluntary and open year-round. Students must apply and complete an application. Meetings take place during school hours. A student's academics come first; members whose grades slip below 60% will be asked not to attend Student Leadership Team meetings/events.

Receipt Books

If your Student Activity is participating in a fundraiser, you will need to see the Assistant Treasurer for a receipt book. All money should be turned in daily to the High School Office safe. No money should be left in the classroom overnight.

Purpose Statement

Purpose statements are completed at the beginning of each year (by October 15) for each program class and student activity group. The purpose statement provides the Board of Education an idea of fundraisers and a *Class funds appropriation. (Fundraisers and possible expenditures)*

Purpose Statement/Activity Fund Budget

Club or Class Name: Allied Health Technology
 Activity Account Number: 200-901A
 Date Submitted: 10/09/12

Purpose/Philosophy of class or club involved in developing an awareness of vocational needs and interests. The principal and funds are raised selectively by or such as:
 Fundraising promotes a sense of team which is a core topic in the health curriculum. Through fundraising AHT students are able to provide funds needed for community service projects. Relationship building within the classroom is cemented through spending time together during the junior breakfast, senior lunch and field trip experiences.

		Last Year's Balance: <u>1018.08</u>	A
Planned Fundraisers:			
(Activity)		(Anticipated Earnings)	
1 Fundraiser TBD	\$	600	
2 AHT Clothing	\$	1,400	
3 Field Trip Tickets & lunch	\$	760	
4	\$		
5	\$		
		REVENUE ANTICIPATED:	
		<u>\$ 2,760</u>	B
		TOTAL BALANCE AND REVENUE:	
		<u>\$ 3,778.08</u>	A+B=C

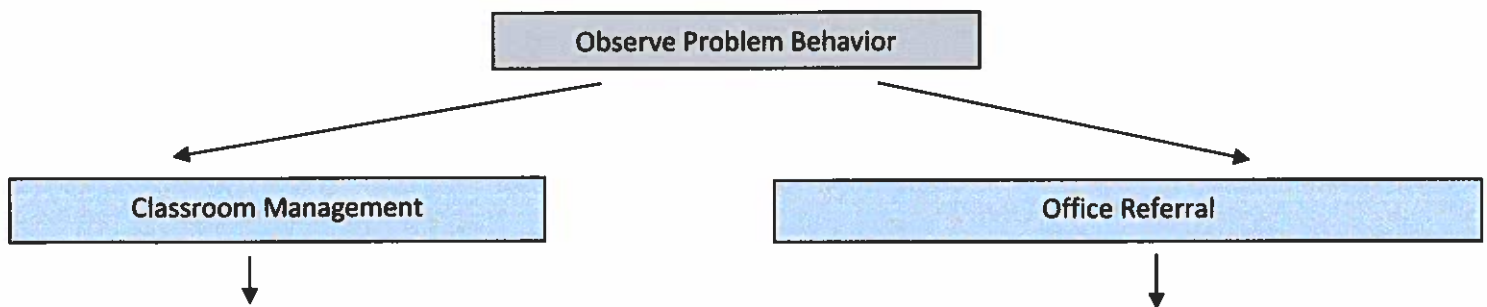
Activity Estimated Expenditures:			
(Activity)		(Cost)	
1 AHT Clothing	\$	1,400	
2 Science Center	\$	760	
3 Junior Breakfast (Fall)	\$	60	
4 Senior Lunch (Spring)	\$	300	
5 Community Service Costs	\$	400	
		EXPENDITURES ESTIMATED:	
		<u>\$ 2,920</u>	D
		TOTAL BALANCE AT END OF YEAR	
		<u>\$ 858.08</u>	C-D

Superintendent _____
 Signature

PBIS



Student Behavior Management Process



Document Incident



Classroom Managed:
Classroom Rule Violation
Dress Code
ID Badge
Food/Beverages
Personal Communication Devices
Insubordination (Minor)



Use Classroom Management Strategies:
Apologies
Breaks
Change Seating
Hand Gestures
Informative Statement (Prompt)
Parent/Guardian Conference
Parent/Guardian Phone Call
Problem-Solving Techniques
Proximity
Redirection
Social Conference
Verbal Praise

Computer Network, Internet, Password Violation
Dishonesty
Disruption of Educational Process
Harassment/Aggressive Behavior/Bullying
Identification Refusal
Insubordination (Major)
Out-Of-Bounds
Parking/Driving Violation
Pornography Possession
Profanity/Obscene Behavior
Refusing To Accept Discipline
Safety Violation
Smoking (Tobacco/Smokeless, Electronic, Vapes)
*Theft
Truancy
Unauthorized Touching Level 1 (PDA)
Unauthorized Touching Level 2 (Horseplay)
*Unauthorized Touching Level 3 (Minor Fight)
*Unauthorized Touching Level 4 (Major Fight)
*Vandalism
*Disorderly Conduct
*Drugs/Alcohol
*Extortion
Forgery/Falsifying
Gambling
*Hazing
*Panic Inducing Behavior
*Trespassing
*Unauthorized Fire
*Unauthorized Sale or Distribution
*Violations of Law
*Weapons
*Some Infractions Constitute Immediate Contact Of Administration And/Or SRO.

Completed Referral Forms Should Be Given to The Office. The Student Will Be Called to The Office By An Administrator. If Classroom Managed Issues Persist Refer Student To The Office.

2019-20 Procedures

The tone

Attitude, Respect & Responsibility

procedures at Auburn Career

and discipline on our campus as well as translate to better behavior, improved academic outcomes and a more enjoyable experience for our students and staff.

1. Food and drink

- a. ONLY Drinks with screw-on lids are allowed in the classroom. 1st years are checked for drinks in the cafeteria but once they pass into the classroom they become responsibility of instructor to take away.
 - b. Food is not to be allowed in the classroom at all. All food should be consumed in cafeteria!
 - c. Students should not be leaving class to go to the cafeteria vending machines to buy snacks to bring back to class.
 - d. This includes students in third lunch eating packed lunches or fast food brought in for lunch. They need to wait until their lunch period.
 - e. Please monitor lockers, they should not have unapproved drink containers in them.
2. **Book bags, purses and other valuables:** They should all be stored in student lockers. No student should have these in the classroom or common areas. Several reasons for this:
- a. When drug dogs come through, all student property will be in one place
 - b. Cuts down on the possibility of theft
 - c. Increase safety of not knowing what might be in the bags (drugs, vapes, explosives, weapons)
3. **New referral flowchart:** A new flowchart in conjunction with PBIS was developed and is included with this sheet.
- a. Research shows that contact with parents/guardians prior to and just after an incident in many cases decreases the incidents or repeat incidents of bad behavior.
 - b. Therefore, before any referral is submitted for a minor or repeated infractions, contact with the parent/guardians must be made and documented in Infinite Campus. If this is not documented, then student will not be disciplined and instructor will be notified that they have not completed the first step.
 - c. A teacher may issue PBIS referrals, once a phone call has been made, for the same infractions thereafter.
 - d. Major infractions are sent directly to the HS office without needing a parent call from instructor at that moment. All instructors should contact parents after school. Administration will also be contacting parents.
 - e. Referral forms can be found in the High School Office
4. **Dress code:** PLEASE be much more diligent with our dress code. Even though our students change into uniforms, some of the program uniforms are only shirts.
- a. It is everyone's responsibility to ensure our students are dressed appropriately. See something, say something!!!
 - b. Students have uniforms, the district pays for some of these uniforms. It is your responsibility as the teacher to ensure your class is in uniform.
 - c. Hats should not cover a student's face. Hoods should never be worn.

5. **Badges:** This goes along with dress code. Badges are a safety item, part of their uniform and now their hall pass. If students have an Auburn badge on, we know they belong at Auburn Career Center and have permission to be in the building and hallways.
 - a. A student who has a missing badge will be sent to Student Services to have another one made at student's expense.
 - b. ALL staff must be diligent in checking for badges.
 - c. No hall passes will be allowed without a student id badge.

6. **Parking lot issues:**
 - Morning driving:**
 - a. The Director review all requests for driving privileges. Temporary passes will be kept by student and handed in to SRO as they leave.
 - b. Each week the High School Administrative Assistant provides the Resource Officer with a report as to who has been coming in for daily passes only. These individuals will have their parents/guardians called and let them know that they do not have permission to drive.
 - c. Students will be reminded that they cannot get another one once they have reach three. If they drive without a temporary permit, they will be disciplined including revocation of parking privileges for the remainder of the year.
 - Afternoon driving:** (See Senior flowchart below for new routing of students)
 - d. Permanent passes must be displayed on designated area of vehicle. Temporary passes will be kept by student and handed in to SRO as they leave.
 - e. Parking passes will be revoked from students who continually violate policies of tardiness and unapproved driving privileges.
 - f. Cars without permanent display will automatically be assumed to not have a pass and will be referred to High School Office.
 - g. School Resource Officer will receive a daily list of temporary passes. The School Resource Officer will check daily for passes in parking lot.

7. **Unexcused absences and tardiness:** If a student is absent two or more days in a row, the instructor will call home to check on the student's reason for missing class. Not only will this build relationships, but it may help retain students in our programs, especially since our funding will be based on student program completers.

All students must have an admit slip to enter the classroom if tardy to class or absent the prior day. This enables you to decide if they can make up work or not. Unexcused absences do not require you to let students make up work!!! It is the responsibility of the teacher to check and request for these slips!

8. Car pass from High School Office:

- a. Should a student need to go to their car, they will need to be escorted by the School Resource Officer from the office to their vehicle and back to the office.
- b. Instructors need be more restrictive in permitting students to go to the office to get a car pass. Instructors need to remind their students to bring everything they need into the building when they leave their car because they will not be able to go to their car.

9. Uniforms: Students need to wear uniforms every day. For those who do not have one, we have extra uniforms that we can use in some of the programs. They will not match your uniform.

- a. Instructors need to set up an area in their shop to keep their students who do not have uniforms and give them paperwork to do. Students should not be sent to the PBIS Coordinator for uniform non-compliance.
- b. If students are in a program that requires steel toed safety boots and they are not affordable to the student at the present time, over-the-shoe OSHA approved covers for the trade programs would be acceptable and can be ordered through Diane Buchs in the office.

10. Emergency medical forms: Students are not permitted to go into the lab if they do not have an Emergency Medical Form on file in the office. Teachers will need to call parents of students that have not submitted their forms to the office and explain that their son or daughter will have to stay out of the lab, while the others go to the lab, until the Emergency Medical Form has been returned to the High School Office.

Afternoon Flowchart for coming to school:

1. All afternoon students will enter the north cafeteria doors and stay in cafeteria. First lunch students will sign in attendance in the cafeteria. Students cannot come in the back-lot doors for any reason.
2. Staff will supervise cafeteria doors from 10:40 am until 11:00 am. This will cover early arrivals and give them two (2) minutes after the bell rings to get to class.
3. After 11:00 am, cafeteria doors will be closed and supervising staff will direct late students to the front doors under the canopy to enter the building. At that point, they must sign in at the High School Office and receive a pass to class. Any student who gets to class and does not have a pass from the High School Office after 11:02 am should be sent back to the office to get one.
4. If they do not get one and choose to roam the building, they will have already been marked absent, unexcused.
5. Late busses will drop off students at front door by the canopy and students will sign in at the High School Office to receive a pass and go to class.
6. This accomplishes:
 - a. Keeps better track of afternoon students
 - b. Alleviates congestion in commons area before the bell
 - c. Minimizes tardies and students sneaking in late; better accountability
 - d. Puts responsibility on students to come to the High School Office to sign in.
 - e. Allows more staff members to watch cafeteria and parking lot

Hall Passes

When you give a student permission to leave your classroom, they must check in and check out electronically for their id to become a hall pass. We will be checking the electronic system to ensure they have checked in or out. **There is no need for a buddy system.** Students will be less likely to wonder aimlessly solo. Please try to limit the number of times your students are out of your classroom. They are missing valuable instructional time when they are out of the room. There is no need for any other type of hall pass now.

Student driving

Students that intend to drive to the school to catch the bus for a field trip, must obtain a temporary parking pass prior to the field trip date. Forms are in the office and on the website.

Events

Completion Ceremony

Completion Ceremony is an award ceremony for Auburn students who have successfully completed a two-year Career and Technical Education program. This is held during the school day at Lakeland Community College. In order to participate, students need to turn in a permission form, complete their portfolio, and attend the rehearsal on the day before the Completion Ceremony. There is a strict dress code to be able to walk across the stage. Information regarding Completion Ceremony is delivered via email, assemblies, to parents and teacher meetings starting in May.

Completion Ceremony Permission Slips

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

Portfolios

Portfolios are handed out at completion ceremony and include the following:

- Superintendent Letter
- Cover Letter
- Resume
- Project Summary
- Webexam Scores
- National Career Readiness Certificates
- Summary of Internship with Internship Employer Letter of Recommendation
- Industrial Credentials/Certificate

Freshman Fridays

During the month of February, freshman students from any of our 11 associate districts may come in the morning to visit two programs of their choice. These visits are coordinated through the enrollment department and you are notified the day before if you have a visitor. Please note that changes do happen at the home schools that we are not always aware of. These run similar to a Welcome Wednesday event. It is in your best interest to have a dynamic lesson prepared for these Fridays. Please prep your student ambassadors to speak with the student and show them around your classroom and lab.

Interview Night

Interested students who have applied to your program are interviewed by Instructors to ensure they have selected the right program choice. Teachers and prospective students have the opportunity to become acquainted and confirm this opportunity for next year. You will receive a standard rubric questionnaire for each student and should ask each student the same questions. Although conversations may take their own twist please try to stick to the questions formatted.

Open House

Fall Open House:

This open house is for current students and their families, prospective students and their families, and the community. The timing of the event is the day after Sophomore Visit Day, therefore, the focus is on recruiting NEW students for the following school year. All efforts are made to inform students and parents of your program so they can make an informed decision regarding attending Auburn Career Center.

In preparing for the event, each program instructor is responsible for:

- Assuring labs and classrooms are neat and clean
- Displaying student work
- Displaying program banner and signage
- Helping Student Ambassadors to update the program display board
- Assuring all visitors sign into your classroom

Orientation

This is an opportunity for the parents to meet the instructors and the instructors to review the expectations of their program. It is a thorough presentation of material required for the student to be successful. The following is a guideline for the evening of this event.

6:00 – 6:15 p.m.

_____ As parents arrive, have them sign in and take the packet already pre-assigned to them. If there is no an assigned packet, provide them with an extra. All forms to be completed and turned in before they leave, please.

Welcome and Introductions 6:20 p.m.

_____ Take the time to tell the students and parents about yourself.

_____ Complete an ice breaker or at the minimum have students go around the room and introduce themselves and their parents.

Program Information/Overview of the program

Focus on the “Outcomes” of your program, NOT the “rules” of your program

_____ Highlight projects being completed throughout the year – show some examples

_____ Articulated Credit, CT², CCP, & Industry Certifications

_____ Internship Eligibility and Opportunities

_____ Career Tech Student Organizations and Competitions as appropriate for program.

- DECA, FCCLA, FFA, SkillsUSA
 - National Technical Honor Society
-

- Bully Prevention
- Ambassador & Stars
- Drug Free Clubs of America

_____ Tech Lit

Course Syllabus – Do NOT read the syllabus to your students and parents.

Highlight the exciting parts of your course.

_____ Dress Code/Program Apparel

_____ Reference to Tool List, Tool Contract

_____ Books/Online Books/Resources – Explain how they can gain access to Infinite Campus Parent Portal.

Forms – Parent Forms/Financial Requirement

Be sure to collect the following from each parent/student

_____ Emergency Medical Forms – please update as needed throughout the year

_____ NCCER form, if applicable

_____ Drug Free Clubs of America – Employability Certificate – Voluntary

_____ Free & Reduced Lunch Information – Forms mailed in August

_____ Tool Equipment List

_____ Tool Contract Form – Student Signature

_____ Uniform Order Forms

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

*Class Fees (Uniform, tools, workbooks and class fee) – All fees due October 31, 2019

Families that qualify for FREE and Reduced meals will have two shirts credited to their Infinite Campus account for morning year only. (Meal applications will be distributed via mail in August)

Online Payment Instructions – www.auburncc.org/highschool quicklinks

Important Dates

_____ Calendar in packet for 2019-120

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

_____ August 14, 2019 – First Day of School

_____ October 31, 2019 – All fees dues

Parent Visit Day

Parent visit day is held on the first Thursday in February each year. This is an opportunity for students to showcase their work to their parents.

Sophomore Visit Day

This is a day when every sophomore in each of our 11 districts is invited to visit Auburn Career Center. There are approximately 700 visitors between the morning and afternoon sessions. A hands-on activity and possibly a “take-home” project give the visiting students a sense of the program.

The current Auburn students are required to do a Job Shadow experience, a college visit or if a Star or Student Ambassador, report to Auburn and assist with the day.

- In preparing for the event, permission forms for our current students are required in the office by deadline date!!!
- Ensure all visitors sign in.
- Assure labs and classrooms are neat and clean.
- Create an engaging activity for visitors.

Job Shadow/College Visits:

Your students not staying to assist with Sophomore Visit Day will need to find either a job shadow or a college visit experience for the day. Please help them secure these sites during Club/Activity day in October. This is a mandatory experience for our students and parent permission slips will be handed out as they secure sites.

A parent letter is emailed out in October explaining the details of this day. Please provide your parents updates on the events during this time through Infinite Campus. Please call home to those students struggling to find a site and discuss the event with the parents and help in finding sites.

Welcome Wednesday

These occur every Wednesday during the second semester so that sophomore students may visit the programs they are interested in. Each student is allowed to see two programs of their choice and spend approximately 75 minutes in each class. During this time, it is up to each instructor and their student ambassadors to “sell” the benefits of their program. A well-planned, fun and exciting lesson plan is encouraged for these days! (like every day!) Each visitor completes a survey which can be shared with individual instructors.

Appendix

Auburn’s Home Page www.auburncc.org

Acronyms

Associate School Districts

Auburn Career Center’s Technical Programs

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

ACR	Auto Collision Repair
ADM	Advanced Manufacturing
APM	Architecture Project Management
AHT	Allied Health Technology
AUT	Automotive Technology
BMT	Business Management Technology
CJS	Criminal Justice & Security
CNT	Computer Networking
CON	Construction
COS	Cosmetology
CUL	Culinary
EEP	Electrical Engineering Prep
EMS	Emergency Medical Services
HVAC	Heating, Ventilation & Air Conditioning
IMT	Interactive Multimedia Technology
IPD	Internet Programming & Development
MAT	Mobile Applications & Technology
MTA	Mechanical Technical Applications
PCT	Patient Care Technician
PTLM	Plant Turf & Landscape Management
SMD	Sports Medicine
TPP	Teaching Professions Pathway
WLD	Welding

Places within Auburn's Campus	
PC	Presentation Center
TLC	Technology Learning Center
Annex	Small tan house across the street from main building
Ind Arts Building	Houses ADM & HVAC programs
HORT Bldg	Behind main building across man bridge

Miscellaneous Education Terms

504	Section 504 of the Rehabilitation Act of 1973 504
ABA	Applied Behavior Analysis
ACTE	Association for Career and Technical Education
ADA	Americans with Disabilities Act
ADD; AD/HD; ADHD; ADD/In	Attention-Deficit/Hyperactivity Disorder; ADD Inattentive
AP	Advanced Placement
ASL	American Sign Language
AT	Assistive Technology
AYP	Adequate Yearly Progress
BIP; BMP	Behavior Intervention Plan; Behavior Management Plan
BOE	Board of Education
CATA	Career And Technical Association
CATE	Career and Technology Education Also seen as CTE
CBA	Curriculum-Based Assessment
CIP	Continuous Improvement Plan
DD	Developmentally Disabled; Developmentally Delayed
DOH	Department of Health
ED	Emotionally Disturbed
EH	Emotionally Handicapped
ELL	English Language Learner
ERIC	Educational Resources Information Center
ESC	Education Service Center
ESL	English as Second Language
eTPES	Electronic Teacher/Director Evaluation System found at www.ohiotpes.com
ETS	Educational Testing Service
FAPE	Free Appropriate Public Education
FERPA	Family Educational Rights & Privacy Act
GE	General Education
GED	General Education Diploma
GPA	Grade Point Average

GT/LD	Gifted and Talented with Learning Disabilities
HI	Hearing Impaired
HS	High School
IDA	International Dyslexia Association
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Program
IEPT	Individualized Education Program Team
ITP	Individual Transition Plan
K-12	Kindergarten through 12th Grade
LEA	Local Education Agency
LD	Learning Disability
LRE	Least Restrictive Environment
MDT	Multidisciplinary Team
MH	Multiply Handicapped
MOU	Memorandum of Understanding
MR	Mental Retardation
MRI	Magnetic Resonance Imaging
MS	Middle School
NCLB	No Child Left Behind Act of 2001
NCLD	National Center for Learning Disabilities
OASSA	Ohio Association of Secondary School Administrators
OCAPS	Ohio Competency _____
OCD	Obsessive-Compulsive Disorder
OCR	Office for Civil Rights
ODD	Oppositional Defiant Disorder
ODE	Ohio Department of Education
OTES	Ohio Teacher Evaluation System
PLC	Professional Learning Community
PTSD	Post Traumatic Stress Disorder
RTI	Response-to-Intervention
SAT	Scholastic Aptitude Test
SD	School District
SLO	Student Learning Objectives
SPED	Special Education

<http://www.auburncc.org/content.php?cid=166>

High School Employee
Directory

For the most up-to-date
version see

MyAuburn

<http://www.auburncc.org/my/>

MyAuburn has links to many forms, handbooks, and employee benefit information.

Purpose of I.P.D.P.

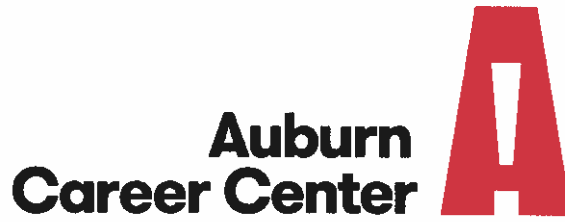
<http://www.auburncc.org/upload/s880041369057584.pdf>

All forms are located in the HR KIOSK which the link is found on the Auburn Home Page (www.auburncc.org)

OTES Forms

<http://education.ohio.gov/Topics/Teaching/Educator-Evaluation-System/Ohio-s-Teacher-Evaluation-System>

Donation Form



Donation Form

(To Be Completed By Employee Accepting Donation)

Date: Employee: Click here to enter text.

Item(s) Donated: Click here to enter text.

Model and/or Serial Number: Click or tap here to enter text.

Condition: Click or tap here to enter text.

Notables: Click or tap here to enter text.

Donated By: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Does Item Need to be Picked Up by Maintenance? Yes No

.....
This Section to be Completed By Administration

Principal Approval: _____

Date: _____

Maintenance Approval: _____

Date: _____

Letter Mailed: _____

Date: _____

Board Approval: _____

Date: _____

Add to Inventory? _____

Equipment Request Form



Auburn Equipment Request Form

This form must accompany any request for program equipment.

Requests must be turned into the director by October 15th for purchases for current school year or May 5th for the next year.

Program _____ Date _____

Name _____

Item _____ Cost _____

Please be sure to attach 3 quotes if item costs over \$1000. Copy your advisory board minutes showing the need for the item requested and how it fit into your curriculum here:

Lesson Plan Template

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

For online copy go to

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

Student Referral



Student Name: _____ Date: _____
 _____ Auburn Career Center Program: _____ (I or II) Associate
 School: _____
 Time of Incident: _____ Location of Incident: _____
 Referring Staff Member Name: _____

Classroom Rule Violation		Disorderly Conduct		Comments:
Computer Network, Internet, Passwords		Drugs/Alcohol		
Dishonesty		Extortion		
Disruption of Educational Process		Gambling		
Dress Code		Hazing		
Food/Beverages		Panic Inducing Behavior		
Harassment/Aggressive Behavior/Bullying		Trespassing		
Identification Refusal		Unauthorized Fire		
Insubordination		Unauthorized Sale or Distribution		
Out of Bounds		Violations of Law		
Parking/Driving Violation		Weapons		
Personal Communication Devices		PBIS Request for Assistance		
Pornography Possession		Academic Support		
Profanity/Obscene Behavior		Social Support		
Refusing to Accept Discipline		Function Based Intervention		
Safety Violation		Other Support		
Smoking (Tobacco, Smokeless, Electronic, Vapes)		Other		Student Conference With Administrator Date: _____ Administrator Signature: _____
Theft				
Truancy				
Unauthorized Bodily Contact: I. Public Display of Affection				
Unauthorized Bodily Contact: II. Pushing, Shoving, Grasping				

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

Classroom Rule Violation-

Student does not follow class rule as set.

Computer Network, Internet, Passwords- Student engages in playing games, surfing the web, etc. during instructional time. Or, Student engages in improper use of the computer such as inappropriate websites or trying to bypass the school's firewall, etc.

Dishonesty- Student engages in lying, cheating, plagiarizing, falsifying notes/documents, or providing false information.

Disruption of Educational Process- Student engages in a minor behavior that disrupts the natural flow of the classroom or school environment such as noises, rocking chair, tapping pencil, blurting out, etc.

Dress Code- Student does not wear uniform or wears clothing that is not within the dress code guidelines outlined in the student handbook such as wearing a hat, hood up, pants low, clothes with offensive designs or writing, etc.

Food/Beverages- Student has food or beverage out of authorized area or in improper container.

Harassment/Aggressive Behavior/Bullying- Student delivers disrespectful messages (verbal, gestural, electronic) to another person that includes threats and intimidation, obscene gestures, pictures or written notes. This includes aggression, an imbalance of power, consistent and deliberate.

Identification Refusal- Student fails to respond to adult request for ID.

Insubordination- Student engages in a brief or minor verbal or nonverbal display of rudeness or discourtesy. Example: arguing, tone of voice, eye rolling, etc. Or, Student engages in verbal messages that include swearing, name-calling or inappropriate use of words.

Out of Bounds- Student being any place on school grounds where they have no expressed or written permission to be.

Parking/Driving Violation- Student does not follow guidelines

in Student Handbook/Code of Conduct for Parking and Driving.
Personal Communication Devices- Student has cell phone in their possession during instructional time.

Profanity/Obscene Behavior- Student engages in instances of inappropriate language/gestures whether directed or not directed at another person.

Refusing to Accept Discipline- Student refuses to follow directive of adult regarding corrective action.

Safety Violation- Student does not follow safety rules/guidelines as set.

Smoking (Tobacco, Smokeless, Electronic, Vapes)- Student has smoking products or paraphernalia.

Theft- Student is in possession of, having passed on, or being responsible for removing someone else's property without that person's permission.

Unauthorized Bodily Contact: I. Public Display of Affection- Student engages in displays of affection beyond handholding or engages during instructional time.

Unauthorized Bodily Contact: II. Pushing, Shoving, Grasping (Horseplay)- Student engages in improper behavior in a school environment without intention to harm such as pulling out a chair, play fighting, shoulder bumping, pushing/shoving, not keeping hands and feet to self, picking up other students.

Unauthorized Bodily Contact: III. Physical Altercation Minor (Fighting)- Student gets angry or frustrated and cannot keep his/her emotions in control at

which point the aggression is directed towards someone such as hitting, punching, shoving, kicking, etc.

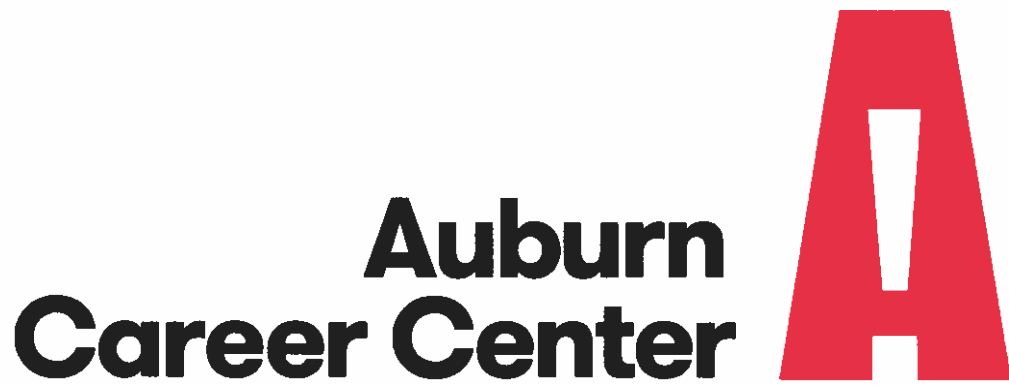
Unauthorized Bodily Contact: IV. Physical Altercation Major (Fighting/Bodily Harm)-Student engages in actions involving serious physical contact where one person tries to or does physically strike another. This is usually where a verbal argument leads to a physical altercation.

Disorderly Conduct- Student gets angry or frustrated and cannot

keep his/her emotions in control such as slamming fist on the desk/floor, throwing a book across the room, shouting, flipping over a desk, etc.

Panic Inducing Behavior- Student delivers written or verbal language, sign, or act that conveys a serious expression of intent to cause harm or violence. Even in jest, the false threat is perceived as causing fear or a major disruption.

Text Book Sign-out List



Attachment Item #18

**Approve Adult Workforce
Student Handbook for
2019-2020 SY**

Auburn Career Center



Adult Workforce Education Student Handbook 2019-2020

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

We believe that:

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

8140 Auburn Road
Concord Twp., OH 44077
440.357.7542

www.auburncc.org

Consumer Disclosure

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

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

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

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

AUBURN VOCATIONAL SCHOOL BOARD OF EDUCATION MEMBERS

Mr. Erik Walter, President
Mrs. Mary Javins, Vice President
Mrs. Jean Brush
Mr. Kenneth Cahill
Dr. Susan Culotta
Mr. Geoffrey Kent
Mr. Ken Klima
Mr. Roger Miller
Mr. Paul Stefanko
Mr. Terry Sedivy
Mrs. Mary Wheeler

AUBURN ADMINISTRATION

Dr. Brian Bontempo
Superintendent

Mr. Jeff Slavkovsky
Executive Director of Career and Technical
Education

Mrs. Michelle Rodewald
Director of Adult Workforce Education and
Business Partnerships

Mrs. Sherry Williamson
Treasurer

Mrs. Dee Stark
Director of Curriculum and Instruction

Mr. Chris Mitchell
Director of High School

TABLE OF CONTENTS

Our Mission and Core Values	Cover
AUBURN VOCATIONAL SCHOOL BOARD OF EDUCATION MEMBERS	1
AUBURN ADMINISTRATION	1
<i>Welcome to Auburn!</i>	6
WORKFORCE EDUCATION STAFF PHONE EXTENSION LIST	7
ADULT WORKFORCE EDUCATION OFFICE.....	7
DIRECTORY OF ADULT WORKFORCE EDUCATIONAL PERSONNEL	8
ADULT WORFORCE CALENDAR (2019-2020).....	10
AUBURN CAREER CENTER ADMISSIONS POLICY & PROCEDURES.....	12
TUITION.....	14
WITHDRAW AND REFUND POLICY	14
PAYMENT OPTIONS.....	15
FINANCIAL AID	16
STATEMENT OF PHILOSOPHY	16
STATEMENT OF PRINCIPLES.....	16
FINANCIAL AID OFFICE PERSONNEL CODE OF CONDUCT	17
FINANCIAL AID ACADEMIC GOOD STANDING AND SATISFACTORY PROGRESS POLICY	18
WHAT TITLE IV FINANCIAL AID PROGRAMS ARE AVAILABLE?.....	19
OTHER FINANCIAL AID	23
WHAT IS MY DEPENDENCY STATUS?	24
PROFESSIONAL JUDGEMENT AND SPECIAL CIRCUMSTANCES.....	24
WHAT WILL MY EDUCATION COST?	28
HOW IS MY ELIGIBILITY DETERMINED?	28
WHAT MUST I DO TO RECEIVE AND CONTINUE TO RECEIVE FINANCIAL AID FUNDS?	29
HOW ARE FUNDS DISBURSED?.....	29
HOW ARE FUNDS PROCESSED (ACC REFUND POLICY/TITLE IV R2T4).....	29
FEDERAL RETURN OF TITLE IV FUNDS POLICY.....	30
AUTHORIZATION TO RETAIN OVERAGES.....	30
LEAVE OF ABSENCE POLICY	31
CONFIRMATION OF CITIZENSHIP.....	31
RIGHTS & RESPONSIBILITIES FOR RECEIVING FINANCIAL AID.....	32
GENERAL VERIFICATION POLICIES AND PROCEDURES.....	33
REFERRAL OF OVERPAYMENTS AND FRAUD CASES	33
POLICIES & PROCEDURES UNDER FERPA.....	34
FINANCIAL AID CONFIDENTIALITY POLICY	35
ATTENDANCE	35

ATTENDANCE POLICY	35
REPORTING AN ABSENCE.....	35
MAKE-UP DAYS.....	36
EXCESSIVE ABSENCE.....	36
INTERRUPTION FOR UNSATISFACTORY ABSENCE.....	36
MAKE-UP WORK	36
ACADEMIC QUALITY.....	37
SCHOOL YEAR	37
GRADING POLICY.....	37
GRIEVANCE PROCEDURE.....	38
TRANSFER POLICY.....	39
CAREER TECHNICAL CREDIT TRANSFER (CT2).....	39
POLICY FOR GRANTING CREDIT FOR PREVIOUS EDUCATION & TRAINING	39
AUBURN CERTIFICATES	40
STUDENT RESPONSIBILITIES.....	41
AUBURN'S PHILOSOPHY.....	41
STUDENT CODE OF CONDUCT	42
ADMINISTRATIVE REMOVAL OF A STUDENT	47
DRESS CODE.....	47
CELL PHONE USAGE/TEXTING IN CLASS	47
FIREARMS.....	48
FOOD AND DRINK.....	48
DRUG FREE/ALCOHOL-FREE CAMPUS.....	48
HARASSMENT	49
OTHER VIOLATIONS OF THE ANTI HARASSMENT POLICY	49
SEXUAL HARASSMENT.....	49
RACE/COLOR HARASSMENT	51
RELIGIOUS CREED HARASSMENT.....	51
NATIONAL ORIGIN HARASSMENT.....	51
DISABILITY HARASSMENT	51
REPORTS AND COMPLAINTS OF HARASSING CONDUCT	51
INFORMAL PROCESS FOR ADDRESSING COMPLAINTS OF HARASSMENT.....	52
FORMAL PROCESS FOR ADDRESSING COMPLAINTS OF HARASSMENT.....	52
SANCTIONS AND MONITORING HARASSMENT	53
SALES AND SOLICITATION	54
PROGRESSIVE DISCIPLINE.....	54

SANCTIONS.....	54
STUDENT SUPPORT SERVICES.....	55
ACADEMIC ADVISING.....	55
DISABILITY SERVICES.....	55
CAREER RESOURCES.....	56
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)	56
WARNING.....	57
PROBATION.....	57
APPEAL PROCESS	57
REINSTATEMENT	57
INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS.....	57
COURSE REPETITION.....	58
FAILURE OF CLASSES – RETURNING TO CONTINUE PROGRAM OF TRAINING.....	58
HEALTH	58
ACCIDENTS OR ILLNESS	58
COMMUNICABLE AND INFECTIOUS DISEASE.....	58
EMERGENCY MEDICAL AUTHORIZATION FORMS.....	59
HEALTH RISKS ASSOCIATED WITH ALCOHOL.....	59
SAFETY.....	60
VIDEO SURVEILLANCE	60
IN CASE OF FIRE.....	60
SAFETY DRILLS FOR: FIRE, TORNADO, LOCK DOWN, AND DISASTER.....	60
SAFETY REGULATIONS	60
SHOP REGULATIONS	61
SCHOOL OPERATIONS.....	61
GRIEVANCE PROCEURES FOR NONDISCRIMINATION & EQUAL OPPORTUNITY/ACCESS.....	61
GRIEVANCE POLICY	62
PRIVACY/CONFIDENTIALITY	62
PARKING.....	62
CHANGE OF ADDRESS/PHONE NUMBER	62
SECURITY	63
SCHOOL CLOSING	63
PROTECTION AND PRIVACY OF STUDENT RECORDS	63
TRANSCRIPTS.....	63
CRISIS MANAGEMENT	64
VOTER REGISTRATION	64
CONSTITUTION DAY.....	64

CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS	64
TECHNOLOGY	65
STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY	65
MEDIA SERVICES	65
ALUMNI INFORMATION	65
CLERY ACT INFORMATION	65
PROGRAM DESCRIPTIONS.....	66
FORMS.....	73
ADULT WORKFORCE EDUCATION WITHDRAWAL FORM.....	73
ADULT WORKFORCE EDUCATION LEAVE OF ABSENCE FORM.....	74
TECHNOLOGY AGREEMENT.....	75
TRANSCRIPT REQUEST.....	76
WORKFORCE EDUCATION MAKE-UP DAY NOTICE.....	77
STUDENT CODE OF CONDUCT INFORMATION SIGNED AGREEMENT	79

Welcome to Auburn!

Dear Adult Workforce Education Student,

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

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

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

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

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

Sincerely,

Dr. Brian Bontempo

Dr. Brian Bontempo
Superintendent

ADULT WORKFORCE EDUCATION STAFF PHONE EXTENSION LIST

Receptionist 440.357.7542

ADULT WORKFORCE EDUCATION OFFICE

Office Hours

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

Friday 10:00 am – 6:00 pm

Saturday and Sunday CLOSED

Main Office Services: Registration – Transcripts – Book Purchases – Student – Records

Administrative Assistant Ms. Laura Kamis.....8276

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

Student Services Coordinator Mrs. Laura Barwidi 8090

Financial Aid Coordinator Mrs. Shelley Barto 8326

Career Advisor Mrs. Jonna Mazza..... 8248

CUSTOMIZED TRAINING

COST Coordinator Mr. David Cowen8028

EMS/PARAMEDIC/FIRE FIGHTER TRAINING

Director of Public Safety Mr. Sean Davis8026

AUBURN ASPIRE PROGRAM

ASPIRE Coordinator Mrs. Mary Ann Kerwood.....8237

Administrative Assistant Mrs. Cathy Coyne8237

PRACTICAL NURSING

Administrator LPN Coordinator.....8366

RESOURCE OFFICER

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

TESTING COORDINATOR/RENTAL RESERVATIONS

Administrative Assistant Mrs. Wendy Lauer.....8278

Directory of Adult Workforce Education Personnel

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

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

Machining/CNC

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

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

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

Auburn Practical Nursing Program

Practical Nursing Administrator..... To Be Determined

Instructor..... GERALYN COSTELLO (gcostello@auburncc.org)

Instructor..... Joyce Dick (jdick@auburncc.org)

Instructor..... Susan Fell (sfell@auburncc.org)

Instructor..... Robin Finley (rfinley@auburncc.org)

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

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

Instructor..... Louise Vadasz (lvadasz@auburncc.org)

Automotive Technology

Instructor..... Jordan Kattler (jkattler@auburncc.org)

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

Instructor..... Dan Morrow (dmorrow@auburncc.org)

EMT and Paramedic and First Aid, CPR, AED

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

Medical Director..... Dr. Barry Pearce

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

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

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

Instructor..... John Blauch (jblauch@auburncc.org)

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

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

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

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

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

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

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

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

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

Instructor..... Michael Swanker (mswanker@auburncc.org)

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

Firefighter Instructors

Lead Skills Examiner and Instructor..... James Powers (jpowers@auburncc.org)

Lead Fire Academy Instructor..... Mike Fearing (mfearing@auburncc.org)

Lead Volunteer Fire Instructor..... Brian Valletto (bvalletto@auburncc.org)

Instructor..... John Bitoniti (jbitoniti@auburncc.org)

Instructor..... Keith Blaser (kblaser@auburncc.org)

Instructor..... Jeffery Buehner (jbuehner@auburncc.org)

Instructor..... Dennis Calhoun (dcalhoun@auburncc.org)

Instructor..... Dominic Chiappone (dchiappone@auburncc.org)

Instructor.....Robert Gandee (rgandee@auburncc.org)
 Instructor.....Scott Hildenbrand (shildenbrand@auburncc.org)
 Instructor.....Luigi Ianiro (lianiro@auburncc.org)
 Instructor.....Ronald Jovonich (rjovonich@auburncc.org)
 Instructor.....Steven Laskey (slaskey@auburncc.org)
 Instructor.....James McDonald (jdonald@auburncc.org)
 Instructor.....Jim Powers (jpowers@auburncc.org)
 Instructor.....Johnathon Richardson (jrichardson@auburncc.org)
 Instructor.....Doug Reidel (dreidel@auburncc.org)
 Instructor.....Doug Rought (drought@auburncc.org)
 Instructor.....Matt Sabo (msabo@auburncc.org)
 Instructor.....Matt Sadowski(msadowski@auburncc.org)
 Instructor.....Timothy Sitz (tsitz@auburncc.org)
 Instructor.....Tom Sitz (tsitz2@auburncc.org)
 Instructor.....Ron Terriaco (rterriaco@auburncc.org)
 Instructor.....Mark Toth (mtoth@auburncc.org)
 Instructor.....Richard Vandevander (rvandevander@auburncc.org)
 Instructor.....Bob Varner (bvarner@auburncc.org)
 Instructor.....Mike Warner (mwarner@auburncc.org)
 Instructor.....Kevin Weidig (kweidig@auburncc.org)
 Instructor.....Jay Womack (jwomack@auburncc.org)
 Instructor.....Anthony Yeropoli (ayeropoli@auburncc.org)

Fire Safety Inspector

Lead Instructor.....James Davis (jdavis@auburncc.org)
 Instructor.....Greg Hollerbach (ghollerbach@auburncc.org)
 Instructor.....Michael Girbino (mgirbino@auburncc.org)
 Instructor.....Doug Rought (drought@auburncc.org)

HVAC Technician

Instructor.....Jack Barlow (jbarlow@auburncc.org)
 Instructor.....Johnny Chapin (jchapin@auburncc.org)
 Instructor.....Tom Dalton (jchapin@auburncc.org)
 Instructor.....Michael Pasquale (mpasquale@auburncc.org)

Small Engine Repair

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

Industrial Electrical Training

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

Facilities Maintenance

Instructor.....To Be Determined

Industrial Maintenance

Instructor.....Chip Bojanowski (cbojanowski@auburncc.org)
 Instructor.....Richard LaForce (rlaforce@auburncc.org)
 Instructor.....Al Large (alarge@auburncc.org)
 Instructor.....Troy Wotring (twotring@auburncc.org)

State Tested Nursing Assistant

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

Welding

Instructor.....Christopher Kish (ckish@auburncc.org)
 Instructor.....Joe Renda (jrenda@auburncc.org)

ADULT WORKFORCE EDUCATION-CALENDAR (2019-20)

September 2 (Mon.)	Labor Day
October 11 (Fri.).....	NEOEA Day
November 21, 22, 23	Thanksgiving Break
December 5 (Wed.)	District Open House
December 23 - January 3, 2020	Winter Break
January 20 (Mon.).....	Martin Luther King Day
February 17 (Mon.)	President's Day
March 23 -27.....	No School~Break
April 10 (Fri.).....	No School ~Break
April 13 (Mon.).....	No School ~ Break
May 25 (Mon.).....	Memorial Day

AUBURN CAREER CENTER

Campus

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

Equipment

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

ACCREDITATION AND AFFILIATIONS

Accreditation

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



Additional Accreditations/Associations and Professional Boards

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

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



AUBURN CAREER CENTER'S EQUAL OPPORTUNITY- POLICY

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

AUBURN CAREER CENTER ADMISSIONS PROCEDURES

Students admitted to short-term classes (less than 70 contact hours in length) must be at least 16 years of age.

A. Eligibility for Admission Career Development Classes

Admission to Auburn Career Center Workforce Education is open to:

1. High school graduates from regionally accredited or state approved high schools.
2. Persons holding a General Education Development High School Equivalency Diploma (GED).
3. Out-of-School applicants age 16 years of age or older with no high school diploma. Students without a high school diploma can only gain admissions to programs that are approved as "Ability to Benefit Programs".
4. High school students 16 years of age or older with written permission from parents and school principal prior to registration.

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

B. Exception to Standard Admissions Procedure

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

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

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

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

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

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

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

D. Short-Term Training

To register for short-term class (less than 70 hours)

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

E. Readmission Policy

Students who withdraw from a program before completing, are dismissed due to grades/attendance/behavior or are Administratively Withdrawn cannot re-enroll in a program unless he/she completes a written petition and submits it to the Director of Adult Workforce Education or the program's administrator. The petition must include how the student will be successful and address any attendance/grade/behavior issues during their prior attendance. The program instructor(s) or program administrator and the Director of Adult Workforce Education will review the petition and grant or deny re-enrollment. The decision of the program instructor(s) and Director of Adult Workforce Education is final. Students with a prior unpaid balance owed to Auburn Career Center are not eligible to re-enroll or petition to re-enroll unless the unpaid balance is resolved.

TUITION

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

A. Withdrawal and Refund Policy**

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

To officially withdraw from a class or program the student must complete the Workforce Education Withdrawal Form, located in the Adult Workforce Education Office or on Auburn's website. Students who are unable to physically submit the Workforce Education Withdrawal Form must contact the school by telephone or email.

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

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

Refunds for Classes Cancelled by Auburn Career Center

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

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

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

Refund Policy for Programs That Are Less Than 200 Clock Hours

Tuition refunds are prorated based upon the amount of tuition paid (excluding the nonrefundable application fee, books, student fees, uniform costs and tools) and the percentage of the program hours elapsed during the scheduled payment period.

Refund Policy for Programs That Are 200 Clock Hours or More

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

Example: A student withdraws from a 200 clock hour program after attending the first ten days of the program. If one program day equates to 4 hours, the number of days in the program would be 50 days. If the tuition for the program is \$1000, the student fees \$100 and the book \$50, as long as the student paid all charges, the student would receive a refund of \$800 from Auburn Career Center when he/she withdraws.

Please Note:

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

PAYMENT OPTIONS

A. Cash Option

Students utilizing the cash option payment, will pay 100% of their tuition and fees before the first day of class. This payment can be made through credit card, debit, cash or check. However, if students pay by check and the check bounces, they will only allowed to pay through debit, credit card or cash and may be removed from class.

B. Tuition Payment Agreement

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. The first payment must be made on or before the first day of class or the student will be unable to attend.

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

C. Pell Grant Only Option

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

D. Financial Aid

STATEMENT OF PHILOSOPHY

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

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

STATEMENT OF PRINCIPLES

- 1. The primary purpose of Auburn Career Center Financial Aid program is to provide financial assistance to students who without such aid would be unable to enroll in our school.
- 2. We recognize our obligation to assist in realizing the national goal of equality of educational opportunity. We, therefore, work with other educational institutions in support of this goal.
- 3. We shall publish budgets that state total student expenses realistically; including, tuition and fees, books and supplies.
- 4. Parents are expected to contribute according to their means, taking into account their income, assets, number of dependents, and other relevant information. Students themselves are expected to contribute from their own assets and earnings, including appropriate borrowing against future earnings.

5. Financial aid is offered only after determining that the resources of the family are insufficient to meet the student's educational expenses. The amount of aid offered will not exceed the amount "needed" to offset the difference between the student's educational expenses and the family's resources.
6. The amount of any type of self-help expected from students will be related to the circumstances of the individual. In the assignment of funds to those students designated to receive financial aid, the largest amounts of total grant assistance will be awarded to students with the least ability to pay.
7. We shall review our financial assistance awards annually to determine if there are changes based upon Federal regulations and the possible need for students to complete more than one Federal financial aid application. We have an obligation to inform students and parents of the financial aid renewal policies for enrolled students at the time of the initial offer of financial assistance.
8. Because the amount of financial assistance awarded reflects the economic circumstances of the student and his/her family, we will refrain from any public announcements of the amount of aid awarded and will encourage the student and others to respect the confidentiality of this information.
9. All documents, correspondence and conversations between and among the aid applicant, his/her family and financial aid officers are confidential and entitled to the protection ordinarily arising from a counseling relationship.

Financial Aid Office Personnel Code of Conduct

1. Student financial aid office duties will be conducted in an ethical and professional manner and in keeping with organizational policies and procedures as well as relevant federal, state and accreditation requirements.
2. The financial aid officer will counsel students and parents and/or spouses who desire assistance in financial planning to meet educational expenses.
3. Neither the school nor the financial aid office will enter into any revenue sharing arrangements with any lender.
4. The financial aid office will not steer borrowers to particular lenders or delay loan certifications.
5. The financial aid office will not offer funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of FSA loans, a specific loan volume or a preferred lender arrangement.
6. The financial aid office staff will not accept gifts from a lender, guaranty agency or loan servicer other than gifts distributed from vendors to conference or workshop attendees.
7. The financial aid office staff will not accept compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.
8. The financial aid office staff is prohibited from accepting compensation to serve on an advisory board, commission, or group established by a lender or guarantor except for reimbursement for reasonable expenses.
9. The student financial aid officer will only provide truthful and accurate statements, descriptions, and explanations regarding the school student services division.
10. Student financial aid office personnel will work to ensure that students are fully informed and able to make appropriate enrollment decisions without undue pressure.
11. Student financial aid office personnel will only assist prospective students in the areas that fall within the purview of their position and will not assist prospective students in admissions testing or alter or falsify any enrollment documents or required test scores.

12. Student financial aid office personnel will not make explicit or implicit promises of employment or exaggerated statements regarding employment or salary prospects to prospective students.
13. Student financial aid office personnel will participate in relevant training provided by the school, state federal and/or professional associations to enhance their skills as financial aid advisors.
14. Student financial aid office personnel will not assist prospective students in providing false or misleading information on any application.
15. Student financial aid office personnel will not discredit other schools or influence any student to leave another school by: falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services; or demeaning another school's students.

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

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

Students who have not completed their financial aid before the first day of class must complete a Pre-Financial Aid Tuition Agreement and pay \$300, or they will be unable to attend class. If a student does not have their financial aid completed by the second month of class, a Tuition Payment Agreement must be completed and a full payment must be made in order for the student to reserve their seat in class.

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

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

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

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

A. Financial Aid Academic Good Standing and Satisfactory Progress Policy

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

2. Financial Aid Academic Good Standing and Satisfactory Progress are monitored through periodic examination of grades issued by the instructor.

WHAT TITLE IV FINANCIAL AID PROGRAMS ARE AVAILABLE?

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

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

FINANCIAL AID OFFICE CONTACT INFORMATION

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

Shelley Barto, Financial Aid Coordinator

sbarto@auburncc.org

Office Hours: Monday /Wednesday 10:00 a.m. – 6:00 p.m.

Tuesday/Thursday/Friday 7:30 a.m. – 3:30 p.m.

Federal Pell Grant Program

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

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

Federal Loan Programs

William D. Ford Federal Direct Loan Program

Subsidized Loan - A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of \$3,500 per year for the first year of undergraduate study. Programs of less than 900 clock hours will be prorated down based on the number of hours in the student’s program. The Federal government pays the interest during authorized periods of deferment. Repayment will begin six months after the borrower ceases to be enrolled at least half-time.

Unsubsidized Loan - An unsubsidized loan is not awarded on the basis of need, and the student is responsible for paying the interest during in-school, deferment, grace, and repayment periods. The unsubsidized loan is the difference between the cost of attendance and other aid (including subsidized

loan) not to exceed \$5,500 for a dependent student and \$9,500 (\$3,500 Sub & \$6,000 Unsub) for a first year independent student. Repayment will begin six months after the borrower ceases to be enrolled at least half-time.

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

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

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

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

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

ENTRANCE AND EXIT LOAN COUNSELING SESSIONS

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

The Gainful Employment Disclosure, a federal form, details information regarding tuition/fees, median loan debt and graduation/placement rates of students who completed Job & Career Training programs . For more information, please visit www.auburncc.org.

SAMPLE MONTHLY LOAN PAYMENT CHART

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

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

DEFERMENT AND FORBEARANCE

Deferments A deferment is a postponement of payment on a loan, during which interest does not accrue if the loan is subsidized. You may qualify for a deferment while you are:

- Enrolled at least half-time in an eligible postsecondary school or an approved disability rehabilitation program.
- Unemployed or meet our rules for economic hardship (limited to three years).
- You may also be eligible for a deferment based on qualifying active duty service in the U.S. Armed Forces or National Guard. Refer to the Master Promissory Note for your loan or contact your service for more information about the specific qualifications for deferment based on military service. In most cases, you need to submit a deferment request to your loan servicer along with documentation of your eligibility for the deferment. If you've gone back to school and your loan servicer receives enrollment information that shows you're enrolled at least half-time, it will automatically put your loans into deferment and notify you. You have the option of cancelling the deferment and continuing to make payments on your loan.
- If you are in default on your loan, you are not eligible for a deferment or forbearance.

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

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

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

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

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

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

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

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

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

OTHER FINANCIAL AID

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

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

If you are on WIOA/CAO, be aware that you will be responsible to pay for any tuition and other school related expenses not covered by the WIA Program.

Veterans Administration (VA)

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

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

All payments must be made in accordance with Auburn's financial policies and procedures.

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

SCHOLARSHIPS

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

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

EMPLOYER PAYMENTS

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

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

WHAT IS MY DEPENDENCY STATUS?

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

- You were born before January 1, 1995
- You will be working on a master’s or doctorate in school year 2019-2020
- You are married as of the date of application
- Currently serving on active duty in the U.S. Armed Forces for purposes other than training
- As determined by a court you are or were an emancipated minor
- As determined by a court you are or were in a legal guardianship
- Your high school, school district homeless liaison, the director or an emergency shelter funded by the U.S. Department of Housing and Urban Development or the director of a runaway or homeless youth basic center determined that you were an unaccompanied youth who was homeless or at risk of being homeless at any time after July 1, 2017
- You have children that receive more than half of their support from you between July 1, 2019 and June 30, 2020
- You have dependents (other than children or spouse) that receive more than half their support from you now through June 30, 2020.
- You are an orphan, in foster care or ward of the court at any time since turning 13
- You are a veteran of the U. S. Armed Forces

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

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

PROFESSIONAL JUDGMENT & SPECIAL CIRCUMSTANCES POLICY

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

Basic Guidelines

The financial aid officer must resolve any conflicting or inconsistent information on the Student Aid Report/Institutional Student Information Record (SAR/ ISIR) before allowing a professional judgment. For example, if the student is flagged for verification, verification must be completed first. The student’s SAR/ISIR may need to be corrected before applying any professional judgment adjustments. Professional judgment adjustments must be decided on an individual student basis only and circumstances must be **unusual**—in other words, they must fall outside the normal type of information/circumstances required by the U.S. Dept. of Education (income, assets, dependency status, etc.)

Unusual Circumstances Allowed

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

Required Documentation:

- Copies of medical or dental bills
 - Cancelled checks, credit card receipts etc.
 - Request for Special Consideration Form completed by student and signed by the financial aid officer.
 - Reprocessed Student Aid Report/Institutional Student Information Record (SAR/ ISIR)
- 2) **Lower income in current year than last year:** Students who experience a loss or reduction in income between the base year (on the FAFSA) and the current year should be allowed to substitute current annual income. The financial aid office must determine the **total annual** income for the student from Jan. 1 thru Dec. 31 and reprocess the SAR/ISIR with projected income for the year.

Required Documentation:

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

Required Documentation

- Copy of unemployment benefit statement
 - Copy of letter indicating benefits have been exhausted
- 5) **Loss of Untaxed Income or Benefits:** Student's untaxed income or other untaxed benefits has ceased.
- Same requirements as loss of unemployment benefits.
- 6) **Separation or Divorce:** The dependent student has already completed the FAFSA, but his/her parent have become separated or divorced. Or a married independent student has become

separated or divorced after completing the FAFSA. The financial aid officer will correct the income and asset application information on the SAR/ISIR by including only the income for the parent who the student lived with the longest. For the independent student, the aid office allows the student to update the application information with only the student's income and assets.

Required Documentation

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

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

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

Required Documentation

- Official death notice
- Obituary
- Signed Statement

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

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

Required Documentation

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

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

- a) The student's voluntary or involuntary removal from the parent's home
- b) Incapacity of the parents such as incarceration or disability or mental or physical illness
- c) Inability of student to locate parents after making reasonable attempts

d) Other extenuating circumstances. If a student believes their circumstance warrants a dependency override, they must contact Auburn's Financial Aid Administrator.

Required Documentation

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

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

Exceptional Circumstances Policy for Increased Unsubsidized Loans

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

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

Required Documentation

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

WHAT WILL MY EDUCATION COST?

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

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

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

HOW IS ELIGIBILITY DETERMINED?

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

OTHER ELIGIBILITY REQUIREMENTS

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

- You must be a U.S. citizen, a permanent resident, or in the United States for other than temporary purposes. (Acceptable visas would include the I-151, I-551, or I-49, if it is stamped "Refugee," "Indefinite Parole," "Humanitarian Parole," "Cuban-Haitian entrance," or Asylum granted." If you have another visa type, the financial aid administrator will be able to help you in determining whether you are eligible).
- Be enrolled in a course that is at least 600 clock hours in length
- Be attending at least half-time or short term programs, which is a minimum of 12 hours per week
- Not be in default on a Federal Loan received at any school and not owe a Federal or State Grant
- Be making satisfactory academic progress. See Auburn's Adult Workforce Education Catalog for a discussion of satisfactory academic progress
- Be registered for the draft with Selective Service if you are a male who is age 18 - 25 years of age
- Not currently enrolled in high school
- For the Federal Pell Grant Program, you may not have previously received a Bachelor's Degree

- Not incarcerated in a Federal or State penal institution
- Have a high school diploma or GED or its equivalent
- Have a valid Social Security number
- Not have property subject to a judgment lien for any debt owed to the United States Government
- File a Statement of Educational Purpose on the Free Application for Federal Student Aid

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

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

DEDUCTION OF TUITION AND FEES

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

HOW ARE FUNDS DISBURSED?

The student’s Title IV aid is applied to an academic school year of 600 and over clock hours over 26 weeks which is the Award Year definition used by the Auburn for all of its programs. Funds are divided into two (2) payment periods consisting of ½ of the hours and weeks of the student’s program. In the first payment period, the student will be issued one (1) disbursement that will total ½ of the student’s Title IV aid and the remaining half of aid will be issued in one (1) disbursement during the second payment period.

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

HOW ARE REFUND CHECKS PROCESSED?

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

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

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Auburn Career Center participates in federal financial aid.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Federal Direct Loans, Pell Grants, or Plus loans and Withdraws, or is Administratively Withdrawn (page 15) on or before completing 60% of the program. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the compliment of the percentage earned (e.g. if 40% was earned, 60% was unearned).

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

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

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

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

AUTHORIZATION TO RETAIN OVERAGE(S)

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

LEAVE OF ABSENCE POLICY

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

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

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

CONFIRMATION OF CITIZENSHIP

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

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

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

Applicants whose citizenship status cannot be confirmed will not receive Federal Student Aid funds until such time as proper documentation is submitted. All documentation must be submitted prior to the end of the award year or before the end of the training program, whichever occurs first. If a student fails to submit citizenship documentation prior to the end of the award year or the end of the training program, the student will lose the financial aid disbursement scheduled for that particular payment period.

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

WHAT ARE MY RIGHTS & RESPONSIBILITIES FOR RECEIVING FINANCIAL AID?

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

STUDENT'S RIGHTS

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

STUDENT'S RESPONSIBILITIES

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

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

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

GENERAL VERIFICATION POLICIES AND PROCEDURES

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

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

CORRECTION PROCEDURE

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

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

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

REFERRAL OF OVERPAYMENTS AND FRAUD CASES

If the school discovers during the verification process that a student received an overpayment of federal funds, the school will first attempt to adjust subsequent financial aid disbursements. If this is not possible,

the student will be required to repay the overpayment amount. Any applicant failing to repay the overpayment will be referred to the U. S. Department of Education for collection. Such applicants will be ineligible for future Federal Student Aid funds.

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

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

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

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

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

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

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

FINANCIAL AID CONFIDENTIALITY POLICY

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

ATTENDANCE

A. Attendance Policy

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

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

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

B. Reporting an Absence

Students who are going to be absent should notify the Adult Workforce Education Office by calling (440) 357-7542, or as directed by a particular program, prior to the start of class. In an emergency, the student should notify the office as soon as is practically possible. Notification of an absence does not absolve the student of any ramifications of being absent; the absences will be recorded in the database and the student will be expected to make up any work.

C. Make-Up Days

Under some limited circumstances, students may have to utilize make-up days. These circumstances include days missed due to a school closing, absence of an instructor, an emergency declared by law enforcement or homeland security authorities, or similar emergencies. Students needing to make up absences due to sickness, personal reasons, or transportation issues may be approved to use make-up days on an individual basis.

The exception to this policy shall be that students may use up to a maximum of three (3) make-up days in the event of a death in the immediate family. Immediate family shall include any member of the student's resident household, parents, siblings, children, or grandchildren. The student must provide evidence of this exceptional circumstance to the Adult Workforce Education Supervisor.

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

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

D. Excessive Absence

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

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

E. Interruption for Unsatisfactory Attendance

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

F. Make-Up Work

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

ACADEMIC QUALITY

A. School Year

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

B. Grading Policy

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

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

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

Each program has its own unique grading procedure. This is essential due to the diversity of each program. It is required that every student be aware of the grading procedure used in his/her class. Students will be notified of the grading procedure for their class in writing. In addition, some programs may have state or federal regulatory requirements that will impact the grading process. The class instructor will provide information on such issues.

Each program will have a list of competencies. Students must demonstrate proficiency in a minimum of 70% of all listed competencies in order to receive an Auburn Career Center Certificate.

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

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

Auburn Practical Nursing Program Grading Policy

See the Adult Practical Nursing Program Student Handbook, found in the adult education office for the current year.

EMT Grading Policy

See the EMT Program Student Handbook, found in the adult education office for the current year.

Paramedic Grading Policy

See the Paramedic Program Student Handbook, found in the adult education office for the current academic year.

C. Grievance Procedure

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

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

7. Any students seeking the resolution of unresolved issues that have been previously addressed through the grievance procedure should be sought with the Superintendent.
8. Any students seeking the resolution of unresolved issues that have been previously addressed through the grievance procedure and did not receive a resolution with the Superintendent, the student may seek further resolution with the Auburn Career Center Board of Education.

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

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

D. Transfer Policy

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

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

E. Career Technical Credit Transfer (CT²)

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

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

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

F. Policy for Granting Credit for Previous Education and Training Auburn Practical Nursing Program Advanced Placement/Transfer Credit

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

to follow the process will result in the student forgoing their right for consideration for advanced standing/transfer credit.

1. The student requesting consideration for advanced standing/transfer credit to the Auburn Practical Nursing Program must first 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 less 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 up to 50% of the program.
3. The Program Administrator will assign a faculty member to review the provided documents to compare the completed coursework to the coursework offered by Auburn Practical Nursing Program. The faculty member will base the comparison of the coursework following the course outcomes and the course outline of the Auburn course.
4. If the coursework is deemed to be equivalent, the student will take the final exam for the course to ensure competence. If skills are involved with the coursework, the student will be required to perform the related skills testing. The student must complete the final exam with an 80% grade or higher. The skills testing must be completed in a maximum of three attempts. Failure to achieve the passing marks for the exam or skills testing will result in the student not obtaining credit for the course.
5. If the student is given advanced standing/transfer credit, the tuition bill will be adjusted by percentage of hours from the overall program. Textbook credit will be given based upon the amount charged to students.
6. Advanced standing/transfer credit will be identified on the official Auburn Practical Nursing Program transcript for the course for which the student received credit.
7. If a student feels that advanced standing/transfer credit was inappropriately denied, the student may appeal the decision following the Appeal Process Policy identified in the Auburn Practical Nursing Program handbook.
8. Students returning to the Auburn Practical Nursing Program requesting advanced placement will be evaluated for placement following this policy.

EMT

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

Paramedic

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

All Other Programs

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

G. Auburn Certificates

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

In addition, Auburn students will take a Work Keys test during the course of the program. The Work Keys assessment will measure the basic skills needed to be successful in a related career field. The results of the test will be used to produce a Work Keys Certificate students can take with them in their student portfolio.

STUDENT RESPONSIBILITIES

A. Auburn's Philosophy

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

It is the intent of Auburn Career Center to foster and promote values of mutual respect and civility. Education is effective when there is a positive atmosphere in the classroom and students are focused on learning. Courtesy and cooperation are essential.

Students share responsibility with the instructional staff for learning. Students should come to class prepared. Good study habits are essential for success.

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

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

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

B. Student Code of Conduct

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

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

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

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

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

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

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

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

21.U.S.C.884a

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

21.U.S.C.853a

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

18.U.C.933(g)

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

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

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

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

14. Types of Conduct

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

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

- 1) Posting slurs on web sites where students congregate or on web 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, presents a safety risk, or violates a specific program rule will not be permitted.
18. **Profanity and Obscene Behavior:** Written or oral language as well as gestures and actions of an obscene nature are prohibited.
19. **Safety Violations:** Students who do not observe safety procedures and behave in an unsafe manner will be immediately removed from their program. Safety rules exist to protect the health and well-being of Auburns' students and staff. Behavior that puts others at risk of injury will not be tolerated. Disciplinary consequences for blatantly unsafe behavior will be dealt with to the full extent of Auburns' disciplinary code, including immediate dismissal. The OSHA standards of individual safety will be followed. Safety items include, but are not limited to, shoes, safety glasses, gloves, helmets, clothing and safety equipment.
20. **Smoking or Possession of Tobacco Products:** In accordance with Chapter 3794 of the Ohio Revised Code, Auburn Career Center is a smoke-free facility. The Board prohibits the use of tobacco within any enclosed facility owned, leased, or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds and/or at any school-related event. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, 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.

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

C. Administrative Removal of a Student

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

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

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

D. Dress Code

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

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

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

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

E. Cell Phone Usage/Texting In Class

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

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

F. Firearms

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

Hunting is not allowed on the Auburn campus or property.

G. Food and Drink

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

H. Drug Free/Alcohol Free Campus

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

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

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

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

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

I. Harassment

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

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

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

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

J. Other Violations of the Anti-Harassment Policy

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

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

K. Sexual Harassment

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

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

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

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

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

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

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

L. Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

M. Religious Creed Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

N. National Origin Harassment

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

O. Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance of creating an intimidating, hostile, or offensive working and/or learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

P. Reports and Complaints of Harassing Conduct

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

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

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

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-

curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Q. Informal Process for Addressing Complaints of Harassment

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

R. Formal Process for Addressing Complaints of Harassment

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

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

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

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

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

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

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

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

S. Sanctions and Monitoring Harassment

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

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

T. Sales and Solicitation

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

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

U. Progressive Discipline

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

V. Sanctions

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

1. **Official Warning:** An Official Warning is a written description of the student's misconduct with the understanding that this type of behavior is inappropriate and violates the basic expectations of students as set forth by Auburn Career Center. Further misconduct will result in more severe disciplinary action. The Official Warning will be placed in the student's file and will be taken into consideration should there be any further behavioral violations.
2. **Behavioral Agreement:** A Behavioral Agreement is written by an administrator and student for the purpose of improving behavior or attitude. The agreement will outline specific obligations or behaviors that the student must meet within a specific period of time. The agreement serves as a contract of understanding between the student and the administrator.
3. **Disciplinary Probation:** Disciplinary Probation is imposed after a student has made a serious violation or has repeatedly violated campus policy. Probation allows the student to remain at Auburn Career Center on the condition that he or she complies with the Career Center's policies and the conditions of their particular probation or behavioral agreement. The conditions of the probation will be determined by the Director of Adult Workforce Education. Further violation of campus policy, to include violating the terms of the probation, may result in removal from Auburn Career Center enrollment. This must be considered an extremely serious probation.
4. **Suspension:** Suspension is the involuntary, temporary loss of student status for a specified period of time after which the student may return. A suspended student may not attend classes or any function on the Auburn Career Center campus. The student will be required to leave campus and may not return until the time period of the suspension has ended. The student will lose credit for the classes carried that term. Fees and tuition will be forfeited according to the withdrawal policy. The administrator may establish additional requirements in some cases, which must be completed prior to their return to Auburn Career Center. This disciplinary action will be recorded on the student's record and placed in their file. Students enrolled in some programs regulated by state or federal regulatory agencies may be reported to those authorities.

5. **Expulsion:** Expulsion is the permanent termination of student status. This sanction is one of immediate involuntary separation from Auburn Career Center. Students who are expelled from Auburn Career Center may not re-enroll in any program or class from that time forward.
6. **Discretionary/Educational Sanctions:** Discretionary Sanctions are actions required by a student, outlined by an administrator, which may include referral to health services, counseling, special seminars, field study, work detail, community service or participation in an appropriate educational program.

STUDENT SUPPORT SERVICES

A. **Academic Advising**

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

B. **Disability Services**

Differences in Primary/Secondary Education and Post-Secondary Education

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

Student Responsibility

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

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

Information Adult Diagnostician Provides

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

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

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

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

C. Career Resources

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

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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

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

A. Warning

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

B. Probation

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

C. Appeal Process

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

D. Reinstatement

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

E. Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. There are no non-credit remedial courses.

F. Course Repetition

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

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

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

If the student fails but does not return, the student's Title IV or GI Bill benefit is recalculated based on the total number of clock hours the student was scheduled to have completed (see withdrawal/return of funds policy).

HEALTH

A. Accidents or Illness

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

B. Communicable and Infectious Diseases

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

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus);
- B. AIDS (acquired immune deficiency syndrome);
- C. AIDS related complex (condition);
- D. HAV, HBV, HCV (Hepatitis A, B, C);
- E. other disease that may be specified by the State Department of Health as contact communicable diseases.

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

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

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

C. Emergency Medical Authorization Forms

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

D. Health Risks Associated With Alcohol

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

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

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

SAFETY

A. Video Surveillance

The interior and exterior of Auburn Career Center is under surveillance by video equipment. A recording may be used as evidence by administrators or the police in any situation involving the violation of any rule, regulation, policy, or law. Electronic surveillance cameras are in constant operation throughout the facility and may be monitored at any time. For further information, contact the Director of Adult Workforce Education.

B. In Case of Fire

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

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

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

D. Safety Regulations

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

1. Horseplay (ex: throwing or shooting objects, wrestling, pushing, running, etc.) in the school shall not be tolerated.
2. All accidents/injuries shall be reported immediately to the instructor or other school qualified personnel.
3. Good housekeeping rules and regulations shall be followed.
4. Proper personal protective equipment shall be worn.
5. Safety procedures shall be followed when operating equipment or handling material manually or mechanically.
6. All hazardous materials shall be properly labeled and stored.
7. All hazardous materials taken out of the original container must be properly labeled if not used by the end of lab.
8. Chemical substance abuse shall not be permitted.
9. Wet, slippery, hazardous traffic areas shall be properly identified.
10. All designated aisle ways shall be kept unobstructed.
11. Emergency equipment shall never be blocked.
12. Where adequate ventilation is provided, it shall be used.
13. School motorized equipment shall not be driven by students without proper safety instruction and no motorized equipment may be removed from school property.
14. Food and drink are permitted in designated areas only.

E. Shop Regulation

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

SCHOOL OPERATIONS

A. Grievance Procedures for Nondiscrimination and Equal Opportunity/Access

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

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

1. **Step 1:** A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply, in writing, to the complainant within five (5) business days.
2. **Step 2:** If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, she/he may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond, in writing, to the complainant within ten (10) business days.
3. **Step 3:** If the complainant remains unsatisfied, she/he may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within 20 business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.
4. **Step 4:** If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office for Civil Rights, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115.

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

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

B. Grievance Policy

Auburn Career Center believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issue and attempt to resolve the problem. 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 issues, or other issues that are generally considered managerial decisions.

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

C. Privacy/Confidentiality

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

D. Parking

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

E. Change of Address/Phone Number

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

F. Security

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

G. School Closing

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

H. Protection and Privacy of Student Records

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

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

I. Transcripts

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

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

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

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

J. Crisis Management

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

L. Voter Registration

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

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

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

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

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

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

M. Constitution Day

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

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

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

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

TECHNOLOGY

A. Student Network and Internet Acceptable Use and Safety

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

B. Media Services

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

ALUMNI INFORMATION

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

CLERY ACT INFORMATION

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

PROGRAM DESCRIPTIONS

Machining/CNC

Course Description

Clock Hours: 665

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

Machining 1

Course Description

Clock Hours: 100

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

Machining 2

Course Description

Clock Hours: 100

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

CNC Operations

Course Description

Clock Hours: 145

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

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

Automotive Technology

Course Description

Clock Hours: 600

This course covers the foundation of auto technology, including diagnostics, troubleshooting, suspension, brakes, electrical and electronics, and engine performance. It provides ½ year credit towards time needed to take ASE certification test. **Certification:** OSHA 10-Hour General Industry Certification.

HVAC-R Technician

Course Description

Clock Hours: 600

This comprehensive HVAC course covers electrical processes, refrigeration, cooling and A/C, heating, heat pumps, installation, air distribution, and hydronic. **Certifications:** EPA Section 608 Certification and OSHA 10-Hour General Industry Certification.

Industrial Electrical Training

Course Description

Clock Hours: 320

This course provides training in industrial electrical applications. Instruction consists of instructor led classroom, online topics, and hands-on learning with equipment. Students are responsible to have a multi-meter and safety glasses prior to the start of class. **Certification:** OSHA 10-Hour General Industry Certification.

Industrial Maintenance

Course Description

Clock Hours: 660

This course covers repair and maintenance of equipment in industrial facilities. Plant safety, rigging, blueprint reading, lubrication, bearings, pumps, hydraulics, pneumatics, mechanical drives, electricity, machining and welding are covered with a hands-on approach. **Certification:** OSHA 10-Hour General Industry Certification.

Welding

Course Description

Clock Hours: 620

This comprehensive program is designed to teach the fundamentals of the welding process. Includes welding safety, plasma cutting, oxy/fuel cutting, carbon arc gauging, SMAW, GMAW and GTAW process, brazing, fabrication, measuring tools, blue print reading with welding symbol recognition, proper use of shop equipment and hand tools. Proper gas, rod and wire selections for each welding process including proper welding equipment set-up and equipment problem recognition. Certifications: SMAW 1" Groove Welding Test, GTAW 1/8" 304 2F Fillet Weld Test Stainless Steel or Aluminum, SMAW ASME Section IX B & PV Code Pipe Weld Test and OSHA 10-Hour General Industry Certification.

Basic Stick Welding

Course Description

Clock Hours: 124

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

Intermediate Stick Welding

Course Description

Clock Hours: 124

This course provides additional skills in SMAW welding process (stick). Including safe, proper welding techniques, electrode selection and proper welding equipment set up for flat, vertical up and overhead welding on heavy steel plate and other metals such as stainless steel and aluminum. A 10-Hour OSHA online safety certification is required before the class begins. Safe and proper use of shop fabrication equipment, blueprint reading and welding symbol recognition, some online work will be assigned outside of class. **Certifications:** OSHA 10-Hour General Industry Certification; 1" Plate Certification.

GMAW "MIG" Welding

Course Description

Clock Hours: 124

Fundamentals of GMAW (MIG welding) includes safe, proper use and set up of welding equipment, proper size and types of welding wire including solid wires and flux core wires, proper gas selection and ratios for welding on steel-light gauge and heavy steel plate and introduction to Pulse-Spray techniques. A 10-Hour OSHA online safety certification is required before classes begin. Welding instruction also requires online work outside of class. **Certifications:** OSHA 10-Hour General Industry Certification; 1" Plate Certification

GTAW "TIG" Welding

Course Description

Clock Hours: 124

Fundamentals of GTAW (TIG) welding includes safe, proper use of and set up of welding equipment, proper size and types of welding wire including solid wires and flux core wires, proper gas selection and ratios for welding on steel-light gauge and heavy steel plate and introduction to Pulse-Spray techniques. A OSHA 10-Hour online safety certification is required before class begins. Welding instruction also requires online work outside of class. **Certifications:** OSHA 10-Hour General Industry Certification; 1" Plate Certification.

Facilities Maintenance

Course Description

Clock Hours: 652

This course covers commercial and structure maintenance and repair, including safety, electrical, welding, carpentry, masonry, walls, windows, HVAC, plumbing, and roofing. Books, tools and safety equipment required at an additional cost. Includes a 10-Hour OSHA Safety Program. Each student is responsible to have leather boots and safety glasses prior to the start of class.

Basic Carpentry

Course Description

Clock Hours: 72

This course provides training in light commercial and structural maintenance and repair including roofing, flooring, and walls and basic safety. A 10-Hour OSHA online safety certification is required before class begins. Each student is responsible to have leather boots and safety glasses prior to the start of class. Books and tools required at additional cost. Request list from the Workforce Education Office. **Certification:** OSHA 10-Hour General Industry Certification.

Residential Wiring

Course Description

Clock Hours: 48

Covers the basics of residential wiring, including boxes, runways, cabling, service panels, NEC code applications, and basic safety. A 10-Hour OSHA online safety certification is required before classes begin. Books are an additional fee. **Certification:** OSHA 10-Hour General Industry Certification.

Small Engine Repair

Course Description

Clock Hours: 48

Learn how to repair small engines such as in lawn mower, motor boats and recreational vehicles. Work with engines two-stroke & four-stroke, ignition systems, electrical circuits, fuel systems, and outboard engines.

Auburn Practical Nursing Program

Course Description

Clock Hours: 1200

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

Anatomy & Physiology

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

Growth and Development

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

Nutrition

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

Personal & Vocational Relationships

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

Pharmacology I

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

Pharmacology II

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

Nursing Fundamentals

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

Nursing Across the Lifespan

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

Technology Lab

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

EMT Basic

Course Description

Clock Hours: 220

The Emergency Medical Technician program prepares students to provide basic emergency medical care and transportation for critical and emergent patients. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the program allows the graduate to take the National Registry of Emergency Medical Technicians certification examination. The EMT-Basic Program is accredited by the Ohio Division of EMS and meets the National EMT Curriculum. An additional 24-hours clinical time is required. Additional fees may apply for immunizations, fingerprints and certification testing. ODPS#302

Firefighter I & II

Course Description

Clock Hours: 300

Firefighter I & II training and education program is designed to train students for an entry-level position into the fire service. Extra time spent on building construction, ropes and EVOC. A student who has successfully completed the Firefighter I & II course is eligible to take the certification examination. Classes are held Thursdays and Saturdays as well as some Fridays and Sundays. Additional fees may apply for immunizations, fingerprints and drug screening. ODPS#302 **Prerequisite:** Prior medical training with a minimum of AHA CPR/First Aid Card is required. **Certifications:** 244 ODPS Firefighter, 16 EVOC Course.

Paramedic

Course Description

Clock Hours: 1020

This intensive, 1020-hour course meets the new National Standard Curriculum for Paramedic. It is a comprehensive, rigorous State of Ohio accredited program designed to take a Basic or Intermediate EMT to the next level in the EMS or firefighting career. The course integrates online, classroom, practical, and clinical experiences to provide refinement of learned skills. Successful completion of this exam is necessary for State of Ohio Paramedic certification. ODPS #302 **Prerequisite:** EMT-Basic or Intermediate EMT

Volunteer Firefighter

Course Description

Clock Hours: 36

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

State Tested Nursing Assistant

Course Description

Clock Hours: 78

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

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

Ohio Fire Safety Inspector

Course Description

Clock Hours: 80

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

AHA First Aid

Course Description

Clock Hours: 4

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

AHA Heartsaver CPR AED

Course Description

Clock Hours: 4

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

EMT VILT 30-Hour Refresher

Course Description

Clock Hours: 30

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

Paramedic VILT 30-Hour Refresher

Course Description

Clock Hours: 30

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

Auburn Aspire Program

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

Services available:

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

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



Adult Workforce Education Withdrawal Form

Today's Date:	Completed by:
Student Name:	
Address:	
Email:	Phone:
Program:	
Reason for withdrawal:	
Last Date of Attendance:	Date of Withdrawal:
Student's Signature:	

For Office Use Only <i>(Calculate Tuition Charge Using Tuition per Day or Tuition per Hour)</i>	Tuition per Day		Tuition per Hour	
	Days Attended		Hours Attended	
	Tuition Charge		Tuition Charge	

Incurred:	Payments
Tuition Charge _____	Cash / Check / Credit _____
Student Fee(s) _____	Pell Grant _____
Testing Fee(s) _____	Subsidized Loan _____
Supply Fee(s) _____	Unsubsidized Loan _____
Application Fee _____	Refund to Student _____
Certification Fee(s) _____	Pell-Sub-Unsub Returned _____
Books _____	_____
_____	_____
_____	_____
Incurred Charges	Payments Received

Balance Due from Student	_____
Student understands that this amount must be paid (Initials):	

Withdrawal Form has been seen by:		
	<u>Initials</u>	<u>Date</u>
Student Services	_____	_____
Adult Workforce Director	_____	_____
Financial Aid Specialist	_____	_____
Lori Smith (Reviewer)	_____	_____
AWE Administrative Assistant	_____	_____
New Payment Plan? (Yes / No):	_____	_____



Adult Workforce Education Leave of Absence Form

Student Information

Today's Date: _____ Program Name: _____

Student Name: _____

Address: _____

Phone: _____ Email: _____

Leave of Absence Information

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

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

Leave of Absence Policy:

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

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

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

Student's Signature: _____ Date: _____

Director of Adult Workforce Education Signature: _____ Date: _____

FOR OFFICE USE ONLY:

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



ADULT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

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

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

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

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

Please complete the following information:

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

Program: _____

Please read the following.

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

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

Student Signature: _____ Date: _____



TRANSCRIPT REQUEST

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

Student Name: _____ Date: _____

Birth Date: _____ Phone: _____

Program/Trade Area: _____

Date Entered: _____

Date Withdrawn: _____

Date Completed: _____

Records requested: ___ Transcript ___ Certificate

Send Official Transcript to:

Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Signature of Student

Date

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

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



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

Empower, Excel, Enrich

WORKFORCE EDUCATION MAKE-UP DAY NOTICE

Date: _____

Student Name: _____

Address: _____

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

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

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

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

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

Sincerely,

Michelle Rodewald
Director of Adult Workforce Education and Business Partnerships



WORKFORCE EDUCATION MAKE-UP DAY NOTICE FORM

Student Name: _____

Program: _____

Instructor: _____

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

Reason For Absence: _____

Make-up Date: _____

Curriculum/topic covered on make-up date _____

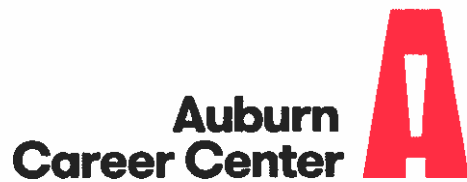
Make-up Date Completed

Instructor Signature/Date

Student Signature/Date

Director of Adult Workforce Education or Designee Signature/Date

cc: Student file



**WORKFORCE EDUCATION STUDENT HANDBOOK
2019-2020**

STUDENT CODE OF CONDUCT INFORMATION SIGNED AGREEMENT

I have read all of the information included in the Workforce Education Student Handbook 2019-2020 and understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of Auburn.

Auburn Program: _____

Student Name: _____
(Please Print)

Student Signature: _____

Date: _____



Attachment Item #22A

**Consent Agenda:
Lake Hospital Systems**

LAKE HEALTH - OCCUPATIONAL HEALTH SERVICES

POLICIES & PROCEDURES

Lake Hospital System Inc. "doing business as" (DBA) Lake Health (the "Hospital") will provide prospective employees and employees of Auburn Career Center - BUS with Occupational Health Services in accordance with the following terms:

1. "Occupational Health Services" include services identified in Exhibit A hereof, such as drug and alcohol testing, strength and agility testing, pre-placement medical evaluations, periodic medical evaluations, fitness-for-duty and return-to-work evaluations, respirator medical and exposure-related evaluations, evaluations required or recommended by federal, state or local agencies (e.g., OSHA-mandated Bus Driver Evaluations, FMLA), employee assistance program, disability, impairment, second opinion, independent medical evaluations, ergonomic risk analysis, injury care, physical therapy and rehabilitation, and other related tests and services.
2. Occupational Health Services will be performed at the Hospital's Willowick Campus, Brunner Sanden Deitrick Wellness Campus, Chardon Medical Campus and Madison Medical Campus facilities by properly licensed physicians, physician assistants, nurses, physical and occupational therapists, and/or other allied healthcare professionals. Service hours and available on-site services are set forth in Exhibit A hereof.
3. All services will be provided in accordance with Hospital's policies and procedures (including Exhibit A) and applicable laws, regulations and ethical standards, including those promulgated by the Ohio State Medical Association, the American Occupational and Environmental Medical Association, the American Medical Association, the American Occupational Health Nurses Association and the American Physical Therapy Association. Company understands that the practice of medicine is not an exact science and no guarantee has been made as to the result or accuracy of treatment and/or examination.
4. Hospital will use good faith efforts to obtain from employees consent and/or authorization for Hospital to perform Occupational Health Services and to disclose information concerning employees' health or medical condition which is, in the sole discretion of Hospital, reasonably related to the purpose for which the Occupational Health Services are requested. Hospital may condition the provision of Occupational Health Services upon obtaining the required consent or authorization from employees. If an employee refuses to give Hospital such consent or authorization, Hospital may decline to provide the Occupational Health Services to that employee.
5. Hospital will provide Company with health information resulting from the Occupational Health Services if (a) the information requested to be disclosed to Company falls within the scope of the consent or authorization of the employee and (b) the consent or authorization is and remains valid and has not been revoked by the employee. Hospital expects that Company will treat this sensitive information in a confidential manner, including storing it securely and permitting access to authorized personnel only. Hospital has no control or influence over, and shall under no circumstances be held responsible for, any use or further disclosure of employee health information by Company or any third party. Hospital expects that any use or disclosure of employee health information by Company will be in accordance with applicable laws and regulations, including without limitation, the Americans with Disabilities Act, Title VII of Civil Rights Act of 1990, and the privacy rules promulgated under the Health Insurance Portability and Accountability Act of 1996 (45 C.F.R. Parts 160 and 164). Company agrees to indemnify and hold harmless Hospital from any improper, unauthorized, or illegal use or further disclosure of employee health information.
6. Prior to providing a medical examination to prospective employees or employees, which examination is authorized and paid for by Company, Hospital will disclose to those subject to such medical examinations any conflict of interest, including, without limitation, the following: (a) Hospital has entered into an agreement with Company to perform such medical examination for a fee, (b) physicians performing the examination are acting as Company's agents, (c) Company is paying for the examination, (d) the purpose of the examination has been disclosed to employees, (e) physicians performing the examination are not obligated to provide treatment or discuss treatment options with employees respecting any condition discovered during the examination or monitor employees' health condition on a continuous basis and it is up to employees to seek appropriate follow-up care, and (f) the medical examination will be performed objectively by Hospital. Employees can obtain any necessary follow-up care at Hospital.
7. Hospital will promptly provide Company with any updates or amendments to Hospital's policies and procedures regarding Occupational Health Services, which will automatically become a part of this document.
8. Hospital bills on a monthly basis for services rendered. Payment for rendered services due on the 25th of the billing month.

Company

Signature/Name/Title

Date

**Note: A typed signature will signify a binding contract.*

T-8 V Physical **\$45.00**

Physical includes:

- Complete history and physician examination
- Height and weight
- Blood pressure
- Audiology screening
- Dip urinalysis
- Vision testing to meet T-8 requirements for distance, color and peripheral vision

• **CALL 855-LAKE-OCC (855) 525-3622 for first available appointment at any location listed below.**

Non-DOT drug screen 89710 10 panel **\$41.00** Yes _____ No _____

This test is not required by the State of Ohio or Department of Transportation (DOT). Your organization may have a policy that all van drivers have a drug test for recertification. Please check your policy and indicate YES or NO for your protocol.

Injury Care & Occupational Health Services

Injury Care and Occupational Health Services provided at the following locations for Lake Health. All facilities are DOT compliant.

CALL 855-LAKE-OCC (855) 525-3622 for first available appointment at any location listed below.

***Drug and alcohol testing only – no appointment needed
All physicals require appointments***

Lake Health - Chardon Medical Campus – Urgent Care

Address: 510 Fifth Ave, Chardon, OH 44024

Phone: (440) 279-1525

Monday – Friday 8 am – 8 pm

Fax: (440) 279-1527

Saturday 9 am – 5 pm

Closed Sunday

Lake Health Brunner Sanden Deitrick Wellness Campus – Urgent Care

Address: 8655 Market Street, Mentor, OH 44060

Phone: (440) 255-6400

Monday – Friday 8 am – 8 pm

Fax: (440) 255-3637

Saturday & Sunday 9 am – 5 pm

Lake Health - Willowick Medical Center - Urgent Care

Address: 29804 Lakeshore Blvd, Willowick, OH 44095

Phone: (440) 585-3322

Monday – Friday 8 am – 8 pm

Fax: (440) 585-1962

Saturday 9 am – 5 pm

Closed Sunday

The Lake West, TriPoint and Madison Campus Emergency Department do not provide Pre-Placement Services.

****The Emergency Departments are for injury care and mandatory post-accident testing when the urgent care clinics are closed.**

FEES & Billing:

Billing Questions – Heather Kronik phone number is: (440) 701-7508

OR email/scan document to: chris.brill-packard@lakehealth.org

If you're having trouble viewing this email, click [here](#).



October 2016

This issue of the school transportation update is dedicated to information about drug and alcohol testing for school bus drivers.

There have been a lot of questions asked recently about drug and alcohol testing, the implications of medical marijuana and other facets of this required program for school bus drivers. An article on this topic will be included in the upcoming OSBA School Management News (SMN). This e-alert provides highlights of that article to benefit those administrators without access to SMN.

The U.S. Department of Transportation (DOT) is the federal office that governs drug and alcohol testing. The agency that oversees the testing for commercial motor vehicle (CMV) operators is the Federal Motor Carrier Administration (FMCSA). These regulations are documented in the Code of Federal Regulations Title 49-Transportation, specifically, Parts 40 and 382. Both sections are available on OSBA's online transportation reference library or on the FMCSA's website.

One key tenet of the DOT program is it cannot be modified or superseded by state or local laws, rendering it as the final authority on this program.

Who is covered by the DOT drug and alcohol testing program? School bus drivers are subject to the program because they operate commercial motor vehicles. School van drivers are not subject, because Ohio's school vans are limited to vehicles designed for less than nine passengers and below the threshold for DOT drug and alcohol testing.

How does medical marijuana affect DOT drug and alcohol testing programs? It does not affect the program. In November 2015, the Office of the Secretary of DOT issued the following statement: "The Department of Transportation's Drug and Alcohol Testing Regulation - 49 CFR Part 40, at 40.151 (e) does not authorize 'medical marijuana' under a state law to be a valid medical explanation for a transportation employee's positive drug test result." The secretary's office also clarified that medical review officers will not be allowed to rule drug tests resulting from marijuana "negative" based upon information that a physician recommended use of the drug.

The net effect of these statements by DOT is that there are no operational changes to the requirements for our school bus drivers with regard to drug and alcohol testing.

What tests are required under the DOT drug and alcohol testing program? Employers are responsible for requiring pre-employment drug screen tests, random drug and alcohol tests, post-accident tests and reasonable suspicion tests. With the exception of reasonable suspicion

without sanction. In no case is an employee who self reports allowed to continue to operate a school bus.

Administrators looking for more information about DOT drug and alcohol testing programs should refer to the documents published by DOT and provided on OSBA's website, as noted above, or on the federal government's website. Districts also may direct questions to the MRO at the testing facility that provides their DOT testing.

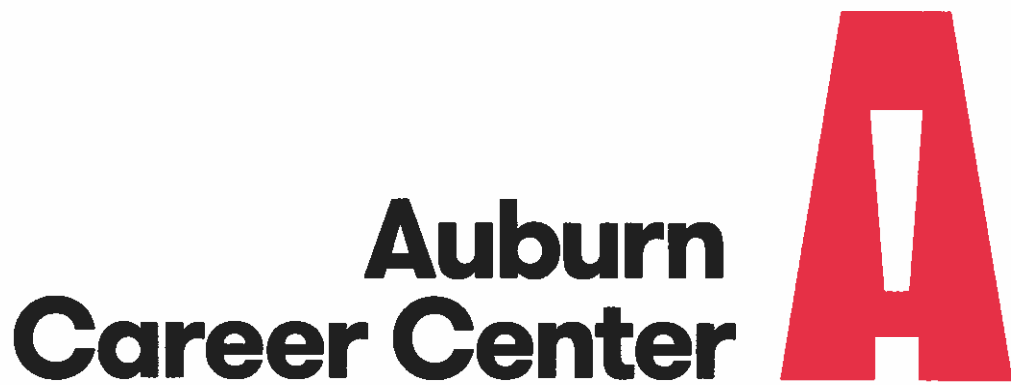
Ohio School Boards Association
8050 N High St, Suite 100
Columbus, OH 43235

<http://www.ohioschoolboards.org>

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Attachment Item #22B

**Consent Agenda:
Business Partnership
Affiliation Agreements**



**Affiliation Agreement
Between
Auburn Career Center
And
Ohio Ordnance Works**
310 Park Drive, Chardon, OH 44024
440-285-3481

Auburn's Business Partnership Program

This agreement is entered into on this June, 2019 by and between Auburn Career Center and Ohio Ordnance Works

WHEREAS, Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain workforce training and workforce education for the students enrolled in it education programs in conjunction with Ohio Ordnance Works

WHEREAS, Ohio Ordnance Works has the facilities and is willing to provide workforce experience at its facilities to students enrolled in the said educational programs of Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, between Ohio Ordnance Works and Auburn Career Center the following aspects of affiliation are described:

1. General Information

- a. The length of the student assignment for the Business Partnership Program experience will be by mutual decision.
- b. If a student is unable to meet the requirements of the described workforce experiences, a conference between the Career Teacher of the respective program and Business Partnership Program Liaison at Auburn Career Center and the supervisor or designee shall be held to determine the appropriate course of action.

Auburn will, however, have final responsibility for determining the academic status of students. Ohio Ordnance Works may refuse to permit a student to return if student's actions pose a risk to anyone.

- c. The students are to be responsible for transportation and transportation costs while affiliating Ohio Ordnance Works.
- d. The students, while at Ohio Ordnance Works are to wear appropriate attire mutually agreed upon between Ohio Ordnance Works and Auburn.
- e. It is agreed by both parties that there shall be no discrimination on the basis of race, religion, creed, sex, national origin and will provide reasonable accommodations for individuals with disabilities.
- f. The students will conform to the Policies & Procedures of Ohio Ordnance Works and follow all directives of staff. Students will be informed by Auburn of general regulations and minimum safety standards including fire safety procedures, hazardous material, and sanitation and safety management.
- g. Any stipend or any other compensation paid to the students for their work as part of the Business Partnership Program will be integrated into the Business Partnership expectations for the intern by Ohio Ordnance Works. Otherwise, all work and work products will be considered to be on a volunteer basis unless other arrangements have been made.
- h. The students who are not being paid or compensated are not considered employees of Ohio Ordnance Works, therefore the students will not be covered by social security, unemployment compensation, worker's compensation, and institutions, liability coverage or any other employment related benefit. Unless, the agreement between Ohio Ordnance Works and the student arranged a wage.
- i. Auburn may refer to the affiliation with Ohio Ordnance Works in its catalog and in other public information materials regarding its programs. Ohio Ordnance Works may refer to the affiliation with Auburn in its brochures and other public information materials having to do with education programs. Each party reserves the right to a final review and approval of its parties reference in any and all public information materials.
- j. Confidentially will be observed by students and Auburn instructors, staff and/or supervisors.
- k. Ohio Ordnance Works will administer emergency medical treatment (if applicable) to the student and call 911, if necessary for injury or illness suffered during the Business Partnership experience. The cost of such treatment will be the responsibility of the individual student or their family.

2. Responsibilities of Auburn Career Center

- A.) Auburn will provide a Business Partnership Program Liaison or Career Teacher to coordinate with Ohio Ordnance Works and communicate on a weekly basis.
- B.) Auburn shall require all students participating in the Business Partnership Program to have on record with Auburn any current health records needed for in accordance with workplace regulations.
- C.) Auburn may withdraw any student from Ohio Ordnance Works if proper supervision or education is not provided.

3. Responsibilities of Ohio Ordnance Works

- a. Ohio Ordnance Works shall provide physical facilities and environment needed for the Business Partnership experience of the students assigned to its facility, within the limits and abilities of Ohio Ordnance Works. Privileges will include parking.
- b. Ohio Ordnance Works shall provide an orientation for the intern at the beginning of the Business Partnership Program assignments.
- c. Ohio Ordnance Works may request Auburn to withdraw its intern from the Business Partnership experience if the work performance or behavior is unsatisfactory or disruptive, or whose health status is a detriment to the student's successful completion of the Business Partnership experience assignment.

4. Terms of Agreement

- a. The agreement is not assignable, but is binding on the corporate successor of the parties.
- b. This agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students or employees of the parties.
- c. The agreement may be terminated by either party on written notice of said intent, delivered by certified mail upon the other party at least thirty (30) days prior to said cancellation date.
- d. It is understood and agreed that the parties to this agreement may revise or modify this agreement by written amendment when both parties agree to such amendments.
- e. This agreement shall be binding when executed by both parties.
- f. This agreement supersedes all prior written and oral agreements between the parties.

- g. This agreement will be governed by the laws of the State of Ohio.
- h. This agreement is for a term of the remainder of the 2019-2020 school year unless terminated by either party.
- i. The delay or failure of performance by either party shall not constitute default under the terms of this agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this agreement shall be immediate termination.

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

[Handwritten Signature]
Employer Signature

6/10/19
Date

DAN BURKHOLDER
Employer Printed Name

6/10/19
Date

Auburn Signature

Date

Auburn Printed Name

Date



**Affiliation Agreement
Between
Auburn Career Center
And
FISCHER SPECIAL TOOLING**
7219 Commerce Drive, Mentor, OH 44060
440-951-8411
Auburn's Business Partnership Program

This agreement is entered into on this June, 2019 by and between Auburn Career Center and FISCHER SPECIAL TOOLING

WHEREAS, Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain workforce training and workforce education for the students enrolled in it education programs in conjunction with FISCHER SPECIAL TOOLING

WHEREAS, FISCHER SPECIAL TOOLING has the facilities and is willing to provide workforce experience at its facilities to students enrolled in the said educational programs of Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, between FISCHER SPECIAL TOOLING and Auburn Career Center the following aspects of affiliation are described:

1. General Information

- a. The length of the student assignment for the Business Partnership Program **experience** will be by mutual decision.
- b. If a student is unable to meet the requirements of the described workforce experiences, a conference between the Career Teacher of the respective program and Business Partnership Program Liaison at Auburn Career Center and the supervisor or designee shall be held to determine the appropriate course of action.

Auburn will, however, have final responsibility for determining the academic status of students. FISCHER SPECIAL TOOLING may refuse to permit a student to return if student's actions pose a risk to anyone.

- c. The students are to be responsible for transportation and transportation costs while affiliating FISCHER SPECIAL TOOLING .
- d. The students, while at FISCHER SPECIAL TOOLING are to wear appropriate attire mutually agreed upon between FISCHER SPECIAL TOOLING and Auburn.
- e. It is agreed by both parties that there shall be no discrimination on the basis of race, religion, creed, sex, national origin and will provide reasonable accommodations for individuals with disabilities.
- f. The students will conform to the Policies & Procedures of FISCHER SPECIAL TOOLING and follow all directives of staff. Students will be informed by Auburn of general regulations and minimum safety standards including fire safety procedures, hazardous material, and sanitation and safety management.
- g. Any stipend or any other compensation paid to the students for their work as part of the Business Partnership Program will be integrated into the Business Partnership expectations for the intern by FISCHER SPECIAL TOOLING . Otherwise, all work and work products will be considered to be on a volunteer basis unless other arrangements have been made.
- h. The students who are not being paid or compensated are not considered employees of FISCHER SPECIAL TOOLING , therefore the students will not be covered by social security, unemployment compensation, worker's compensation, and institutions, liability coverage or any other employment related benefit. Unless, the agreement between FISCHER SPECIAL TOOLING and the student arranged a wage.
- i. Auburn may refer to the affiliation with FISCHER SPECIAL TOOLING in its catalog and in other public information materials regarding its programs. FISCHER SPECIAL TOOLING may refer to the affiliation with Auburn in its brochures and other public information materials having to do with education programs. Each party reserves the right to a final review and approval of its parties reference in any and all public information materials.
- j. Confidentially will be observed by students and Auburn instructors, staff and/or supervisors.
- k. FISCHER SPECIAL TOOLING will administer emergency medical treatment (if applicable) to the student and call 911, if necessary for injury or illness suffered during the Business Partnership experience. The cost of such treatment will be the responsibility of the individual student or their family.

2. Responsibilities of Auburn Career Center

- A.) Auburn will provide a Business Partnership Program Liaison or Career Teacher to coordinate with FISCHER SPECIAL TOOLING and communicate on a weekly basis.
- B.) Auburn shall require all students participating in the Business Partnership Program to have on record with Auburn any current health records needed for in accordance with workplace regulations.
- C.) Auburn may withdraw any student from FISCHER SPECIAL TOOLING if proper supervision or education is not provided.

3. Responsibilities of

- a. FISCHER SPECIAL TOOLING shall provide physical facilities and environment needed for the Business Partnership experience of the students assigned to its facility, within the limits and abilities of FISCHER SPECIAL TOOLING . Privileges will include parking.
- b. FISCHER SPECIAL TOOLING shall provide an orientation for the intern at the beginning of the Business Partnership Program assignments.
- c. FISCHER SPECIAL TOOLING may request Auburn to withdraw its intern from the Business Partnership experience if the work performance or behavior is unsatisfactory or disruptive, or whose health status is a detriment to the student's successful completion of the Business Partnership experience assignment.

4. Terms of Agreement

- a. The agreement is not assignable, but is binding on the corporate successor of the parties.
- b. This agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students or employees of the parties.
- c. The agreement may be terminated by either party on written notice of said intent, delivered by certified mail upon the other party at least thirty (30) days prior to said cancellation date.
- d. It is understood and agreed that the parties to this agreement may revise or modify this agreement by written amendment when both parties agree to such amendments.
- e. This agreement shall be binding when executed by both parties.
- f. This agreement supersedes all prior written and oral agreements between the parties.
- g. This agreement will be governed by the laws of the State of Ohio.

- h. This agreement is for a term of the remainder of the 2019-2020 school year unless terminated by either party.
- i. The delay or failure of performance by either party shall not constitute default under the terms of this agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this agreement shall be immediate termination.

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



Employer Signature

6/19/19

Date

KEVIN J. JOHNSON

Employer Printed Name

PRESIDENT

Date

Auburn Signature

Date

Auburn Printed Name

Date



**Affiliation Agreement
Between
Auburn Career Center
And
YARDMASTER INC.**

1447 North Ridge Road, Painesville, OH 44077 440-357-8400

Auburn's Business Partnership Program

This agreement is entered into on this May, 2019 by and between Auburn Career Center and YARDMASTER INC.

WHEREAS, Auburn Career Center is currently conducting educational programs in Career and Technical Education and desires to obtain workforce training and workforce education for the students enrolled in it education programs in conjunction with YARDMASTER INC..

WHEREAS, YARDMASTER INC. has the facilities and is willing to provide workforce experience at its facilities to students enrolled in the said educational programs of Auburn Career Center.

NOW THEREFORE, in consideration of the mutual agreement set forth herein, between YARDMASTER INC. and Auburn Career Center the following aspects of affiliation are described:

1. General Information

- a. The length of the student assignment for the Business Partnership Program experience will be by mutual decision.
- b. If a student is unable to meet the requirements of the described workforce experiences, a conference between the Career Teacher of the respective program and Business Partnership Program Liaison at Auburn Career Center and the supervisor or designee shall be held to determine the appropriate course of action.

Auburn will, however, have final responsibility for determining the academic status of students. YARDMASTER INC. may refuse to permit a student to return if student's actions pose a risk to anyone.

- c. The students are to be responsible for transportation and transportation costs while affiliating at YARDMASTER INC.
- d. The students, while at YARDMASTER INC. are to wear appropriate attire mutually agreed upon between YARDMASTER INC. and Auburn.
- e. It is agreed by both parties that there shall be no discrimination on the basis of race, religion, creed, sex, national origin and will provide reasonable accommodations for individuals with disabilities.
- f. The students will conform to the Policies & Procedures of YARDMASTER INC. and follow all directives of staff. Students will be informed by Auburn of general regulations and minimum safety standards including fire safety procedures, hazardous material, and sanitation and safety management.
- g. Any compensation paid to the students for their work as part of the Business Partnership Program will be integrated into the expectations for the intern by YARDMASTER INC. Otherwise, all work and work products will be considered to be on a volunteer basis unless other arrangements have been made.
- h. The students who are not being paid or compensated are not considered employees of YARDMASTER INC., therefore the students will not be covered by social security, unemployment compensation, worker's compensation, and institutions, liability coverage or any other employment related benefit. Unless, the agreement between YARDMASTER INC. and the student arranged a wage.
- i. Auburn may refer to the affiliation with YARDMASTER INC. in its catalog and in other public information materials regarding its programs. YARDMASTER INC. may refer to the affiliation with Auburn in its brochures and other public information materials having to do with education programs. Each party reserves the right to a final review and approval of its parties reference in any and all public information materials.
- j. Confidentially will be observed by students and Auburn instructors, staff and/or supervisors.
- k. YARDMASTER INC. will administer emergency medical treatment (if applicable) to the student and call 911, if necessary for injury or illness suffered during the Business Partnership experience. The cost of such treatment will be the responsibility of the individual student or their family.

2. Responsibilities of Auburn Career Center

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

3. Responsibilities of YARDMASTER INC.

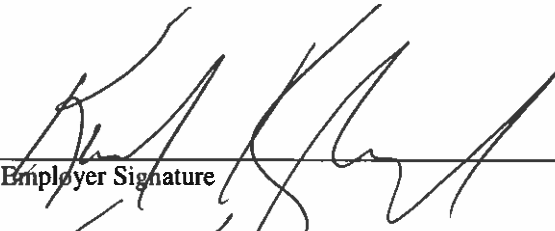
- a. YARDMASTER INC. shall provide physical facilities and environment needed for the Business Partnership experience of the students assigned to its facility, within the limits and abilities of YARDMASTER INC.. Privileges will include parking.
- b. YARDMASTER INC. shall provide an orientation for the intern at the beginning of the Business Partnership Program assignments.
- c. YARDMASTER INC. may request Auburn to withdraw its intern from the Business Partnership experience if the work performance or behavior is unsatisfactory or disruptive, or whose health status is a detriment to the student's successful completion of the Business Partnership experience assignment.

4. Terms of Agreement

- a. The agreement is not assignable, but is binding on the corporate successor of the parties.
- b. This agreement is not a third-party beneficiary affiliation agreement and confers no rights upon any students or employees of the parties.
- c. The agreement may be terminated by either party on written notice of said intent, delivered by certified mail upon the other party at least thirty (30) days prior to said cancellation date.
- d. It is understood and agreed that the parties to this agreement may revise or modify this agreement by written amendment when both parties agree to such amendments.
- e. This agreement shall be binding when executed by both parties.
- f. This agreement supersedes all prior written and oral agreements between the parties.
- g. This agreement will be governed by the laws of the State of Ohio.

- h. This agreement is for a term of the remainder of the 2019-2020 school year unless terminated by either party.
- i. The delay or failure of performance by either party shall not constitute default under the terms of this agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this agreement shall be immediate termination.


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



Employer Signature

5-24-19

Date



Employer Printed Name

5-24-19

Date

Auburn Signature

Date

Auburn Printed Name

Date

**Auburn
Career Center**



Attachment Item #23

**Approve ACEware
Systems, Inc. Support
Agreement**



ACEware Systems, Inc.

Support and Maintenance Agreement (SMA)

\$6,012.80

This agreement between ACEware Systems, Inc. (the Service Provider) and Auburn Career Center (the Customer) remains in effect July 1, 2019 through June 30, 2020. At the conclusion of the Agreement period, ACEware Systems, Inc. will send a renewal notice and invoice to the Customer. The Customer may elect to renew the SMA or decline and receive service on a per call basis at the hourly rate in effect for that calendar year. Software upgrades are not available without a current SMA.

Definitions

Service Provider: ACEware Systems, Inc.

Customer: A single unit/department with a single point of contact to coordinate and communicate the needs of their unit/department with ACEware. (*Note: If your institution/organization shares a single instance of Student Manager/ACEweb with multiple departments/programs, please contact ACEware to discuss support options.*)

SMA: Support and Maintenance Agreement

Technical Support: Guidance, advice and/or direction directly related to ACEware Systems software provided to the Customer by an assigned ACEware Technician.

Keeper of the Flame: The point of contact designated to communicate with the assigned ACEware Technician on behalf of the organization.

The authorized Keeper of the Flame for the Customer is:

Name (first and last)

Phone

Email

SMA Inclusions:

As part of this SMA, the staff at ACEware Systems, Inc. remain available to answer any and all questions related to the ACEware product(s) purchased by the Customer. In addition, this SMA provides the Customer:

- A dedicated ACEware Technician responsible for providing technical support to the Customer.
- Email and toll-free telephone support.
- Complimentary upgrades to the Customer's version of Student Manager.
- Access to the customers-only section of the Service Provider's web site, which provides online help resources and archived webinars.
- Scholarship funds for attendance of the annual ACEware Users' Conference. The amount of the scholarship is determined by the amount of the Customer's SMA. A listing of current scholarship values are attached to this SMA.)

-Continued on back-

SMA Exclusions:

The following situations are not covered under the SMA. However, services marked (**) are available as a fee-based option:

- Recovery of data resulting from:
 - Problems caused by allowing any software created by entities other than the Service Provider access to the Student Manager database files. **This type of damage may void the SMA unless prior authorization has been received from Service Provider.**
 - Hardware failure.
 - Improper backup procedures.
 - User error.

*Note: On a fee-based service, ACEware Systems will make every effort to recover data but is not able to guarantee success. (**)*

- Support for network connections, email server configuration, firewall configuration, user account creation or printer setup.
- Technical support for software created by entities other than the Service Provider
- Updating a customized screen or procedure. (**)
- Multiple installations of Student Manager or ACEweb; One installation of each is provided with purchase of the software. (**)
- Training of new staff members. Each Customer should have training processes in place. Additionally, the Customer may direct staff to the Service Provider's website, which contains resources that are specific to new users. (**).
- Preparing customized reports. When purchasing Student Manager, each new Customer is entitled to three (3) customized reports (**).

Remote Access to Customer System

For optimal service, the installation and use of screen sharing software such as Mikogo or GoToMeeting® is recommended to allow a technician's computer to connect with your computer. If your unit/department cannot, or will not, allow use of this method of support, an additional 5% surcharge will be added to your support agreement. You will be contacted to discuss this issue before the surcharge is applied.

Customization

ACEware systems, Inc. does offer customization services on a fee basis. Software programs are designed to accommodate customized procedures created by ACEware Systems without voiding your Support and Maintenance Agreement. Customized procedures may increase the cost of the SMA, and are only guaranteed with the current version of the software. Contact your ACEware technician for a quote on a custom project.

By signing this *Agreement*, the Customer acknowledges that they have read, understand and agree to the conditions and are authorized to execute this agreement on behalf of the organization.

ACEware Systems, Inc.

Auburn Career Center

Sharon Brookshire

06/10/19

By: Sharon Brookshire Date
Vice President, Operations

By: Customer's Authorized Representative Date

Please print name and title below:



ACEware Systems, Inc.
 (785) 537-2937
 Federal ID# 48-1151719
 7480 Dyer Road
 Manhattan, KS 66502

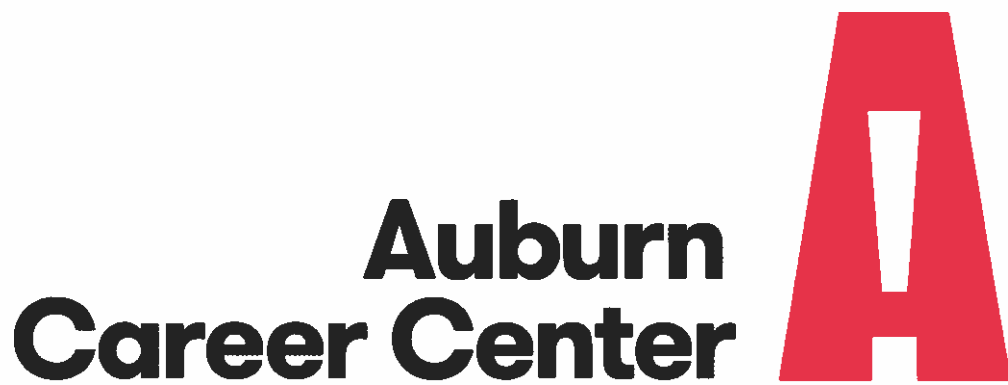
Invoice

Date	Invoice #
7/1/2019	8336

Bill To
Auburn Vocational School District 8140 Auburn Rd Concord Twp, OH 44077

P.O. No.	Terms
	Net 30

Quantity	Description	Rate	Amount
1	Annual Support Agreement for Student Manager - 7/1/2019 - 06/30/2020 Executive Student Manager with ACEweb Online Registration - 2019 Retail Value - \$32,495 Calendar Module - 2019 Retail Value - \$1,695 Attendance Tracking Module - 2019 Retail Value - \$1,695 Course Bundling Module - 2019 retail Value \$1,695 (purchased in 2014) Total Retail Value - \$37,580 X .16 = \$6,012.80	6,012.80	6,012.80
		Total	\$6,012.80



Attachment Item #25A

*Approve 2019 LED Lighting
Upgrade Project*

AUBURN CAREER CENTER
2019 LED Lighting Upgrade Project Budget

Item	Description	Budget	Actual Cost to Date	Estimated Costs to complete	Remaining Encumbered	Remaining Budget	Current Variance
1	Base Bid	\$ 126,923.00	\$ -	\$ 126,923.00			
2	Alt -1A	\$ 13,214.75	\$ -	\$ 13,214.75			
3	Alt -2	\$ 12,707.50	\$ -	\$ 12,707.50			
4	Voluntary Alternate 1	\$ 3,000.00		\$ 3,000.00			
5	AGM Energy Services	\$ 12,467.08		\$ 12,467.62			
		\$ 168,312.33		\$ 168,312.87			

\$ -

Project Budget \$ 168,312.33
Less Current Variance
Current Projected Final Cost



2305 E. Aurora Road
Twinsburg, Ohio 44087
(330) 998-6695

June 25, 2019

Auburn Career Center
8221 Auburn Road
Concord, Ohio 44077
Attn: Sherry Williamson, Treasurer

Re: Auburn Career Center LED Lighting Upgrade – 2019

Mrs. Sherry Williamson:

Proposals were received on Monday, June 24, 2019 for the project referenced above.

There were two (2) proposals submitted; both of which were on time, and with properly noted bid components and acknowledgements. The proposers were: *Shiffler Equipment Sales, Inc.* and *United Resource Group (URG), Inc.* We have reviewed the proposals with scopes of work involved, and have prepared a tabulation spreadsheet with recommendations. After reviewing, we have found *URG, Inc.* to be a responsible, low bidder.

We recommend awarding the Base Bid amount and select Alternate scope items to *URG, Inc.* as detailed below, to best fit the established project budget:

Base Bid	\$126,923.00
Alternate ALT-1A	\$13,214.75
Alternate ALT-2	\$12,707.50
Voluntary Alternate 1	\$3,000.00
Total	\$155,845.25

Refer to the following page for detailed scope breakdown.

AGM Energy Services is committed to support project coordination and next step actions with Auburn Career Center as the proposer is selected, and as work takes place.

Sincerely,

André T. Goosby
President
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- Base Scope Interior LED lighting at the Career Center and Horticulture Building. Exterior LED lighting at the Career Center, Horticulture Building and the Technology Learning Center.
- ALT-1A New LED surface mount fixtures in noted main hallways of the Career Center.
- ALT-2 New LED fixtures and retrofits to Career Center Auditorium high-bay lighting.
- Voluntary ALT All new LED can fixtures for existing CFL can lights.

Proposal Summary:

Auburn Career Center LED Lighting Upgrade - 2019

Bid Date: June 24, 2019 12:00 pm

Proposers:	BASE	ALT-1A	ALT-1B	ALT-2	ALT-3	ALT-4	ALT-5	Addenda 1 & 2	Bid Bond	Notes
Shiffler Equipment Sales, Inc.	\$142,533.00	\$19,950.00	No Bid	\$8,269.00	\$1,924.00	\$16,188.00	\$23,302.00	✓	✓	
United Resource Group, Inc.	\$126,923.00	\$13,214.75	No Bid	\$12,707.50	\$15,551.50	\$16,789.00	No Bid	✓	✓	Voluntary ALT-1 \$3,000.00

Project Budget: \$157,000.00

- Base Scope Interior LED lighting at the Career Center and Horticulture Building. Exterior LED lighting at Career Center, Horticulture and TLC.
- ALT-1A Career Center - Replace main hallway surface fixtures with new LED surface fixtures.
- ALT-1B Career Center - Replace main hallway surface fixtures with new recessed flat-panel LED.
- ALT-2 Career Center - Replace and retrofit Auditorium high-bay lighting.
- ALT-3 Horticulture Building - Replace Greenhouse lighting with new full-spectrum LED light fixtures.
- ALT-4 Interior and Exterior lighting at the Industrial Arts Center.
- ALT-5 Interior LED lighting at the Technology Learning Center.

