

Auburn Vocational School District BOARD OF EDUCATION

Minutes of September 1, 2020

The September 1, 2020 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. Walter
Dr. Culotta	Mr. Klima	Mrs. Wheeler
Mrs. Javins	Mr. Miller	

Absent: Mr. Cahill, Mr. Paterniti, and Mr. Stefanko

Administrators: Brian Bontempo, Sherry Williamson and Jeff Slavkovsky

140-20 Approve Agenda

A motion was made by Mrs. Wheeler and seconded by Mr. Kent to approve the September 1, 2020 agenda.

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

Nays: None

Mr. Walter declared the motion passed

141-20 Approve Minutes of Regular Meeting on August 4, 2020

A motion was made by Mr. Kent and seconded by Mr. Klima to approve the minutes of the August 4, 2020 Regular Board meeting.

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

Nays: None

Mr. Walter declared the motion passed

Public Participation – Suspended

Administrative Report

Funding Opportunities:

- Two funding opportunities that have submitted on behalf of Auburn:
 1. Purdue Pharma L.P. – Sherry Williamson shared details with the Board
 2. BroadBandOhio Connectivity Grant – Sherry William shared details with the Board

Facilities Committee Report –Jeff Slavkovsky gave a monthly update

Render Financial Reports

ORC 3313.29-The treasurer shall render a statement to the board and to the superintendent of the school district, monthly, or more often if required, showing the revenues and receipts from whatever sources derived, the various appropriations made by the board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the assets and liabilities of the school district. The financial statements for the period ending July 31, 2020 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.

142-20 Approve Permanent Appropriations for Fiscal Year 2020-2021

A motion was made by Mrs. Wheeler and seconded by Mr. Klima to approve the permanent appropriations for fiscal year 2020-2021. (Attachment Item#9)

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

Nays: None

Mr. Walter declared the motion passed

143-20 Approve Closing and Transferring of Organization Funds

A motion was made by Mr. Kent and seconded by Dr. Culotta to approve the Sports Medicine I & II activity account 200-932A be closed as well as D.C.T activity account 200-993A and all funds moved to general account.

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

Nays: None

Mr. Walter declared the motion passed

144-20 Approve Dental Assistant Technician Activity Account

A motion was made by Mr. Klima and seconded by Dr. Culotta to approve the opening of Dental Assistant Technician program activity account number 200-988A.

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

Nays: None

Mr. Walter declared the motion passed

145-20 Approve 2020-2021 Purpose Statement/Activity Budgets

A motion was made by Mr. Kent and seconded by Mrs. Wheeler to approve the following purpose statements/activity budgets for the 2020-2021 school year

Program	Acct. Number	Last Year Balance 6/30/2020	Revenue Anticipated
Advance Manufacturing	200-902A	\$70.00	\$30.00
Allied Health Technology	200-901A	\$644.92	\$1,250.00
Architecture & Project Management	200-909A	\$0.00	\$900.00
Automotive Collision	200-985A	\$390.30	\$1,700.00
Automotive Technology Jr. & Sr.	200-912A	\$2,122.73	\$2,200.00
Computer Networking & Technology	200-903A	\$822.00	\$1,000.00
Construction Jr. & Sr.	200-987A	\$0.00	\$850.00
Cosmetology Jr. & Sr. / Holland	200-992A	\$1,254.42	\$4,700.00
Cosmetology Jr. & Sr. / Malvicino	200-992B	\$1,426.79	\$2,500.00
Criminal Justice & Security	200-997A	\$0.00	\$200.00
Culinary Arts Jr. & Sr.	200-940A	\$473.29	\$2,000.00
DECA	200-930A	\$1,953.23	\$4,100.00
Electrical Engineering Prep	200-996A	\$11.57	\$750.00
Emergency Medical Services	200-927A	\$563.75	\$300.00
HVAC Jr. & Sr.	200-937A	\$0.00	\$600.00
Interactive Multimedia Jr. & Sr.	200-907A	\$7,834.26	\$6,000.00
National Technical Honor Society	200-908A	\$0.00	\$100.00
Patient Care Technician Jr. & Sr.	200-995A	\$402.50	\$1,000.00
Plant, Turf & Landscape Management	200-915A	\$42,798.26	\$46,000.00
Practical Nursing Adult	200-911A	\$829.83	\$0.00
Pro Web & Game Design	200-982A	\$2,223.39	\$1,000.00
Production & Welding Tech	200-925A	\$6,972.78	\$2,200.00
SADD	200-950A	\$801.97	\$300.00
Student Leadership Team	200-914A	\$0.00	\$100.00
Teaching Professions Pathway Jr. & Sr.	200-945A	\$245.13	\$2,323.00
Technology Engineering & Design	200-917A	\$670.92	\$1,700.00
Welding Jr. & Sr.	200-924A	\$439.04	\$2,000.00
Total		\$79,951.08	\$85,803.00

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

Nays: None

Mr. Walter declared the motion passed

146-20 Human Resources

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

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

Nays: None

Mr. Walter declared the motion passed

147-20 Approve District Organizational Chart 2020-2021

A motion was made by Mrs. Wheeler and seconded by Mrs. Javins to approve the district organizational chart for the 2020-2021 school year, for the purpose of Auburn's Practical Nursing accreditation for the Ohio Board of Nursing. (Attachment Item #14)

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

Nays: None

Mr. Walter declared the motion passed

148-20 Approve Remote Learning Plan

A motion was made by Mr. Kent and seconded by Mrs. Brush to approve as required by Ohio HB 164, Auburn Career Center's Remote Learning Plan for the 2020-2021 school year. (Attachment Item #15)

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

Nays: None

Mr. Walter declared the motion passed

149-20 Approve Revisions to the Back to School Plan

A motion was made by Mrs. Wheeler and seconded by Mrs. Javins to approve the revisions to the Back to School Plan for the 2020-2021 school year. (Attachment Item #16)

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

Nays: None
Mr. Walter declared the motion passed

The Board would like to thank the Districts, Teachers, Students and Administration for a smooth opening.

150-20 Approve Adult Workforce Education Instructor Handbook SY2020-2021

A motion was made by Dr. Culotta and seconded by Mrs. Brush to approve the Adult Workforce Education Instructor handbook for the 2020-2021 school year. Note any of the changes made have met federal standards and/or board policies. (Attachment Item #17)

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

Nays: None
Mr. Walter declared the motion passed

151-20 Approve Adult Workforce Education Student Handbook SY 2020-2021

A motion was made by Mr. Kent and seconded by Mr. Klima to approve the Adult Workforce Education Student handbook for the 2020-2021 school year. Note any of the changes made have met federal standards and/or board policies. (Attachment Item #18)

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

Nays: None
Mr. Walter declared the motion passed

152-20 Approve Auburn Practical Nursing Handbook 2020

A motion was made by Mrs. Wheeler and seconded by Mrs. Javins to approve the Auburn Practical Nursing handbook for the 2020-2021 school year. (Attachment Item #19)

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

Nays: None
Mr. Walter declared the motion passed

153-20 Approve Consent Agenda

A motion was made by Mrs. Javins and seconded by Mr. Kent to approve items 20a – 20e as a consent agenda.

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

Nays: None
Mr. Walter declared the motion passed

154-20 Contract/Affiliation Agreement

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

- a. *Auburn Practical Nursing Affiliation Agreement (Attachment Item #20A)*
- b. *Teaching Professions Pathway Affiliation Agreements (Attachment Item #20B)*
- c. *Public Safety Affiliation Agreements (Attachment Item #20C)*
- d. *Business Partnership Affiliation Agreement (Attachment Item #20D)*
- e. *Training Agreement between Auburn Career Center and Alliance for Working Together Foundation beginning August 24, 2020 through June 20, 2021. (Attachment Item #20E)*

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

Nays: None
Mr. Walter declared the motion passed

155-20 Approve Part Time Salary Schedule

A motion was made by Mrs. Wheeler and seconded by Mr. Kent to approve the part time salary schedule for the 2020-2021 school year. (Attachment Item #21)

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

Nays: None
Mr. Walter declared the motion passed

156-20 Executive Session

A motion was made by Dr. Culotta and seconded by Mr. Kent to recess into executive session at 6:53 p.m. for the following purposes:

- a) Pursuant to Ohio Revised Code Section 121.22 (G)(2), I hereby recommend that the Board make a motion to adjourn to executive session to consider the purchase of property or the sale of property, if premature disclosure of information would give an unfair competitive bargaining advantage to a person whose private interest is adverse to the general public interest.

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

Nays: None
Mr. Walter declared the motion passed

Return to public session at 7:04 p.m.

157-20 Adjourn

A motion was made by Mrs. Wheeler and seconded by Mrs. Brush to adjourn the meeting at 7:05 p.m.

Roll Call: **Ayes:** Mrs. Brush, Dr. Culotta, Mrs. Javins, Mr. Kent,
Mr. Klima, Mr. Miller, 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
Bank Reconciliation
July 31, 2020

Dollar Bank - Main Depository	\$ 6,479,638.64
Huntington	\$ 26,153.73
O/S checks - a/p	\$ (521,605.05)
O/S checks - p/r	\$ (2,483.35)
Payroll Accum (O/S)-Checks NI	\$ (226.22)
Petty Cash	\$ 400.00
Change Funds	\$ 137.00
Net Operating Check + Cash	<u>5,982,014.75</u>
Health Care Deductible Pool - Dollar	\$ 4,316.83
Flexible Spending Account - Dollar	\$ 4,101.09
Star Ohio	\$ 107,421.65
Net Available Cash	\$ 6,097,854.32
Investments:	
Wells Fargo Financial	\$ 2,436,743.32
Total Investments	\$ 2,436,743.32
Balance per bank	\$ 8,534,597.64
Balance per books	\$ 8,538,466.97
+/- FSA Monthly Deduction Adjustment	\$ (3,869.33)
	\$ 0.00

Investments Report

Institution	Amount
Wells Fargo	\$ 2,436,743.32

Auburn Career Center
Adult Workforce Education - Program Budget History Report
 Prepared: July 31, 2020

Programs	FY21		FY20		FY19		FY18		FY17		FY16		
	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	Rev	Exp	
Patient Centered Care (Nursing)	\$ 254,000	\$ (12,660)	\$ 15,341	\$ 289,220	\$ 308,720	\$ 415,880	\$ 375,330	\$ 406,184	\$ 399,148	\$ 388,306	\$ 296,180	\$ 300,810	\$ 321,553
EMT Basic	\$ 146,020	\$ 969	\$ 3,271	\$ 38,603	\$ 49,138	\$ 41,562	\$ 66,473	\$ 32,113	\$ 67,821	\$ 44,501	\$ 63,453	\$ 32,321	\$ 35,475
EMT Paramedic	\$ 123,375	\$ 9,853	\$ 20,373	\$ 152,100	\$ 175,630	\$ 139,184	\$ 111,420	\$ 148,434	\$ 105,580	\$ 133,228	\$ 114,346	\$ 161,656	\$ 126,059
Adult Education (Hrly Programs)	\$ 7,900	\$ 807	\$ 278	\$ 7,906	\$ 3,727	\$ 8,780	\$ 3,505	\$ 2,139	\$ (2,403)	\$ 5,156	\$ 8,689	\$ 1,019	\$ 2,006
Customized	\$ 28,500	\$ -	\$ -	\$ -	\$ -	\$ 419	\$ -	\$ 4,350	\$ 4,598	\$ 601	\$ 3,735	\$ 38,069	\$ 20,770
Customized Machining	\$ 24,600	\$ -	\$ -	\$ -	\$ -	\$ 3,824	\$ 2,851	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HVAC Refrigeration	\$ 174,500	\$ (4,102)	\$ 8,236	\$ 171,854	\$ 74,138	\$ 155,940	\$ 82,073	\$ 83,766	\$ 43,643	\$ 190,340	\$ 67,147	\$ 173,201	\$ 61,585
Ground Transportation Maintenance (Auto Tech)	\$ -	\$ -	\$ -	\$ 1,273	\$ 1,873	\$ 38,415	\$ 39,205	\$ 36,970	\$ 37,721	\$ 80,790	\$ 48,795	\$ 69,027	\$ 35,629
DC and AC Electronic Circuits (Electrical)	\$ 53,700	\$ 1,814	\$ 3,174	\$ 42,388	\$ 22,523	\$ 54,633	\$ 11,956	\$ 18,599	\$ 1,812	\$ 14,218	\$ 964	\$ 3,459	\$ 39,074
Manufacturing Operations (Indust Maint)	\$ -	\$ -	\$ -	\$ 2,565	\$ 3,427	\$ 6,907	\$ 36,158	\$ 44,820	\$ 36,787	\$ 43,835	\$ 34,345	\$ 75,085	\$ 24,918
Structural Systems (Facilities Management & Bldg Tech)	\$ -	\$ -	\$ -	\$ 60	\$ 45	\$ 2,728	\$ 2,640	\$ 42,769	\$ 35,626	\$ 55,734	\$ 33,240	\$ 32,194	\$ 15,795
Manufacturing Capstone (Machin Trades)	\$ -	\$ -	\$ -	\$ 71,162	\$ 25,277	\$ 79,849	\$ 33,544	\$ 69,815	\$ 37,219	\$ 124,560	\$ 30,438	\$ 82,323	\$ 19,644
Gas Metal Arc Welding	\$ 118,600	\$ 5,509	\$ 11,082	\$ 116,325	\$ 28,379	\$ 90,680	\$ 53,372	\$ 82,468	\$ 62,110	\$ 98,230	\$ 106,090	\$ 154,057	\$ 77,886
Firefighter I	\$ 47,180	\$ 14,251	\$ 12,677	\$ 83,202	\$ 110,875	\$ 152,511	\$ 155,498	\$ 94,752	\$ 111,399	\$ 97,123	\$ 98,973	\$ 64,391	\$ 41,293
Truck Driving Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 323	\$ 500	\$ 20,577	\$ 13,473
TIG Welding	\$ -	\$ -	\$ -	\$ 4,800	\$ 2,435	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
STNA	\$ 41,000	\$ 736	\$ 278	\$ 20,132	\$ 8,687	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,085,475	\$ 29,696	\$ 76,748	\$ 1,001,588	\$ 814,874	\$ 1,190,991	\$ 974,442	\$ 1,067,179	\$ 941,062	\$ 1,276,946	\$ 907,895	\$ 1,208,188	\$ 835,159
Program Profit/Loss				\$ (47,052)	\$ 186,715		\$ 216,449		\$ 126,117		\$ 369,051		\$ 373,029
Assessment	\$ 7,500	\$ 771	\$ -	\$ 7,501	\$ 6,942	\$ 10,047	\$ 9,873	\$ 8,122	\$ 10,057	\$ 7,336	\$ 7,821	\$ 7,098	\$ 8,471
Lifetime Learning/GED	\$ 10,000	\$ -	\$ 275	\$ 9,938	\$ 11,023	\$ 13,027	\$ 20,565	\$ 15,906	\$ 26,785	\$ 11,071	\$ 141,872	\$ 9,047	\$ 113,495
One Stop	\$ 65,000	\$ -	\$ 7,377	\$ 63,651	\$ 56,818	\$ 73,556	\$ 53,793	\$ 73,860	\$ 61,591	\$ 54,538	\$ 36,794	\$ 42,665	\$ 31,636
Total	\$ 82,500	\$ 771	\$ 7,652	\$ 81,090	\$ 74,782	\$ 96,630	\$ 84,232	\$ 97,887	\$ 98,433	\$ 72,945	\$ 186,487	\$ 58,810	\$ 153,601
ABLE Profit/Loss				\$ (6,880)	\$ 6,308		\$ 12,398		\$ (546)		\$ (113,542)		\$ (94,791)
Front Office													
Revenue	\$ 319,490		\$ 14,088	\$ 336,718	\$ 269,657	\$ 376,031	\$ 366,756	\$ 257,155	\$ 268,002	\$ 410,246	\$ 275,408	\$ 434,447	
Salaries/Benefits			\$ 3,561	\$ 72,121	\$ 18,408	\$ 11,854	\$ 8,350	\$ 4,530				\$ 169,930	
Supplies			\$ 6,013	\$ 18,408	\$ 105,579	\$ 121,392	\$ 6,728	\$ 10,525				\$ 4,530	
Equipment			\$ 4,007	\$ -	\$ -	\$ -	\$ -	\$ -				\$ 10,471	
Miscellaneous			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	
Total	\$ 319,490	\$ -	\$ 27,668	\$ 336,718	\$ 465,765	\$ 376,031	\$ 547,901	\$ 257,155	\$ 425,014	\$ 268,002	\$ 565,939	\$ 275,408	
Front Office Over/Under				\$ (27,668)		\$ (129,047)		\$ (171,870)		\$ (167,859)		\$ (297,937)	
All Adult Workforce													
FYTD Advances Returned	\$ 1,487,425		\$ (81,600)		\$ 63,976		\$ 56,977		\$ (42,288)		\$ (42,428)		\$ (65,732)
AVE Long Term Loan Balance Owed to Gen Fund			\$ 1,055,000		\$ 1,055,000		\$ 1,155,000		\$ 1,155,000		\$ 1,155,000		\$ 1,155,000

Monthly History Comparison-General Fund
July 31, 2020

	Monthly Comparison			Avg Chg	Annual Comparison			Remain 2021	Budget Expended
	July FY19	July FY20	July FY21		Actual 2019	Actual 2020	Budget 2021		
Revenue									
Real Estate	\$ 1,537,700	\$ 2,089,400	\$ 1,803,787		\$ 5,781,135	\$ 6,057,261	\$ 5,981,882	\$ 4,178,095	(+) Good 30%
Tangible Personal (PT)	\$ -	\$ -	\$ -		\$ 370,973	\$ 356,021	\$ 356,021	\$ 356,021	0%
Foundation	\$ 202,251	\$ 189,747	\$ 183,427		\$ 2,328,865	\$ 2,240,061	\$ 2,242,020	\$ 2,058,593	8%
Homestead & Redback	\$ -	\$ -	\$ -		\$ 830,183	\$ 847,989	\$ 852,229	\$ 852,229	0%
Other	\$ 40,407	\$ 30,112	\$ 12,029		\$ 540,961	\$ 616,144	\$ 484,264	\$ 472,235	2%
Subtotal	\$ 1,780,358	\$ 2,309,259	\$ 1,999,243		\$ 9,852,117	\$ 10,117,477	\$ 9,916,416	\$ 7,917,173	20%
Expense									
Salaries	\$ 313,312	\$ 360,103	\$ 307,373	0.1%	\$ 4,028,581	\$ 4,114,072	\$ 4,114,072	\$ 4,108,605	(+) Good 7%
Benefits	\$ 139,076	\$ 165,319	\$ 109,236	-7.5%	\$ 1,784,586	\$ 1,877,308	\$ 2,053,017	\$ 1,943,781	5%
Purchased Services	\$ 96,907	\$ 73,067	\$ 124,405	22.8%	\$ 1,542,845	\$ 1,507,668	\$ 1,413,848	\$ 1,289,443	9%
Supplies	\$ 9,435	\$ 16,849	\$ 23,753	59.8%	\$ 492,966	\$ 558,910	\$ 523,722	\$ 499,969	5%
Capital Outlay/Equipment	\$ -	\$ 2,389	\$ 77,599	#DIV/0!	\$ 251,690	\$ 327,649	\$ 381,131	\$ 303,532	20%
Other	\$ 9,301	\$ 10,900	\$ 9,054		\$ 133,098	\$ 137,985	\$ 132,602	\$ 123,548	7%
Subtotal	\$ 568,031	\$ 628,627	\$ 651,421		\$ 8,233,766	\$ 8,523,592	\$ 8,612,925	\$ 7,961,504	8%
Revenue/Expense (Operating Balance)	\$ 1,212,327	\$ 1,680,632	\$ 1,347,822		\$ 1,618,351	\$ 1,593,885	\$ 1,303,491		
Other Uses									
Advances Returned	\$ 55,238	\$ 46,549	\$ 217,367		\$ 189,419	\$ 56,816	\$ 234,367		
Advances Out	\$ -	\$ -	\$ -		\$ 178,129	\$ 227,074	\$ 42,000		
Transfers	\$ (18,211)	\$ (2,108)	\$ (1,329)		\$ 1,121,528	\$ 1,422,160	\$ 749,149		
Subtotal	\$ 73,449	\$ 48,657	\$ 218,696		\$ (1,110,238)	\$ (1,592,418)	\$ (556,782)		
Beginning Cash	\$ 5,965,942	\$ 6,474,056	\$ 6,475,523		\$ -	\$ 7,687,177	\$ 6,475,523		
Ending Cash	\$ 7,251,718	\$ 8,203,345	\$ 8,042,042		\$ 508,113	\$ 6,475,523	\$ 7,222,232		
Encumbrances	\$ 1,140,412	\$ 1,786,145	\$ 1,454,180		\$ 121,717	\$ 251,671			

This is an unaudited financial report.

AUBURN VOCATIONAL SCHOOL DISTR Monthly Appropriation Summary Report

	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTD Expended	MTD Expended	Encumbrance	FYTD Unencumbered
Code 001 GENERAL	\$ 8,719,110.25	\$ 251,671.05	\$ 8,970,781.30	\$ 650,091.40	\$ 650,091.40	\$ 1,454,179.87	\$ 6,866,510.03	
Code 002 BOND RETIREMENT	\$ 614,496.00	\$ 0.00	\$ 614,496.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 614,496.00	
Code 004 BUILDING	\$ 84,611.07	\$ 0.00	\$ 84,611.07	\$ 0.00	\$ 0.00	\$ 0.00	\$ 84,611.07	
Code 006 FOOD SERVICE	\$ 138,258.77	\$ 0.00	\$ 138,258.77	\$ 8,102.17	\$ 8,102.17	\$ 30,195.00	\$ 99,961.60	
Code 009 UNIFORM SCHOOL SUPPLIES	\$ 12,550.10	\$ 0.00	\$ 12,550.10	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,550.10	
Code 012 ADULT EDUCATION	\$ 1,152,945.90	\$ 17,874.37	\$ 1,170,820.27	\$ 112,067.81	\$ 112,067.81	\$ 166,119.11	\$ 892,633.35	
Code 014 ROTARY-INTERNAL SERVICES	\$ 1,603.87	\$ 332.43	\$ 1,936.30	\$ 0.00	\$ 0.00	\$ 1,832.43	\$ 103.87	
Code 018 PUBLIC SCHOOL SUPPORT	\$ 14,694.71	\$ 659.50	\$ 15,354.21	\$ 0.00	\$ 0.00	\$ 20,067.50	\$ (4,713.29)	
Code 019 OTHER GRANT	\$ 29,974.53	\$ 13,465.12	\$ 43,439.65	\$ 4,765.12	\$ 4,765.12	\$ 8,700.00	\$ 29,974.53	
Code 022 DISTRICT AGENCY	\$ 8,304.76	\$ 3,500.00	\$ 11,804.76	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 8,304.76	
Code 024 EMPLOYEE BENEFITS SELF INS.	\$ 11,220.40	\$ 0.00	\$ 11,220.40	\$ 2,804.15	\$ 2,804.15	\$ 28,969.08	\$ (20,552.83)	
Code 070 CAPITAL PROJECTS	\$ 822.19	\$ 658,520.13	\$ 659,342.32	\$ 422,123.88	\$ 422,123.88	\$ 236,396.25	\$ 822.19	
Code 200 STUDENT MANAGED ACTIVITY	\$ 64,466.44	\$ 8,749.89	\$ 73,216.33	\$ 8,490.89	\$ 8,490.89	\$ 4,832.58	\$ 59,892.86	
Code 467 Student Wellness and Success Fund	\$ 0.00	\$ 1,280.00	\$ 1,280.00	\$ 1,280.00	\$ 1,280.00	\$ 0.00	\$ 0.00	
Code 499 MISCELLANEOUS STATE GRANT FUND	\$ 0.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 0.00	\$ 0.00	
Code 501 ADULT BASIC EDUCATION	\$ 353,113.27	\$ 8,504.73	\$ 361,618.00	\$ 25,438.51	\$ 25,438.51	\$ 19,374.70	\$ 316,804.79	
Code 524 VOC ED: CARL D. PERKINS - 1984	\$ 0.00	\$ 207,399.31	\$ 207,399.31	\$ 271,495.18	\$ 271,495.18	\$ 143,303.44	\$ (207,399.31)	
Code 599 MISCELLANEOUS FED. GRANT FUND	\$ 23,679.40	\$ 0.00	\$ 23,679.40	\$ 3,216.38	\$ 3,216.38	\$ 880.00	\$ 19,583.02	

Grand Total \$ 11,229,851.66 \$ 1,174,456.53 \$ 12,404,308.19 \$ 1,513,875.49 \$ 1,513,875.49 \$ 2,116,849.96 \$ 8,773,582.74

AUBURN VOCATIONAL SCHOOL DISTR Monthly Cash Summary Report

	Initial Cash	MYD Received	FYD Received	MYD Expended	FYD Expended	Fund Balance	Encumbrance	Unencumbered Balance	
Code 001 GENERAL		\$ 6,475,522.97	\$ 2,216,609.96	\$ 2,216,609.96	\$ 650,091.40	\$ 650,091.40	\$ 8,042,041.53	\$ 1,454,179.87	\$ 6,587,861.66
Code 004 BUILDING		\$ 79,194.40	\$ 5,416.67	\$ 5,416.67	\$ 0.00	\$ 0.00	\$ 84,611.07	\$ 0.00	\$ 84,611.07
Code 006 FOOD SERVICE		\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,102.17	\$ 8,102.17	\$ (8,102.17)	\$ 30,195.00	\$ (38,297.17)
Code 009 UNIFORM SCHOOL SUPPLIES		\$ 12,325.10	\$ 225.00	\$ 225.00	\$ 0.00	\$ 0.00	\$ 12,550.10	\$ 0.00	\$ 12,550.10
Code 012 ADULT EDUCATION		\$ 172,903.61	\$ 30,467.34	\$ 30,467.34	\$ 112,067.81	\$ 112,067.81	\$ 91,303.14	\$ 166,119.11	\$ (74,815.97)
Code 014 ROTARY-INTERNAL SERVICES		\$ 1,936.30	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,936.30	\$ 1,832.43	\$ 103.87
Code 018 PUBLIC SCHOOL SUPPORT		\$ 13,004.21	\$ 2,350.00	\$ 2,350.00	\$ 0.00	\$ 0.00	\$ 15,354.21	\$ 20,067.50	\$ (4,713.29)
Code 019 OTHER GRANT		\$ 43,439.65	\$ 0.00	\$ 0.00	\$ 4,765.12	\$ 4,765.12	\$ 38,674.53	\$ 8,700.00	\$ 29,974.53
Code 022 DISTRICT AGENCY		\$ 11,804.76	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 1,500.00	\$ 10,304.76	\$ 2,000.00	\$ 8,304.76
Code 024 EMPLOYEE BENEFITS SELF INS.		\$ 11,220.40	\$ 0.00	\$ 0.00	\$ 2,804.15	\$ 2,804.15	\$ 8,416.25	\$ 28,969.08	\$ (20,552.83)
Code 070 CAPITAL PROJECTS		\$ 659,342.32	\$ 0.00	\$ 0.00	\$ 422,123.88	\$ 422,123.88	\$ 237,218.44	\$ 236,396.25	\$ 822.19
Code 200 STUDENT MANAGED ACTIVITY		\$ 73,216.33	\$ 0.00	\$ 0.00	\$ 8,490.89	\$ 8,490.89	\$ 64,725.44	\$ 4,832.58	\$ 59,892.86
Code 467 Student Wellness and Success Fund		\$ 1,280.00	\$ 0.00	\$ 0.00	\$ 1,280.00	\$ 1,280.00	\$ 0.00	\$ 0.00	\$ 0.00
Code 499 MISCELLANEOUS STATE GRANT FUND		\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00
Code 501 ADULT BASIC EDUCATION		\$ 8,504.73	\$ 0.00	\$ 0.00	\$ 25,438.51	\$ 25,438.51	\$ (16,933.78)	\$ 19,374.70	\$ (36,308.48)
Code 524 VOC ED: CARL D. PERKINS - 1984		\$ 207,399.31	\$ 0.00	\$ 0.00	\$ 271,495.18	\$ 271,495.18	\$ (64,095.87)	\$ 143,303.44	\$ (207,399.31)
Code 599 MISCELLANEOUS FED. GRANT FUND		\$ 23,679.40	\$ 0.00	\$ 0.00	\$ 3,216.38	\$ 3,216.38	\$ 20,463.02	\$ 880.00	\$ 19,583.02
Grand Total		\$ 7,797,273.49	\$ 2,255,068.97	\$ 2,255,068.97	\$ 1,513,875.49	\$ 1,513,875.49	\$ 8,538,466.97	\$ 2,116,849.96	\$ 6,421,617.01

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
Type: ACCOUNTS_PAYABLE										
Default Payment Type: Check										
26263	52278	ACCOUNTS_PA	Check	7/2/2020	ACTIVE PLUMBING SUPPLY CO.	304	RECONCILED	7/6/2020		\$ 340.36
26261	52279	ACCOUNTS_PA	Check	7/2/2020	HOME DEPOT CREDIT SERVICES	10207	RECONCILED	7/6/2020		51.87
26257	52280	ACCOUNTS_PA	Check	7/2/2020	DOMINION ENERGY OHIO	4003	RECONCILED	7/15/2020		596.83
26259	52281	ACCOUNTS_PA	Check	7/2/2020	VERIZON WIRELESS	41745	RECONCILED	7/13/2020		134.99
26264	52282	ACCOUNTS_PA	Check	7/2/2020	OFFICE DEPOT	42113	RECONCILED	7/6/2020		1,399.80
26258	52283	ACCOUNTS_PA	Check	7/2/2020	ILLUMINATING COMPANY	925	RECONCILED	7/6/2020		1,450.52
26262	52284	ACCOUNTS_PA	Check	7/2/2020	TIME WARNER CABLE - NORTHEAST	13042	RECONCILED	7/8/2020		77.43
26256	52285	ACCOUNTS_PA	Check	7/2/2020	AMERICAN EXPRESS	40915	RECONCILED	7/7/2020		32,519.39
26265	52286	ACCOUNTS_PA	Check	7/2/2020	C.W. COURTNEY COMPANY	41930	RECONCILED	7/9/2020		195.00
26266	52287	ACCOUNTS_PA	Check	7/2/2020	GAZETTE NEWSPAPERS	11455	RECONCILED	7/6/2020		25.00
26260	52288	ACCOUNTS_PA	Check	7/2/2020	CROSSROADS HEALTH	7363	RECONCILED	7/7/2020		1,280.00
26255	52289	ACCOUNTS_PA	Check	7/2/2020	ELECTRONIX EXPRESS	7251	RECONCILED	7/8/2020		872.25
26291	52290	ACCOUNTS_PA	Check	7/9/2020	GRIMES HORTICULTUR E, INC.	8014	RECONCILED	7/14/2020		8,342.89
26294	52291	ACCOUNTS_PA	Check	7/9/2020	BENCO DENTAL SUPPLY CO	41892	RECONCILED	7/15/2020		77.42
26297	52292	ACCOUNTS_PA	Check	7/9/2020	GRACE BALUCH	42130	RECONCILED	7/13/2020		500.00
26300	52293	ACCOUNTS_PA	Check	7/9/2020	WORTHINGTON DIRECT	13971	RECONCILED	7/13/2020		7,532.90
26304	52294	ACCOUNTS_PA	Check	7/9/2020	FIRE-SAFETY SERVICE, INC.	40316	RECONCILED	7/15/2020		5,270.00
26289	52295	ACCOUNTS_PA	Check	7/9/2020	OHIO ACTE	682	RECONCILED	7/13/2020		4,500.00
26288	52296	ACCOUNTS_PA	Check	7/9/2020	EDUCATION WEEK	1025	RECONCILED	7/15/2020		44.00
26296	52297	ACCOUNTS_PA	Check	7/9/2020	ROLL OFF INC.	11290	RECONCILED	7/20/2020		410.00

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26282	52298	YABLE ACACCOUNTS_PA	Check	7/9/2020	VISUAL ARMOR SECURITY	41461	RECONCILED	7/22/2020		\$ 300.00
26286	52299	YABLE ACACCOUNTS_PA	Check	7/9/2020	SC STRATEGIC SOLUTIONS	41786	RECONCILED	7/15/2020		8,392.44
26292	52300	YABLE ACACCOUNTS_PA	Check	7/9/2020	USI INSURANCE SERVICES, LLC	41563	RECONCILED	7/14/2020		37,038.00
26287	52301	YABLE ACACCOUNTS_PA	Check	7/9/2020	LORRAINE M. FENDE	8426	RECONCILED	7/16/2020		3,670.05
26306	52302	YABLE ACACCOUNTS_PA	Check	7/9/2020	ACEWARE SYSTEMS, INC.	40106	RECONCILED	7/15/2020		6,012.80
26284	52303	YABLE ACACCOUNTS_PA	Check	7/9/2020	THE UNIVERSITY OF AKRON	42131	RECONCILED	7/27/2020		1,000.00
26303	52304	YABLE ACACCOUNTS_PA	Check	7/9/2020	GCA SERVICES GROUP	41167	RECONCILED	7/13/2020		16,724.73
26301	52305	YABLE ACACCOUNTS_PA	Check	7/9/2020	AGM ENERGY SERVICES LLC	41355	RECONCILED	7/15/2020		1,347.50
26307	52306	YABLE ACACCOUNTS_PA	Check	7/9/2020	ILLUMINATING COMPANY	925	RECONCILED	7/10/2020		16,400.16
26309	52307	YABLE ACACCOUNTS_PA	Check	7/9/2020	CAAHEP	41555	RECONCILED	7/14/2020		600.00
26283	52308	YABLE ACACCOUNTS_PA	Check	7/9/2020	MICRO CENTER A/R	4017	RECONCILED	7/14/2020		22,268.97
26295	52309	YABLE ACACCOUNTS_PA	Check	7/9/2020	ZACHARY FATUR	42124	RECONCILED	7/9/2020		508.19
26285	52310	YABLE ACACCOUNTS_PA	Check	7/9/2020	AT&T	171	RECONCILED	7/15/2020		2,938.27
26310	52311	YABLE ACACCOUNTS_PA	Check	7/9/2020	OHIO BUREAU OF WORKERS	6801	RECONCILED	7/13/2020		486.06
26305	52312	YABLE ACACCOUNTS_PA	Check	7/9/2020	THIRTYSEVEN4, LLC	41765	RECONCILED	7/13/2020		2,870.00
26293	52313	YABLE ACACCOUNTS_PA	Check	7/9/2020	ESC OF THE WESTERN RESERVE	41901	RECONCILED	7/10/2020		1,831.07
26299	52314	YABLE ACACCOUNTS_PA	Check	7/9/2020	MICAHIEL CARDAMAN	42132	VOID		7/9/2020	508.19
26298	52315	YABLE ACACCOUNTS_PA	Check	7/9/2020	CITY OF PVILLE UTIL.	215	RECONCILED	7/16/2020		675.68
26302	52316	YABLE ACACCOUNTS_PA	Check	7/9/2020	COMDOC INC.	8170	RECONCILED	7/13/2020		6,737.40
26290	52317	YABLE ACACCOUNTS_PA	Check	7/9/2020	OHIO SCHOOLS COUNCIL	672	RECONCILED	7/10/2020		1,942.00
26308	52318	YABLE ACACCOUNTS_PA	Check	7/9/2020	SYMPPLICITY CORPORATION	40124	RECONCILED	7/10/2020		2,206.31
26311	53227	YABLE ACACCOUNTS_PA	Check	7/9/2020	MICHAEL CARDAMAN	42132	RECONCILED	7/13/2020		508.19

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26318	53228	ACCOUNTS_PA	Check	7/16/2020	SHETTLER OFFICE SOLUTIONS	41656	RECONCILED	7/22/2020		\$ 340.11
26337	53229	ACCOUNTS_PA	Check	7/16/2020	SEIVERS SECURITY SYSTEMS INC	1931	RECONCILED	7/23/2020		757.70
26322	53230	ACCOUNTS_PA	Check	7/16/2020	CRILE ROAD HARDWARE	551	RECONCILED	7/21/2020		625.17
26320	53231	ACCOUNTS_PA	Check	7/16/2020	EXSCAPE DESIGNS, LLC	41963	RECONCILED	7/17/2020		1,505.00
26335	53232	ACCOUNTS_PA	Check	7/16/2020	WELLS FARGO FINANCIAL LEASING	40583	RECONCILED	7/21/2020		3,924.00
26321	53233	ACCOUNTS_PA	Check	7/16/2020	MCPHILLIPS PLUMBING	11069	RECONCILED	7/20/2020		1,600.00
26334	53234	ACCOUNTS_PA	Check	7/16/2020	LAKE CTY DEPT OF JOB & FAMILY	13530	RECONCILED	7/29/2020		254.16
26341	53235	ACCOUNTS_PA	Check	7/16/2020	MAJOR WASTE DISPOSAL	570	RECONCILED	7/24/2020		75.00
26325	53236	ACCOUNTS_PA	Check	7/16/2020	VISIBLE BODY	41977	RECONCILED	7/27/2020		2,200.00
26329	53237	ACCOUNTS_PA	Check	7/16/2020	AT&T	171	RECONCILED	7/22/2020		171.82
26331	53238	ACCOUNTS_PA	Check	7/16/2020	CHARDON OIL CO.	8287	RECONCILED	7/21/2020		684.72
26333	53239	ACCOUNTS_PA	Check	7/16/2020	U S POSTAL SERVICE	7745	RECONCILED	7/20/2020		1,500.00
26326	53240	ACCOUNTS_PA	Check	7/16/2020	LAKELAND COMMUNITY COLLEGE	42135	OUTSTANDING			2,000.00
26338	53241	ACCOUNTS_PA	Check	7/16/2020	KINZUA ENVIRONMENTAL INC	4035	RECONCILED	7/20/2020		466.95
26332	53242	ACCOUNTS_PA	Check	7/16/2020	HARTMAN PUBLISHING, INC.	12899	OUTSTANDING			277.70
26328	53243	ACCOUNTS_PA	Check	7/16/2020	SPRINT	41733	RECONCILED	7/23/2020		88.44
26336	53244	ACCOUNTS_PA	Check	7/16/2020	FIRST COMMUNICATI ONS LLC	10610	RECONCILED	7/20/2020		60.04
26327	53245	ACCOUNTS_PA	Check	7/16/2020	CREDIT CARD OPERATION	41906	RECONCILED	7/20/2020		733.28
26340	53246	ACCOUNTS_PA	Check	7/16/2020	HUNTINGTON NATIONAL BANK	10092	RECONCILED	7/20/2020		176.49
26315	53247	ACCOUNTS_PA	Check	7/16/2020	LINCOLN ELECTRIC CO.	984	RECONCILED	7/20/2020		2,603.24

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26316	53248	ACCOUNTS_PA	Check	7/16/2020	ENVIROCHEMI CAL, INC	41949	RECONCILED	7/22/2020		\$ 6,010.00
		YABLE								
26319	53249	ACCOUNTS_PA	Check	7/16/2020	PENNCARE	8957	RECONCILED	7/21/2020		1,081.75
		YABLE								
26323	53250	ACCOUNTS_PA	Check	7/16/2020	B&H PHOTO-VIDEO	8659	RECONCILED	7/17/2020		7,554.06
		YABLE								
26339	53251	ACCOUNTS_PA	Check	7/16/2020	FA SOLUTIONS LLC	41342	VOID		7/21/2020	1,809.00
		YABLE								
26317	53252	ACCOUNTS_PA	Check	7/16/2020	ADVANCED GAS & WELDING	13407	RECONCILED	7/17/2020		369.00
		YABLE								
26342	53253	ACCOUNTS_PA	Check	7/16/2020	SHOUTPOINT, INC.	13704	RECONCILED	7/17/2020		1,035.00
		YABLE								
26330	53254	ACCOUNTS_PA	Check	7/16/2020	OHIO SCHOOLS COUNCIL	672	RECONCILED	7/17/2020		525.00
		YABLE								
26324	53255	ACCOUNTS_PA	Check	7/16/2020	SHERRY WILLIAMSON	40795	RECONCILED	7/17/2020		135.96
		YABLE								
26349	53256	ACCOUNTS_PA	Check	7/21/2020	FA SOLUTIONS LLC	41342	RECONCILED	7/22/2020		1,809.00
		YABLE								
26355	53257	ACCOUNTS_PA	Check	7/23/2020	BUCKEYE POWER SALES INC	12266	RECONCILED	7/28/2020		1,000.00
		YABLE								
26364	53258	ACCOUNTS_PA	Check	7/23/2020	AT&T	171	RECONCILED	7/29/2020		505.34
		YABLE								
26359	53259	ACCOUNTS_PA	Check	7/23/2020	BES SOLUTIONS	746	VOID		7/23/2020	58,109.97
		YABLE								
26351	53260	ACCOUNTS_PA	Check	7/23/2020	GENE PTACHEK & SON	640	RECONCILED	7/28/2020		1,270.00
		YABLE								
26369	53261	ACCOUNTS_PA	Check	7/23/2020	PILLAR EXCAVATING & DEMOLITION	40075	OUTSTANDING			780.00
		YABLE								
26352	53262	ACCOUNTS_PA	Check	7/23/2020	GENERAL PEST CONTROL CO.	11210	OUTSTANDING			752.75
		YABLE								
26366	53263	ACCOUNTS_PA	Check	7/23/2020	WEX BANK	41338	RECONCILED	7/29/2020		64.25
		YABLE								
26362	53264	ACCOUNTS_PA	Check	7/23/2020	OHIO DEPT OF JOB & FAMILY	1877	RECONCILED	7/29/2020		2,829.94
		YABLE								
26363	53265	ACCOUNTS_PA	Check	7/23/2020	MADISON LOCAL SCHOOLS	10906	RECONCILED	7/31/2020		10,833.34
		YABLE								
26353	53266	ACCOUNTS_PA	Check	7/23/2020	SHERWIN WILLIAMS	334	RECONCILED	7/29/2020		73.15
		YABLE								
26361	53267	ACCOUNTS_PA	Check	7/23/2020	AIDAN THOMPSON	42137	OUTSTANDING			2,000.00
		YABLE								
26365	53268	ACCOUNTS_PA	Check	7/23/2020	OHIO PEACE OFFICER	41679	OUTSTANDING			125.00
		YABLE								
26367	53269	ACCOUNTS_PA	Check	7/23/2020	TREASURER, STATE OF OHIO	42136	RECONCILED	7/30/2020		100.00
		YABLE								

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26357	53270	ACCOUNTS_PA	YABLE	7/23/2020	LINCOLN ELECTRIC CO.	984	RECONCILED	7/27/2020		\$ 1,403.98
26370	53271	ACCOUNTS_PA	YABLE	7/23/2020	GAZETTE NEWSPAPERS NATIONAL	11455	RECONCILED	7/28/2020		25.00
26358	53272	ACCOUNTS_PA	YABLE	7/23/2020	HEALTHCARE R ASSOC.	11819	RECONCILED	7/24/2020		465.00
26354	53273	ACCOUNTS_PA	YABLE	7/23/2020	POCKET NURSE ENTERPRISES, INC. INC	10331	RECONCILED	7/24/2020		884.50
26360	53274	ACCOUNTS_PA	YABLE	7/23/2020	NOC COG ONE STOP	40653	OUTSTANDING			216.07
26368	53275	ACCOUNTS_PA	YABLE	7/23/2020	MUNICIPAL EMERGENCY SERVICES	41310	RECONCILED	7/24/2020		2,259.90
26350	53276	ACCOUNTS_PA	YABLE	7/23/2020	OHIO SCHOOLS COUNCIL	812	VOID		7/29/2020	3,900.00
26356	53277	ACCOUNTS_PA	YABLE	7/23/2020	JOHNSON CONTROLS	40669	RECONCILED	7/24/2020		1,190.95
26390	53278	ACCOUNTS_PA	YABLE	7/30/2020	SMOCKER BY BEBAR MFG CO	40974	OUTSTANDING			812.50
26378	53279	ACCOUNTS_PA	YABLE	7/30/2020	ELECTRONIX EXPRESS	7251	OUTSTANDING			828.00
26381	53280	ACCOUNTS_PA	YABLE	7/30/2020	GRIMES HORTICULTURE, INC.	8014	OUTSTANDING			148.00
26376	53281	ACCOUNTS_PA	YABLE	7/30/2020	BOB'S GARAGE & TOWING INC	12402	OUTSTANDING			175.00
26384	53282	ACCOUNTS_PA	YABLE	7/30/2020	VIG SOLUTIONS INC	41771	OUTSTANDING			1,256.00
26385	53283	ACCOUNTS_PA	YABLE	7/30/2020	JOHNSON CONTROLS	40669	RECONCILED	7/31/2020		1,838.76
26374	53284	ACCOUNTS_PA	YABLE	7/30/2020	DOMINION ENERGY OHIO	4003	OUTSTANDING			273.07
26383	53285	ACCOUNTS_PA	YABLE	7/30/2020	ILLUMINATING COMPANY	925	RECONCILED	7/31/2020		1,260.74
26375	53286	ACCOUNTS_PA	YABLE	7/30/2020	ENVIROCHEMI CAL, INC	41949	OUTSTANDING			537.00
26382	53287	ACCOUNTS_PA	YABLE	7/30/2020	COLD HARBOR BUILDING CO.	40097	OUTSTANDING			41,415.67
26379	53288	ACCOUNTS_PA	YABLE	7/30/2020	CHAGRIN VALLEY	40980	OUTSTANDING			379,165.71

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26387	53289	ACCOUNTS_PA	Check	7/30/2020	PAVING INC HC/BUCKEYE EDUCATIONAL SYSTEMS	41917	OUTSTANDING			\$ 58,109.97
26373	53290	ACCOUNTS_PA	Check	7/30/2020	VERIZON WIRELESS AT&T	41745	OUTSTANDING			135.79
26380	53291	ACCOUNTS_PA	Check	7/30/2020	VIVIANI FAMILY LIMITED	41770	OUTSTANDING			185.11
26372	53292	ACCOUNTS_PA	Check	7/30/2020	BENCO DENTAL SUPPLY CO	11774	OUTSTANDING			3,022.36
26377	53293	ACCOUNTS_PA	Check	7/30/2020	MUNICIPAL EMERGENCY SERVICES	41892	OUTSTANDING			15,654.97
26388	53294	ACCOUNTS_PA	Check	7/30/2020	MSC INDUSTRIAL SUPPLY CO. INC.	41310	RECONCILED	7/31/2020		335.70
26389	53295	ACCOUNTS_PA	Check	7/30/2020	OHIO SCHOOLS COUNCIL	7489	RECONCILED	7/31/2020		125.59
26386	53296	ACCOUNTS_PA	Check	7/30/2020	ADVANCED GAS & WELDING	812	RECONCILED	7/31/2020		3,900.00
26371	53297	ACCOUNTS_PA	Check	7/30/2020	MEDICAL MUTUAL OF OHIO	13407	RECONCILED	7/31/2020		1,270.65
\$ 840,198.98										
Default Payment Type: Electronic										
26314	0	ACCOUNTS_PA	Electronic	7/17/2020	SERS	900926	RECONCILED	7/18/2020		1,134.46
26391	0	ACCOUNTS_PA	Electronic	7/30/2020	STATE TEACHERS RETIREMENT	999994	RECONCILED	7/30/2020		1,030.92
26395	0	ACCOUNTS_PA	Electronic	7/31/2020	OHIO SERS	900926	RECONCILED	7/31/2020		1,128.13
26272	0	ACCOUNTS_PA	Electronic	7/10/2020	STATE TEACHERS RETIREMENT	480	RECONCILED	7/11/2020		25,757.10
26344	0	ACCOUNTS_PA	Electronic	7/24/2020	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	7/25/2020		2,978.39
26267	0	ACCOUNTS_PA	Electronic	7/22/2020	SERS	900926	RECONCILED	7/3/2020		1,360.60
26269	0	ACCOUNTS_PA	Electronic	7/10/2020	BANK ONE/MEMO/ME DICARE	900663	RECONCILED	7/11/2020		3,236.41
26346	0	ACCOUNTS_PA	Electronic	7/24/2020	STATE TEACHERS	480	RECONCILED	7/25/2020		23,432.97

AUBURN VOCATIONAL SCHOOL DISTR

Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26348		0 ACCOUNTS_PA YABLE	Electronic	7/24/2020	RETIREMENT BANK ONE/MEMO/FIC	900693	RECONCILED	7/25/2020		\$ 23.25
26271		0 ACCOUNTS_PA YABLE	Electronic	7/10/2020	SCHOOL EMPLOYEES RETIRE-Workers Comp	7727	RECONCILED	7/11/2020		7,797.52
26345		0 ACCOUNTS_PA YABLE	Electronic	7/24/2020	Workers Comp	900950	RECONCILED	7/25/2020		867.65
26313		0 ACCOUNTS_PA YABLE	Electronic	7/14/2020	FLEX SAVE	999992	RECONCILED	7/18/2020		100.00
26347		0 ACCOUNTS_PA YABLE	Electronic	7/24/2020	SCHOOL EMPLOYEES RETIRE-	7727	RECONCILED	7/25/2020		7,662.20
26273		0 ACCOUNTS_PA YABLE	Electronic	7/10/2020	BANK ONE/MEMO/FIC	900693	RECONCILED	7/11/2020		23.25
26270		0 ACCOUNTS_PA YABLE	Electronic	7/10/2020	Workers Comp	900950	RECONCILED	7/11/2020		947.56
26312		0 ACCOUNTS_PA YABLE	Electronic	7/14/2020	LAKE COUNTY SCHOOLS COUNCIL	999998	RECONCILED	7/18/2020		59,254.00
<u>\$ 136,734.41</u> <u>\$ 976,933.39</u>										
Type: REFUND										
Default Payment Type: Check										
26277	53219	REFUND	Check	7/9/2020	BRIAN WENDL	41852	RECONCILED	7/13/2020		1,007.00
26281	53220	REFUND	Check	7/9/2020	ANTONIO ROSSRICHARD S	41921	RECONCILED	7/10/2020		4,700.00
26279	53221	REFUND	Check	7/9/2020	JOSEPH PRICE	42015	RECONCILED	7/13/2020		34.00
26276	53222	REFUND	Check	7/9/2020	GRIFFIN CZARNECKI	42093	RECONCILED	7/14/2020		30.00
26280	53223	REFUND	Check	7/9/2020	OWEN NAPIER	42099	RECONCILED	7/20/2020		529.00
26274	53224	REFUND	Check	7/9/2020	TYLER MCGRODER	42123	OUTSTANDING			5,796.00
26275	53225	REFUND	Check	7/9/2020	ZACHARY FATUR	42124	RECONCILED	7/9/2020		816.00
26278	53226	REFUND	Check	7/9/2020	CATHOLIC CHARITIES OF ASHTABULA COUNTY	42126	RECONCILED	7/15/2020		30.00
26392	53298	REFUND	Check	7/31/2020	JACLYN MURRAY	42140	OUTSTANDING			375.00
26393	53299	REFUND	Check	7/31/2020	MARCY OGRINC	42139	OUTSTANDING			465.00

AUBURN VOCATIONAL SCHOOL DISTR Monthly Check Summary

Reference Number	Check Number	Type	Default Payment Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
26394	53300 REFUND	Check		7/31/2020	LAKE HEALTH FOUNDATION	42141	OUTSTANDING			\$ 2,416.18
Type: PAYROLL										
26268	0 PAYROLL			7/10/2020	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	7/11/2020		210,553.95
26343	0 PAYROLL			7/24/2020	AUBURN VOCATIONAL SCHOOL DISTR		RECONCILED	7/25/2020		192,801.96
Type: Default Payment										
Grand Total										
										<u>\$ 403,355.91</u>
										<u>\$ 403,355.91</u>
										<u>\$ 1,396,487.48</u>



Attachment Item #9

*Approve Permanent
Appropriations
FY 2020-2021*

AUBURN VOCATIONAL SCHOOL DISTRICT
CY 2020-2021
AMENDED CERTIFICATE OF ESTIMATED RESOURCES
WITH AMOUNTS APPROPRIATED
1-Sep-20

FUND #	FUND NAME	TOTAL AVAILABLE TO APPROPRIATE	AMOUNT APPROPRIATED
001	GENERAL	\$ 16,504,210.92	\$ 9,438,465.28
002	BOND RETIREMENT	\$ 614,496.00	\$ 614,496.00
004	CONSTRUCTION FUND	\$ 199,194.40	\$ 89,583.37
006	LUNCH ROOM	\$ 157,500.00	\$ 157,500.00
009	UNIFORM SUPPLIES	\$ 26,706.10	\$ 13,546.85
011	ROTARY	\$ 22,500.00	\$ -
012	ADULT EDUCATION	\$ 1,642,454.24	\$ 1,642,454.24
014	ROTARY INTERNAL SERVICE	\$ 11,603.87	\$ 1,603.87
018	PRINCIPAL	\$ 71,544.71	\$ 64,694.71
019	OTHER GRANT	\$ 31,474.53	\$ 29,974.53
022	DISTRICT AGENCY	\$ 10,304.76	\$ 8,304.76
024	EMPLOYEE BENEFITS SELF INSURANCE	\$ 56,220.40	\$ 35,873.49
070	CAPITAL PROJECTS	\$ 822.19	\$ 822.19
200	STUDENT ACTIVITES	\$ 115,641.44	\$ 64,466.44
467	STUDENT WELLNESS STATE GRNT	\$ 50,000.00	\$ 50,000.00
501	ABLE	\$ 353,113.27	\$ 353,113.27
510	CORONA VIRSUS RELIEF FUND	\$ 15,457.71	\$ 15,457.71
524	VEPD	\$ 382,766.75	\$ 382,766.75
599	CARES ACT GRANT	\$ 23,679.40	\$ 23,679.40
GRAND TOTAL		\$ 20,289,690.69	\$ 12,986,802.86

AUBURN VOCATIONAL SCHOOL DISTR Amended Official Certificate of Estimated Resources

Rev. Code Sec. 5705.36

Fiscal Year: 2021

Fund	Unencumbered Balance July	Taxes	Other Sources	Total
AUBURN VOCATIONAL SCHOOL DISTR				
Governmental Fund Type				
General Fund				
001 GENERAL	\$ 6,439,445.67	\$ 7,154,432.21	\$ 2,910,333.04	\$ 16,504,210.92
Total:	\$ 6,439,445.67	\$ 7,154,432.21	\$ 2,910,333.04	\$ 16,504,210.92
Special Revenue				
018 PUBLIC SCHOOL SUPPORT	\$ 12,344.71	\$ 0.00	\$ 59,200.00	\$ 71,544.71
019 OTHER GRANT	\$ 29,974.53	\$ 0.00	\$ 1,500.00	\$ 31,474.53
467 Student Wellness and Success Fund	\$ 0.00	\$ 0.00	\$ 50,000.00	\$ 50,000.00
501 ADULT BASIC EDUCATION	\$ (8,194.44)	\$ 0.00	\$ 361,307.71	\$ 353,113.27
510 CORONA VIRUS RELIEF FUND	\$ 0.00	\$ 0.00	\$ 15,457.71	\$ 15,457.71
524 VOC ED: CARL D. PERKINS - 1984	\$ (207,399.31)	\$ 0.00	\$ 590,166.06	\$ 382,766.75
599 MISCELLANEOUS FED. GRANT FUND	\$ 23,679.40	\$ 0.00	\$ 0.00	\$ 23,679.40
Total:	\$ (149,595.11)	\$ 0.00	\$ 1,077,631.48	\$ 928,036.37
Debt Service				
002 BOND RETIREMENT	\$ 0.00	\$ 0.00	\$ 614,496.00	\$ 614,496.00
Total:	\$ 0.00	\$ 0.00	\$ 614,496.00	\$ 614,496.00
Capital Projects				
004 BUILDING	\$ 79,194.40	\$ 0.00	\$ 120,000.00	\$ 199,194.40
070 CAPITAL PROJECTS	\$ 822.19	\$ 0.00	\$ 0.00	\$ 822.19
Total:	\$ 80,016.59	\$ 0.00	\$ 120,000.00	\$ 200,016.59
Proprietary Fund Type				
Enterprise				
006 FOOD SERVICE	\$ 0.00	\$ 0.00	\$ 157,500.00	\$ 157,500.00
009 UNIFORM SCHOOL SUPPLIES	\$ 12,325.10	\$ 0.00	\$ 14,381.00	\$ 26,706.10
011 ROTARY-SPECIAL SERVICES	\$ 0.00	\$ 0.00	\$ 22,500.00	\$ 22,500.00
012 ADULT EDUCATION	\$ 155,029.24	\$ 0.00	\$ 1,487,425.00	\$ 1,642,454.24
Total:	\$ 167,354.34	\$ 0.00	\$ 1,681,806.00	\$ 1,849,160.34
Internal Service				
014 ROTARY-INTERNAL SERVICES	\$ 1,603.87	\$ 0.00	\$ 10,000.00	\$ 11,603.87
024 EMPLOYEE BENEFITS SELF INS.	\$ 11,220.40	\$ 0.00	\$ 45,000.00	\$ 56,220.40
Total:	\$ 12,824.27	\$ 0.00	\$ 55,000.00	\$ 67,824.27
Judiciary Fund Type				
Agency Fund				
022 DISTRICT AGENCY	\$ 8,304.76	\$ 0.00	\$ 2,000.00	\$ 10,304.76
200 STUDENT MANAGED ACTIVITY	\$ 64,466.44	\$ 0.00	\$ 51,175.00	\$ 115,641.44
Total:	\$ 72,771.20	\$ 0.00	\$ 53,175.00	\$ 125,946.20
Grand Totals:	\$ 6,622,816.96	\$ 7,154,432.21	\$ 6,512,441.52	\$ 20,289,690.69

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 23rd day of June, 2020, at the office of Auburn Technology Learning Center with the following members present:

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

_____ 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, 2021, 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. Mary Javins	Aye	Mr. CJ Paterniti	Aye
Mr. Kenneth Cahill	Aye	Mr. Geoffrey Kent	Aye	Mr. Erik Walter	Aye
Dr. Susan Culotta	Aye	Mr. Ken Klima	Aye	Mrs. Mary Wheeler	Aye
Mr. Paul Stefanko	Aye	Mr. Roger Miller	Aye		

AUBURN VOCATIONAL SCHOOL DISTR

Appropriations Resolution Report

Rev. Code Sec. 5705.38

Fiscal Year: 2021

AUBURN VOCATIONAL SCHOOL DISTR

Include Zero Balance Accounts: false

	Total Appropriation
001 GENERAL	\$ 9,438,465.28
002 BOND RETIREMENT	\$ 614,496.00
004 BUILDING	\$ 89,583.37
006 FOOD SERVICE	\$ 157,500.00
009 UNIFORM SCHOOL SUPPLIES	\$ 13,546.85
012 ADULT EDUCATION	\$ 1,642,454.24
014 ROTARY-INTERNAL SERVICES	\$ 1,603.87
018 PUBLIC SCHOOL SUPPORT	\$ 64,694.71
019 OTHER GRANT	\$ 29,974.53
022 DISTRICT AGENCY	\$ 8,304.76
024 EMPLOYEE BENEFITS SELF INS.	\$ 35,873.49
070 CAPITAL PROJECTS	\$ 822.19
200 STUDENT MANAGED ACTIVITY	\$ 64,466.44
467 Student Wellness and Success Fund	\$ 50,000.00
501 ADULT BASIC EDUCATION	\$ 353,113.27
510 CORONA VIRUS RELIEF FUND	\$ 15,457.71
524 VOC ED: CARL D. PERKINS - 1984	\$ 382,766.75
599 MISCELLANEOUS FED. GRANT FUND	\$ 23,679.40
Grand Total All Funds	\$ 12,986,802.86

**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: September 1, 2020

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



Attachment Item #13

Human Resources

Auburn Career Center



Human Resources

September 1, 2020

Resignation

2020-2021

Employee Name	Title	Effective
Steven Hoffman	Aspire Instructor	July 27, 2020
Louise Vadasz	PN Faculty	August 20, 2020

Evening Security

2020-2021

Deputy Ryan Kirschner	Deputy Bryan Bowen
Deputy David Doughty	Sgt. Michael Zgrebnak
Deputy Daniel Glasier	Deputy Donald Durst
Deputy Shane Hopp	Capt. Robert Izzo
Deputy James Wheeler	Deputy Dale Pohto
Deputy Christopher Cichon	Deputy Garret Stefanciin
Deputy Jackie Trazc	Deputy William Leonello
Deputy Michael Reed	Dect. Donovan Buchs
Sgt. Gerald Infalvi	

Adult Workforce

2020-2021

Employee Name	Title	Hourly Amount
Melissa Leslie	Telecommunicator Instructor	\$30.00
Keith Chaffee	Telecommunicator Instructor	\$30.00
Justin Kyreme-Parks	Telecommunicator Instructor	\$30.00
Harry Pearce	EMT/Paramedic Instructor	\$30.00
Tyler Hallquist	EMT Instructor	\$30.00
Dawn Osewalt	Telecommunicator Instructor	\$30.00
William Shaw	Telecommunicator Instructor	\$30.00
Deborah Grgic	Aspire Instructor	\$21.63

Classified Non-Teaching - 1 Yr.

2020-2021

Employee Name	Title	Hourly Rate	Contract Days
Ann Omiecinski	Evening Receptionist	\$12.25	5 hours per day (3 days a week)
Emma Macias Villegas	Evening Receptionist	\$12.25	5 hours per day (2 days a week)

Extended Days

2020-2021

Employee Name	Title	Days	Reason
Kaitlin Boyd	School Counselor	Up to 3 Days	Prepare for Orientation and upcoming school year
Jason Gardner	Pro Web & Gaming Design	Up to 1 Day	Working on student attendance app
Bob Hill	Construction	Up to 3 Days	Clean up current house for selling purposes

Substitutes

2020-2021

Employee Name	Certified Area
Erica Slanoc	Office Operations
Corey DiRocco	Carpentry
Marilyn Craine	Education of the Handicapped/Severe Behavior Handicapped /Specific Learning Disabled
Dave Ivey	Aviation Occupations/Manufacturing Occupations

Stipends for LPDC Committee

2020-2021

The amounts below are divided into two installments, one in December and one in June.

Employee	Title	Category	Total Amount
Dorothy Bentley	Member	LPDC Committee	\$1,143.61
Jared Rogge	Member	LPDC Committee	\$1,143.61
Jeff Slavkovsky	Member	LPDC Committee	No Stipend Taken
Robin Nunes	Coordinator/Chair	LPDC Committee	\$2,750.00
Dee Stark	Member	LPDC Committee	No Stipend Taken

Supplemental Contracts
2020-2021

These amounts below are divided into two installments, one in December and one in June.

Employee	Title	Category	Total Amount
Angela Nelson	DECA	Club	\$716.54
Robin Nunes	Drug Free Clubs of America	Club	\$752.11
Jane Metrisin	Educators Rising	Club	\$784.42
Amy Ryan	FCCLA	Club	\$695.96
David Richards	FFA	Club	\$778.96
Terry Colescott	Moderator	AWT RoboBots	\$737.05
Sarah Noble	National Technical Honor Society	Club	\$535.50
John Blauch	SADD	Club	\$843.00
Laura Ciszewski	Skills USA	Club	\$739.17
Dennis Harvey	Skills USA	Club	\$570.44
Cayley Volpin	Stars/Student Ambassadors	Club	\$502.62
Kaitlyn Boyd	Student Leadership Team	Club	\$479.99

Stipend
2020-2021

This amount is divided into two installments, one in December and one in June.

Name	Title	Amount
John Blauch	District EMS Responder	\$8,430.00

Stipends - Mentors
2020-2021

These amounts are divided into two installments, one in December and one in June.

Employee Mentor	Mentorees	Total Amount
Sarah Noble	Educator Mentor (K. Boyd)	\$535.50
Dorothy Bentley	Educator Mentor (C. Hastings)	\$773.94
John Blauch	Educator Mentor (A. Eckman)	\$843.00
Terry Colescott	Educator Mentor (T. Welk & R. Beech)	\$1,474.10

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

Employee Name	Title	Step	Column	Amount
Darrin Spondike	Computer Networking	13	4	\$71,841.00
Dennis Harvey	Architecture Project Management	6	5	\$57,044.00

**Auburn
Career Center**



Attachment Item #15

*Approve Remote
Learning Plan
2020-2021*

Auburn Career Center



Auburn Career Center Remote Learning Plan

Description

The Auburn Career Center will use the Pre COVID-19 Status Quo Model.

The district plans to open largely as it operated prior to the spring school-building closure period – all students in the classroom, five (5) days a week.

In the event our school district is closed for three (3) or more days, we will provide remote learning for students having internet capabilities. If a child cannot receive remote learning, he/she will receive a mailed packet of work. If it is a prolonged closure, we will design work to be delivered in two (2) week increments. Students will return packets with the deadline provided. We are working with local school districts to ensure that all students have laptops or Chromebooks along with mobile hotspot for students without internet. Auburn Career Center has laptops and hotspots for students that are unable to receive devices from their associate school district. We will provide recorded lessons for students that will be posted on Schoology, a learning management system.

This year our staff will be required to work all five (5) days unless closed by the Health District and/or State. We will have staff here to help all students via web, email, online chat, phone or any other means possible. All of our courses have fixed schedules. During the closure, the students are scheduled to remote into the classroom and/or call the teacher during their classroom scheduled time.

Students will all have Google accounts to communicate with teachers and Schoology access.

All of our online materials are aligned to state and local standards and classroom/lab objectives. Our teachers will establish clear expectations to guide and engage students. These will be delivered the first week of school in their school packet.

The remote learning information will be distributed via the school website, Facebook, Twitter, Instagram, mailed to students and through our Infinite Campus Messenger phone call/text system.

Determining Competency, Granting Credit and Promotion

Student competency and grading will be determined by the district grading and participation policy. Students using remote learning and/or packets will receive the grade earned. Students logging into remote learning will receive their participation credit for that class. When packets are returned, those students will receive their participation grade determined by the amount of work they have completed. Promotion will be determined by the homeschool, State and our completion requirements.

Classroom teachers will notify the guidance department of student's failing. Then the guidance department will monitor those specific students on progress during the closure. Currently we do this for all students.

All IEP students will have access directly to not only classroom teachers but our intervention specialists. Intervention specialists will track all students under IDEA and report any issues to the Director of High School.

Students can ask for additional time on all assignments. They must notify the teacher and set up a new time frame for work to be turned in.

Attendance Requirements

Student's attendance will be monitored daily with those that can do remote learning. Otherwise, attendance will be monitored through those returning packets and the amount of work completed. Students failing to do work will not be counted present. Teachers, Teaching Assistants, School Counselors, Support Staff and Administrators will attempt contact on a weekly basis for any student without internet access. If a student is not working remotely, phone calls, emails and text messages will be sent to students.

Progress Monitoring

Teachers will do progress monitoring through charting and Infinite Campus. We use Infinite Campus for grading and it allows the use of notes to be added. Any student needing help can contact the school and speak with their teacher. They can also send an email. These will be checked daily.

If a student has a grade below a "C", the teacher will call and keep a record of all calls every week. If the student needs help, the teacher will take necessary steps to help the student.

Equitable Access

All students have access to classroom lessons. We will assign the same work and it will either be remote, via Schoology, or mailed packets. We will also add a page on our school website for students to see all assignments.

Professional Development

We will have teachers participate in professional development once a month to enhance their knowledge of use in Schoology, Google, Microsoft, Promethean Boards, various cameras and video streaming equipment. This gives many options for platforms and resources for online learning. Professional development will be available for other online programs for each content area.

**Auburn
Career Center**



Attachment Item #16

Approve Revisions

Back to School Plan

Back to School Plan

**Auburn
Career Center** 

2020-2021

- ❖ Auburn Vocational Board of Education Approved 7/14/2020
 - ❖ Auburn Vocational Board of Education Approved Revisions 8/4/2020
 - ❖ Next revision to be reviewed by Board of Education 9/1/2020
-

This plan provides the basis for a systematic resumption of classes at the Auburn Career Center in response to the nationwide COVID-19 pandemic. It identifies the responsibilities, functions, operational guidelines and working relationships of staff, governmental entities, private support groups and individual citizens involved in its creation and implementation.

The plan closely adheres to the Health and Safety Guidance for Ohio K-12 Schools that was released by the State of Ohio on July 2, 2020 and, where applicable, follows guiding principles set forth in the National Incident Management System (NIMS). It is based on the knowledge that incidents are best handled at the lowest jurisdictional level while utilizing a "Whole Community" approach in plan development and implementation.

PURPOSE AND SCOPE

A. Purpose

To provide a framework for Auburn Career Center to reopen school buildings while also helping its students and staff reduce the risk of exposure and prevent the spread of COVID-19 in their communities.

Included are guidance and best practices for:

- Assessing symptoms
- Increased sanitation
- Social distancing
- Face coverings
- Risk assessment and mitigation

It should be noted that Prevention strategies detailed in the plan should be layered on one another and used at the same time. No single strategy is sufficient. Any signs of a cluster of new cases in the school or the local community should result in a re-evaluation of mitigation strategies.

B. Scope

This plan identifies the essential functions required to safely resume classes at the Auburn Career Center and applies to all students, staff and visitors entering the facility.

SITUATION AND ASSUMPTIONS

A. Situation

1. Auburn Career Center is a Public High School Career Center and Ohio Technical College located in Concord Township, Ohio that serves 6 school districts in Lake County, 4 school districts in Geauga County and other students.

2. Approximately 25% of Ohio's secondary students participate in career-technical education programs.
3. On March 13, 2020, President Trump declared a national emergency related to the worldwide COVID-19 pandemic.
4. Epidemic was identified as a potential hazard vulnerability to Lake County in its 2016 Multi-Jurisdictional Hazard Mitigation Plan.
5. Active cases of COVID-19, some resulting in death, have occurred in Lake County.
6. The Department of Health and Human Services (HHS) has been designated as the federal lead agency involved in the nation's COVID-19 response. The Ohio Department of Health and Lake County General Health District have been designated as the lead agencies for local direction and planning guidance.

B. Assumptions

1. As schools start to reopen, the health and safety of students, staff, and volunteers is paramount.
2. We are now at the highest level of community spread since the COVID-19 pandemic began. It transmits quickly and having students gather in classrooms again involves inherent risk for students and staff.
3. While the science about COVID-19 is evolving, it will be important to remain vigilant and nimble to respond to new developments.
4. Continuing to keep children physically out of school could have long-term detrimental effects on academic progress, mental and emotional well-being and behavior according to recent studies and the American Academy of Pediatrics.
5. Students in career-technical education programs are given real-world examples to help them make connections to what they learn in academic classes and are provided the opportunity to work in a team which is a crucial element of any career. Our plan requires traditional attendance and students present in the building when school is in session.
6. There will be changes to how children will be transported to and from school and what the typical school day will look like. These adaptations are critically important to ensuring that children are able to return to school safely.

PLAN IMPLEMENTATION

- A. In order to ensure the health and safety of students, staff and visitors returning to the Auburn Career Center in the Fall, mitigation strategies that cross-cut various operational areas will be developed, implemented, and updated as needed. These strategies will closely adhere to the Health and Safety Guidance for Ohio K-12 Schools released by the State of Ohio on July 2, 2020.
- B. All strategies employed will be distributed and made available based on the input of stakeholders and the application and guidance from the Ohio Department of Health and Lake County General Health District.
- C. COVID-19 cases that are identified during the 2020-2021 school year will be quickly addressed and properly managed to limit exposure.
- D. The Auburn Career Center Administrators listed below are responsible for answering questions and providing information to school staff and families regarding COVID-19. Please refer to the Auburn Career Center website COVID-19 page for updates.

Dr. Brian Bontempo	Superintendent	440.358.8011
Ms. Sherry Williamson	Treasurer	440.358.8006
Mr. Jeff Slavkovsky	Executive Director of CTE	440.358.8033
Mr. Chris Mitchell	Director of High School	440.357.7542 x8060
Ms. Dee Stark	Director of Curriculum & Instruction	440.358.8030
Ms. Michelle Rodewald	Director of Adult Ed. & Business Partnerships	440.357.7542 x8159
Mr. David Cowen	Coordinator of Internships & Adult Programs	440.358.8028

The Auburn Career Center (ACC) has spent significant time leveraging intellectual resources and local, state, and national talent to build a program to meet the response to the requirements of a safe restart to the 2020-2021 school year. We continue to focus on the safety, social emotional as well as academic plans for all staff and students. This initial document is intended to respond to the safety requirements of the Lake County General Health District (LCGHD) as an extension of the Ohio Department of Health. Additional guidance has been considered from the Reset and Restart for Career & Technical Education and the COVID-19 Health & Prevention provided for Ohio K-12 Schools.

The Auburn Career Center in May 2020 established sub committees comprised of teachers, school counselors, a school board member, support staff and administrators to provide input to Back to School plans for Auburn Career Center. The sub committees comprised of facilities, wellness, instruction, communications, equity & service, non-instructional and human resources. Following the creation of the initial plan and walk through of the building in June 2020 with the Lake County General Health District, the Auburn Career Center Board provided input and support for the Back to School plan. Focus groups of administrators, teachers and staff, parents and students will provide input to the plan over several meetings throughout July and August 2020.

The Auburn Career Center will review these practices and establish monthly reviews sessions with the Lake County General Health District. The intention of the reviews is to improve the protocols based on previous experiences and changes to the guidance from the Lake County General Health District. This document serves as the working document for both the High School and Adult programming of the Auburn Career Center.

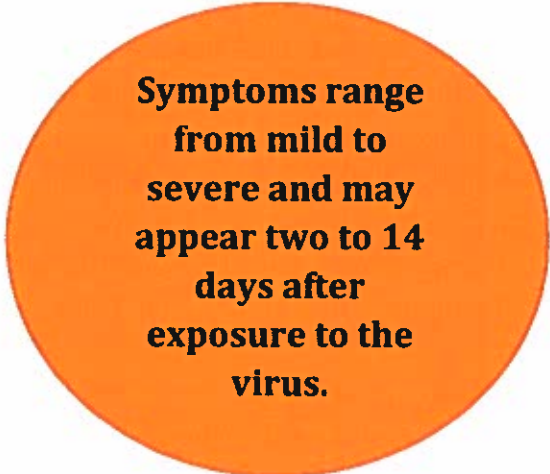
The Superintendent has authority to modify from time to time to respond to new mandates or unique situations not addressed in the current plan and will seek Board approval and Lake County General Health District approval at the next regularly scheduled meeting.

1. Vigilantly Assess for Symptoms

- a. Staff and students conduct personal daily health checks prior to going to school which should include taking their temperature and assessing their symptoms. Anyone with symptoms (described below) or a temperature above 100.4°F should stay home.
- b. COVID-19 Symptoms -Help prevent the spread of COVID-19

You may have COVID-19 if you experience one or more of the following:

- Fever or chills
- Cough
- Shaking or exaggerated shivering
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



Symptoms range from mild to severe and may appear two to 14 days after exposure to the virus.

- c. If a student, staff, or volunteer begins to show symptoms or has a temperature above 100.4°F while at school, they must immediately be separated from other students, staff, or volunteers, given a face covering, and monitored by a staff member wearing appropriate personal protective equipment (PPE) and maintaining physical distance when possible. A specific and private location has been identified for temporary quarantine for the separated individual until arrangements are secured for the pick-up of the individual.
- d. School personnel will refer those displaying symptoms of COVID-19 to the Lake County General Health District. The Lake County General Health District will be contacted in the case of the positive or suspected COVID-19 cases in a school building. The Lake County General Health District will help to identify potentially infected or exposed individuals and assist with appropriate notifications and guidance to the Auburn Career Center.
- e. We will monitor daily absences of students and staff for trends. Staff and students who have suspected or confirmed COVID-19 cannot return to school until they are released by the Lake County General Health District.

Example of a communication to school community in the event of a positive test by student or staff:

A student (or staff member) at the Auburn Career Center tested positive for COVID-19 and the Lake County General Health District (LCGHD) has been made aware, as is required, and is advising us during this process. If anyone is thought to be exposed, their name, address and phone number has been shared with the LCGHD, and they will be in direct contact with you. If you have any specific questions, please contact the LCGHD at 440.350.2188.

2. Wash and Sanitize Hands to Prevent Spread

a. Hand washing and sanitizing are important tools in preventing the spread of COVID-19 by killing the virus. (See 2B) Students and staff should practice frequent handwashing for at least 20 seconds when hands are dirty, before and after eating, and after using the restroom. Additionally, staff and students should avoid touching their mouths, noses, and eyes since the virus easily enters the body through these membranes.

b. **STOP GERMS WASH YOUR HANDS**

Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.

Rinse hands well under clean, running water.

Dry hands using a clean towel or air dry them.

- c. All employees, students, and staff are required to wash their hands, using the 20 second washing protocol, upon entering their work or learning space. Sanitizing stations (at least 60% to 95% alcohol based) will be available in any work or learning area that does not have a sink.
- d. Sanitizing stations will be available (at least 60% to 95% alcohol based) in every hallway and in multiple locations.
- e. We will have industry specific gloves for all staff and students in order to create a barrier from potential hazards.
- f. Students, teachers, staff and visitors are encouraged to cover coughs and sneezes with a tissue and, if not available covered in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.



3. Thoroughly Clean and Sanitize School Environment to Limit Spread on Shared Surfaces

- a. We will clean surfaces as frequently as possible, paying close attention to high touch areas and shared materials, and make sanitation wipes or disinfectants available in each room and common space.
- b. High touch areas throughout the school will be cleaned each day taking into consideration student transition times.
- c. Students will be asked to clean their personal learning space before leaving each day.
- d. A sanitizing schedule will be documented and will include cleaning each night in each building that the building is in use.
- e. Doors, where possible, will be left open and only closed to allow for required privacy or quiet environment.
- f. Regular review of the school building ventilation system will be conducted.
- g. Students will use their own tools whenever possible, when working in the lab.
- h. When using district owned tools or equipment, gloves (barriers) and cleaning requirements that are specified by your instructor and meet the industry specific standards, will be required.
- i. When the industry specific hands-on learning is to take place, the specific mandates for each industry sector in the Reset and Restart for Career & Technical Education will be followed.
- j. We will follow Lake County General Health District Guidelines for cleaning and sanitizing should an exposure take place.
- k. To maintain water system safety, recommended CDC guidance will be followed in portions of the facility that could remain unused for extended periods.

4. Practice Social Distancing

- a. Staff and students will, when possible, maintain 6-foot social distance, in all school environments, including classrooms, hallways, restrooms, cafeteria, drop-off and pick-up locations, and anytime outdoors on school property.
- b. All offices, work areas, learning spaces, and other rooms will follow the 6 ft. social distancing guidelines and will use a minimum of 36 sq. foot of space per person for the purpose of calculating social distancing capacity.
- c. All offices, work areas, learning spaces, and other rooms will have signage by the entranceway identifying social distancing capacity as well as responsible person(s) for maintaining social distance protocols for the room.
- d. Barriers such as plexi glass walls will be located at secretary work stations or other work locations as needed.
- e. All visits to restrooms, offices, etc. must follow posted signage and markings to maintain social distance.
- f. We will reinforce distancing with visual cues such as floor markings and signs.
- g. We will coordinate drop off time with affiliate districts to ensure that congregation time is minimized.
- h. Specific drop off and entrance locations will be established for students dropped off by bus in proximity to their classrooms for morning classes. During mid-day runs that pick up morning students and drop off afternoon students, a different system will be implemented. Morning students will exit specific doors and afternoon students will enter other specifically assigned doors. The location of these specifically assigned doors will ensure one-way traffic with the intention of eliminating congregating. Afternoon students will be assigned specific exit doors.
- i. Students that are driving to school will be assigned a specific entrance/exit door.
- j. Students are assigned classroom seats and, wherever possible, they are assigned for the first students in the classroom to be furthest from the classroom door.
- k. All learning spaces will have seating charts and maintained by the responsible person for the room.
- l. Back-up locations for classrooms have been identified.

- m. Restrooms will be used in the classroom or to the closest in proximity and assigned accordingly. All visits to restrooms, offices, etc. must follow posted signage and markings to maintain social distance.
- n. Waiting in the restroom is not permitted.
- o. No in school visitors, customer service, and field trips will be scheduled. Any exception requires permission of administration and will require temperature checks for any non-employee and must follow current Ohio Law.
- p. A secured and monitored unique location has been identified for any sick person to wait until arrangements have been made for the person to be picked up.
- q. Every classroom/lab/and lunch period will have assigned seats. This aids in contact tracing if necessary and may significantly reduce quarantines as a result of the ability to confirm student seating.
- r. Lunches will be structured and assigned seats will be mandatory. All lunch periods will follow the room limitations for social distancing and seating will be clearly marked to show available seating. Students will sit in assigned seats with their program classmates. Pick up for lunches and alternative lunch locations and times **have been established** to ensure adequate time for lunches as well as required social distancing. Breakfast distribution **and classroom delivery** will be coordinated in conjunction with the drop off schedule for each morning.
- s. Lunch will be offered in a prepackaged “to-go” type container. Any special breakfast or lunch arrangements will be coordinated to meet a specific student need.
- t. Back-up **and** additional locations have been identified for lunch.
- u. Every classroom/lab will be assigned a specific entrance and exit to the building to ensure social distancing and reduce congregations.
- v. Students and staff are encouraged to bring their own water bottles as all **traditional** water fountains are shut down.
- w. Students that arrive late are required to enter the main front doors, maintain social distancing, have temperature taken, and use the attendance kiosk to sign in.

5. Face Coverings Policy

This face covering policy is established because of the importance of face masks in slowing the spread of COVID-19 and after considering all the available science. Recognizing that available scientific information, local needs, and laws may change at any moment, the Board authorizes the Superintendent to unilaterally review and adjust the instant face covering policy in consultation with the appropriate officials. At no time, shall this policy require a standard that is less than required by law.

FACE MASKS

Face masks should cover both the mouth and nose to maximize effectiveness.

Additional Ohio Department of Health guidance on face coverings in general and on face coverings for children and can be found on coronavirus.ohio.gov.

FACE SHIELDS

Face shields that wrap around the face and extend below the chin can be considered as an alternative where cloth face coverings would hinder the learning process. Some situations where face shields would be useful include:

- When interacting with students, such as those with disabilities, where communication could be impacted;
- When interacting with English-language learners or when teaching a foreign language;
- Settings where cloth masks might present a safety hazard (i.e. science labs); and
- For individuals who have difficulty wearing a cloth face covering.

SCHOOL STAFF, STUDENTS, VOLUNTEERS, AND GUESTS MUST WEAR MASKS

All school staff, students, volunteers, and guests must wear face coverings unless exempted by law. Such exemptions may include:

- Facial coverings in the school setting are prohibited by law or regulation;
- Facial coverings are in violation of documented industry standards;
- Facial coverings are not advisable for health reasons;
- Facial coverings are in violation of the school's documented safety policies;
- Facial coverings are not required when the staff works alone in an assigned work area; and/or
- There is a functional (practical) reason for a staff member or volunteer to not to wear a facial covering in the workplace.

Individuals who are not required to wear face coverings must provide written justification to the Board explaining why the individual is not required to wear a facial covering in the school. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.

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

Nothing in this policy shall supersede the minimum requirements set forth by law.

6. Educational Consideration Plans

- a. Every program will be prepared for a virtual classroom in the event that a shutdown is required. Each teacher is prepared for that event and will review those requirements in the event of virtual classroom situation with all students on the first day of school. In the event of virtual class time students will be required to be in “attendance” each day at the regularly scheduled time of day. This is critical for the coordination of scheduling with the student home district as well as our IT department planning and for the scheduling of teacher time.
- b. We will maintain a communication system for staff and students to reach out for any social, emotional need as well as a referral system should they recognize anyone in need of assistance.
- c. We are working to identify the training needs for staff and students and will utilize the additional time for staff during our professional development days as well as training for students on the first days of school and orientation night on any protocol for daily school operations, virtual classroom options and PPE usage.
- d. The Auburn Career Center will follow the Reset and Restart for Career & Technical Education document that makes industry recommendations for safety, licensure, credentials and other Career & Technical Education specific items. Please refer to that document for details.
- e. Teachers have been equipped with various instructional tools including video type cameras (tripods, monitors and other like equipment) that will be supported with live streaming or similar content. The video can also be uploaded to our learning management system, Schoology, for student review. This enhancement offers a great option for any student that is absent from school.
- f. Teachers also have requested unique supplies/equipment for student home use if necessary. The IT department is working toward a virtual personal network VPN that will allow teachers and students access to their computer remotely and utilize the high power software and hardware we have available. If the VPN is not available, staff and students will be equipped with a best available option with consideration of cost should a virtual environment be necessary and as needed.
- g. Each program teacher will review their face to face plans and their virtual plans with an administrator to ensure a process is in place for deploying equipment and supplies if necessary.
- h. Virtual Plans as per HB164, will also serve as a remote learning plan in the event that shut downs are mandated. The Board approved virtual plan has been submitted to the Ohio Department of Education and is available on their website as well as Auburn Career Center’s COVID-19 page. The plans consider two main options:

1. Teachers will teach virtually from their classroom/lab using equipment.
2. Teachers will teach virtually from home using the best resources available.

We recognize that as with any plan we cannot consider every scenario. We will remain flexible and supportive at all times. We encourage all staff and students to contact the school for any academic, IT, or social emotional needs at any time.

**Auburn
Career Center**



Attachment Item #17

*Approve Adult Workforce
Instructor Handbook
2020-2021*



Adult Workforce Instructor Handbook

2020-2021

8140 Auburn Road
Concord Township, Ohio 44077

440.357.7542 Main Number
800.544.9750 Toll Free Number

www.auburncc.org

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Mission Statement

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

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Forward

This handbook is a guide to aid you in improving your 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 Manual is the final authority.

Throughout the year, there may be additions or deletions published that will supplement, amplify, or modify the original contents. Electronic copies of this handbook should be considered the current edition. Hard copies of this handbook may not be the most current.

You are expected to familiarize yourself with this manual. Your ideas and suggestions are welcome for future revisions.

Instructor Educational Requirements

Instructors must possess a minimum of a high school diploma and demonstrate competency in the assigned area of instruction. All instructors must obtain a State of Ohio adult education teaching permit unless they hold a current high school teaching permit in the area of assigned instruction.

Instructor Work Day

The instructor work day is dependent upon the hours he/she is scheduled to teach. Instructors are provided one hour of prep time pay for every four hours of instruction. Instructors are expected to be on time and prepared for classes and teach until the end of the required class time.

In the event circumstances require staff to be present in the school or in attendance at required activities, the instructor shall submit a timesheet for the additional hours of pay. Submission for the approval of additional hours requires prior approval by the Director of Adult Workforce Education. At least one instructor from each program is required to be in attendance at the program advisory committee meetings (held bi-annually) for their program of instruction. Instructors are required to be in attendance at the faculty development trainings as scheduled by the adult director.

Instructor Attire

Instructors should be dressed professionally for their career field.

Customer Service

As an educational choice, instructors and staff need to always be aware of and demonstrate excellent customer service both to our current students, business partners, potential students and to each other.

Services (auto, welding, machining services) performed as a part of the curriculum of Auburn Career Center will be guided by the following criteria:

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. Permission of the Director of Adult Workforce Education must be obtained for services performed in your lab facility or in the community. Clientele and students will adhere to safety and prescribed methods established by instructors. All work will be inspected by the instructors.

Visitor Regulations

All visitors must report to the receptionist upon arrival at Auburn, provide acceptable identification and secure a visitor's pass. Instructors should encourage students to continue their regular classroom and laboratory activities as visitor's pass through the building. Pride in appearance of the building and grounds should be a common concern of both students and instructors.

A Guest Speaker Request Form should be completed and submitted to the Director of Adult Workforce Education prior to allowing a guest to speak to the class. Forms are found on the Auburn webpage. Click on the side menu: MyAuburn, log in and then look for AWE Guest Speaker Request Form.

School Crisis Plan

You will receive a separate binder with the school crisis plan in it. Please read through this binder thoroughly, sign the acknowledgement form and return it to the Adult Workforce Education office. Keep your crisis plan in a safe place for quick reference.

Syllabi

Syllabi are completed and sent to the Director of Adult Workforce Education for review by the beginning of the program each year. The formatting and language should not be altered from the master syllabi available on the Adult Shared drive.

Any requests for changes in textbooks for the following year must also be submitted at that time.

Taking Attendance

Attendance is taken in Aceware and must be submitted daily. Attention to attendance is very important for students to keep their financial aid. Be diligent in good attendance procedures. Have sign in and sign out sheets for your program if necessary to keep track of student hours of attendance.

BOARD MINUTES



Faculty		Parent
Aceware	Blackboard	Blackboard
Infinite	CareerSafe	CareerSafe
Campus	Exchange	Exchange
Citrix Xenapp	Infinite	Campus
COE Access	Campus	Portals
Employee	My Auburn	
Kiosk		

Beginnng of the year:

Copy Machine Access

To print or copy using the copy machine, one must have an active key fob. The key fob is scanned before copying and before retrieving a copy.

The copy machines are also the printer for your computer. Depending on where your location is in the building will determine which machine is used. The copiers will be in your print menu under \\accprint\Auburn-copier (color copier)

IT will be happy to help set up the printer for you.

To use the copier machine to copy; scan your fob on the pad to the left of the copier screen. Select number of copies and the type of copies you need (one-sided, two-sided, stapled, hole-punched, etc). Press Start.

Employee Emergency Medical Form

Copies are available in the Board office; once complete please submit to Lori Smith in the Board office

Employee Technology Agreement

Copies are available in the Board office; once complete please submit to Lori Smith in the Board office.

Student Emergency Medical Form

This information is included in the Adult Workforce Education registration packet and is placed in the student file.

Student Technology Agreement

These forms are provided the first day of class. Once the agreements are reviewed and signed, they are returned to the Adult Workforce Education office to be included in the student file.

Instructional Equipment and Supplies:

Auburn Career Center Board of Education Policy 7450

The Board shall maintain a continuous inventory of all Board-owned equipment annually and G.A.A.P. reporting requirements.

It shall be the duty of the Treasurer to ensure that inventories are systematically and accurately recorded and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, dislocation, or depreciation; any major loss shall be reported to the Board.

Auburn Career Center Board of Education Policy 2520

The Board of Education shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the District.

The Superintendent has developed administrative guidelines for the selection and maintenance of all educational and instructional equipment. These procedures include the participation of appropriate administrative and instructional staff.

Emergency Purchases

The Treasurer is authorized to approve emergency purchases in order to support continuous instruction.

Auburn Career Center Board of Education Policy 7300

The Board of Education believes that the efficient administration of the District may require the disposition of real property and/or personal property that is no longer necessary to meet the educational or operational needs of the School District.

Program Advisory Meetings

Auburn Career Center Adult faculty and staff participate in Program Advisory Committee meetings. One of the agenda items is to ensure that instructional equipment used in the program areas meets appropriate and required safety standards. Instructors inspect laboratory and instructional supplies daily to ensure safety standards are met. Any equipment or supply item that does not meet safety standards is either immediately repaired or removed/disposed of, in accordance with the District policy.

First Aid Equipment

A first aid kit is available in the Adult Workforce Education Office as well as every classroom and laboratory. Emergency AED equipment is readily available in both the main building and the TLC building. Eyewash stations are readily available in all laboratories.

Media Services Plan

Auburn Career Center faculty, staff, and students are encouraged to use a variety of educational materials, audio-visual materials, Blackboard learning management system, computers, network, and internet connection ("Network") for educational purposes. There are dedicated computers for classroom use and in common areas, as well as laptop carts available to support instruction and student learning.

When using the Network, faculty, staff, and 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, faculty, and staff must sign a Technology Agreement.

The IT Department provides ongoing technology support to the faculty with individualized faculty training and technology support. Please see the "Technology Help!" section on the next page.

Faculty will provide students with media services orientation within the first week of each class to ensure students have the appropriate access to the technology that will be used in the classrooms. The IT department is available for ongoing technology and training support when needed. Please see the "Technology Help!" section on the next page.

The District provides annual budgetary support for media services. Should you require additional technology or equipment for the classroom, please follow these steps:

- Prepare a request in writing addressed to the Director of Adult Workforce Education including the equipment requested, cost associated with the equipment/materials, and required timeline for implementation. The Director of Adult Workforce Education will review the request and make a recommendation to the Superintendent *{Exec Dir first?}* regarding the purchase.

There is an ongoing means of evaluating the effectiveness of media services and the utilization of the results to modify and improve media services. Instructional staff provides feedback on an ongoing basis as requests are made for instructional support. Bi-annual technology meetings take place in the Spring and Fall of each year to review the District and individual technology needs.

Technology Agreement

The student forms are handed out the first day of class. Once the agreements are reviewed and signed, they are returned to the Adult Workforce Education office to be included in the student file. Faculty and staff receive a copy of the Technology Agreement during the completion of the human resources paperwork.

Media Equipment

Auburn Career Center has media equipment available for instructor use; this equipment includes video cameras, laptops, digital cameras, etc. For available equipment and to reserve their use, contact the Administrative Assistant in the Adult Workforce Education Office. Some media equipment, such as a Smart Board, is built into many of the labs and classrooms on campus. For training on this equipment, please contact the Adult Workforce Education Office to arrange for training with the IT Department.

The IT Department, maintains the primary responsibility for the Media Services Plan, IT Systems & Networking, and provides the support and training for Adult Workforce Education.

Auburn Career Center maintains a current inventory of media resources that are available district-wide. Auburn Career Center staff maintains a current inventory of media and instructional resources pertinent specifically to adult education learners.

Technology Help!

Go to the School Dude website (www.myschoolbuilding.com) , If you are a first time user, click the chevron next to "Never Submitted a SchoolDude Request? Register Here". Fill out your information and submit a "test" to complete your registration. The request will require a password in order to submit. Do not use your password, use the word "password".

Madison Local Schools
Berkshire
Fairport Harbor
Madison
Newbury

Current SchoolDude User? Login Here!

Email

Password

[Forgot Password?](#)

[Never Submitted a SchoolDude Request? Register Here!](#) ▼

If you are in the building, call the IT Department to see if they can help you. Ext. 8024

Maintenance Help!

In a **maintenance safety emergency**, please call receptionist and have Maintenance paged for help. In a nonemergency situation, call ext. 8162 or ext. 8163 or email maintenance at Maintenance@auburncc.org and let them know specifically what you need.

Maintenance safety emergency – bodily fluid clean-up, broken glass, etc.

Nonemergency situation – Light burned out in projector, student can't get their locker open, etc.

For big ticket *{terminology?}* items (Smart Boards, projectors, etc.) please contact Director of Adult Workforce Education first and the Director will notify maintenance.

FERPA Advice for Instructors

Protecting the privacy of students and safeguarding the confidentiality of their records is a responsibility that must be addressed by every public school. FERPA, or the Family Education Rights and Privacy Act, was enacted into [Federal law](#) in 1974 and serves to help keep these records safe from public view.

Protecting Private Educational Records

FERPA protects the private educational records of students from unauthorized parties. Any information that personally identifies the individual must be kept confidential and under this provision, third parties have very limited access to the records.

Access for Students and Parents to their Educational Records

FERPA allows student access to educational records, which include files, documents and other material that is directly related to the student. A student's grades, attendance or written comments about their performance in class are examples of educational records that must be released to the student.

Individual Records for an Instructor's Use Only

Under the Family Education Rights and Privacy Act, an instructor does not have to reveal any individual records they may keep for their use only. Those records are considered personal and are not made available to the school or any other third party. Such records may be shared with a substitute instructor or co-instructor(s), if, for instance, they affect the way the instructor(s) must deal with the student.

Penalties for Not Complying with FERPA

If an instructor, who is a representative of the school, does not protect the privacy of a student's educational records as outlined in FERPA, the instructor and Auburn may both face serious consequences. While revealing a student's grades or other information to the rest of the class might not seem like a serious offense, it is a prohibited behavior under FERPA.

A school that is charged and convicted of privacy violations can lose their federal funding. However, courts have ruled that an *accidental* disclosure of some information that should have been kept private is not sufficient to withhold federal funding. If the school continues to disclose sensitive personal information, they are then likely to be warned and, if the situation is not remedied, lose their funding.

Exceptions for Third Party Disclosure

There are [certain instances](#) where a school is allowed to share private student information with other parties.

- Other educators or officials within the same school who have legitimate educational interests in the student.
- When disclosure of information is necessary to protect the safety and health of the student.
- Another school to which a student is transferring.
- In order to comply with a judicial order.
- Interested parties who are determining a student's financial aid eligibility.

What Kind of Information Can Be Released Without a Student's Consent?

Instructors should be aware of the types of information that do not require consent before it is released. Known as [directory information](#), it includes such things as a student's name, address, e-mail address, place of birth, class level and any degrees that have been earned.

Information That Cannot Be Released

Everything else, called non-directory information, must remain private until student's consent is obtained. Instructors cannot post test scores from the class on a bulletin board or ask another student to distribute graded papers to the class.

Graded work cannot be stacked in a box for students to go through and take their papers. An instructor cannot post a list of class grades on the Internet.

While a student's work can be evaluated by the class for learning purposes, once it is graded by the instructor, it is no longer available for public view. If an instructor wants to write a letter of recommendation using non-directory information, the instructor must first get the permission from the student.

The basic rule is any non-directory information cannot be revealed without the prior consent from the student.

A Few Tips to Avoid Trouble

It only takes a little common sense to comply with the FERPA rules. If an instructor is in his or her office, reviewing a student's file online, and another student walks in, the screen should not be in the student's range of vision. One should never leave a computer unattended when student records can be viewed with the click of a mouse. Finally, any printed documents that contain a student's personal information should be shredded once they are no longer needed.

<http://education.cu-portland.edu/blog/reference-material/ferpa-advice-for-teachers/>

Throughout the year:

Injuries

NON-EMERGENCY

Please, call the Adult Workforce Education office when a student is injured in your classroom. An incident form is on file in the Adult Workforce Education Office and online.

EMERGENCY {should reference School Crisis Plan per JS}

Emergency Response Procedures:

If there is an emergency in the lab or classroom, inform the instructor. If the emergency involves the instructor, dial 911 and then contact the adult school office by using the nearest available telephone.

DIAL 0 (Receptionist)

Remain calm, explain the situation.

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.

Field Trips

Initial Form

Forms are found by going to the Auburn webpage, clicking on the side menu: My Auburn, logging in and then look for AWE Field Trip Application. Students are responsible for providing their own transportation to and from a field trip. Students may carpool or obtain their own individual transportation, but instructors are not to provide transportation.

The Field Trip Request form is to be completed and approved by the Director of Adult Workforce Education. After the students have signed the form for attendance, it is to be returned to the Adult Workforce Education office.

Advisory Boards, Internships – Business Partnerships

Advisory Committees

Auburn Career Center has enlisted the cooperation and coordination of the community in the form of Advisory committees to assist in the planning of career-technical programs. The essential purpose of an advisory committee is to advise. Instructors will gain knowledge and apply it toward the improvement of career- technical programs. Instructors are responsible for maintaining active committee membership, providing an agenda for each meeting, and keeping minutes of each meeting.

Guidelines for working with advisory committees are:

1. Schedule only necessary meetings
2. Have meetings well organized (agenda, minutes, etc.)
3. Keep meetings short and to the point.
4. Be willing to listen to member's questions.
5. Enlist help of individuals between meetings.
6. Send minutes to all members. This helps to keep members who missed the meeting informed.
7. Select members who have a variety of backgrounds in the program area.
8. Invite the committee to observe the program and make suggestions for improvement.
9. Show members you appreciate their time and effort

Grades

Schoology can and should be used to process grades, and a final spreadsheet including both the percentage and letter grade must be submitted to the Administrative Assistant in the Adult Workforce Education office at the end of each module. The Adult Workforce Education Administrative Assistant will enter the final grade into Aceware and enter the spreadsheet of final grades into the course file. Grades need to include a variety of assessments including hands on assessments, written assessments, formative assessments and informal assessments *See Laura Kamis (8276) for assistance. See IT (8024) for technical assistance in Aceware and Blackboard.*

See Dee Stark for assessment and schoology advice (8030)

Industry Credentials

It is important that teachers give information of when students pass certification tests or credentials; teachers need to give copies of scores to the adult office so that students receive the credentials and we are reporting the credentials appropriately.

Sexual Harassment

Ohio and Federal laws define sexual harassment as unwanted sexual advances or unwanted visual, verbal, or physical conduct of a sexual nature. Any staff member who engages in harassment and/or sexual harassment will be subject to disciplinary action as outlined by Board Policy. Click on this link to view this policy in the Auburn Board Policy <http://www.neola.com/auburnjvs%2Doh/>

Instructor Grievance Policy

In accordance with Board Policy 3211, the Board of Education expects all its employees to be honest and ethical in their conduct and to comply with the applicable State and Federal laws, Board policies and administrative guidelines. Staff should report possible violations of these Board expectations to their immediate supervisor.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor. If the employee's immediate supervisor is not responsive or is the person whose behavior is in question, the employee may report to the The Executive Director of Career and Technical Education. If the reported conduct relates to the Superintendent, the report should be filed directly with the Board President.

After such a verbal report is made, the immediate supervisor will ask that employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report that is confirmed in writing to their immediate supervisor.

The Superintendent has developed administrative guidelines necessary for implementation of this policy, including the development of forms upon which such reports can be made.

Discrimination Equal Educational Opportunity

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students to achieve their potential through the curriculum regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background.

In order to achieve the this goal, the Superintendent provides:

- a. Student Access – review current and proposed programs, activities, and practices to ensure that all students have equal access and are not segregated on the basis of race, color, creed, sex or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations.
- b. Student Evaluation – ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed, sex, or national origin.

The Superintendent appointed a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

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

Report of Harassment Form



Employee Report of Harassment
Name:
Date of Report:
Position:
Date of Alleged Harassment:
Location of Alleged Harassment:
Name of Alleged Harasser:
Description of the Incident:
Name of Witness (s) if any

Signature of Person Making the Report

Donations

All donations to Auburn Career Center 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 of Adult Workforce Education who will then forward to the Treasurer's Office. Final acceptance will rest with the Director of Adult Workforce Education.

Instructors are responsible for an accurate inventory of their program. This includes the location of items that were traded or otherwise disposed of.

Guidelines for Acceptance

1. All donations must first be approved for acceptance by the program instructor and Director of Adult Workforce Education.
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 of Adult Workforce Education submits a list of all donations (with titles?? attached, if applicable) monthly to the Superintendent for acceptance by the Board of Education.
5. Thank you letters are issued through the Superintendent.
6. Titles for donated vehicles are kept in the Treasurer's office.

Guideline for Disposal

1. Disposal of any equipment (including donations) must be approved by the Director of Adult Workforce Education.
2. Any donated vehicles removed from the property must be accompanied by the title.
3. Transfer {not a disposal?} from one department to another must be approved by the Director of Adult Workforce Education.
4. The program instructor makes arrangements for all removals of equipment with prior Director of Adult Workforce Education approval.
5. A receipt must be given to the Director of Adult Workforce Education responsible for the program for all equipment and/or vehicles scrapped.

Drug Policy

It is the primary objective of Auburn Career Center to assure 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

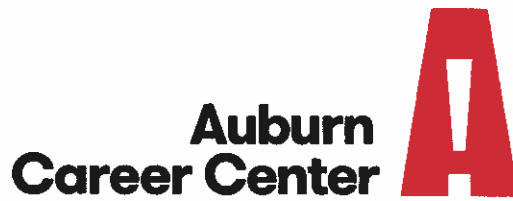
The administration is authorized to utilize any drug detection methods as well as canines, whose reliability and accuracy for sniffing out contraband has been established, to aide in the search for contraband in school-owned property (including lockers) and anyone or any vehicle on school property. An 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.

Family and Medical Leave

The Board provides Family and Medical Leave in accordance with federal law. An employee must substitute any of his/her accrued paid leave for Family and Medical Leave when such may be elected by the Board under the Federal law. For purposes of this section, "twelve (12) month period" is defined as the twelve (12) month period measured forward from the date of a members' first Family and Medical leave begins (*i.e.*, the leave year is specific to each employee). An employee is entitled to twelve (12) weeks of leave during a twelve (12) month period beginning on the first date Family and Medical leave is taken. The next twelve (12) month period would commence the first time Family Medical leave is taken after completion of any previous twelve (12) month period.

Tuition Free Benefit for Employees & Immediate Family

The Auburn Career Center Board of Education has a tuition-free benefit for Auburn employees and their immediate family members. An employee should review the policy and complete the form on the following page in order to apply for this benefit.



Tuition-Free Benefit for Employees & Immediate Family

Date: _____

Employee Name: _____

Student Enrolling: _____

Relationship to Employee: _____

Address of Student: _____

Class Registering For: _____

FAFSA Completed (Full Time only); _____

I, an Auburn Career Center employee, acknowledge that I have read the *Tuition Free Benefit for Auburn Employees and their Immediate Family Members* policy as adopted by the Auburn Career Center Board of Education on August 7, 2018, {date differs from that above} and I certify that the dependent relationship and residency above are true and accurate.

Employee Signature

Date

Notary

Date

Approved when completed form is signed by the Director of the Adult Workforce Education and Executive Director of Career and Technical Education

Director of Adult Workforce Education

Date

Executive Director of Career and Technical Education

Date

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, X8044), click on Requisitions and then new.

Vendor Numbers can be looked up by clicking on the binoculars. Make sure you enter a description of what you are purchasing and why. In the Attention field, please put your first and last name! Click on the + to add items to your requisition. Account numbers can also be looked up by clicking on the binoculars. When finished, click on the post button to send the requisition to the Director of Adult Workforce Education for review.

Making sure we know if students find employment, additional educational opportunities or go into the military during or after the program

It is important that Auburn Career Center collect data about our students' employment, further education or joining of the military after they complete our programs.

Attempts to collect follow-up data begin prior to the students' separation and continue until all efforts of data collection are exhausted. The data collection is recorded in three locations based on the specific data requirements for COE, HEI, and iPEDs.

Practical Nursing, Paramedic, and EMT programs provide students with a student survey upon graduation. An additional survey is sent to the students six months from graduation in order to request additional follow up data. At the time of annual reporting, a designated member of the Adult Workforce Education team attempts to reach the graduates without the appropriate contact information via telephone, e-mail, and/or regular U.S. mail.

All other students need to complete the job readiness tasks prior to graduation.

Student Name	Name and Contact Information for Employer; Continuing Education; Student refusal of employment; Student waiting for licensure exam results in order to gain employment.	Job Title and relation to the field of study (if applicable)	Date of Student Employment	Date of Student Employment Verification	Method of Student Employment Verification
--------------	---	--	----------------------------	---	---

All of the data collected is maintained by the Administrative Assistant in the Adult Workforce Education office.

The follow-up data is reviewed and analyzed by the Director of Adult Workforce Education and the Adult Workforce Education Team, including instructors. Problem-solving and goal implementation are completed in order to ensure each program meets the expected targets for COE and HEI.

Student Services Strategic Plan

Student Services are inclusive of the Director of Adult Workforce Education, assessment, fiscal services, guidance, program coordinators, and administrative assistants to ensure all students have access to services for enrollment, completion, earned credentials, and employability.

- Incoming students talk to someone on the enrollment team who provides information regarding the program, costs and enrollment procedures. Students can enroll at this time.
- Incoming students for Practical Nursing, Emergency Medical Technician, Firefighter and Paramedic and Public Safety programs need to complete the WorkKeys test. Certain benchmarks are in place in order to enhance student success in certain fields. If a student is unable to meet those benchmarks, the student will be provided with information regarding the ASPIRE program, offered the opportunity to utilize the WorkKeys study guides, and given the opportunity to re-take the test.
- Other students may be encouraged to take the WorkKeys test during their program and will be provided academic assistance if needed as a result of the Work Keys scores. The Career Counselor and/or Student Services Coordinator will work with students to determine strategies to promote student success.
- The Adult Workforce Education Administrative Assistant enters the students' WorkKeys scores (if taken) and registration information into the Aceware system and maintains the official files and records of the students. In the EMT Basic, Paramedic, and Practical Nursing programs the Program Administrator and/or the Program Coordinator maintain the official files and records of the students.
- The Director of Adult Workforce Education, Administrative Assistants, Program Administrator, Program Coordinator, Treasurer's office staff, Career Advisor, and Student Services Coordinator have permission to access the students' electronic records as maintained in the electronic database, Aceware.
- Students may obtain an official transcript by completing the Transcript Request form. No transcript will be provided unless the student's account is paid in full. The student transcript contains, at a minimum, the following: program of study, modules completed, grades, period(s) of enrollment, and program completion date (if applicable).
- Enrollment, academic, and educational progress records are maintained by the Adult Workforce Education Administrative Assistants. The financial records are maintained by the Treasurer's office.
- Student record preservation is maintained by the District approved vendor (Aceware) for digital record keeping in accordance with the Board of Education record retention policy and procedure.
- The written grievance policies, with COE mailing address and telephone number are printed in the Student Handbook.
- All student grievances will be filed by the Administrative Assistants in the student file and be scanned into the district approved vendor for digital record keeping to ensure acceptable quality in the educational programs offered.
- The Career Advisor and Student Services Coordinator will provide academic advisement to students. The academic advisement assists students in planning for and completing the occupational education programs in which they are enrolled.
- Employment services are provided for all occupational programs. The Career Advisor and the Business Partnership Coordinator provide employment services to students in their occupational programs, during and after the completion of the program. Placement services may include: Symplicity job board, resume writing services, mock interviews, placement referrals, job boards, career information, and job fairs.
- Students are given access to Symplicity. Symplicity is a system that enhances the sharing of information between Auburn Career Center, the students, and the employers. Students can browse jobs posted by local employers and apply to positions using their stored resumes, cover letters, and additional documents. Employers can post jobs and receive applications for available positions. Symplicity is maintained by the Business Partnership office.
- Employment information is shared by the Director of Adult Workforce Education, the Nursing Coordinator and the Public Safety Coordinator, along with the other members of the Adult Workforce Education team in order to review, assess, and make recommendations for continued improvements. The employment data is reviewed annually, at a minimum in order to achieve the mission of Auburn Career Center.

- The Default Management Plan is to be maintained by the Financial Aid Officer and meets the standards of the U.S. Department of Education.
- Auburn Career Center has adopted and implemented the School Crisis Plan as a written plan for health and safety of students in cases of sickness, accidents, or emergency health care needs. The plan is evaluated annually.
- A system for reporting and investigating all health and safety incidents is included in the School Crisis Plan. The Director of Adult Workforce Education and/or the Program Coordinators follow-up on any and all reported incidents. The documentation is then filed in the student file. Students and staff report injuries or accidents on the Witness Incident and Accident Statement, which can be obtained in the Adult Workforce Education Office and at www.auburncc.org and located in MyAuburn.
- The Student Services Coordinator and the Director of Adult Workforce Education are responsible for approving and documenting any reasonable accommodations for students with documented needs. The Office of Accessibility Coordinator shares and reviews the documentation and policies with the students requesting accommodations. This process is in compliance with all ADA regulations.
- The Student Services Strategic Plan will be evaluated annually by the Adult Workforce Education Leadership team and revised as necessary in order to meet the needs of the student population. The review and recommendations will be documented in the Adult Workforce Education team meetings.

Performance Evaluations

The Director of Adult Education and Business Partnerships will evaluate teachers on an annual basis. The evaluation may include both walk through and formal evaluations and pre planning with the instructor. The following forms may be used.

Pre-Observation Instructional Plan Conference



PRE-OBSERVATION INSTRUCTIONAL PLAN CONFERENCE

Evaluatee *{Instructor?}*: _____

Date: _____

1. What do you want the students to learn? Please list the objective/rationale from your graded course of study/standards.
2. How do you plan to engage each student in the content? What will you do? What will the students do?
3. What difficulties do students typically experience in this area, and how do you plan to anticipate these difficulties?
4. What instructional materials or other resources, if any, will you use? Why do you feel this is effective for this lesson?
5. How do you plan to assess student achievement of the goals? What procedure(s) will you use? Attach any tests or performance tasks and rubrics.
6. How do you plan to use the results of the assessment?
7. How could your personal strengths and weaknesses impact this lesson?
8. Special Classroom Circumstances.

Observation Form

**AUBURN
OBSERVATION FORM**

Evaluatee: _____

Evaluator: _____

Date: _____

Date: _____

DOMAIN 1	Levels of Performance (Check one for each component)			
PLANNING & PREPARATION	NEEDS IMPROVEMENT	BASIC	PROFICIENT	DISTINGUISHED
COMPONENTS				
1A Knowledge of content & andragogy				
<ul style="list-style-type: none"> • content • prerequisite relationships • content related to andragogy 	COMMENTS:			
1B Knowledge of students				
<ul style="list-style-type: none"> • characteristics of age group • varied approaches to learning • skills and knowledge • interests/cultural heritage 	COMMENTS:			
1C Instructional goals				
<ul style="list-style-type: none"> • value • clarity • suitability for diverse students • balance 	COMMENTS:			
1D Knowledge of resources				
<ul style="list-style-type: none"> • resources for teaching • resources for students 	COMMENTS:			
1E Coherent instruction				
<ul style="list-style-type: none"> • learning activities • materials & resources • instructional groups 	COMMENTS:			
1F Student learning				
<ul style="list-style-type: none"> • congruence with instructional goals • criteria & standards • planning 	COMMENTS:			

AUBURN OBSERVATION FORM

Evaluatee: _____
Date: _____

Evaluator: _____
Date: _____

DOMAIN 2	Levels of Performance (Check one for each component)			
CLASSROOM ENVIRONMENT	NEEDS IMPROVEMENT	BASIC	PROFICIENT	DISTINGUISHED
COMPONENTS				
2A Environment of respect & rapport				
<ul style="list-style-type: none"> • teacher interaction with students • student interaction 	COMMENTS:			
2B Culture for learning				
<ul style="list-style-type: none"> • importance of the content • students pride in work • expectations for learning and achievement 	COMMENTS:			
2C Classroom management				
<ul style="list-style-type: none"> • management of instruction • management of transitions • management of materials/supplies • performance of non-instructional duties • supervision of volunteers and paraprofessionals 	COMMENTS:			
2D Student behavior				
<ul style="list-style-type: none"> • standards • monitoring of student behavior • response to student misbehavior 	COMMENTS:			
2E Physical space				
<ul style="list-style-type: none"> • safety and arrangement of furniture • accessibility to learning and use of physical resources 	COMMENTS:			

AUBURN OBSERVATION FORM

Evaluatee: _____

Evaluator: _____

Date: _____

Date: _____

DOMAIN 3	Levels of Performance (Check one for each component)			
INSTRUCTION	NEEDS IMPROVEMENT	BASIC	PROFICIENT	DISTINGUISHED
COMPONENTS				
3A Communicating clearly and accurately				
<ul style="list-style-type: none"> • directions and procedures • oral and written language 	COMMENTS:			
3B Questioning & discussion techniques				
<ul style="list-style-type: none"> • quality of questions • discussion techniques • student participation 	COMMENTS:			
3C Engaging students in learning				
<ul style="list-style-type: none"> • representation of content • activities and assignments • grouping of students • instructional materials and resources • structure and pacing 	COMMENTS:			
3D Providing feedback to students				
<ul style="list-style-type: none"> • quality: accurate, substantive, constructive and specific • timeliness 	COMMENTS:			
3E Flexibility & responsiveness				
<ul style="list-style-type: none"> • lesson adjustment • response to students • persistence 	COMMENTS:			

AUBURN OBSERVATION FORM

Evaluatee: _____
Date: _____

Evaluator: _____
Date: _____

DOMAIN 4	Levels of Performance (Check one for each component)			
PROFESSIONAL RESPONSIBILITY	NEEDS IMPROVEMENT	BASIC	PROFICIENT	DISTINGUISHED
COMPONENTS				
4A Reflection				
<ul style="list-style-type: none"> • accuracy of lesson effectiveness • use in future teaching and lesson planning 	COMMENTS:			
4B Accurate records				
<ul style="list-style-type: none"> • student comprehension of assignment • student progress in learning • non-instructional recordkeeping 	COMMENTS:			
4C Family communication				
<ul style="list-style-type: none"> • information about instructional program • information about individual students • family involvement in instructional program 	COMMENTS:			
4D Contributions to school & district				
<ul style="list-style-type: none"> • colleague relationships • service to school • school and district project/ program participating 	COMMENTS:			
4E Professional growth & development				
<ul style="list-style-type: none"> • content and andragogy enhancement • professional service 	COMMENTS:			
4F Professionalism				
<ul style="list-style-type: none"> • proactive service to students • advocacy • decision making • timeliness 	COMMENTS:			

Informal Observations

Instructor Name: _____

Grade(s)/Subject Area(s): _____

Evaluator Name: _____

Time Walkthrough Begins: _____

Date: __/__/__

Time Walkthrough Ends: _____

Directions:

This form serves as a record of an informal walkthrough by the instructor's evaluator. The evaluator will likely not observe all the teaching elements listed below in any one informal observation. This record, along with records of additional informal observations, will be used to inform the summative evaluation of the instructor.

EVALUATOR OBSERVATIONS

- ◆ Instruction is developmentally appropriate
- ◆ Lesson content is linked to previous and future learning
- ◆ Learning outcomes and goals are clearly communicated to students
- ◆ Classroom learning environment is safe and conducive to learning
- ◆ Varied instructional tools and strategies reflect student needs and learning objectives
- ◆ Instructor provides students with timely and responsive feedback
- ◆ Content presented is accurate and grade appropriate
- ◆ Instructional time is used effectively
- ◆ Instructor connects lesson to real-life applications
- ◆ Routines support learning goals and activities
- ◆ Instruction and lesson activities are accessible and challenging for students
- ◆ Multiple methods of assessment of student learning are utilized to guide instruction

Evaluator Summary Comments:

Recommendations for Focus of Informal Observations:

Evaluator Signature:

- ◆ Photocopy to Instructor

Summary Observation Form



OBSERVATION FORM

EVALUATEE: _____
EVALUATOR: _____

GRADE/SUBJECT: _____
DATE: _____

OBSERVATION # 1 2

BUILDING ASSIGNMENT: _____

EVALUATOR – SUMMARY COMMENTS:

EVALUATEE – SUMMARY COMMENTS:

EVALUATOR'S SIGNATURE AND DATE

EVALUATEE'S SIGNATURE AND DATE

Office Supplies

Orders are given to *Lori Smith* via email. There is a catalog in the office to find the items needed. Submit with unit quantity, item number, and brief description.

Room Requests

Wendy Lauer, x8278

Outlook Calendar – Folders, Public Folders, All Public Folders, Auburn Resource Calendars

End of course:

End of Module/Course Checklist

The End of Module/Course Checklist is due to the Administrative Assistant in the Adult Workforce Education Office at the end of each module or course. You must return the completed checklist to the Adult Workforce Education Office within two business days of the end of the module or course. A sample form is located on the following page. The form can be obtained from the Adult Workforce Education office or by going to the Auburn Web page, clicking on the side menu: MyAuburn, logging in and then look for AWE End of Module Checklist.



ADULT WORKFORCE EDUCATION
END OF MODULE/COURSE CHECKLIST

INSTRUCTOR: _____ DATE: _____

MODULE/COURSE TITLE: _____

MODULE/COURSE #: _____

Check off List:

- _____ Spreadsheet final grades (% and letter)
- _____ Textbook returned
- _____ Attendance completed and finalized
- _____ Student evaluations of program/instructor

Instructor Signature: _____ Date: _____

AWE Admin Asst. Signature: _____ Date: _____

Director AWE Signature: _____ Date: _____

Appendix

Auburn's Home Page

www.auburncc.org

Acronyms

Places within Auburn's Campus

PC	Presentation Center
TLC	Technology Learning Center
Annex	Small tan house across the street from main building
Industrial Arts Building	Houses ADM & HVAC programs
HORT Building	Behind main building across main bridge on Girdled Road
Public Safety & Criminal Justice Training Area	Red House across from main building

Miscellaneous Education Terms

504	Section 504 of the Rehabilitation Act of 1973
ACTE	Association for Career and Technical Education
ADA	Americans with Disabilities Act
ADD; AD/HD; ADHD; ADD/In	Attention-Deficit/Hyperactivity Disorder; ADD Inattentive
ASL	American Sign Language
AT	Assistive Technology
BOE	Board of Education
CATA	Career And Technical Association
CTE	Career and Technology Education
CBA	Curriculum-Based Assessment
CIP	Continuous Improvement Plan
ESC	Educational Service Center
ESL	English as Second Language
FERPA	Family Educational Rights & Privacy Act
GPA	Grade Point Average
HI	Hearing Impaired
HS	High School
IDA	International Dyslexia Association
IDEA	Individuals with Disabilities Education Act
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
OCD	Obsessive-Compulsive Disorder
OCR	Office for Civil Rights
ODE	Ohio Department of Education
OTES	Ohio Teacher Evaluation System
PLC	Professional Learning Community
PTSD	Post-Traumatic Stress Disorder
RTI	Response-to-Intervention
SD	School District
SLO	Student Learning Objectives

Adult Workforce Education Employee Directory

Name	Extension	Program/Title	Location in Building
Atwell, Joe	8162	Maintenance Supervisor	Maintenance Office- C Wing
Barto, Shelley	8326	Financial Aid Officer	TLC
Barwidi, Laura	8090	Student Services	A Wing
Bontempo, Brian	8011	Superintendent	TLC
David Cowen	8028	Coordinator of Internships and Adult Programs	AWE Office
Davis, Sean	8026	Director of Public Safety	Hort. Building
DePasquale, Victoria	8044	Assistant Treasurer	TLC
Heon-Smith, Lori	8010	Human Resources/Admin. Assistant	TLC
Howell, Karen	8366	Director of Nursing	C Wing
Kamis, Laura	8276	AWE Administrative Assistant	AWE Office
Kerwood, MaryAnn	8237	Aspire Coordinator	TLC
Lauer, Wendy	8278	Aspire Administrative Assistant/Testing Coordinator	TLC
	8248	Career Advisor	AWE Office
McVicker, Carrie	8325	Accounts Rec/Payable	TLC
Receptionist Anna or Emma	0	AWE Night Receptionist/Adm. Assistant	AWE Office
Rodewald, Michelle	8159	Director of Adult Education & Business Partnerships	A Wing
Slavkovsky, Jeff	8033	Executive Director of Career & Technical Education	TLC
Stark, Dee	8030	Director of Curriculum and Instruction	4A
Stropkey, Phil	8163	Evening Maintenance	Maintenance Office-C Wing
Williamson, Sherry	8006	Treasurer	TLC

Administration

Board Office/Adult Personnel

Directors of Programming

**Auburn
Career Center**



Attachment Item #18

Approve Adult Workforce

Student Handbook

2020-2021

Auburn Career Center



Adult Workforce Education Student Handbook 2020-2021

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

We believe that:

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

8140 Auburn Road
Concord Twp., OH 44077
440.357.7542

www.auburncc.org

Consumer Disclosure

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

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

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

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

AUBURN VOCATIONAL SCHOOL BOARD OF EDUCATION MEMBERS

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

AUBURN ADMINISTRATION

Dr. Brian Bontempo
Superintendent

Ms. Sherry Williamson
Treasurer

Mr. Jeff Slavkovsky
Executive Director of Career & Technical Education

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

Ms. Dee Stark
Director of Curriculum & Instruction

Mr. Chris Mitchell
Director of High School

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Welcome to Auburn!

Dear Adult Workforce Education Student,

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

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

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

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

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

Sincerely,

Dr. Brian Bontempo
Superintendent

ADULT WORKFORCE EDUCATION STAFF PHONE EXTENSION LIST

Receptionist 440.357.7542

ADULT WORKFORCE EDUCATION OFFICE

Office Hours

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

Friday 10:00 am – 6:00 pm

Saturday and Sunday CLOSED

Main Office Services:

Registration – Transcripts – Book Purchases - Student Records

Administrative Assistant Laura Kamis.....8276

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

Student Services Coordinator Laura Barwidi 8090

Financial Aid Coordinator Shelley Barto 8326

Career Advisor Brandi Mandzak..... 8248

CUSTOMIZED TRAINING

Coordinator Dave Cowen.....8028

EMS/PARAMEDIC/FIRE FIGHTER TRAINING

Director of Public Safety Sean Davis8026

ASPIRE PROGRAM

ASPIRE Coordinator Mary Ann Kerwood8237

Administrative Assistant Wendy Lauer8237

AUBURN PRACTICAL NURSING

Administrator Karen Howell8366

RESOURCE OFFICER

Lake Co. Sheriff's Dept. Officer on Duty8111

TESTING COORDINATOR/RENTAL RESERVATIONS

Administrative Assistant Wendy Lauer.....8278

Directory of Adult Workforce Education Personnel

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

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

Machining/CNC

Instructor.....Troy Wotring (twotring@auburncc.org)
Instructor.....Chip Bojanowski (cbojanowski@auburncc.org)
Instructor.....Al Large (alarge@auburncc.org)
Instructor.....Tom Selfe (tselfe@auburncc.org)

Auburn Practical Nursing Program

Practical Nursing Administrator.....Karen Howell (khowell@auburncc.org)
Instructor.....Odette Baldeo (obaldeo@auburncc.org)
Instructor.....John Blauch (jblauch@auburncc.org)
Instructor.....Robin Ernst-Mercer (rernst@auburncc.org)
Instructor.....Felecia Roberson (froberson@auburncc.org)
Instructor.....Christine Tredent (ctredent@auburncc.org)
Instructor.....Dianna Tabaj (dtabaj@auburncc.org)
Instructor.....Monica Lewis (mlewis@auburncc.org)
Instructor.....Linda Yoo (lyoo@auburncc.org)
Instructor.....Priscilla Valenti (pvalenti@auburncc.org)
Instructor.....Brenda McLelland (mcllelland@auburncc.org)
Instructor.....Stacy Mousavi (smousavi@auburncc.org)
Instructor.....Elizabeth "Liz" Scipione (escipione@auburncc.org)
Instructor.....Mary Crone (mcrone@auburncc.org)
Instructor.....Janna Strand (jstrand@auburncc.org)
Instructor.....Joe Cooper (jcooper@auburncc.org)
Instructor.....Amber Evans (aevans@auburncc.org)
Instructor.....Glen Conley (gconley@auburncc.org)

EMT and Paramedic and First Aid, CPR, AED

Director of Public Safety.....Sean Davis (sdavis@auburncc.org)
Medical Director.....Dr. Harry Pearce
Lead EMT Instructor.....Carmen Tibaldi (ctibaldi@auburncc.org)
Lead Paramedic Instructor.....Joe Cooper (jcooper@auburncc.org)
Lead Paramedic Instructor.....Matt Urie (urie@auburncc.org)
Instructor.....Joe Paoletta (jpaoletta@auburncc.org)
Instructor.....Brad Davis (bdavis@auburncc.org)
Instructor.....James Davis (jdavis2@auburncc.org)
Instructor.....John Blauch (jblauch@auburncc.org)
Instructor.....Gene Lutz (glutz@auburncc.org)
Instructor.....Joe Hunt (jhunt@auburncc.org)
Instructor.....Bob Ivancic (bivancic@auburncc.org)
Instructor.....Derrick Krzys (dkrzys@auburncc.org)
Instructor.....Michael Lerman (mlerman@auburncc.org)
Instructor.....Susie Vigh (svigh@auburncc.org)
Instructor.....Justin Meister (jmeister@auburncc.org)
Instructor.....Rachel Boehnlein (rboehnlein@auburncc.org)
Instructor.....Gregory Duy (gduy@auburncc.org)
Instructor.....Michael Brush (mbrush@auburncc.org)

Firefighter I & II

Instructor.....	Jason Benton (jbenton@auburncc.org)
Instructor.....	John Bitonti (jbitonti@auburncc.org)
Instructor.....	John Blauch (jblauch@auburncc.org)
Instructor.....	Greg Black (gblack@auburncc.org)
Fire Program Skill Coordinator.....	Jeffrey Buehner (jbuehner@auburncc.org)
Instructor.....	Dominic Chiappone (dchiappone@auburncc.org)
Lead Fire Academy Instructor.....	Michael Fearing (mfearing@auburncc.org)
Instructor.....	Robert Gandee (rgandee@auburncc.org)
Instructor.....	Gregory Hollerbach (ghollerbach@auburncc.org)
Instructor.....	Joe Hunt (jhunt@auburncc.org)
Instructor.....	Anthony Iliano (ailiano@auburncc.org)
Instructor.....	Luigi Ianiro (lianiro@auburncc.org)
Instructor.....	Edward Koziol (ekoziol@auburncc.org)
Instructor.....	Steven Laskey (slaskey@auburncc.org)
Instructor.....	Michael Lerman (mlerman@auburncc.org)
Instructor.....	James McDonald (jmcdonald@auburncc.org)
Lead Skills Examiner and Instructor.....	James Powers (jpowers@auburncc.org)
Instructor.....	Jonathan Richardson (jrichardson@auburncc.org)
Instructor.....	Doug Reidel (dreidel@auburncc.org)
Instructor.....	Doug Rought (drought@auburncc.org)
Instructor.....	Matthew Sadowski (msadowski@auburncc.org)
Instructor.....	Timothy Sitz (tsitz@auburncc.org)
Instructor.....	Tom Sitz (tsitz2@auburncc.org)
Instructor.....	Ron Terriaco (rterriaco@auburncc.org)
Instructor.....	Tim Tobin (ttobin@auburncc.org)
Instructor.....	Mark Toth (mtoth@auburncc.org)
Lead Volunteer Fire Instructor.....	Brian Valletto (bvalletto@auburncc.org)
Instructor.....	Susie Vigh (svigh@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)
Instructor.....	Richard Rousch (rrousch@auburncc.org)
Instructor.....	Mike Fink (mfink@auburncc.org)
Instructor.....	Geffry Turchon (gturchon@auburncc.org)
Instructor.....	Gregory Duy (gduy@auburncc.org)

Fire Safety Inspector Lead Instructor.....	James Davis (jdavis2@auburncc.org)
Instructor.....	Doug Rought (drought@auburncc.org)
Instructor.....	Greg Hollerbach (ghollerbach@auburncc.org)

HVAC Technician

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

Small Engine Repair

Instructor.....	Randy Horvath (rhovath@auburncc.org)
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Industrial Electrical Training

Instructor.....	Richard LaForce (rlaforce@auburncc.org)
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State Tested Nursing Assistant

Instructor..... Chris Tredent (ctredent@auburncc.org)
Instructor..... Brenda McLelland (bmclelland@auburncc.org)

Welding

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

ADULT WORKFORCE EDUCATION-CALENDAR (2020-2021)

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

AUBURN CAREER CENTER

Campus

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

Equipment

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

ACCREDITATION AND AFFILIATIONS

Accreditation

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



Additional Accreditations/Associations and Professional Boards

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

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



AUBURN CAREER CENTER'S EQUAL OPPORTUNITY- POLICY

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

AUBURN CAREER CENTER ADMISSIONS PROCEDURES

A. Eligibility for Admission Career Development Classes

Admission to Auburn Career Center Workforce Education is open to:

1. High school graduates from regionally accredited or state approved high schools.
2. Persons holding a General Education Development High School Equivalency Diploma (GED).
3. High school students 16 years of age or older with written permission from parents and school principal prior to registration.
 - a. Note: students without a high school diploma or GED are not eligible to receive federal student aid, including Pell grants.

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

B. Admissions-Exception to Standard Procedure

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

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

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

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

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

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

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

D. Short-Term Training

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

1. Contact the Adult Workforce Education Administrative Office at 440-357-7542 extension 8276. Complete 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 facsimile, include the credit card number to Adult Workforce Education Office at 440-358-8012.

E. Readmission Policy

Students who withdraw from a program before completing, are dismissed due to grades/attendance/behavior or are Administratively Withdrawn cannot re-enroll in a program unless he/she completes a written petition and submits it to the Director of Adult Workforce Education or the program's administrator. The petition must include how the student will be successful and address any attendance/grade/behavior issues during their prior attendance. The course instructor or program administrator and the Director of Adult Workforce Education will review the petition and grant or deny re-enrollment. The decision of the course instructor and Director of Adult Workforce Education is final. Students with a prior unpaid balance owed to Auburn Career Center are not eligible to re-enroll or petition to re-enroll unless the unpaid balance is resolved.

TUITION

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

A. Withdrawal and Refund Policy**

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

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

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

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

Refunds for Classes Cancelled by Auburn Career Center

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

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

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

Refund Policy for Programs That Are Less Than 200 Clock Hours

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

Refund Policy for Programs That Are 200 Clock Hours or More

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

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

Please Note:

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

PAYMENT OPTIONS

A. Cash Option

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

B. 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 in the Adult Workforce Education Office. Failure to provide current card information after the ten day period will result in withdrawal from the program.

C. Pell Grant Only Option

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

Financial Aid

STATEMENT OF PHILOSOPHY

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

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

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

STATEMENT OF PRINCIPLES

- 1. The primary purpose of Auburn Career Center Financial Aid program shall be to provide financial assistance to accept students who without such aid would be unable to enroll in our school.**
- 2. We recognize our obligation to assist in realizing the national goal of equality of educational opportunity. We, therefore, work with other educational institutions in support of this goal.**
- 3. We shall publish budgets that state total student expenses realistically; including, tuition and fees, books and supplies.**

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

FINANCIAL AID OFFICE PERSONNEL CODE OF CONDUCT

1. Student financial aid office duties will be conducted in an ethical and professional manner and in keeping with organizational policies and procedures as well as relevant federal, state and accreditation requirements.
2. The student financial aid officer will provide counseling for students and parents and/or spouse who desire assistance in financial planning to meet educational expenses.
3. Neither the school nor the financial aid office will enter into any revenue sharing arrangements with any lender.
4. The financial aid office will not steer borrowers to particular lenders or delay loan certifications.
5. The financial aid office will not offer funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of FSA loans, a specific loan volume or a preferred lender arrangement.
6. The financial aid office staff will not accept gifts from a lender, guaranty agency or loan servicer other than gifts distributed from vendors to conference or workshop attendees.
7. The financial aid office staff will not accept compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.
8. The financial aid office staff is prohibited from accepting compensation to serve on an advisory board, commission, or group established by a lender or guarantor except for reimbursement for reasonable expenses.
9. The student financial aid officer will only provide truthful and accurate statements, descriptions, and explanations regarding the school student services division.
10. Student financial aid office personnel will work to ensure that students are fully informed and able to make appropriate enrollment decisions without undue pressure.

11. Student financial aid office personnel will only assist prospective students in the areas that fall within the purview of their position and will not assist prospective students in admissions testing or alter or falsify any enrollment documents or required test scores.
12. Student financial aid office personnel will not make explicit or implicit promises of employment or exaggerated statements regarding employment or salary prospects to prospective students.
13. Student financial aid office personnel will participate in relevant training provided by the school, state federal and/or professional associations to enhance their skills as financial aid advisors.
14. Student financial aid office personnel will not assist prospective students in providing false or misleading information on any application.
15. Student financial aid office personnel will not discredit other schools or influence any student to leave another school by: falsely imputing to another school dishonorable conduct, inability to perform contracts, or questionable credit standing; making other false representations; falsely disparaging the character, nature, quality, value, or scope of another school's program of instruction or services; or demeaning another school's students.

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

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

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

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

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

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

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

A. Financial Aid Academic Good Standing and Satisfactory Progress Policy

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

WHAT TITLE IV FINANCIAL AID PROGRAMS ARE AVAILABLE?

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

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

FINANCIAL AID OFFICE CONTACT INFORMATION

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

Shelley Barto, Financial Aid Coordinator

sbarto@auburncc.org

Office Hours: Monday /Wednesday 10:00 a.m. – 6:00 p.m.

Tuesday/Thursday/Friday 7:30 a.m. – 3:30 p.m.

Federal Pell Grant Program

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

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

Federal Loan Programs

William D Ford Federal Direct Loan Program

Subsidized Loan - A subsidized loan is awarded on the basis of need. A student may be eligible to request a maximum of \$3,500 per year for the first year of undergraduate study. Programs of less than 900 clock hours will be prorated down based on the number of hours in the student’s program. The federal government pays the interest during authorized periods of deferment. Repayment will begin six months after the borrower ceases to be enrolled at least half-time.

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

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

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

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

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

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

ENTRANCE AND EXIT LOAN COUNSELING SESSIONS

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

SAMPLE MONTHLY LOAN PAYMENT CHART

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

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

DERFERMENT AND FORBEARANCE

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

You may qualify for a deferment while you are:

- Enrolled at least half-time in an eligible postsecondary school or studying full time in a graduate fellowship program or an approved disability rehabilitation program.
- Unemployed or meet our rules for economic hardship (limited to three years).
- You may also be eligible for a deferment based on qualifying active duty service in the U.S. Armed Forces or National Guard. Refer to the Master Promissory Note for your loan or contact your service for more information about the specific qualifications for deferment based on military service. In most cases, you need to submit a deferment request to your loan servicer along with documentation of your eligibility for the deferment. If you've gone back to school and your loan servicer receives enrollment information that shows you're enrolled at least half-time, it will automatically put your loans into deferment and notify you. You have the option of cancelling the deferment and continuing to make payments on your loan.
- **If you are in default on your loan, you are not eligible for a deferment or forbearance.**

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

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

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

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

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

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

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

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

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

OTHER FINANCIAL AID

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

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

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

Veterans Administration (VA)

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

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

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

- Auburn permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:
 1. The date on payment from the VA is made to the institution.
 2. 90 days after the date the institution certified tuition and fees following the receipt of the COE

- Auburn will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the Department of Veterans Affairs under chapter 31 or 33.

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

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

The Colmery Act also prohibits an educational institution with 100 or more eligible students from using the reporting fees for or merging with the amounts available for the general fund of the educational institution, and reiterated that any reporting fee paid to an educational supporting programs for veterans. In the last year, GI Bill leadership has regularly met with SCO's, school leadership, and other stakeholders to discuss how the GI Bill is administered and what programmatic changes can be made to improve the GI Bill student experience. A frequent topic during these discussions is overall SCO workload and responsibilities, and the appropriate SCO to GI Bill student ratio. With the input and feedback received from these engagements, VA is recommending educational institutions adopt a ratio of (1) full-time SCO to every 200 GI Bill students.

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

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

SCHOLARSHIPS

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

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

EMPLOYER PAYMENTS

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

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

WHAT IS MY DEPENDENCY STATUS?

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

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

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

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

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

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

PROFESSIONAL JUDGMENT & SPECIAL CIRCUMSTANCES POLICY

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

Basic Guidelines

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

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

Unusual Circumstances Allowed

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

Required Documentation:

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

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

Required Documentation:

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

Required Documentation

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

Required Documentation

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

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

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

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

Required Documentation

- Official death notice
- Obituary
- Signed Statement

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

Required Documentation

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

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

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

Required Documentation

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

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

Exceptional Circumstances Policy for Increased Unsubsidized Loans

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

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

Required Documentation

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

WHAT WILL MY EDUCATION COST?

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

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

Tuition for the full program	\$ 5,800.00
Fees	\$ 245.00
Textbooks	\$ 175.00
Tools	\$ 800.00
Supplies	<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 or more in length.
- Be attending at least half-time, which is a minimum of 12 hours per week
- Not be in default on a Federal Loan received at any school.
- Be making satisfactory academic progress. See Adult Workforce Education Catalog for a discussion of satisfactory academic progress
- Be registered for the draft with Selective Service if you are a male who is age 18 – 25 years of age
- Not currently enrolled in high school
- For the Federal Pell Grant Program, you may not have previously received a Bachelor's Degree
- Not incarcerated in a Federal or State penal institution
- Have a high school diploma or GED or its equivalent
- Have a valid Social Security number
- Not have property subject to a judgment lien for any debt owed to the United States Government
- File a Statement of Educational Purpose on the Free Application for Federal Student Aid

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

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

DEDUCTION OF TUITION AND FEES

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

HOW ARE FUNDS DISBURSED?

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

The student's disbursement dates are printed on the Financial Aid offer/letter the student receives. The dates are estimated and are subject to change at any time. Tuition is deducted from each disbursement.

Note: Payment periods are based on Title IV clock hours, not program hours.

HOW ARE REFUND CHECKS PROCESSED?

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

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

FEDERAL RETURN OF TITLE IV FUNDS POLICY

Auburn Career Center participates in federal financial aid.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of Federal Direct Loans, Pell Grants, or Plus loans and Withdraws, or is Administratively Withdrawn (page 15) on or before completing 60% of the program. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by determining the 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 assures that the student reserved sufficient funds for his or her educational expenses. The student may also rescind the authorization for retaining excess funds. The student would receive funds within fourteen (14) days of the student's request to rescind the authorization to retain the funds.

LEAVE OF ABSENCE POLICY

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

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

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

CONFIRMATION OF CITIZENSHIP

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

Social Security number, a comment will appear on the student's Student Aid Report/Institutional Student Information Record (SAR/ISIR).

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

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

Applicants whose citizenship status cannot be confirmed will not receive Federal Student Aid funds until such time as proper documentation is submitted. All documentation must be submitted prior to the end of the award year or before the end of the training program, whichever occurs first. If a student fails to submit citizenship documentation prior to the end of the award year or the end of the training program, the student will lose the financial aid disbursement scheduled for that particular payment period.

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

WHAT ARE MY RIGHTS & RESPONSIBILITIES FOR RECEIVING FINANCIAL AID?

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

STUDENT'S RIGHTS

- a) You have the right to know what financial aid programs are available at your school
- b) You have the right to know the deadlines for submitting applications for each of the financial aid programs available
- c) You have the right to know how financial aid will be distributed, how decisions on the distributions are made, and the basis for these decisions
- d) You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc. are considered in your budget
- e) You have the right to know resources (such as parental contribution, other financial aid, your assets, etc.) were considered in the calculation of your need
- f) You have the right to know how much of your financial need as determined by the school has been met
- g) You have the right to request an explanation of the various programs in your student aid package

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- h) You have the right to know your school's refund policy
 - i) You have the right to know what portion of the financial aid you received are loans that must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin
 - j) You have the right to know how the school determines whether you are making satisfactory progress, and what happens if you are not

STUDENT'S RESPONSIBILITIES

- a) You must complete all application forms accurately and submit them on time to the right place
- b) You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of the law and may be considered a criminal offense which could result in an indictment under the Criminal Code
- c) You must return all additional documentation, verification corrections and/or new information requested by either the financial aid office or the agency to which you submitted your application
- d) You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them
- e) You must accept responsibility for all agreements that you sign
- f) You must be aware of and comply with the deadlines for applications or reapplication for that aid
- g) You should be aware of your school's refund procedures

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

GENERAL VERIFICATION POLICIES AND PROCEDURES

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

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

CORRECTION PROCEDURE

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

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

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

REFERRAL OF OVERPAYMENTS AND FRAUD CASES

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

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

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

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

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

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

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

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

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

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

RELEASE OF STUDENT RECORDS

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

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

FINANCIAL AID CONFIDENTIALITY POLICY

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

ATTENDANCE

A. Attendance Policy

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

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

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

B. Reporting an Absence

Students who are going to be absent should notify the Adult Workforce Education Office by calling (440) 357-7542, or as directed by a particular program, prior to the start of class. In an emergency, the student should notify the office as soon as is practically possible. Notification of an absence does not absolve the student of any ramifications of being absent; the absences will be recorded in the database and the student will be expected to make up any work.

C. Make-Up Days

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

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

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

D. Excessive Absence

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

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

E. Interruption for Unsatisfactory Attendance

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

F. Make-Up Work

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

ACADEMIC QUALITY

A. School Year

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

B. Grading Policy

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

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

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

Each individual instructor has his/her own unique grading procedure. This is essential due to the diversity of each program. It is required that every student be aware of the grading procedure used in his/her class. Students will be notified of the grading procedure for their class in writing. In addition, some programs may have state or federal regulatory issues that will impact the grading process. The class instructor will provide information on such issues.

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

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

Auburn Practical Nursing Program Grading Policy

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

EMT Grading Policy

See the EMT Program Student Handbook for the current year.

Paramedic Grading Policy

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

C. Grievance Procedure

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

1. Any student seeking the resolution of academic concerns regarding their course (grades, assignments, attendance, etc.) shall do so with his/her instructor.
2. Any students seeking the resolution of academic concerns regarding their program (objectives, curriculum, graduation requirements, licensure examinations, or Instructors shall do so with his/her Program Coordinator. In the event there is no Program Coordinator, a resolution should be sought with the Director of Adult Workforce Education.
3. Any students seeking the resolution of unresolved issues pertaining to faculty, curriculum, grades, attendance, graduation requirements, withdrawal, course scheduling, transcript requests, and other issues effecting the student's education should be sought in the Adult Workforce Education office with the Director of Adult Workforce Education and/or her representative.
4. Any students seeking the resolution of issues regarding loans, grants, verification, or federal funding should be sought with the Financial Aid Officer.
5. Any students seeking the resolution of issues regarding student accounting issues or monthly payments should be sought with the Treasurer's office.
6. Any students seeking the resolution of issues regarding employment assistance should be sought with the Business Partnership Coordinator.
7. Any students seeking the resolution of unresolved issues that have been previously addressed through the grievance procedure should be sought with the Superintendent.

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8. Any students seeking the resolution of unresolved issues that have been previously addressed through the grievance procedure and did not receive a resolution with the Superintendent, the student may seek further resolution with the Auburn Career Center Board of Education.

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

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

D. Transfer Policy

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

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

E. Career Technical Credit Transfer (CT²)

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

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

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

F. Policy for Granting Credit for Previous Education and Training

Auburn Practical Nursing Program Advanced Placement/Transfer Credit

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

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

EMT

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

Paramedic

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

All Other Programs

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

G. Auburn Certificates

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

WORKKEYS® ASSESSMENTS & ACT INFORMATION

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

- Applied Math
- Workplace Documents
- Graphic Literacy

STUDENT RESPONSIBILITIES

A. Auburn's Philosophy

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

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

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

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

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

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

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

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

B. Student Code of Conduct

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

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

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

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

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

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

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

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

21.U.S.C.884a

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

21.U.S.C.853a

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

18.U.C.933(g)

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

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

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

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

14. **Types of Conduct**

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

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

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

f. Violence within a dating relationship.

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

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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 Director. Failure to report such information may subject the student to disciplinary action. The Superintendent shall refer anyone who violates this policy to law enforcement officials and may take any necessary steps to exclude the person from Board property and Board-sponsored events, regardless of whether such person possesses a valid concealed weapon license.
28. Horseplay, pranking, roughhousing, and similar types of behavior are considered safety violations and any student engaged in such behavior will be asked to leave the campus and may be removed from the program.
29. Acts of misconduct that interfere with orderly classroom procedures, school functions, extracurricular programs, or a student's own learning process will be subject to disciplinary action and may result in removal from the program.

C. Administrative Removal of a Student

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

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

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

D. Dress Code

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

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

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

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

E. Cell Phone Usage/Texting In Class

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

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

F. Firearms

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

Hunting is not allowed on the Auburn campus or property.

G. Food and Drink

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

H. Drug Free/Alcohol Free Campus

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

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

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

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

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

I. Harassment

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

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

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

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

J. Other Violations of the Anti-Harassment Policy

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

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

K. Sexual Harassment

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

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

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

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

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

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

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

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

L. Race/Color Harassment

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

M. Religious Creed Harassment

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

N. National Origin Harassment

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

O. Disability Harassment

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

P. Reports and Complaints of Harassing Conduct

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

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

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

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

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

Q. Informal Process for Addressing Complaints of Harassment

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

R. Formal Process for Addressing Complaints of Harassment

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

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

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

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

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

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

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

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

S. Sanctions and Monitoring Harassment

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

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

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

T. Sales and Solicitation

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

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

U. Progressive Discipline

If the behavior of a student conflicts with policies and procedures outlined 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 Support

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

B. Disability Services

Differences in Primary/Secondary Education and Post-Secondary Education

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

Student Responsibility

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

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

Information Adult Diagnostician Provides

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

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

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

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

C. Career Resources

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

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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

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

A. Warning

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

B. Probation

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

C. Appeal Process

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

D. Reinstatement

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

E. Interruptions. Course Incompletes. Withdrawals

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

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

F. Course Repetition

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

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

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

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

HEALTH

A. Accidents or Illness

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

B. Communicable and Infectious Diseases

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

For purposes of this policy, these diseases shall include:

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

- C. AIDS related complex (condition);
- D. HAV, HBV, HCV (Hepatitis A, B, C);
- E. other disease that may be specified by the State Department of Health as contact communicable diseases.

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

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

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

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

C. Emergency Medical Authorization Forms

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

D. Health Risks Associated With Alcohol

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

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

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

SAFETY

A. Video Surveillance

The interior and exterior of Auburn Career Center is under surveillance by video equipment. A recording may be used as evidence by administrators or the police in any situation involving the violation of any rule, regulation, policy, or law. Electronic surveillance cameras are in constant operation throughout the facility and may be monitored at any time. For further information, contact the Director of Adult Workforce Education.

B. In Case of Fire

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

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

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

D. Safety Regulations

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

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

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

E. Shop Regulation

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

SCHOOL OPERATIONS

A. Grievance Procedures for Nondiscrimination and Equal Opportunity/Access

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

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

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

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

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

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

B. Grievance Policy

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

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

C. Privacy/Confidentiality

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

D. Parking

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

E. Change of Address/Phone Number

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

F. Security

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

G. School Closing

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

H. Protection and Privacy of Student Records

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

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

I. Transcripts

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

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

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

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

J. Crisis Management

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

L. Voter Registration

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

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

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

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

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

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

M. Constitution Day

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

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

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

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

TECHNOLOGY

A. Student Network and Internet Acceptable Use and Safety

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

B. Media Services

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

ALUMNI INFORMATION

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

CLERY ACT INFORMATION

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

PROGRAM DESCRIPTIONS

Machining/CNC

Course Description

Clock Hours: 665

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

Machining I

Course Description

Clock Hours: 100

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

Machining II

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:** 10-Hour OSHA

CNC Operations

Course Description

Clock Hours: 145

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

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

HVAC 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. The EPA Section 608 Certification for CFC Refrigeration Recovery/Recycling and OSHA 10-Hour General Industry Certification tests are included.

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. Learning is directed toward achieving the highly Recognized NIDA certification. OSHA 10-Hour General Industry Certification test is included. Books, tools, and safety equipment are required at an additional cost.

Welding

Course Description

Clock Hours: 620

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

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

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.

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. Course includes one certification test.

GTAW "TIG" Welding

Course Description

Clock Hours: 124

Fundamentals of GTAW (TIG) welding includes safe, proper use of welding equipment and set up on AC/DC polarities, proper gas ratios and types, proper wire selection and tungsten selections for different types of metals including steel, stainless steel, and aluminum (light gauge to 1/8") material, and introduction to pulse welding. A 10-Hour OSHA online safety certification is required before classes begin. Welding instruction also requires some online work outside of class. One certification test included with course. Additional certifications available with instructor's approval at an additional cost. Contact the Adult Workforce Education Office for the tools and safety equipment required within the first week of class.

Residential Wiring

Course Description

Clock Hours: 48

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

Small Engine Repair

Course Description

Clock Hours: 48

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

Auburn Practical Nursing Program

Clock Hours: 1200

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

Course Description

Anatomy & Physiology

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

Growth and Development

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

Nutrition

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

Personal & Vocational Relationships

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

Pharmacology I

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

Pharmacology II

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

Nursing Fundamentals

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

Nursing Across the Lifespan

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

Technology Lab

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

EMT

Course Description **Clock Hours: 220**

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

Firefighter 1 & 2

Course Description **Clock Hours: 300**

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

Paramedic

Course Description **Clock Hours: 1020**

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

Volunteer Firefighter

Course Description **Clock Hours: 40**

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 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 48-Hour Refresher

Course Description

Clock Hours: 48

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.

Aspire Program

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

Services available:

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

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

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



Adult Workforce Education Withdrawal Form

Today's Date: _____

Name: _____

Address: _____

Email: _____ Phone: _____

Name and Address of Employer: _____

Title or Position: _____

Program enrolled in: _____

Reason for withdrawal: _____

Date of withdrawal: _____

Last Date of Attendance: _____

Student's Signature: _____

Adult Workforce Education Director or Designee: _____

Information also needs to be provided to:

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

Adult Workforce Education Leave of Absence Form

Student Information

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

Leave of Absence Information

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

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

Leave of Absence Policy:

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

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

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

Student's Signature: _____ Date: _____

Director of Adult Workforce Education Signature: _____ Date: _____

FOR OFFICE USE ONLY:

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



ADULT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

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

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

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

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

Please complete the following information:

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

Program: _____

Please read the following.

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

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

Student Signature: _____ Date: _____



TRANSCRIPT REQUEST

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

Student Name: _____ Date: _____

Birth Date: _____ Phone: _____

Program/Trade Area: _____

Date Entered: _____

Date Withdrawn: _____

Date Completed: _____

Records requested: ___ Transcript ___ Certificate

Send Official Transcript to:

Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Signature of Student

Date

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

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



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

Empower, Excel, Enrich

WORKFORCE EDUCATION MAKE-UP DAY NOTICE

Date: _____

Student Name: _____

Address: _____

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

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

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

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

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

Sincerely,

Michelle Rodewald
Director of Adult Workforce Education and Business Partnerships



WORKFORCE EDUCATION MAKE-UP DAY NOTICE FORM

Student Name: _____

Program: _____

Instructor: _____

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

Reason For Absence: _____

Make-up Date: _____

Curriculum/topic covered on make-up date _____

Make-up Date Completed

Instructor Signature/Date

Student Signature/Date

Director of Adult Workforce Education or Designee Signature/Date

cc: Student file



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

STUDENT CODE OF CONDUCT INFORMATION SIGNED AGREEMENT

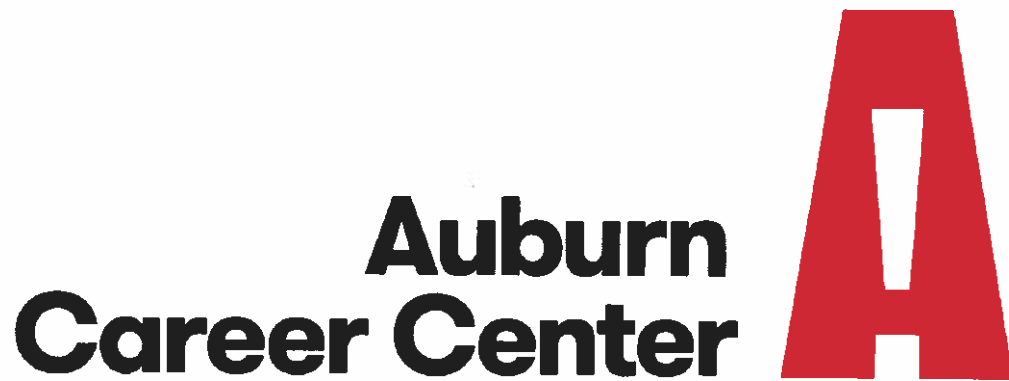
I have read all of the information included in the Workforce Education Student Handbook 2020-2021 and understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of Auburn.

Auburn Program: _____

Student Name: _____
(Please Print)

Student Signature: _____

Date: _____



Attachment Item #19

*Approve Auburn Practical
Nursing Handbook
2020*



**Auburn Practical Nursing Program
Student Handbook**

2020 Program

AUBURN PRACTICAL NURSING PROGRAM

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

APPROVAL AND ACCREDITATION

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

CONTROLLING AGENCY

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

PRACTICAL NURSING PROGRAM ADMINISTRATOR

Karen Howell, MSN, RN

MISSION STATEMENT

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

CORE VALUES

We Believe That:

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

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Auburn Practical Nursing Program

OBJECTIVES

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

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

Auburn Practical Nursing Program

*Mission * Core Values * Philosophy*

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

WE BELIEVE....

- the person** is a holistic being who is an individual, a member of a family, a member of a local, regional, and world community. Each person possesses individual, physical, emotional, social, economic, and spiritual self-care requisites. Either self-care agency, a dependent-care agency, or nursing-care agency can meet these self-care requisites.
- health** exists when the person has the ability to meet self-care requisites that contribute to the maintenance and promotion of structural and/or emotional integrity, functioning, and development.
- Illness** occurs when an individual is incapable of maintaining self-care as a result of health-related limitations.
- society/environment** includes all internal and external factors which affect the person's ability to adjust or maintain self-care agency or meet self-care needs.
- nursing** is a service of deliberately selected and performed actions to assist individuals to maintain self-care, including structural integrity, functioning, and development. These actions should be based on the organized approach of nursing process which includes the following:
 - collect and record objective and subjective data to facilitate the assessment of the individual/patient in terms of self-care, development and health deviation requisites
 - identifying problems specific to the individual/patient and their unmet health care requisites
 - using a cooperative effort with the individual/patient to establish goals
 - establish a plan of care using appropriate members of the health care team and the individual/patient
 - implement the plan
 - evaluate and revise the plan of care as necessary
- nursing education** is the process by which the nursing instructor facilitates the student's psychomotor, cognitive, and affective skills to attain an entry level of nursing knowledge and competency. Entry-level practical nursing skills are learned through the use of integrated Technical and Academic Competencies.

Program Curriculum

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

Conceptual Framework

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

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

Universal Self-Care Requisites: Introduce the beginning student to the basic function and needs of the individual. During this phase of the curriculum, the students will acquire the foundation skills to permit them to deliver appropriate nursing care.

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

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

Teaching Strategies

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

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

Instructional Staff

The faculty and teaching assistants of the school are registered professional nurses employed by the Board of Education with necessary qualifications to be certified as teachers by the State Department of Education and meet or exceed the guidelines of the Ohio Board of Nursing. The adult enrollees of this program are at all times responsible to the instructors, faculty and teaching assistants, and administrator of the school. In the clinical area, students practice under the supervision of the licensed RN faculty, teaching assistants, and preceptors following guidelines established by the Ohio Board of Nursing and this educational program in the clinical organizations.

Field Trips

The adult enrollees will be notified two weeks in advance of any field trips. Personal expense for a field trip is a student responsibility. Field trips, although infrequent, are planned by the faculty to enhance the learning experience of the student. Each adult is to assume self-responsibility to, from, and during field trips, as is true of all time spent in conjunction with the Auburn Practical Nursing Program.

COURSE DESCRIPTIONS

Anatomy & Physiology

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

Growth & Development

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

Nutrition

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

Personal & Vocational Relationships

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

Pharmacology I

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

Pharmacology II

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

Nursing Fundamentals

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

Nursing Across the Lifespan

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

Technology Lab

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

RELEASE POLICY

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

STUDENT ADMISSION

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

1. General Admission Requirements

- a. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. Applicants are asked to obtain an official academic transcript from either a high school transcript or GED score report. Applicants are encouraged to obtain transcripts from any post-secondary education, as well. The transcripts must be "official" transcripts. All transcripts/documents become the property of Auburn Career Center.
- b. The applicant must submit to and have a Negative non-DOT 10 panel pre-placement drug screen that matches the Ohio BWC Drug Free Safety Program cut off levels unless documentation is received from the prescribing health care provider of the student being on the medication.
- c. The applicant must submit to and pass a criminal background check prior to starting the program. Based upon Section 4723.28 of the Ohio Revised Code and according to the school admission requirements, Auburn Practical Nursing Program applicants are required to obtain a criminal background check.
 - i. The applicant needs to be fingerprinted for **both BCI and FBI** ~~an Ohio BCI background check. A FBI background check is also required if the applicant has been in the State of Ohio for less than five years.~~

- ii. (See Forms Section for Background Waiver)
- iii. Note: Program graduates will be required to obtain a BCI/FBI background check prior to licensure. Therefore, if an applicant is aware of any misdemeanor, including those related to alcohol or drugs, or felony convictions, they are required to inform the Program Administrator prior to entering the program so that the applicant may be informed of the law and rules as found on the Ohio Board of Nursing (OBN) web site (<http://www.nursing.ohio.gov/>). Any applicant having any conviction should investigate the law and rule before considering the pursuit of an education in nursing.
- d. Applicants will be scheduled for the WorkKeys® Test by an adult support staff. The WorkKeys® Test evaluates math, reading comprehension, and problem solving. Applicants must earn a total of 14 points across the three WorkKeys sections with at least four points on each section.
 - i. A photo ID is required for testing. Applicants must preregister for the test.
- e. Applicants will be notified of the results within 48 hours after taking the test. If the applicant does not receive the required scores in any section of the admission test, they may re-take the involved section(s) once the applicant has talked with a school representative regarding remediation.
- f. Applicants may repeat the tests two times within a year to obtain the required scores as necessary only after meeting with a adult support staff. Applicants can attempt the test three times in a rolling calendar year.
- g. Scores may be used from previous years or other schools if the tests have been completed within two years of the start date of course work.

2. Application to the Program

- a. Applications are required of each person interested in attending the program. Once the application form is completed, it is to be returned to Adult Workforce Office with a \$30 application fee.
 - i. Applications and transcripts for applicants not entering the program are kept in the Adult Education Workforce Office. If the applicant does not attend the program for the current school year, the application can be considered for the next student cohort. Applicants will need to repeat any paperwork that would expire prior to the end of the school year. Students who have applied prior to the existing school year will need to go through the entire admission process following that cohort's procedures.
- b. The applicant must provide a valid form of identification with a picture, name and address i.e. drivers license, state id's or United States Passport.

- c. Accepted applicants will then need to meet with the Financial Aid Officer. A tuition payment agreement form needs to be completed with the Adult Office following the financial aid appointment.
- d. Applicants are asked to obtain two references using the provided reference form, preferably one work related and one personal. References should not be relatives. These references need to be received by the school prior to acceptance into the program.

3. Letter of Acceptance

- a. Upon receiving completed application file, the Program Administrator shall verify completeness.
- b. A letter will be sent to the applicants concerning the decision.
 - i. When the maximum number of students has been accepted into the class, an applicant who meets the specified admission requirements may be considered as a substitute in the event of an open space for the current class.

4. Health Requirements

- a. Students entering the program need to demonstrate physical health and emotional maturity. Students must be eligible to work in long term care facilities and acute care facilities.
- b. Students are required to complete the following health requirements:
 - i. Physical examination including a medical history and physical.
 - ii. Record of positive titers for Hepatitis B, measles, mumps, rubella, and varicella. Booster vaccines are required if titers are negative. Proof of booster vaccines is required. A waiver for Hepatitis B Vaccination may be obtained from the school if the student does not wish to be vaccinated.
 - iii. TB quantiferon titer
 - iv. Current tetanus vaccination.
 - v. Each fall (Oct-March) students are required to obtain that season's flu shot as per NEONI clinical agreement requirements.
- c. Physical and Mental Health Qualifications for Classroom, Lab, and Clinical Areas
 - i. Frequently work in a standing position (up to eight hours) and frequently walk (up to eight hours).
 - ii. Lift and transfer patients up to six inches from a stooped position, then push or pull the weight up to three feet.

- iii. Lift and transfer patients from a stooped to an upright position to accomplish bed to chair and chair to bed transfers.
- iv. Physically apply up to 10 pounds of pressure to bleeding sites, or when performing CPR.
- v. React immediately to auditory instructions/request/monitor equipment.
- vi. Perform auditory auscultation of heart sounds, breath sounds, and bowel sounds.
- vii. Physically perform up to eight-hour clinical laboratory experience.
- viii. Perform close and distance visual activities involving object, persons, and paperwork, i.e.: access patient behavior, read medication labels, read patient records, prepare/administer medications, read monitors.
- ix. Discriminate depth and color perception.
- x. Discriminate between sharp/dull and hot/cold when using hands.
- xi. Manual dexterity required for preparing and administering medications.
- xii. Provide effective written, oral, and non-verbal communications to patients and their families, colleagues, health care providers, and to the public.
- xiii. Speak, write, and comprehend the English language proficiently.
- xiv. Make appropriate decisions under stressful situations.
- xv. Complete procedures that prevent the spread of infections. e.g.: frequent hand washing, using masks, and gloves.

5. Program Orientation

- a. Math Assessment Session are highly recommend.
- b. The new student is **required** ~~highly encouraged~~ to attend the Program Orientation to be held prior to the start of the school session. Failure to attend orientation **will forfeit their intended start date and be placed into the next available class session** ~~may delay student's start date.~~
- c. The Program Orientation will include the following information:
 - i. Welcome and Introductions
 - ii. Review of first day of school procedures i.e. Student Handbook
 - iii. Schedule
 - iv. Books
 - v. Uniform fitting
 - vi. Distribution of ID badges and Parking Passes
 - vii. Tour of School

- d. Students not attending the Program Orientation **will forfeit their intended start date and be placed into the next available class session.** ~~responsible for following up with the Program Administrator to obtain the needed information from the missed session.~~

6. Admission Test

- a. Applicants will be scheduled for the WorkKeys® Test by the career counselor or by the Auburn Practical Nursing Program Administrator following the Information Session. The WorkKeys® Test evaluates math, reading, and locating information. Applicants must earn a total of 14 points across the three WorkKeys sections with at least four points on each section.
- b. A photo ID is required for testing. Applicants must preregister for the test.
- c. Applicants will be notified of the results up to approximately 2 weeks after taking the test. If the applicant does not receive the required scores in any section of the admission test, they may re-take the involved section(s) once the applicant has talked with a school representative regarding remediation.
- d. Applicants may repeat the tests two times within a year to obtain the required scores as necessary only after meeting with a career counselor. Applicants can attempt the test three times in a rolling calendar year.
- e. Scores may be used from previous years or other schools if the tests have been completed within two years of the start date of course work.

7. Application to the Program

- a. Applications are required of each person interested in attending the program. Once the application form is completed, it is to be returned to Adult Workforce Office with a \$30 application fee.
- b. Applicants are asked to obtain two references using the provided reference form, preferably one work related and one personal. References should not be relatives. These references need to be received by the school prior to acceptance into the program.
- c. Based upon Section 4723.28 of the Ohio Revised Code and according to the school admission requirements, Auburn Practical Nursing Program applicants are required to obtain a criminal background check.
 - i. Program graduates will be required to obtain a BCI/FBI background check prior to licensure. Therefore, if an applicant is aware of any misdemeanor, including those related to alcohol or drugs, or felony convictions, they are required to inform the Program Administrator prior to entering the program so that the applicant may be informed of the law and rules as found on the Ohio Board of Nursing (OBN) web site (<http://www.nursing.ohio.gov/>). Any applicant having any conviction should investigate the law and rule before considering the pursuit of an education in nursing.

- d. Applications and transcripts for applicants not entering the program are kept in the Adult Education Workforce Office. If the applicant does not attend the program for the current school year, the application can be considered for the next student cohort. Applicants will need to repeat any paperwork that would expire prior to the end of the school year. Students who have applied prior to the existing school year will need to go through the entire admission process following that cohort's procedures.

8. Letter of Acceptance

- a. Once all information is received, the Program Administrator shall notify faculty of the applicants desire to attend the program.
- b. The Faculty Committee determines the acceptance of students into the program. Acceptance is contingent upon successful completion of the requirements.
- c. A letter will be sent to the applicants concerning the decision.
- d. When the maximum number of students has been accepted into the class, an applicant who meets the specified admission requirements may be considered as a substitute in the event of an open space for the current class.

9. Health Requirements

- a. Students entering the program need to demonstrate physical health and emotional maturity. Students must be eligible to work in long term care facilities and acute care facilities.
- b. Students are required to complete the following health requirements:
 - i. Physical examination including a medical history and physical.
 - ii. Record of positive titers for Hepatitis B, measles, mumps, rubella, and varicella. Booster vaccines are required if titers are negative. Proof of booster vaccines is required. A waiver for Hepatitis B Vaccination may be obtained from the school if the student does not wish to be vaccinated.
 - iii. TB quantiferon titer
 - iv. Current tetanus vaccination
 - v. Each fall students are required to obtain that season's flu shot as per NEONI clinical agreement requirements.
- c. Physical and Mental Health Qualifications for Classroom, Lab, and Clinical Areas
 - i. Frequently work in a standing position (up to eight hours) and frequently walk (up to eight hours).

- ii. Lift and transfer patients up to six inches from a stooped position, then push or pull the weight up to three feet.
- iii. Lift and transfer patients from a stooped to an upright position to accomplish bed to chair and chair to bed transfers.
- iv. Physically apply up to 10 pounds of pressure to bleeding sites, or when performing CPR.
- v. React immediately to auditory instructions/request/monitor equipment.
- vi. Perform auditory auscultation of heart sounds, breath sounds, and bowel sounds.
- vii. Physically perform up to eight-hour clinical laboratory experience.
- viii. Perform close and distance visual activities involving object, persons, and paperwork, i.e.: access patient behavior, read medication labels, read patient records, prepare/administer medications, read monitors.
- ix. Discriminate depth and color perception.
- x. Discriminate between sharp/dull and hot/cold when using hands.
- xi. Manual dexterity required for preparing and administering medication.
- xii. Provide effective written, oral, and non-verbal communications to patients and their families, colleagues, health care providers, and to the public.
- xiii. Speak, write, and comprehend the English language proficiently.
- xiv. Make appropriate decisions under stressful situations.
- xv. Complete procedures that prevent the spread of infections. e.g.: frequent hand washing, using masks, and gloves.

10. Program Orientation

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

SCHOOL CALENDAR AND SCHEDULE

The Auburn Practical Nursing Program observes the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, NEOEA Day, Thanksgiving, and Christmas Day. Additional time off may be scheduled during the year for program recess periods. This information will be indicated on the individual cohort calendar provided at the start of the program. Should students have a religious holiday which they observe that is not part of the school calendar, the student may observe the holiday without affecting attendance totals if the student notifies the Program Administrator of the observed holiday at least four weeks prior to the holiday in writing. The Program Administrator and the involved faculty will work with the student to establish a schedule for working ahead/making up missed work.

Most classes will be conducted on the premises of Auburn Career Center. Sixty minutes constitutes a class (clock) hour. When attending classes or laboratory experiences, class hours **can** ~~shall~~ run Monday through Friday 7:30 am to 3 pm (day) and 4:30 pm to 10pm (evening). Clinical experiences shall vary depending upon the needs of the individual clinical facility and the involved curriculum.

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

Studying is imperative for success! Time management skills are crucial. Solid time management begins by recognizing how much time school occupies. **A minimum of 3 hours of class preparation is expected for each hour of lecture/class content presented.** What will you "give up" to accommodate your school schedule? You and your family will need to make numerous sacrifices. **Focusing your energies and priority of commitment in this educational program is integral to successful achievement.**

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

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

STUDENT EVALUATION

Evaluation of the Student in the Classroom and Laboratory

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

The grading system at Auburn Career Center is as follows:


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

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

Grades for all courses are documented and tracked in ACEWARE site. Students may access their grades at any time by logging on to Evolve-Elsevier.

Evaluation of the Student in Clinical

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



Each clinical course has developed outcomes for achievement found in the associated clinical course syllabus. Compliance with the standards of the school and meeting of the course outcomes will be part of the evaluation process. Other items included in the evaluation process are the attainment of skills in the performance of nursing care and meeting the acceptable standards for safe client care. **Students are expected to attend all clinical days.** Clinical hours missed will be replaced with Clinical or Laboratory hours. Includes Pre-and post-conferences will be held on the unit prior to and following patient care delivery. The purpose of the pre-conference will be to review the students' preparation, answer their questions, and provide necessary guidance. At post-conference, informal discussion of the students' experiences will take place, necessary clinical content will be taught, or student presentations will be given. Students will be supervised by the clinical faculty/teaching assistant in performance of procedures, administration of medications, general patient care, and professional conduct.

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

Responsibilities of Clinical Nurse Educators to the Students

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

Academic Guidance and Counseling Policy

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

Career Technical Credit Transfer (CT²)

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

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

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

Graduation/Completion Requirements

Students who have satisfactorily completed the requirements of the courses and have met the school's objectives are recommended for graduation from the Auburn Practical Nursing Program. Students also need to achieve a benchmark score of 900 on Comprehensive Exit HESI exam, a minimum of 85% a 98.3% probability rate predicted probability of passing the NCLEX-PN licensure exam the first time. on the PN Comprehensive Predictor Test. Students not achieving a score of 900 will have another attempt after remediation. See table below for remediation guidelines. the 85% predicted probability level will be allowed to retest once prior to being required to take the Virtual-ATI NCLEX Review. If a student has improved from the first test but has not achieved the 85% on the second test but is within 5% of the required score, the student will be allowed to retake the PN Comprehensive Predictor Test. No additional retesting will be allowed after the **second** third attempt. Students are responsible for the testing fee associated with any retakes of the PN Comprehensive Predictor Tests and the fee associated with the Virtual-ATI NCLEX Review. Students must complete all program requirements and pass the **Comprehensive Exit HESI exam** PN Comprehensive Predictor Test in order to participate in the Completion Ceremony. The Admissions and Progressions Committee approves all graduates.

Students will not be eligible to take another version of the Specialty Exam or Comprehensive Exit Examination unless they complete the following remediation plan.

Student's remediation plan based on HESI scores

HESI Score	Minimum Remediation Time	Based on your content area of weakness from your Specialty or Comprehensive Exit Exam student report: <ul style="list-style-type: none">• Complete online competency development provided by HESI• Select and complete Adaptive Quizzing to mastery level.• Select HESI Case Studies and complete with 90%• Select HESI Practice Test and complete with 90%
800-850	4 hours	
750-799	5 hours	
700-749	6 hours	
699 or below	8 hours	

Auburn Certificates

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

Graduation Fees and Licensure

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

Career Portfolio

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

Completion Ceremony

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

SCHOOL OPERATIONS

Equal Opportunity

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

Grievance Procedures for Non-Discrimination and Equal Opportunity/Access

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

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

- Step 1:** A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

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

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

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

Grievance Procedure for Program Issues

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

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

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

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

Privacy/Confidentiality

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

Voter Registration

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

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

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

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

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

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

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

Constitution Day

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

Civil and Criminal Penalties for Violation of Federal Copyright Laws

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

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

TUITION

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

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

Self-Paying Student

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

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

Pell Grant Eligible Students

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

Federal Direct Loans

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

Leaving the Program and Refund Policy

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

Termination

A student is considered for termination when removed from a class or program for any reason including, but not limited to, poor attendance, poor academic performance, violations of the student conduct policies, violation of Board policies, or other reasons. The student will be notified of termination preferably by individual conference, however, if the student does not attend the conference, the notification will be handled by certified letter. The student is responsible for meeting with the Financial Aid Officer to review financial processes since the student is responsible for all program costs.

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

Withdrawal

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

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

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

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

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

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

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

Transfer

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

Leave of Absence

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

Criteria for requesting a LOA is the student must have:

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

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

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

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

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

Financial Aid

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

Financial Aid Academic Good Standing and Satisfactory Progress Policy

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

ATTENDANCE

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

An absence is an absence. **A student must attend at least 95% of offered classes per each term. A student who’s attendance is below 95% must meet with the PN Director.** Documentation for the absence will be expected upon returned school. **Students are expected to attend all clinical days.** Clinical hours missed will be replace with Clinical or Laboratory hours. Students are expected to arrive on time for all clinical experiences. A student will be considered tardy if he/she arrives after the official clinical starting time. Tardiness is considered professionally unacceptable.

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

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

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

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

Any student who is absent for five (5) days consecutively or longer due to illness must be seen by a physician and have a written physician's statement allowing unrestricted permission to return to school and the clinical area without restrictions. Extended illnesses and special circumstances/situations will be taken under advisement by the faculty with specific attention to the enrollee's past attendance and tardiness record, other illnesses, point in the program, along with the student's clinical and classroom achievements.

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

Each student is expected to remain cognizant of their own absences and tardiness. The faculty is NOT responsible to provide notes missed during an absence. The student must make arrangements with another student for notes. Homework will not be except if late regardless of the excuse/absence. All missed tests are to be made up on the day returning to school after an absence. It is the student's responsibility to make arrangements to make up the test. Make-up tests are taken prior to or following the class day, not during school or during lunch. Students are allowed only one missed test. Tardiness on test day, student will not be allowed to enter the room in order to be respectful to those student that showed up on time and will be able to take test at the end of the class day. Failure to take the test when student was tardy that day will result in a zero grade.

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

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

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

Jury Duty

The student will immediately notify the Program Administrator of jury summons. Although serving is a basic civic responsibility, requests to postpone service should be initiated so as not to jeopardize academic and clinical standing. The student should not be penalized if jury service is mandatory; however, at faculty discretion, the student may be required to repeat an entire curriculum segment, supporting costs picked up by enrollee, and dependent on individual's current academic and clinical grades and number of days absent/tardy during the current enrollment period. Educational standards and program outcomes are to be maintained at all times.

School Closing

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

PROTECTION AND PRIVACY OF STUDENT RECORDS

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

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

Transcripts

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

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

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

Student Data

Students are responsible for notifying the school in the event of a change of address or phone number. The school is not responsible for any failure to deliver messages and/or correspondence in the event the student has changed an address or phone number. Any student who has a change of name, residence and /or phone number, must notify the Program Administrator as soon as possible to update your file. In the event of an emergency during the school year, it may be necessary to contact you. This data will become a part of your permanent record.

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

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

Lockers

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

Parking

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

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

STUDENT RESPONSIBILITIES

Auburn's Philosophy

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

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

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

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

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

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

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

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

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

Dress Code and Student Behaviors

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

Uniform

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

In the clinical area students will be appropriately dressed in complete uniform. This includes a clean, wrinkle-free student uniform. When wearing the tunic pant uniform, socks and shoes (nursing or athletic color white or black) with clean shoe strings, closed in heels and toes are required. Appropriate color and use of undergarments are mandatory. Long sleeve white shirts may be worn under the tunic. No other jacket or sweater may be worn in the clinical area due to infection control issues. Pant cuffs are to be worn at a length breaking on the shoe. Cuffs are not to drag on the floor. Appropriate hemming measures must be utilized when pants are too long. All pants are to be worn as designed at waist level. A complete uniform includes a watch with a second hand, black pens, Auburn picture identification tag, bandage scissors, and a small pocket pad. Students must wear socks at all times for clinical. **Students not dressed according to dress code with necessary equipment may be dismissed as absent from the clinical site.** Gum chewing is never appropriate while in uniform in the clinical site. Pregnant students may wear plain white pants and a white maternity top that is similar in appearance to the provided uniform top.

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

Hair

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

Jewelry

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

Make-up

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

Tattoos

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

Fragrance-Free Environment

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

Firearms

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

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

Hunting is not allowed on the Auburn campus or property.

Food and Drink

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

Smoking

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

Smoking or use of tobacco products is also prohibited at clinical sites. Students are expected to not smoke during the time they are at clinical since some clients can have medical issues with residual smoke on the clothing of others.

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

Drug-Free/Alcohol-Free Campus

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

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

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

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

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

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

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

Confidentiality Commitment

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

Sales and Solicitation

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

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

STUDENT CODE OF CONDUCT

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

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

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

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

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

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

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

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

21.U.S.C.884a

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

21.U.S.C.853a

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

18.U.C.933(g)

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

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

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

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

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

14. Types of Conduct

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

- A. Physical violence and/or attacks;
- B. Threats, taunts, and intimidation through words and/or gestures;
- C. Extortion, damage, or stealing of money and/or possessions;
- D. Exclusion from the peer group or spreading rumors;
- E. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
 - i. Posting slurs on web sites where students congregate or on web logs (personal online journals or diaries);
 - ii. Sending abusive or threatening instant messages;

- iii. Using camera phones to take embarrassing photographs of students and posting them online or otherwise distributing them;
- iv. Using web sites to circulate gossip and rumors to other students; and,
- v. Excluding others from an online group by falsely reporting them for inappropriate language to Internet Service Providers.

F. Violence within a dating relationship.

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

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

ADMINISTRATIVE REMOVAL OF A STUDENT

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

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

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

OHIO BOARD OF NURSING STUDENT CONDUCT POLICY

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

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

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

- (10) A student shall not misappropriate a patient's property or:
- (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
 - (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
 - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

- (11) A student shall not:
- (a) Engage in sexual conduct with a patient;
 - (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
 - (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
 - (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

- (12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
- (a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;
 - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

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

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

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

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

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

Promulgated Under: [119.03](#)

Statutory Authority: [4723.07](#)

Rule Amplifies: [4723.06](#)

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

Prior History: (Effective: 02/01/2014

R.C. [119.032](#) review dates: 10/15/2016

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

CORRECTIVE ACTIONS

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

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

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

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

TELEPHONE CALLS/CELL PHONE USAGE/TEXTING IN CLASS

Personal telephone calls and texting are not permitted in the classroom, laboratory, and clinical environments. Students are never to utilize client phones nor business phones for personal concerns. Messages of an emergency nature will be taken by the school administrative assistants and presented to the student at the earliest convenience. Cell phones are not to be utilized during class or lab sessions, nor in the clinical environment. *Electronic devices may be used only during break times during school hours.* **Cell phones are to be deposited in the designated area while in class sessions.** There are to be no phones, texting, or personal electronic equipment such as MP3 players, ear buds, headphones, and other electronic devices utilized during class, lab, clinical, quiz and testing periods. Utilization of personal electronic equipment during class sessions may be cause for dismissal for the day, recorded as absence, and/or surrender of device while in class/clinical sessions and probationary action. Because clinical sites may vary concerning cell/portable phone use within the facility, no cell/portable phone use by students is allowed within clinical facilities.

STUDENT SUPPORT SERVICES

Academic Advising

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.

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).

Career Resources

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

Student Responsibility

Students are not required to disclose a disability of need unless they would like to access services for an accommodation. If a disability is disclosed and services are expected: the student will be required to provide the ADA office of Auburn Career Center, proof of the adult disability. A primary or secondary IEP (Individual Education Plan) does not meet this requirement. It is suggested that all students requiring consideration for an adult accommodation contact the ADA office immediately upon admission/registration to ensure that the proper documents are filed by the time classes commence. The adult testing needs to be administered by a qualified psychiatrist, psychologist, or practitioner/diagnostician licensed to evaluate adult learning disabilities. Testing cannot be older than 3-years old. If older than 3 years then updated testing will need to be presented for review and consideration.

Information Adult Diagnostician Provides

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

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

HEALTH

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

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

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

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

Injury or Illness in the Classroom Environment

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

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

Injury or Illness in the Clinical Environment

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

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

American Disability Act (ADA)

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

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

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

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

- The ability to move around the client's room and in work areas efficiently, accurately, safely and in a timely manner.
- Visual acuity sufficient to observe and assess client's behavior, prepare and administer medications, and accurately read monitors, printouts, dials, gauges and record effectively.
- Auditory acuity sufficient to hear instructions, requests and monitoring alarms and to auscultate heart sounds, breath sounds, and bowel sounds.
- Gross and fine motor abilities sufficient to provide safe and effective nursing care. Tactile ability sufficient for physical assessment, safe medication administration, initiation and continuation of intravenous infusions and implementation of client care.

- The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public. The ability to speak, write and comprehend the English language proficiently. The ability to communicate via computer in the classroom and at clinical sites.
- Critical thinking/clinical judgment ability sufficient in clinical environment for safe, prudent judgments.
- Interpersonal abilities sufficient to interact with individuals, families, groups, staff, faculty, and peers from a variety of social, emotional, cultural, and intellectual backgrounds.
- Compassion, integrity, interest and motivation expected of a developing health care worker.
- The ability to adhere to ethical standards of conduct as well as applicable Ohio Administrative Code (OAC) 4723-5-12 (C) (1-26) and other state and federal laws.
- Demonstrate behaviors consistent with the code of ethics of NAPNES, NFLPN, and ANA.
- Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.

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

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

<u>Performance</u>	<u>Standard</u>	<u>Examples of Necessary Activities</u> (Not all inclusive)
Physical Strength	The ability to assist in lifting or moving clients of all age groups and weights.	Lift up to 35% of recommended body weight; lifting up to 20# equipment and supplies, lift up to 50# positioning client, over 50# when transferring client.
Mobility	The ability to move around the client's room and in work areas.	Stand and/or walk six to eight hours a day, walk rapidly for a period from one area to another, bend or squat frequently, provide care for a client in an elevated hospital bed or stretcher, provide nursing care for client in a variety of positions requiring standing, stooping, bending, reaching and handling, perform one-man CPR when necessary. Stair climbing occasionally required as an essential function in emergency situations or without elevator usage.

Visual Acuity	The visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and read monitors.	Observe client responses at a distance and close at hand, visually perceive three dimensional relationships and spatial relationships of objects, able to differentiate the color spectrum for color coding of charts, and monitoring equipment.
Auditory Acuity	Auditory acuity sufficient to hear instructions, requests, monitoring alarms, breath sounds, and bowel sounds.	Hear sufficiently to detect subtle changes in client's condition, hear sufficiently to interpret various equipment signals.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Perform physical assessment techniques including: inspection auscultation, palpation and percussion. Safely implement nursing procedures/skills in a timely and efficient manner. Calibrate and use equipment, position and turn clients, includes pinch, grip, pushing and/or pulling carts/wheelchairs, assisting in movement of clients, medical files, and moving equipment. Preparation and administration of medications, initiation and continuation of intravenous infusions.
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, auscultation, percussion and functions of physical examination.
Touch	Ability to handle and manipulate to offer client care.	Those related to therapeutic interventions and when offering standard nursing care measures.
Communication	The ability to provide effective written, oral, and nonverbal communication with clients and their families, colleagues, health care providers, and the public, the ability to speak, write and comprehend the English language proficiently.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses. Give oral and written reports to other members of the health care team charting client data. Operates communication methods at the clinical site. Includes finger presses when keyboarding.
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause and effect relationships in situations, develops a nursing care plan for assigned client(s), or group of clients, in an accurate, efficient and timely manner.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, groups, faculty, staff, and peers from a variety of social, emotional,	Establish effective rapport with clients, team members, peer, faculty and staff.

	cultural and intellectual backgrounds.	
Social Behavior	Compassion, integrity, interpersonal skills, interest and motivation.	Develop a mature, sensitive and effective relationship with clients, family, team members, peers, faculty and staff.
Ethical Behavior	The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.	Demonstrate behavior consistent with the practical nurse code of ethics and be in compliance with OAC 4723-5-12 (B) (1-23).
Stress Management	Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.	Effectively practice personal and professional behaviors in therapeutic and constructive manner consistent with OAC 4723-5-12 (B)(1-23) and the Practical Nursing Code of Ethics.

Pregnancy

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

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

Communicable and Infectious Diseases

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

Each case is to be handled on an individual basis.

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

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

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

Emergency Medical Authorization Forms

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

SAFETY

Security

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

In Case of Fire

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

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

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

Crisis Management

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

Safety Regulations

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

1. Horseplay (such as: throwing or shooting objects, wrestling, pushing, running, etc.) in the school shall not be tolerated.
2. All accidents/injuries shall be reported immediately to the instructor or other qualified person.
3. Good housekeeping rules and regulations shall be followed.
4. Proper personal protective equipment shall be worn.
5. Safety procedures shall be followed when operating equipment, or handling material manually or mechanically.
6. All hazardous materials shall be properly labeled and stored.

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

Shop/Laboratory Regulations

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

TECHNOLOGY

Student Network and Internet Acceptable Use and Safety

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

Media Services

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

ALUMNI INFORMATION

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

GAINFUL EMPLOYMENT ACT & CLERY ACT INFORMATION

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

REQUIREMENTS FOR APPLICATION FOR LICENSURE AS A PRACTICAL NURSE

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

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

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

OHIO BOARD OF NURSING CRIMINAL RECORDS CHECK/FELONY CONVICTIONS

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

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

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

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

Marriage

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

Advanced Placement/Transfer Credit

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

1. The student requesting consideration for advanced standing/transfer credit to the Auburn Practical Nursing Program must be accepted into the program.

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

Additional Auburn Career Center Policies

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

WITHDRAWAL FORM
Auburn Practical Nursing Program

Today's Date: _____

Name: _____

Address: _____

Email: _____

Phone: _____

Name and Address of Employer: _____

Title or Position: _____

Program enrolled in: _____

Reason for withdrawal: _____

Date of actual withdrawal: _____

Student's Signature: _____

Adult Director or Designee: _____

Information also needs to be provided to:

Financial Aid Representative

Administrative Assistant

Director, Adult Workforce

Student File

Instructor

TRANSFER FORM
Auburn Practical Nursing Program

Today's Date: _____

Name: _____

Address: _____

Email: _____ Phone: _____

Name and Address of Employer: _____

Title or Position: _____

Program cohort enrolled in: _____

Classes completed:

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

Program cohort transferring to: _____

New Start Date: _____

Current Tuition Balance: _____ New Tuition Balance: _____

Courses Remaining to Be Taken:

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

Student's Signature: _____

Program Administrator or Designee: _____

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

Auburn Practical Nursing Program

Student Name: _____ Date: _____

Birth Date: _____ Phone: _____

Program/Trade Area: _____

Date Entered: _____

Date Withdrawn: _____

Date Completed: _____

Records requested: ___ Transcript ___ Certificate

Send Official Transcript to:

Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Signature of Student

Date

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

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

8140 Auburn Road * Concord, OH 44077 * 440.357.7542 * Fax: 440.358-8012

2020 PROGRAM COST OF EDUCATION

Auburn Practical Nursing Program

School Costs

Tuition for the full program	\$12,015
Uniforms	\$145
Supply Fees	\$400
Tools	\$130
Textbooks	\$990
Certification Test Costs	\$501
Total Program Cost	\$14,181

Miscellaneous Other Fees

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

Auburn Career Center



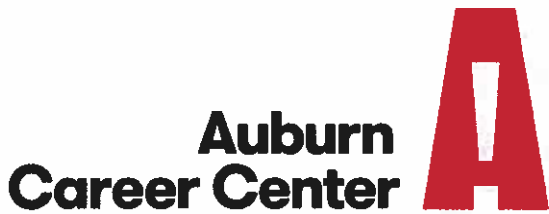
RELEASE POLICY

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

Student Name Printed _____

Student Signature _____

Date _____



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

PRACTICAL NURSING STUDENT AGREEMENT – BACKGROUND INFORMATION

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

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

I verify that I have lived in the state of Ohio for: ___ longer than five (5) years
___ five (5) years or less

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

Student Signature: _____ Date: _____

Witness Name: _____

Witness Signature: _____ Date: _____



CONFIDENTIALITY STATEMENT FOR STUDENT CLINICAL EXPERIENCE *

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

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

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

Name (please print) _____

Signature _____ Date _____

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

Auburn Career Center



ATTENDANCE CALCULATION TABLE

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

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

Auburn Career Center



ACKNOWLEDGEMENT

I have received and read the 2020 Auburn Practical Nursing School Handbook. I will abide by these policies, rules, and regulations as set forth by the school. I recognize that this is a binding contract of responsibility and accountability, which is then integrated into my permanent file. I have been provided time to ask questions and receive responses to these questions.

Student Name Printed: _____

Student Signature: _____

Date: _____



FBI-BCI HOLD HARMLESS WAIVER

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

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

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

Signature

Date

Printed name

**Auburn
Career Center**



Attachment Item #20A

*Consent Agenda:
Contracts/Affiliation Agreements*

*Auburn Practical Nursing
Affiliation Agreement*

Auburn Career Center



List of Clinical Sites & Preceptorships *Affiliation Agreements for Practical Nursing Program*

Angels in Waiting Home Care	Kindred Healthcare
Ashtabula County WIC	Lake County Board Of MR/DD
Ashtabula Surgery Center	Lake County General Health District
Blossom Hill Health Dept. Care Resident	Lake County WIC
Briar Hill Health Care Residence	Lake Health Inc., Tri-Point Medical Center
Broadfield Manor Nursing & Convalescent Home	Lake Pointe Health Care
Cardinal Woods Nursing & Rehab	Lantern of Madison
Consultants in Gastroenterology	Lantern of Saybrook
Concord Village Skilled Nursing & Rehab	Legacy Health Services
Country Club Retirement Center	Life Services Assisted Living/Salida Woods
Deepwood	Madison Healthcare
Eagle Pointe Nursing & Rehab	Mapleview Country Villa
Emeritus Senior Living	Mentor Way Nursing & Rehab
Geneva Pointe/Geneva Shores Skilled Nursing & Rehab	Metzenbaum Center
Golden Living Center	Middlefield Care Center
Grand River Nursing Home	Personal Home Health Care
GYN Specialists	Saybrook Landing Nursing Home
Hattie Larlham	The Fairways
HCR Manor Care	The Goddard School
Heartland of Mentor	Wickliffe Country Place
Health Hill Care Communities	Sister of Notre Dame
Holly Hill Nursing Home	University Hospital Care Medical Center
Homestead I	University Hospital Geauga Medical Center
Homestead II	University Hospital Richmond
	Vista Springs Quail Highlands

**Auburn
Career Center**



Attachment Item #20B

*Consent Agenda:
Contracts/Affiliation Agreements*

*Teaching Professions Pathway
Affiliation Agreement*

Auburn Career Center



List of Schools & Businesses

Affiliation Agreements for Teaching Professions Pathway

Small Hands Big Dreams – Bainbridge

Goddard School- Concord Twp.

Lakeland Community College TLC

iSTEM Geauga Early College High School

Hershey Montessori

Broadmoor School

Fairport Harbor

Painesville City

Kirtland School District

Madison Local School District

Perry School District

Riverside School District

Berkshire School District

Cardinal School District

Chardon School District

Kenston School District

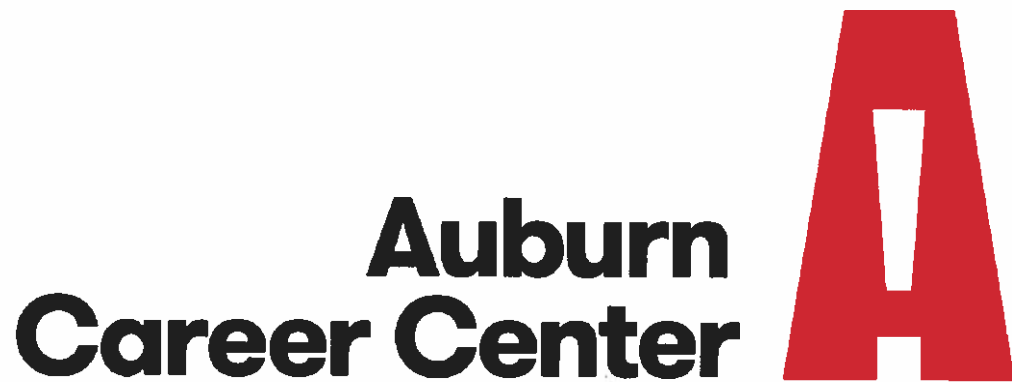
Newbury School District

Agape Academy

Euclid City School District

Mentor School District

Wickliffe School District



Attachment Item #20C

*Consent Agenda:
Contracts/Affiliation Agreements*

*Public Safety
Affiliation Agreements*



***List of Affiliation Agreements
for Public Safety Programs***

Bainbridge Township Fire Department
Chardon Fire Department
Community Care Ambulance
Concord Fire Department
Eastlake Fire Department
Euclid Fire Department
Jefferson Emergency Rescue District
Madison Fire Department
Mayfield Heights Fire Department
Mentor Fire Department
Munson Fire Department
Northwest Ambulance District
Painesville City Fire Department
Painesville Township Fire Department
Perry Fire Department
Solon Fire Department
Lake Hospitals System
Lane Life Transportation
South Euclid Fire Department
Wickliffe Fire Department
Willoughby Fire Department
Kirtland Fire Department (EMT only)
Willoughby Hills Fire Department (EMT only)

**Auburn
Career Center**



Attachment Item #20D

*Consent Agenda:
Contracts/Affiliation Agreements*

*Business Partnership
Affiliation Agreements*



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

3 S Towing And Recovery	Anytime Fitness	Brooks and Henderson Construction
72 Degrees Air Conditioning & Heating	Apex Dermatology	Buckeye Chocolate
A&W Drywall Repair	Aqua Doc Lake & Pond Management	Buyers Products Company (Just In Time Staffing)
A.J. Pistotnick Painting & Decorating	Aqua Ohio, Inc.	Cable Communications
A.K. Electric	Architectural; Fiberglass, Inc.	Campbell Plumbing
Action Carstar	Around The Clock Homecare	Campo Roofing Company
Advanced Auto Parts	Arthur Lewis Steel	Carter Lumber
Advanced RV	Ashton Technology	Carvana
Aerotek	ASM Industries	Cast Nylons
Aexcel Corporation	Atrium	Chardon & Chesterland Family Eye
AGM Physical Therapy	Auburn Career Center	Chardon Accounting
AIM Performance Training	Automation Plastics Corp.	Chardon Square Auto & Tire
Air Lift	Avalign Integrated LLC	Chardon Square Carstar
Air Technical Industries	Avenue Auto Clinic	Chardon Welding, Inc.
AJ Nowac Landscaping Inc.	Avery Dennison	City Of Painesville
Alliance For Working Together (AWT) Foundation	Baffa Landscape	Claridon
Alloy Bellows & Precision Welding	Bainbridge Body Shop	Classic Auto Repair
Alpha Machining, LLC	Bella Stone Works	Classic Auto-East
Alvord's Yard & Garden	Best Buy Tire	Classic Chevrolet
American Controls, LLC	Big Creek Veterinary	Classic Hyundai Of Mentor
Ameri-Tow Services Of Ohio	Bill's Body & Paint	Cleveland Clinic
Amicone Building & Construction	Bo's Showcar Auto Body	Clover Electric
Amotec, Inc.	Bob Evans	Cobb Industrial, Inc.
Amped	Bowden Manufacturing	Cometic Gaskets
Anderson Heating & Cooling	Briar Hill	Component Repair Technologie Inc.
	Brookes & Henderson Bldg Co.	

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

Concord Motorsports	Drummond Corporation	Francis Engineering & Racing
Concord Paving	Duke Manufacturing	Frank's Auto Body
Concord Village Skilled Nursing & Rehabilitation	Duramax Marine Inc.	Fredon Corporation
Conrad's Tire	Dutch Country Restaurant	Freshcoat Painters
Cornerstone IT	Earth & Waterscapes	GAR Paving
Cortland	Earth Concepts	Garage Experts
County Line Automotive Restoration	Easy Signs	Gardiner
Cowboy Earthworks, LLC	EFF Technologies	Gateway
Crescent Digital LLC	Engineered Endeavors	GCA Services Group
Crossroads Health	Enterprise Welding	Geauga Family YMCA
CT Consultants	Environmental Growth Chambers	Geauga Mechanical Co.
CTSI	Euclid City Schools	Glenn's Golf Cart Central
CVS	Euclid Heat Treat	Global Commerical
Czuba Cycles	Eugene's Auto Repair	Gold Key-Hexpol
D & S Automotive Collision & Restyling	Excalibur Collision, Inc.	Grand River Equipment
Davey Tree Expert Co.	Executive Events & Entertainment	Great Lakes Cheese
DCR Systems	Expert Tech Automotive	Griffin Technology
De Nora Tech, Inc.	Exscape Designs	H & H Landscaping
Delaware North	Federico Tire Pros	H & M Landscaping
Dieco Manufacturing Inc.	Feedall Automation	H Jacks Plumbing & Heating
Diversified Bus. Systems	Finelli Ironworks	H.A.V.E.
Divine Living	Fischer Special Tooling	Habco Tool & Development Company, Inc.
Dolbey Systems, Inc.	Fit N Finish	Habitat For Humanity
Driftwood Restaurants & Catering	Fives Landis Corp.	Haueter's Lawn & Sport Center
Drug Mart	Food For Thought	Heckaman Heating & Cooling, Inc.
	Formtek, Inc.	Heisley Tire & Brake, Inc.



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

Herman Losely & Son, Inc.	Johnstone Supply	Lew's Reliable Heat & Air Conditioning
Hess & Associates Engineering	JP Dennis Machine, Inc.	Lincoln Electric
Highway Auto Center	Junction Auto Sales	Lintern Corporation
Hillcrest	Junie Balloonie	Litigation Management
HML Landscaping	Kennametal	Lorenzo Masonry
Home Depot	Kew Landscaping LLC	Lowes
Hometown Heating LLC	Kimpton Schofield Hotel	Madison Healthcare
Horner	Kinetico	Madison IT
Hy-Gain Electric	Kish Heating & Cooling, Inc.	Madison Muffler
IC Automation	Kraft Maid	Madison Veterinary Hospital
Impullitti Landscaping Inc.	Kucera	Major Waste
Independent Tree	Lacava's Landscaping	Mangia Mangia
Infield Chiropractic Office	Lake County Council On Aging	Mapledale Landscaping
Innovative Landscapes	Lake County Educational Ser. Center	Marous Brothers
Intellitronix	Lake County General Health District	Mars Electric
Istem Early College High School	Lake County Nursery	Max Motil, Inc.
ITEN Industries	Lake Erie College	Maxim Healthcare Services
J L Taylor	Lake Health Systems	Mckinley Elementary School
J. Patrick Audio & Video	Lake Humane Society	Mentor Icebreakers
Jade Products, Inc.	Lake Metro Parks	Mentor Senior Center
Jennings	Lake-Geauga Computer Association	Mercury Plastics
Jergens, Inc.	Lake-Geauga Habitat For Humanity	Metz Culinary Management
Jermone T. Osborne Excavating, Inc.	Lakeside Automotive	MFG Landscaping
JFD Landscape	Lawn & Order Landscaping	Middlefield MFG
John F. Gallagher Plumbing	Legacy Equestrian Center	Midtire
Johnny Law's Automotive Services		Midwest Land Clearing, Inc.

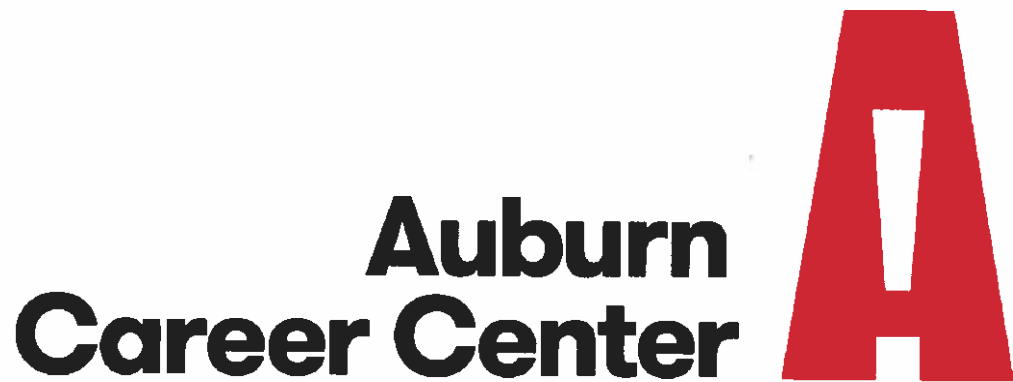


***List of Business & Industry
Affiliation Agreements for Business Partnership***

Mobile 1	PCC Airfoils, LLC	Roll-Off Inc.
Monroe Auto Service	PEP Manufacturing, Inc.	Rosewood Diesel Shop LLC
Mr. Excavator	Plumbers Local No.55	Royal Heating & Air Conditioning
MSC Industries, Inc.	Positive Energy Electrical	Ryder's Inn
Nolan Plumbing & Heating	Precise Tool & Die Co., Inc.	S.A.M Industries
Norman Noble	Precision Orthopedic	Salon 2 You
North Coast Auto Restoration LLC	Presrite Corporation	Sand Ridge
North Coast Perennials	Preston Ford	Schill Grounds Management
Nowac Landscape	Preston Superstore	Schofield Hotel
OakView Landscaping	Princeton Tool	Schwartz Land Survey
Ohio Landscape Association	Process Technologies	Secure Recycling
Ohio Ordnance Works	Progressive Insurance	Selinick Company
Ohio Paving & Amp Construction	Punderson	Seme & Son Automotive
Ohio Valley Group	QP Manufacturing LLC	Shepp Electric
Ohman Family Living Facilities	Quail Hollow Golf Course	Sherman Welding
Old School Kustoms	Quail Hollow Resort	Shoreside Plumbing
Omni Systems	Qualtech Technologies, Inc.	Signature Health
Pace Engineering	R & D Heating & Sheet Metal	Sitework Developing Inc.
Painesville Public Library	R.D. Banks Chevrolet	SKF Company
Panel Tech	Radick's Landscaping Inc.	Smylie One Heating, Cooling And Plumbing
Panzica	Ravenwood Health	Snyders Auto
Paris Room	Red Stone Schoolhouse	Soldiers To Sawyers
Parker Hannifin	Regal Diamond Products, Inc.	South Euclid Automotive
Parker Place	Rimeco	South Franklin Circle
Pattie Group	Rohaley's Auto & Truck Repair	Spectrum Cable
Paul's Tractors	Roll-Kraft	Spire Institute

List of Business & Industry Affiliation Agreements for Business Partnership


Spruceberry Farm	Torque Transmission	Visual Marking Systems, Inc.
Stafast Products, Inc.	Total Lawn Care	W.S. Tyler
Stainless Works	Towlift Inc.	Walgreens
Star Precision	TRACOM	Wave Imaging
Stonewater Golf Club	Tree Trimmings Express	Ways Welding
Streb Electric Ltd.	Tremco	WF Hann And Sons
Sumi Carbide	Tri-County Electric	Whitehouse Chocolates
Sunroof & Restylers City, Inc.	Tri-Den Heating & Air Conditioning, LLC.	William Keach - LAX
Sunset Industries, Inc.	Tri-Point Medical Center	William Keach- Architect
Swagelok	Trufab Technology	Wolf Creek Company
Symphony At Mentor	Truline Industries	Woodhill Supply
Target	TT Electronics	Wrap Ohio, LLC.
Taylor Home Services	Turfscape, Inc.	XCEL Athletics Cheer & Tumble Academy/Step 1
Tec, Inc.	Turk Construction	Yanos Automotive
Tessa Precision Products, Inc.	Twist Athletics	Yardmaster
The Driftwood Group (Welshfield Inn)	Two Season Heating & Cooling	Zagar Inc.
The John F. Gallagher	Universal Auto & Tire	Zappy's Auto Wash
The Lubrizol Corporation	University Hospital	Zepeda Electric
The Mullet Company	University Hospitals: Geauga Medical Center	Zeppe's
The Residence Of Chardon	US Lighting Group	Zingales
The Woodsman Tree Service Inc.	V & S Schuler Engineering	
Tibaldi Law	Vanguard CNC Laser Cutting	
Tiny Tots Day Care	Vecmar Corporation	
Tire & Wheel Automotive Service Center	Vehicles Unlimited	
Titan Aircraft Supply	Velotta Auto Service	
Topgolf	Vinney's Authentic Italian Eatery	



Attachment Item #20E

*Consent Agenda:
Contracts/Affiliation Agreements*

*Alliance for Working Together
Foundation Contract*

**Auburn
Career Center** 
Training Agreement

This Training Agreement (“Agreement”) is entered into by and between the Auburn Vocational School District Board of Education (“Auburn”), which operates the Auburn Career Center, and the Alliance for Working Together Foundation (“AWT”) located at 8990 Tyler Boulevard, Mentor, Ohio 44060 to set forth the training that Auburn will provide for employees of AWT members (“Students”).

A. General Information

Specifically, the Parties agree that Auburn is to provide manual machining laboratory training (“Training”) for a maximum of twenty (20) students per cohort starting August 24, 2020, for up to three (3) cohorts each fiscal year (July 1 through June 20). This Agreement must be renewed each fiscal year before May 31 of the current fiscal year. The program cost will be reassessed and the Agreement modified, as appropriate, with each renewal.

Auburn is to provide—and AWT is to pay for—the Training at Auburn’s facility located at 8140 Auburn Road, Concord Township, OH 44077, consisting of forty (40) total hours divided into two (2) twenty (20) two-hour sessions.

The cost for the Training with two instructors is \$13,100 per cohort, independent of the number of students up to a maximum of twenty (20) students per cohort. This cost includes tuition, supplies and OSHA 10 certification. See Appendix A for a charge breakdown.

B. Responsibilities of Auburn Career Center

1. Auburn is to pay its instructor costs for the Training. The compensation is the current instructor rate of pay (\$30/hour). Any additional compensation above this \$30/hour rate is the responsibility of AWT.

2. Auburn is to provide storage space for the students’ projects.

3. Auburn is to use its performance and attendance tracking systems to monitor the status of the students. Auburn is to provide certificates of completion for those students who pass the program with a minimum of 3.0 G.P.A. and a minimum of 90.0% attendance.

4. Michelle Rodewald, Director of Adult Workforce Education and Business Partnerships; David L. Cowen, Coordinator of Internships and Adult Programs; or another Auburn designee will provide oversight of the Training.

(Continued)

Alliance for Working Together – Auburn Career Center Training Agreement (cont'd)

C. Responsibilities of AWT

1. AWT is to pay for and provide the Training curriculum to Auburn thirty (30) calendar days before the training is to begin. The Training curriculum must be approved by Auburn before the initial Training can begin, the approval of which shall not be unreasonably withheld.
2. Any modifications to the Training curriculum must be provided to Auburn for approval fourteen (14) calendar days prior to the modification being implemented, the approval of which shall not be unreasonably withheld.
3. In addition to the cost of the training, all other costs associated with this Training including, but not limited to, compensation above the Auburn \$30/hour compensation, books, supplies in excess of \$2,500, and testing are the responsibility of AWT. To the extent Auburn provides educational supplies, AWT will be charged accordingly.

CI. Responsibilities of Students

1. All Students must comply with the policies, procedures, and practices in the current Auburn Career Center Adult Workforce Education Student Handbook, which Auburn will provide to the Students. Violations can have consequences up to and including permanent removal from the program as determined by the Director of Adult Workforce Education and Business Partnerships.
2. The OSHA 10 certification must be completed by each student and verified by the Auburn instructor before the first day of the program.

CII. Terms of Agreement

Termination. Either party may terminate this Agreement by providing thirty (30) calendar days prior written notice to the other party.

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

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

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

(Continued)

Alliance for Working Together – Auburn Career Center Training Agreement (cont'd)

E. Terms of Agreement (cont'd)

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

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

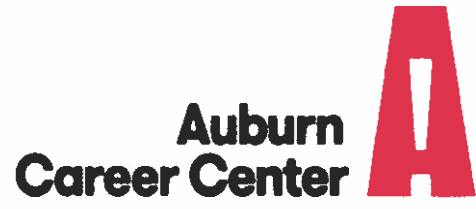
FOR THE ALLIANCE FOR WORKING TOGETHER:

<u><i>Juliana A. Petti</i></u> Signature	<u>August 10th, 2020</u> Date
<u>Juliana A. Petti</u> Printed Name	<u>Executive Director</u> Title

FOR THE AUBURN VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION:

_____ Superintendent	_____ Date
_____ Treasurer	_____ Date
_____ Board President	_____ Date

Appendix A



**AWT Machining Class
Cost Breakdown**

Instructional Charge	\$6,870
Overhead	\$3,230
OSHA	\$ 500
Supplies	<u>\$2,500</u>
TOTAL	\$13,100

**Auburn
Career Center**



Attachment Item #21

*Approve Part Time Salary
Schedule 2020-2021*

Auburn Career Center



Part Time Salary Schedule

2020-2021

Substitute Teacher Rate	Per Day	\$100.00
Substitute Teacher Rate	Per ½ Day	\$50.00
Substitute Teacher “Floater” Rate	Per Hour	\$14.29
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	\$14.29