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## **2022-2023 CERTIFIED STAFF PROCEDURAL HANDBOOK**



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## **BOARD OF EDUCATION**

Mrs. Marie Dockry, President  
 Mrs. Beth Donofrio, Vice President  
 Attorney David Engler  
 Attorney Kathi McNabb Welsh  
 Mr. Richard S. Scarsella  
 Mr. Ronald Shives  
 Mr. Michael Stanko

## **ADMINISTRATION**

Superintendent  
 Director  
 Principal  
 Principal  
 Principal/Student Services Director  
 Treasurer-CFO  
 Technology Supervisor  
 Marketing & Job Placement  
 Student Support Coordinator

Mr. John Zehentbauer  
 Dr. Mara Banfield  
 Mr. Matt Campbell  
 Mr. Ralph Sandy  
 Mr. Maurice Taylor  
 Mr. Brian Rella  
 Mr. Chris Stewart  
 Mrs. Jessica Cene  
 Mr. Andrew Hampton

## **EQUAL EDUCATIONAL OPPORTUNITY**

Title IX and Section 504 Coordinator

*Dr. Mara Banfield*

*In compliance with (1) Title VI of the Civil Rights Acts of 1964, (2) Title IX of the Educational Amendments of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the ORC Vocational Educational Guidelines, and the Americans with Disabilities Act, we are notifying all students, parents, employees, and the general public that the Mahoning County Career & Technical Center has adopted a nondiscrimination policy on the basis of race, color, creed, handicap, religion, gender, ancestry, national origin, or social or economic background.*

*Any complaint regarding this nondiscrimination policy should be referred to Mr. John Zehentbauer, 7300 North Palmyra Road, Canfield, Ohio 44406 – Telephone (330) 729-4000. All staff are required by law to receive Title IX Training.*

## **MCCTC Faculty (Grades 11 & 12)**

### **The Academy of the Arts:**

Lisa Argiro - Cosmetology  
 Monica McGlone - Math  
 Christl DeNiro - JTC/Hospitality  
 Michelle Lanterman - English  
 Melinda Grimm - Social Studies  
 Melissa Hackett - Creative Art and Design  
 Chef Matt Putzier - Culinary Arts

Kasey Clark - Intervention Specialist  
Michelle Naymick - Intervention Specialist  
Megan Ferraro - Science  
Julie Pagnotta - Early Childhood Education

**Global Academy:**

Jared Lyder - English  
Kory Cooper - Electricity  
Jacob Danes - Social Studies  
Brandy Dunbar - Math  
Seth Basista - Science  
Scott Rowe - Aviation Maintenance  
Alisha Bobby - Intervention Specialist  
Heather Sankey - Intervention Specialist  
Thomas Smith - Intervention Specialist  
Dave Smith - Building Construction & Remodeling  
Anthony Davis - Public Safety/Fire

**The Machine Team:**

Seth Basista - Science  
Dustin Cramer - Math  
Anthony Cycyk - English  
Jacob Danes- Social Studies  
John Klem - Intervention Specialist  
Michael Lutz - Precision Machining/Advanced Manufacturing  
Joe Merritt - Truck & Diesel Mechanics  
Denny Naples - Welding  
Joe Sander - Custom Auto Paint and Design  
Jason Campbell - Intervention Specialist  
Thomas Morris - Automotive Technology

**iCONS Academy:**

Michael Sekol - Software Development  
Walter Baber - Engineering & Robotics  
Bob Miller - Biotechnology  
Jordan Miller - Allied Health

Jennifer Phillibin - Allied Health  
 Jamison Mills - Computer Networking and Cybersecurity  
 Heather Bionci - Math  
 Donna Greer - English  
 Rachael Bickel - Science  
 Marina Silvestri - Intervention Specialist  
 Stephanie Yungen - Animal Science  
 Phillip Bellotta - Exercise Science/Physical Therapy Tech  
 Alyssa Liste - Math  
 Andrea Weaver - English  
 William Parker - Social Studies  
 Stephanie Francis - Intervention Specialist  
 Patti Thorsby - Science  
 Mary Williams - Independent Study

### **School Counselors**

Valerie Sullivan - **Boardman, Campbell, Columbiana, Jackson-Milton, Lowellville, Leetonia, Sebring, Struthers, Valley Virtual, Western Reserve, Youngstown**  
 Lauren Mechling - **Austintown Fitch, Crestview, Girard, Poland, Salem, South Range Springfield, United, Waterloo, West Branch**  
 Cassandra Psaras - **Canfield & Valley STEM**  
 Michael Robinson

Christine Baglama - **Nurse**  
 Officer - **School Resource Officer (SRO)**  
 Sunny Kumar - **Technology Assistant**

### **Valley STEM + ME<sup>2</sup> Academy Faculty**

Cassandra Psaras - School Counselor  
 Melanie Brock - ELA  
 Alissa Kolar - ELA  
 Maria Stratis - ELA  
 Leslie Wright - Social Studies  
 Garrett Hack - Science  
 Jennie Wensel - Science

Zachary Capan - Intervention Specialist  
 Paris Krug - Intervention Specialist  
 Thomas Smith - Intervention Specialist  
 Julie Ciolino - Math  
 Lynnette Seebacher - Math  
 Michael Lopuchovsky - Robotics & Coding Lab  
 Todd VanOrman - Engineering & Manufacturing Lab  
 Jason Moore - RAMTEC Lab


## **2022 - 2023 School Calendar**

August 18, 2022	Junior & STEM Orientation
August 22, 2022	First Day of Classes
September 2 & 5, 2022	Labor Day Break (No Classes)
October 14, 2022	NEOE Day (No Classes)
October 21, 2022	End of 1st Grading Period
November 22, 2022	Parent Teacher Conferences 3:00 pm to 9:00 pm
November 23 - 25, 2022	Thanksgiving Break (No Classes)
December 22, 2022 - January 2, 2023	Winter Break (No Classes)
January 3, 2023	Classes Resume
January 13, 2023	End of 2nd Grading Period
January 16, 2023	Martin Luther King Jr. Day (No Classes)
February 9, 2023	Open House / Parent Teacher Conference 3:00 pm to 9:00 pm
February 10, 2023	Waiver Day (No Classes)
February 17 & 20, 2023	Presidents Day Break (No Classes)
March 24, 2023	End of 3rd Grading Period
April 5, 2023	Last Day of Classes Before Spring Break

April 6 - 11, 2023	Spring Break
April 12, 2023	Classes Resume
May 24, 2023	Senior Awards Day / Last Day for Seniors
May 25, 2023	End of 4th Grading Period / Last Day of Classes

## Grading Periods

1st Nine Weeks	August 22, 2022 - October 21, 2022
2nd Nine Weeks	October 24, 2022 - January 13, 2023
3rd Nine Weeks	January 17, 2023 - March 24, 2023
4th Nine Weeks	March 27, 2023 - May 25, 2023



**MAHONING COUNTY CAREER & TECHNICAL CENTER**  
**2022-2023 SCHOOL CALENDAR**

Approved 2/22/2022

AUGUST 2022							SEPTEMBER 2022							OCTOBER 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

17 - Teacher In-Service  
18 - Junior & STEM Orientation  
22 - First Day of Classes

2 & 5 - Labor Day Break (No Classes)

14 - NDEA Day (No Classes)  
21 - End of First Grading Period

NOVEMBER 2022							DECEMBER 2022							JANUARY 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

22 - Parent Teacher Conferences  
23-25 - Thanksgiving Break (No Classes)

22-31 - Winter Break (No Classes)

1-2 - Winter Break (No Classes)  
16 - MLK Day (No Classes)  
13 - End of Second Grading Period

FEBRUARY 2023							MARCH 2023							APRIL 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

9 - Parent Teacher Conferences  
10 - Waiver Day (No Classes)  
17 & 20 - Presidents' Day Break (No Classes)

24 - End of Third Grading Period

6-11 - Spring Break (No Classes)


MAY 2023							JUNE 2023							JULY 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

24 - Senior Awards Day/Last Day for Seniors  
25 - End of Fourth Grading Period / Last Day of Classes  
26 - Teacher Report Day

First Grading Period  
Second Grading Period  
Third Grading Period  
Fourth Grading Period

August 22 - October 21  
October 24 - January 13  
January 17 - March 24  
March 27 - May 25

42 days  
49 days  
46 days  
40 days  
177 Student Attendance Days  
1 Student Waiver Days  
2 Parent Teacher Conference Evenings  
4 Teacher Professional Days  
184 Total Days



Calamity make-up days, if necessary: May 26, 30, 31, June 1, 2 unless otherwise scheduled.  
If one or more calamity make-up days are necessary, Teacher Report Day will be the school day following the last make-up day.



**[Supervisory Chart 2022-2023](#)**

**[Master Schedule Document](#)**

**[Building Bell schedule](#)**

## **IMPORTANT LINKS & Locations**

### **MCCTC High School Page**

Request to See A Counselor (non-emergency is visit the link/button on the HS page)  
: <https://mahoningctc.com/highschool/>

Request to See The Nurse: <https://mahoningctc.com/highschool/>. In most cases, you will direct the student to use the [“Request to See A Nurse”](#) on the [high school page](#). See later in handbook for more info.

### **INTRANET (Staff Only Access):**

#### **INTRANET LINK**

MCCTC Grades 11/12 Discipline Referral: <https://forms.gle/nX7vMs9jjrDEvgnc6>

Valley STEM Grades 9 & 10 Discipline Referral Form:  
<https://forms.gle/aJruBMnHHXTb65n39>

Maintenance and Tech Links can stay the same in the Intranet, as well as the "Extra Cleaning/Sanitizing Needed" -INTRANET: <https://mahoningctc.com/intranet/>

## **TAKING ATTENDANCE**

### **Daily Attendance M-F:**

The process of taking attendance for STEM and CT teachers will not change. Attendance should be taken at approximately **8:25 (A bell will ring and serve as a reminder)**. We would like you to hold off until 8:25 because we anticipate bus issues to start the year due to a new start time. At this point we will not be giving out “late bus” passes to avoid overcrowding in the front hallway. By taking attendance at 8:25 all busses should have arrived and students should be in 1st period/lab.

### **Period Attendance:**

Period by period attendance **MUST** be taken **EVERY PERIOD** in Progressbook. If you need help in knowing how to do this, please see Noreen Sabo.

## **CLOSING SCHOOL DURING EMERGENCIES**

The official means of communication in the event of any school day adjustment will be a one call notification and social media. The Superintendent has discretion for determining if/when school is called off. **If students are off the Superintendent will determine if we are on a “remote learning day” or a snow day. The most detailed and accurate information will be conveyed electronically.**

### **FIELD TRIPS**

A directed field trip is an effective educational tool which can provide the students with valuable experiences that cannot always be simulated in the school setting. The instructor's role is most important in organizing the trip and in the orientation of the students so they are motivated and aware of the specific items to be observed.

The school is responsible for the safety and well being of the students. Students must be supervised at all times during field trips. Every precaution should be taken by the instructor to assure that no incident will occur which will reflect negatively on the class or the Career & Technical Center. The behavior and dress of the students is especially important, in that they are continually being observed by adults and compared with adult behavior in the world of work. Transportation, when it is feasible, will be provided to the club or class by the Mahoning County Career & Technical Center District Board of Education.

Youth organizations will use the school bus or van when attending contests and conferences unless other options are discussed and approved with supervisor and/or CT Director. Administration has the right to refuse field trips; they are considered a privilege.

#### **Field trip requests must be submitted following this procedure:**

1. Fill out a request for field trip in SC View.
  - a. All subject fields **MUST** be complete with accuracy
  - b. Under Educational Objectives, *there MUST be a detailed agenda with times/locations of all activities, tied to the educational purpose*
2. The workflow for field trip requests is as follows:
  - a. *Instructor fills out request*
  - b. *Request goes to supervisor for approval*
  - c. *Request sent via SC View to main office secretary, she will approve if there is a bus available. She will arrange for a bus*
  - d. *Request is sent to CT Director for final approval*
  - e. *All field trips will be on school **field trip** calendar, entered by main office secretary*
3. No later than 7:55 am the day of the field trip, **field trip attendance** **MUST** be submitted upon departure to the attendance secretary, Lisa Truitt.
4. Instructor must have all emergency medical forms (available electronically or printed by instructor).
5. Seating charts, detailed sub plans, safety plans, and rosters **MUST** be left in a visible, organized manner. Sub plans must have relevance to course competencies.
6. The instructor requesting a local or extended field trip or youth organization trip must complete a trip request form for approval first 10 days in advance of the requested trip. An overnight field trip form should be filed 30 days in advance of the requested trip and **must have board approval.**
7. The class or group using the bus will be responsible for the general clean up of the bus when it is returned to the Career & Technical Center.
8. No application for a field trip will be considered during any state testing, or after May 15th.
9. Youth organization trips after April 15th will only be considered if the activity is a competitive contest or a leadership conference.
10. Overnight field trips that have male and female students **MUST** have male and female supervision and must have board approval first.
11. Transportation shall be by bus driver, or properly certified person only.
12. **Field trip approval and requested chaperones are at the discretion of administration.**
13. ***No student, under any circumstances, shall be left unattended.***

**NOTE:** The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes pupils on trips not approved by the Board or Superintendent/Director. No staff members may solicit pupils of this district for such trips within the facilities or on the school grounds of the district without Board permission.

#### **OVERNIGHT TRIPS (DISTRICT-SPONSORED)**

In compliance with board policy regarding Field Trips, the following guidelines are to be followed whenever a staff member seeks Board approval for a trip on which the students will be away from home for one (1) or more nights.

The Superintendent will not recommend approval by the Board unless an overnight field trip plan has been prepared and approved by the supervisor. In addition, if the trip involves the use of a travel agent or tour provider to arrange for transportation, rooms, or any other aspect of the trip, the staff member submitting the proposal must confirm that the company is:

- Licensed to operate in this State;
- Registered and bonded, if required by R.C. 1333.96;
- Properly insured for the proposed trip including a summary of the nature and extent of the coverage;
- In compliance with Federal laws regarding accessibility for and rights of those with disabilities

This information must be confirmed, in writing, and attached to the trip proposal. No trip involving a travel agent or tour promoter will be approved without this confirmation.

It is essential that no discussion of a trip with students is to occur until the trip proposal has been submitted and a determination made as to whether it will be sponsored by the District.

All such requests are to be submitted to the Superintendent 30 days prior to the Board meeting at which approval will be sought. The professional staff member who will be in charge of the trip is responsible for preparing the proposal, reviewing it with the supervisor, and obtaining written approval from each.

The proposal will be reviewed by the Superintendent and submitted to the Board with his/her recommendation for or against approval.

#### **TRIP LEADER RESPONSIBILITIES**

Each chaperone of a field or other District-sponsored trip is to be provided with a copy of the following guidelines for fulfilling his/her responsibility.

- Students are to be made aware that the regular bus rules will apply for the trip. Since some of the students may not be regular bus riders, the rules should be reviewed with the group prior to departure.
- The trip leader is responsible for student behavior while on the bus.
- The driver is responsible for the bus and has ultimate authority over routes and operations. If s/he deems that conditions constitute a safety hazard, the driver has the authority not to proceed.
- If any discipline problems develop while on the trip, the problems are to be reported to the Supervisor immediately.
- The trip leader should report to the Supervisor any cases of poor judgment or improper behavior on the part of the driver.
- The trip leader MUST:

- Review with the bus driver the destination and route;
- If there is any question about the route, it should be resolved prior to departure so there is no confusion in communication during the trip. The driver has the final decision on the route;
- Make sure the emergency medical forms are on the bus in the possession of a designated person;
- Introduce chaperones to the driver prior to the trip and review the District's policies and guidelines on discipline (including corporal punishment) prior to the trip.
- Assist the driver in enforcing the rules of the bus and the rules and directions for the trip;
- When necessary or requested by the driver, place himself/herself and any chaperones strategically throughout the bus;
- Conduct a head-count each time there is unloading and reloading of passengers to ensure no one is left behind;
- When the bus returns to the District, make sure all students have proper rides home and have left the District before considering the trip to be completed.
- Once approved, the professional staff member in charge will be responsible for conducting the trip as planned. If changes in the plan are necessary, such changes are to be submitted to the Supervisor for approval and/or for subsequent approval by the Superintendent or Board.
- Prior to the start of an approved overnight trip, the staff member in charge must comply with the procedures for any District-sponsored trip.
- Each participating student and his/her parent must sign a permission slip outlining responsibilities and expectations of each.
- Room checks must be done periodically throughout the night to ensure students are in proper rooms

### **CHAPERONES**

All chaperones must be approved by the Director, at least twenty-one (21) years of age, and be affiliated with the District as a

- Parent
- School volunteer
- Part-time or full-time employee/parapro
- Board member
- Spouse of an employee

The list of chaperones must be submitted with the trip request in SC View. Any additions or replacements must be submitted to the supervisor for approval prior to the trip. All chaperones **must** submit to a BCI/FBI check if one is not already on file.

Each chaperone is expected to abide by all applicable District policies and administrative guidelines.

Chaperones are not to invoke any kind of discipline on a student except in cases of imminent threat to that student's or other people's safety or well-being. A chaperone is to report any student behavior problems or inappropriate conduct of a chaperone or staff member to the trip leader(s) as soon as possible.

Each chaperone, as well as the trip leader(s), should model the behaviors expected of students throughout the times on the trip when s/he is associated with the students. When a chaperone is on free time away from the students, his/her behavior should be such that it would not create problems for or embarrassment to the trip leader(s) or the District.

The trip leader(s) is responsible for the conduct of the chaperones during the trip and should be knowledgeable of their whereabouts at all times and how they can be contacted in case of an emergency.

## **FEES:**

### **To Pay Student Fees (HIGH SCHOOL/MCCTC)**

*Student fees for this current school year will be available in mid October after parents have had the opportunity to apply for Free & Reduced Lunch. Applications to apply for Free & Reduced Lunch can be made through our website via PaySchools **no later than September 30, 2022.***

1. Parents can pay student fees through our website via PaySchools with their credit or debit card.
2. Parents can call the Student Activities Office to make a payment at (330) 729-4182 and leave a message. The Student Activities Office will call you back to obtain your credit or debit card information to process the transaction.
3. Parents can mail a personal check, Bank official check or Money Order payable to: MCCTC Attn: Student Activities Office 7300 N. Palmyra Rd. Canfield OH 44406. Be certain to indicate your child's name and student ID/lunch number on the memo line of the check.

### **To Pay Student Fees (Valley STEM)**

*Student fees for this current school year will be available in mid October after Parents have had the opportunity to apply for Free & Reduced Lunch. Applications to apply for Free & Reduced Lunch can be made through our website via PaySchools **no later than September 30, 2022.***

1. Parents can pay student fees through our website via PaySchools with their credit or debit card.
2. Parents can call the Student Activities Office to make a payment at (330) 729-4182 and leave a message. The Student Activities Office will call you back to obtain your credit or debit card information to process the transaction.
3. Parents can mail a personal check, Bank official check or Money Order payable to: MCCTC Valley STEM Attn: Student Activities Office 7300 N. Palmyra Rd. Canfield OH 44406. Be certain to indicate your child's name and student ID/lunch number on the memo line of the check.

## **Mental Health Services MCCTC/Valley STEM**

<b>Lauren Mechling, Counselor</b>  <b>Lauren.Mechling@ mahoningctc.com</b> 330-729-4000 ext. 1244	<b>Valerie Sullivan, Counselor</b>  <b>Valerie.Sullivan@m ahoningctc.com</b> 330-729-4000 ext. 1245	<b>Cassandra Bair Psaras,</b>  <b>Cassandra.Psaras@ma honingctc.com</b> 330.729.4000 ext. 1609	
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### **Cadence Care Network**

➤ Natale Neshite, Licensed Social Worker - Counselor Office Everyday

- Contact: [natale.neshite@mahningctc.com](mailto:natale.neshite@mahningctc.com), 330.729.4000 ext. 1613

#### **Referral Process located at**

- Teachers/Parents/Student fill out referral Google Form
  - On the school website-the referral form can be found under the MCCTC or Valley STEM Quick Links: Request to see Cadence Care

#### **Questions about students or how you can incorporate skills into your classroom?**

- Stop down to talk in person 2:08-2:50 Collaboration Time, call, email or bring it up at common planning meeting

### **SCHOOL COUNSELING**

The School Counseling Department is organized to provide orientation, placement, counseling and referral services. The School Counseling Office is staffed by two certified counselors who are able to provide the comprehensive guidance services necessary to assist in successful student adjustment and achievement.

Students can see a counselor during the school day by clicking on the “Request to See A Counselor” link located at <https://forms.gle/pXq3p4ZGohTF9T8o8> No students are permitted to stop in to any office- they must fill out a request. The counselor will come get the student when they are ready. Counselors will be integral in the Academies and attend the assigned common plan.

Cadence Care- The MCCTC and Valley Stem have contracted with Cadence Care Network to serve our student body. Staff may refer students to Cadence directly or through our guidance Department. This can be done virtually through clicking the appropriate link:

## **HOMEWORK & REMOTE LEARNING**

Out-of-school assignments have educational validity as adjuncts to and extensions of the instructional program of the school. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated. Homework should always serve a valid learning purpose; it should never be used as a punitive measure. Most work should occur in class; homework can sometimes increase the learning gap if a child does not have support at home.

Students are required to attend school during remote learning days, should they occur. We will follow the exact same bell schedule as if we were in school. Attendance (both daily and period) will be taken as if students are present in school.

### **Unexcused Work/Suspension Make-up work:**

For “unexcused” absences, the student will be required to hand in any missing work the day they return and the work will receive a 20% reduction. If the student missed a test, exam, quiz...etc. that work will also be required to be completed on the 1<sup>st</sup> day back from being unexcused and will also result in a 20% reduction.

Out of school suspensions are considered unexcused and all work must be submitted the day the student returns from suspension and all work will be subject to a reduction in points (20% reduction). It is the responsibility of the student to get missed work from staff while on suspension. This is no longer a “zero”.

Failure to appear in class on an online/remote day will be considered an unexcused absence per the procedures outlined under “attendance”.

Teachers must accept makeup work for excused absences.

## **CLASSROOM/LAB RESOURCE MATERIALS**

The selection of resource materials is ultimately at the discretion of the administration, working collaboratively with instructors and industry experts. Please note: Any new online textbooks or traditional textbooks require BOE approval once the supervisor approves. This must be done in the spring semester prior to the end of the previous school year. Failure to place orders prior to school starting may result in forfeiture of ordering for that upcoming year.

## **CLASSROOM, LABORATORY AND BUILDING RESPONSIBILITIES**

The career & technical center is a well-planned, adequately-equipped educational facility, which is attractive in appearance. The building is staffed with a conscientious custodial staff which handles normal building maintenance. It is the responsibility of each school staff member and student to provide supportive care for the facility if it is to continue as a clean and well-maintained Career & Technical School. Each staff member is asked to:

1. Assume responsibility for the classroom and laboratory facilities that they use.
2. Make an effort to instill a positive attitude and respect for the facilities in the students. Enlist their help in controlling the litter inside the building and outside as well. Pride is a powerful weapon against litter.
3. See that thermostats are not disturbed. If there is a heating problem, notify the central office so that correct maintenance can be done on the heating plant.
4. Utilize the metal chalkboards and walls for display purposes by attaching the display material with magnetic strips. **NOTE: Scotch or masking tape must not be used as an adhesive on any painted walls.**



5. See that the classroom door is locked when it is left empty and that the laboratory is secure at the end of the day.
6. Maintain a constant check on the condition of the school facility and report any problems to the central office as soon as possible.
7. It is the professional responsibility of all instructors to take every precaution against theft and misuse of all equipment, tools, and supplies furnished by the school board. Proper tool and supply management and control are a must. An accurate up-to-date inventory is required and must be turned in to the central office at check-out time in June of each year.
8. Any time a student checks out a chromebook from a cart, it is the responsibility of the instructor to maintain a signout/sign in process (see under technology). Teachers are responsible for technology if there was no sign out process used.
9. When using common spaces (ie. computer labs/lecture hall/JBC) the teacher assumes responsibility for the wellbeing of the space and equipment. Please report and broken or damaged equipment at the beginning of each period in which you are utilizing a common space. Note that food and drinks are not permitted in these spaces without the consent of a supervisor.
10. Teachers may not leave their assigned classes unsupervised at any time. Outside the classroom may not be given, unless the teacher accompanies the students. Should a single student need to be out of class during an assigned period, teachers must issue a pass. Teachers are discouraged from allowing more than one student to be out of class at any given time. Whole-class breaks are not permitted unless all students are accompanied by and supervised by the teacher.
11. Teachers must abide by the Licensure Code of Professional Conduct for Ohio Educators, found at <http://education.ohio.gov/Topics/Teaching/Educator-Conduct/Licensure-Code-of-Professional-Conduct-for-Ohio-Ed>

### **Parking- Student Driver/Parent Drop off Locations**

- All students will be dismissed at the **2:08** bell
- Pick up and drop offs for ALL students will occur in the front of the building along the South portion of the front lot, students must enter Door 1
- Student drivers will now park in the following **two** lots:
- **Red lot** is for Students who at the end of the school day turn Right (North) on to Palmyra (towards Turner Road). **Red lot** is located behind the Bistro restaurant in the rear of the building. Enter through Doors #36 only in the morning.
- **Orange lot** is for Students who at the end of the school day turn Left (South) on to Palmyra (towards 224). **Orange lot** is the old student lot. Enter through Door 1 in the morning.
- ALL TARDY students must park in **Orange lot** and enter Door 1 and report directly to the attendance office.
- All students who receive EARLY DISMISSAL must sign out in attendance, unless stated on your student schedule.

**Lunches:****Arts and Icons Academies eat Lunch A 10:14-10:44****Global and Machine eat Lunch B 11:17-11:47****STEM eats Lunch C 12:05-12:35**

Vending machines and a cashless system will still be emphasized this school year.

Students and parents can load money on their students' accounts via the "**Pay School Central**" link on our website. Students on free and reduced lunch can just swipe their student ID's at the register or vending machine options. In addition, our new snack, breakfast and lunch vending machines will take loaded student IDs, credit/debit cards and cash.

**Hallway Traffic**

This will be kept at a minimum. Please use **Blue** hallway passes for any student leaving your room. **You are NEVER to send more than one student to the restroom** (one student max). They must have a signed pass with them that includes time.

**USE AND ROLES OF PARAPROS**

Parapros are to be used to enhance the educational experience for our students and promote safety. They are not to be used to do teacher duties, but rather to provide additional student support and discipline. The use of parapros for coverage is arranged through the academy supervisor, and/or Ralph Sandy.

**EXTENDED TIME**

All personnel on extended time will follow contractual procedures.

**Parapro Assignments- [Click Here](#)****Behavioral and Academic Expectations**

All students will be expected to comply with the rules set forth in the student handbook, which is posted online. Teachers will thoroughly explain procedures and protocol regarding school functions. Students will be expected to fully participate on blended days, and will have the opportunity to seek extra help from teachers in-person while in the building. Violations of safety protocol, including those related to COVID and other communicable diseases, are taken very seriously.

**Lockers**

*Students will be assigned lockers at the beginning of the year in STEM (through J. Duda) and MCCTC students, however they must request one through their lab teacher, who will then request from LeeAnn Vitelli (new procedure). Students will be permitted to carry a backpack.*

**Chromebook Distribution**

Information will be provided during the first in-person day, and students will have their chromebooks within the first week.

### **Forms/Paperwork**

Forms will all be available online, and there will be “how to fill out the forms” videos in the near future (*Emergency Medical, Chromebook Agreement, Student Network/Use Policy*).

### **REQUIRED EDUCATION/TRAINING PROGRAM - PUBLIC SCHOOL WORKS**

All annual training, required by law, the Ohio Department of Education, and **as directed by** the MCCTC Board of Education will be required. The majority of these trainings will be delivered via public school works and/or inservice trainings. Teachers must complete the assigned training modules by the assigned due dates. There will be at least 3 cycles of trainings throughout the year.

### **LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

The committee is a representation of staff per contract, and will abide by Ohio Law. The committee shall meet at a minimum of once per nine weeks. Every staff member who is on a 5-year professional license is responsible for submitting a plan in HR Kiosk, and updating coursework/PD throughout the licensure cycle. Each staff member has the responsibility to know deadlines, licensure expiration, and Ohio-mandated requirements for renewal. The committee follows Robert’s Rules of Order, and votes on plan and activity approval only with a quorum. **MCCTC IRN: 015607** [Click Here for the LPDC Manual.](#)

## **OUTSIDE ACTIVITIES OF STAFF**

It is recognized that members of the staff must enjoy private lives and may associate with others outside of school for political, economic, religious, cultural, or personal reasons. The Board and its supervisory staff, however, have a responsibility to evaluate staff members in terms of their faithfulness to and effectiveness in discharging school duties and responsibilities. Therefore, when non-school activities threaten a staff member's effectiveness within the school system, the Board reserves the right to evaluate the impact of such activities upon a teacher's responsibilities to the students and to the Board.

With the issuance of a full-time contract, the Board becomes the individual's primary employer. No employee shall then obligate or involve himself/herself to interests or vestments outside his/her professional position with the Board that interferes with the normal contractual commitment to the Board, except as approved by the Superintendent.

The following regulations are provided as guidance; staff members shall not:

- A. give school time to outside activities when there is no valid reason to be excused from assigned duties.
- B. use school property or school time to solicit or accept customers for private enterprises. The Board does not endorse, support nor assume liability for any staff member of this school district who conducts outside activities in which students and employees of this district may participate.
- C. campaign on school property on behalf of any candidate for local, state or national office.

## **REPORTING OFF SICK - CERTIFIED**

MCCTC contracts with the Mahoning County ESC for substitute staffing. The ESC uses an online tool called Frontline for which all certified staff have a username and password. All staff members must submit absences online in Frontline to ensure coverage is secured. If you do not have access to Frontline, please email, call or text your supervisor ASAP. Any questions about this process should be directed to Ralph Sandy.

**All teachers must also call, text, and/or email their supervisor.**

**Employees must also report absences in HR/Employee Kiosk-** This online system replaces the paper forms for sick, personal and professional leave. Any questions about the kiosk should be directed to Bill Ramhoff.

### **Certified Staff Call-off Procedures:**

-To call off go to [mahoningctc.com](http://mahoningctc.com)

-Scroll to the bottom and click on [Staff Log-In](#)

-On the Staff page click on the Frontline link

-It will take you to the Frontline page. You will then enter your absence. Please enter absences as far in advance as you can.

-If you have a “**Last Minute**” call off (after 6:45 a.m.) you should call/email Ralph Sandy 330-272-4342. I would also call/text your supervisor because there is a good chance you will not get a sub for that day and other arrangements need to be made.

**All of the above gets you a substitute teacher and lets us know your are absent**

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### **Certified Staff Call-off Procedure Part II:**

- Go to mahoningctc.com
- Scroll to the bottom and click on Staff Log-In
- On the staff page click on the Employee Kiosk link

-This is where you will let payroll know you were not here. *You MUST enter your absence within 24 hours of missing, and cannot exceed the pay period in which the absence falls.* This can also be done ahead of time.

***THIS DOES NOT GET YOUR SUB! See the previous steps!***

### **REPORTING OFF SICK – CLASSIFIED**

Classified personnel are asked to call their immediate supervisor if applicable, and contact Jen Tarbet for a substitute. Custodial staff is to see Don Adams.

### **REPORTING LATE ARRIVAL**

In the event an emergency of unforeseen circumstances will result in a late arrival to school, the direct supervisor must be contacted via call, email, and/or text message.

### **PARENT ASSIST/PROGRESSBOOK/WEEKLY GRADES**

Teachers **MUST update progress book with at least one grade per course at a MINIMUM of once per week (5 school days).** Assignment grades must be entered within **five (5)** school days of the due date. No exceptions.

### **QUARTER/SEMESTER/FINAL GRADES**

Teachers must abide by the deadlines set forth on school calendar and administration direction for entering quarter, semester, and final grades. **All grades MUST be rounded up (.5 and above rounds UP). This is a requirement and is not optional.**

### **PHILOSOPHY ON GRADING**

Grading is a system of measuring and recording student progress and achievement which enables students, parents and teachers to assess strengths and weaknesses; plan an educational future for students in the areas of the greatest potential for success; and know where remedial work is required.

**Students must have the opportunity to know where they stand weekly, at a minimum. Research suggests that the more frequent the feedback the higher the level of student achievement. When passing a test back to a student, the teacher must go over with the student what they did right and wrong. Homework and assignments must reflect mastery towards a skill, and provide an opportunity for students to gauge their level of knowledge. Participation points may be used as an incentive but may NOT be used punitively. Grading for completion can ONLY occur in tandem with ensuring students understand their level of knowledge on the assigned task where the teacher provides feedback.**

The Board believes students respond more positively to the opportunity for success than to the threat of failure. Therefore, the District seeks in its instructional program to make achievement both recognizable and possible for students. It emphasizes achievement in its processes of evaluating student performance.

The Board recognizes that a system of grading student achievement can help students, teachers and parents to better assess progress toward personal educational goals and assist the students in implementing that progress.

The administration and professional staff devise grading systems for evaluating and recording student progress. The records and reports of individual students are kept in a form which is understandable to parents as well as teachers. The Board approves the grading and reporting systems as developed by the faculty, upon recommendation of the Superintendent.

The Board recognizes that any grading system, however effective, has subjective elements. There are fundamental principles which must guide all instructors in the assignment of marks and achievement.

1. The achievement mark in any subject should represent the most objective measurement by the teacher of the achievement of the individual. A variety of evaluation measures are used and accurate records are kept to substantiate the grade given.
2. An individual should not receive a failing grade unless he/she has not met stated minimum requirements.
3. **Grades are a factor used to motivate students. Poor or failing grades should trigger a variety of instructional and intervention activities to assist the student in achieving better grades by the next grading period, if possible. A teacher may not award an "F" without evidence of proactive intervention and phone calls/contact home.**
4. Teachers MUST make proactive contact home, and keep a phone log (Appendix A-example). This can be electronic or in paper format.
5. Teachers must follow the student code of conduct rules and abide by Ohio Law when providing students make up work for both excused and unexcused absences, including suspensions. (see previous section regarding make-up/suspension work)

**Per Board Policy, the final decision on any grade is the responsibility of the administration.**  
**FAILURE GRADE POLICY**

#### **Quarter (Nine Weeks) Grades**

Any student receiving a grade of LOWER than 50% MUST be entered as a 50% (there is a 50% "floor"). A Notice of Possible Failure is posted on-line in Grade Book to each student (and parent/guardian) in danger of failing for the quarter (nine weeks). The Notice of Possible Failure can be "posted" instead of sent at any time after the middle of the quarter (nine weeks) period. In all cases it should be "posted" instead of sent as soon as it is determined that a student is in danger of failing.

An email will be sent to teachers at the midpoint of each quarter (nine weeks) reminding teachers that Notice of Possible Failures should be posted to those students in danger of failing.

A Failure Report also must be posted for each student who receives a failing grade at the end of a grading period.

Any parent or guardian unable to access the internet will be officially notified by mail of possible failures and/or Failure Reports.

#### **FINAL GRADE**

A student will receive a final grade of "F" if:

*The student receives a failing grade for three (3) of the four (4) quarters or maintains an average of "F".*

Students need to perform consistently to maintain a passing average since final grades are calculated by percentages in the four quarters, **not by a point system for the letter grades.**

### **INCOMPLETE GRADE POLICY**

An incomplete grade "I" will be given when a class requirement is not completed by the end of a grading quarter. Incomplete assignments must be made up within ten (10) school days after the close of the grading quarter for which the incomplete grade was received. If the assignments are not completed within ten (10) school days, the incomplete grade for that grading period will be changed to a failing grade "F".

If an incomplete grade (I) is given in the fourth quarter and work submission is not made up within the time for final grades, the incomplete grade will result in a failing grade (F).

### **GOOGLE CLASSROOM & STAFF EMAIL**

It is a professional expectation that staff checks email and google classroom prior to school, during lunch, and after school (MINIMUM). Several times a week there will be a running staff memo posted. All staff are required to know all content from these memos.

### **PARENT PHONE LOGS**

It is a professional expectation that staff proactively contacts home, and keeps a phone/email **log in PANORAMA**

### **PARENT-TEACHER CONFERENCES**

Parent Conferences are identified in the school calendar when it is adopted by the Board of Education.

Generally Parent Conferences are held in the Fall shortly after the close of the First Nine Weeks Grade Period and in the Spring during the Third Nine Weeks Grade Period. Parent-Teacher Conferences are held in the late afternoon and evening to enable more parents to attend.

### **PARTIES IN CLASS**

Class parties for social reasons such as birthdays, holidays, going away parties, etc. are generally not permitted without the supervisor's approval. Requests for a class to reserve a table in the cafetorium during the class lunch period for the purpose of celebrating a special occasion may be made with their Supervisor.. Specific subject-related parties which contribute to the learning of a class may be approved at other times. Such parties must be cleared in advance with the area supervisor.

Career Technical Club receptions will be permitted on those special occasions where a reception is considered necessary to complete the ceremony or activity. If refreshments are served at an approved party or club reception, special attention should be given to the manner in which food and beverages are served. Proper clean-up is necessary. These arrangements should be made prior to the activity by the teacher and supervisor.

**STAFF PARKING**

All faculty to park in designated parking areas. **Staff Parking (Staff Lot near Door 78, Staff Lot near Door 65, Greenhouse Lot Door 4)**

**No parking will occur near the daycare, or in the front of the school in spaces near Doors 1 and 3.**

**STUDENT ENTRANCES**

**Students MUST enter through door one (1) and (36) ONLY. Under no circumstances are students to be admitted through any other door, including lab entry.**

**ID BADGES**

ID Badges must be worn by students and staff at all times. MCCTC pays for the first ID badge for any employee each year.

**TECHNOLOGY REQUESTS and MAINTENANCE REQUESTS**

All request for technology assistance and maintenance requests MUST go through the intranet at <https://mahoningctc.com/intranet.html>. Click on "Tech Help Desk Button/Maintenance Request". Requests in any other form will be disregarded.

**ORDERING/POs**

- Prior to committing to the work involved in placing an order, discuss the potential order with your respective supervisor.
- For all orders get a formal quote from the vendor. If this is not a vendor you have used before also request a W9. Note for all items over \$1000 you are required to submit three quotes.
- Complete all required information on the order blank form and submit this with attached quote and W9 if necessary to your supervisor.
- Notify your supervisor when equipment / orders arrives as to the condition of item (s).

**MENTORS**

Mentors are provided to Resident Educators per contract.

**DUTIES**

All staff have assigned morning duty. Staff must be in classroom/at classroom entrance at 7:50am. Additional duties may be assigned. The expectations of staff at duty are:

- The duty commences at 7:50
- Instructors must be in hallway outside duty location
- Instructors must not congregate, but rather stand at assigned spot to ensure thorough supervision
- Staff must ensure students are adhering to all rules in student handbook at all times
- Staff must never leave students unattended
- Other assigned duties will be discussed with supervisor and/or Director

**WORK DAY**

Per contract, 7:50-2:50. **Student day is 7:50-2:08.**



**PBIS**

PBIS is a proactive approach schools use to improve school safety and promote positive behavior. The focus of PBIS is prevention, not punishment. At its heart, PBIS calls on schools to teach students positive behavior strategies, just as they would teach about any other subject — like reading or math. Our goal is positivity with students, staff and customers. Ralph Sandy and Andrew Hampton are the contact persons for PBIS.

**STUDENT DISCIPLINE**

Corporal punishment shall not be permitted as a form of discipline in the district.

The administration shall take a shared role in the establishment and maintenance of appropriate discipline in the school and in the enforcement of the Code of Conduct in accordance with the following guidelines.

STUDENT REFERRALS are electronic. There are two different referrals- one for STEM and one for MCCTC. [They can be found on the INTRANET.](#)

**Each Administrator shall:**

- prior to the start of a school year and whenever necessary during the year, meet with staff to review the Code of Conduct to be sure everyone understands what it says and to agree on a common approach for supervising and disciplining students.
- in concert with staff, devise and implement a plan whereby students are shown the on-line link to the Code and understand what each item says and means.
- give top priority to counseling with any teacher on a disciplinary situation when requested.
- in concert with teachers, plan and conduct inservice activities for teachers on classroom management, discipline procedures, follow-up and any other strategies which will help the staff establish effective discipline.
- provide for adequate supervision for all school-sponsored activities.
- refer any parent concerns to the appropriate teacher as the first step in resolving the situation.

**Guidelines For Teachers**

Teacher effectiveness and purposeful, well-planned activities are prerequisite to good discipline. Most students will "exhibit good behavior" when they perceive the teacher is competent, consistent, fair, and supportive of school policies, rules and regulations. **If you continually warn then write up- that will be the first time for the administrator to see that student. Target poor behavior early. Call home prior to referral, unless egregious.**

The following guidelines should contribute to effective discipline:

- Post classroom rules and develop a discipline plan.
- Plan sound, preventive procedures based on the knowledge of the needs, abilities, and interests of his/her students.

- Plan and conduct learning activities that contribute to accomplishing specified objectives and goals, stimulate and encourage application of thought, and require the active participation of the students. Long and frequent activities of data-gathering through lectures, readings, film, etc. without planned opportunities for students to process and apply the information can lead to boredom and indifference - a seedbed for discipline problems.
- Help set the tone for good discipline by modeling the behaviors expected of students.
- Seek advice from Administrators and other supportive personnel on disciplinary matters.
- Share in the responsibility for enforcing the accepted Code of Conduct toward any student observed violating the code.
- Admit to an error if a student has been treated unjustly.
- Inform students of the high expectations regarding discipline and persist in their fulfillment.
- Initiate parental contact where appropriate and necessary.
- Support District and building administrators in disciplinary matters and avoid undermining the administrative rules and regulations.

#### **WRITING REFERRALS- CTC STUDENT**

Referrals are NOT hard copy, but rather on the intranet located at <https://mahoningctc.com/intranet.html>. For students in grades 11/12, the **MCCTC Discipline Form** MUST be used.

MCCTC DISCIPLINE FORM

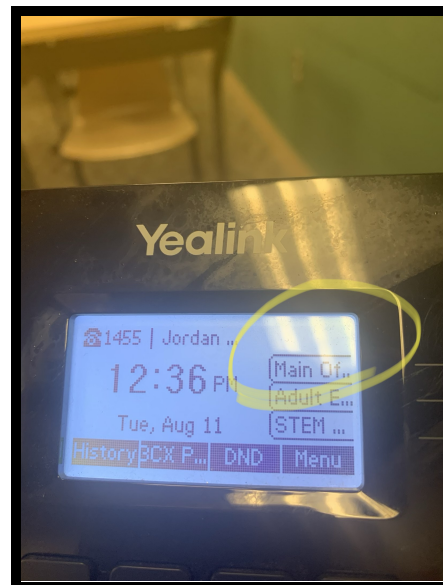
#### **WRITING REFERRALS- STEM STUDENT**

Referrals are NOT hard copy, but rather on the intranet located at <https://mahoningctc.com/intranet.html>. For students in grades 9 & 10, the **STEM Discipline Form** MUST be used.

STEM DISCIPLINE FORM

### **SENDING STUDENTS TO NURSE**

In most cases, you will direct the student to use the [“Request to See A Nurse”](#) on the [high school page](#). If you have a sick kid in your class, and have followed the procedures (filled out link or called nurse) and she is backed up- and you **need** to get the kid out of your room safely under adult supervision, dial the “MAIN OFFICE” button on phones. **PLEASE ALLOW the nurse some time to acknowledge the requests- she is very busy.** When you dial “main office”- It will ring to several locations- once someone picks up, articulate you need an admin, and for what purpose, in what location- and someone will be there to assist you. **Clarification: If you have a place they can sit down away from students where you/parapro can monitor- please have them sit (unless vomiting or outwardly exhibiting COVID symptoms)- please do not use this for minor occurrences.** *We do not want kids to walk unattended, NOR remain in the room in close proximity to others. In no cases should a student be sent to the nurse.*



If vomiting, or you need to get them to nurse immediately- use the Main Office Feature. You can also use this if you need an admin for any other **URGENT** situation. As always, emergency dial 911. There are to be no lines congregating in front of the nurse's office.

### **FUND RAISING**

The solicitation of funds from students shall be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools. The term "student fund raising" includes the solicitation and collection of money for any purpose, and the collection of money in exchange for tickets, papers or any other goods or services except those goods and services which are part of a Board-approved program of the schools.

- A. The collection of money in school or on school property or at any school-sponsored event by a student for his/her own benefit is prohibited.
- B. Collection of money by school organizations approved by the Board may be permitted by the District.
- C. Collections by organizations outside the schools or by students on behalf of such organizations may be permitted only by the Directors.
- D. Collection of money by teaching staff members for the purchase of tickets, books or other materials not required by the curriculum must be approved by the Director or designee.
- E. Solicitation must take place at such times and places and in such a manner as is specified by the Director and which does not interfere with the orderly operation of the schools.
- F. The District is not responsible for the protection of or the accounting of funds collected from students by organizations outside the schools or by teaching staff members when not required to collect money for a Board approved purpose and an approved school organization.

## **TEACHERS MEETINGS**

These will occur per contract. The time between 2:20-2:50 pm is subject to meetings as directed by the supervisor, Director, or Superintendent as requested. Other after school meetings and common planning meetings are per contract. Common Plan meetings may occur up to twice per week.

## **LESSON PLANS/INSTRUCTIONAL PLANS**

The instruction provided by district teaching staff members is an element essential to the attainment of state and district goals, objectives, and standards. Implementation of the instructional process requires that each teacher plan his/her curriculum in advance in accordance with the rules of the state and the district.

For **emergency substitute plans**, a copy of course syllabi, back-up lessons, the instructor's schedule, class lists, seating charts, names of textbooks and regularly used reference material, location of class or lab keys and any other material or equipment that is used on a regular basis by the instructor, and emergency and evacuation plans, must be available to the direct supervisor.

Lesson Plans are to be submitted by the teacher, per the request of the supervisor, by the assigned due date. The lesson plan template will be available for the teacher in the individual academy's Google classroom. Common planning time will be used per contract to plan instruction and discuss student progress.

All teachers are expected to have/use "Google Classroom." This will allow us an easy transition during inclement weather, on-line education or in an emergency. This means all lesson plans and information will be conveyed to students.

## **PARKING LOT SECURITY**

- A. Students are not permitted to enter the parking lot during the school day without special permission from the **SRO and or Administration**.
  - Permission will be given only for a student to get such items as medicines, eyeglasses and other such items that the student **must** have during the school day.
  - Staff members **must not** give students permission to go to the parking lot for any item. Permission will be given only by the SRO or the Administration in the absence of the SRO
- B. All staff members must assist the SRO by reporting any suspicious incidents observed in the parking lot. If possible, a note should be given to the SRO which states any pertinent information which would assist him/her in his/her investigation of any such incident.

## **NAVIGATE 360**

- A. All staff will create/accept the Navigate 360 account. This can be used via cellphone or school assigned Chromebook. The Secure ID for MCCTC is 6899, Valley STEM is 7525. If you need help please see Ralph Sandy. Navigate Prepared/360 is where our school safety plan is housed for reference. Navigate can also be used to reference fire/tornado drill information as well as maps/safety contact. It is also the vehicle in which you can take attendance on any student in the building in case of an emergency.  
[www.Navigate360.com](http://www.Navigate360.com)

### **CLASSROOM TELEPHONES**

The purpose of the District providing a telephone in each classroom is to facilitate communications with parents concerning their child's learning. The telephone is to be used only by the teacher(s) assigned to that classroom or other members of the staff designated by the teacher or director. The telephone may be used to:

- A. receive calls from parents who have questions concerning program, assignments, report cards, and the like;
- B. contact parents regarding assignments, classroom activities, student behavior, volunteer needs, and the like;
- C. communicate with the administration, other District staff, or outsiders concerning classroom, school or District activities.
- D. for emergencies, use the hot keys located on the top right side of the phone to get a hold of the main office, stem office, or adult ed office.

*Classroom telephones are not to be used:*

- A. to transact personal business or non-school-related business;
- B. during classroom instructional time unless the call is an integral part of a learning activity;
- C. by students at any time unless specifically authorized by the teacher or director;
- D. for long distance calls unless authorized by the director.

### **ADVISORY COMMITTEES**

Career technical education programs need the support of business, industry, agriculture, community agencies and occupational organizations. Understanding and communication between the school and the community is a two-way process and is important to the successful operation of a career technical school.

All Mahoning County Career & Technical Center career technical programs shall have a craft or occupational committee and a minimum of two (2) advisory committee meetings should be held during the school year. The function of this committee is to counsel with and advise the school with respect to improving the career technical programs, to foster closer cooperation between business, industry and agriculture, the home and school, and thus aid in the development of an educational program which will more adequately meet the needs of the community.

The committee should consist of individuals who are directly involved or closely associated with the occupational area. The advisory committee members should be considered friends and supporters of the career technical program.

Because of the varying circumstances in each career technical program, the number of committee members depends upon the situation.

Each of the career technical service areas has materials in organizing and conducting advisory committee meetings. Instructors should work with their supervisor in planning and conducting their meetings.

## **FUNCTIONS OF PROGRAM ADVISORY COMMITTEES**

Advisory committees may be a functional element in the planning and evaluation of career technical programs. This element provides the essential input and support of the community. It provides the opportunities for the educational body to be responsive to community needs. Advisory committee members are now going to also be used as mentors for Work Based Learning.

Effective advisory committees are needed in every major career technical area. They often have functions as follows:

- A. To speak on behalf of employers and employees from specific occupational areas.
- B. To serve as a communication channel between the school and occupational groups in the community.
- C. To recommend a list of the specific skills and suggested related and technical information for the program and courses required for entry into and promotion within a career area.
- D. To advise on the type of skills, knowledge, and attitudes needed to prepare students for entering into a specific occupation.
- E. To recommend physical facilities and types of equipment needed for a specific occupational program.
- F. To make suggestions which will promote and assure the highest quality program.
- G. To recommend standards of competency and achievement which are necessary for entry into employment and promotion within an occupational area.
- H. To recommend competent personnel with appropriate educational, business and industrial experience as potential instructors.
- I. To assist with an evaluation of the program of instruction.
- J. To suggest ways for improving the dissemination of program information to potential students and employers.
- K. To assist in recruiting potential students, providing internships, and in locating appropriate jobs for qualified graduates.
- L. To keep the school informed on current specific needs and changes in the labor market.
- M. To provide a means for the school to inform the community of needed occupational programs.
- N. To assess program needs in terms of the needs of the community.
- O. To assist in long-term planning.

## **CUSTOMER SERVICE-SHOP PROJECTS AND CHARGES & Work-based Learning (WBL)**

Customer service is not to begin until the second nine weeks. Functional occupational projects as part of the career technical instruction related to the occupations being taught by the district school may be approved.

The new customer service procedure **MUST** be followed for ALL projects that “enter the lab/garage door”. These procedures are posted in google classroom. Customer Service must be tracked, and is considered a type of work based learning (WBL). Procedures for WBL will be in google classroom.

Functional projects may be accepted by the teacher with the approval of the Supervisor/Director. Careful consideration shall be given to each project to ensure that the service rendered is not being exploited and that the project is of educational benefit to the students. Fees may be set by the Director.

Generally, if parts and supplies are purchased by the school, the customer will be charged list price of all parts and supplies and also a service charge. If parts and supplies are supplied by the customer a service charge will be set for service according to the work done. Upon completion of work a customer’s receipt will be made and payment must be made to the treasurer’s secretary - cash and carry terms only; VISA, MasterCard are also accepted.

Any off-site or long term project must be approved by the Superintendent.

### **NEWS MEDIA RELATIONS**

The importance of good relationships with local press, radio, and TV has been recognized by the Board of Education. This relationship is more important for our school than most others given the economic and geographical diversity of our school district.

With the large number of radio stations, television stations and newspapers which serve our district, it is important that new releases and media contacts be coordinated and organized to bring optimum benefit to the district. All pictures and articles distributed to the media must be submitted to the Marketing Coordinator for approval.

A great deal of time and effort has been expended to develop contacts with local news media. Lines of communication have been established and channels of information are currently being used. It is imperative that the integrity of these lines and channels for communication remain intact.

*All media contact will go through either the Superintendent, Director, or Marketing Supervisor.*

### **RELATIONS WITH PARENTS**

The Board believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board feels that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still for all practical purposes, under parental authority. During school hours the Board, through its designated administrators, acts "in loco parentis" or in place of the parents.

The following activities as needed will be implemented to encourage parent-school cooperation through:

- A. Parent-teacher conferences to permit **two-way communication** between home and school.
- B. Open houses/orientation to provide parents with the opportunity to see the school facilities, meet the faculty and sample the program on a first hand basis.
- C. Meetings of staff members and groups of parents of those students having special abilities, needs, or problems.
- D. **Weekly updates in Progress Book** and emails or comments that parents are able to access regularly.

### **RELATIONS WITH SPECIAL INTEREST GROUPS**

Any requests from civic institutions or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to insure that on balance such activities promote student interests without advancing the special interests of any particular group.

Students, staff members and district facilities may not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Board or its delegated

representative; and, any such approval granted for whatever cause or group shall not be construed as an endorsement of said cause or group by the Board.

All materials or activities proposed by outside sources for student or staff use or participation shall be reviewed by the Superintendent or his designee on the basis of their educational value in the total school program, benefit to students, factual accuracy and good taste. No such approval shall have the primary purpose of advancing the name, product, or special interests of the proposing group.

### **VISITORS**

Generally, staff members will be contacted before visitors are sent to classrooms/labs. Teachers should inform main office staff when they are expecting guests and inform all guests of the need for their driver's license or state ID. Former students will not be permitted to visit during school hours unless teachers specifically request them to do so and have cleared this with their supervisor. The Front Office will run all visitors through the Raptor ID system and give them a sticker ID badge. If you see a suspicious person or a visitor without proper identification please call the SRO/Front Office/Administration ASAP. See something, say something.

### **RESPONSIBILITIES FOR JOB PLACEMENT**

Job placement--the empowering of a student to seek employment in an entry level job--is much too large a task to be effectively accomplished by one person. It must be the task, rather, of the entire educational team--the teacher, the Placement Coordinator, the supervisor, and school administrators.

At this point it seems logical that we should set forth the functions of the various members of the team along with some suggested activities which they might pursue to meet the goal.

#### **1. THE TEACHER**

The career/technical subject teacher plays a crucial part in job placement. As the person who has worked most closely with the student, the teacher can make the best assessment of each student's overall ability and his or her potential for certain jobs. The teacher is the person most qualified to understand the requirements of a specific job. In addition, the teacher should be familiar with local business and industry and must attempt to develop job placement by making contact with employers in his or her respective field. He or she can do this by talking with and visiting potential employers. Also, the instructor should be the person who ultimately recommends a student for a particular job. The career/technical teacher can gain valuable insight as to the changing needs of his or her career/technical field by being involved in the placement process. Through this involvement the teacher can also see the result of teaching efforts as he or she establishes and maintains contact with employers.

#### **2. THE PLACEMENT COORDINATOR**

The Placement Coordinator will be a coordinating link between the employer and the school. He or she will visit potential employers to introduce the CTC to such employers. It is the coordinator's task with the assistance of the counselors to provide potential employers with information regarding the type and scope of training that we offer. The coordinator will also invite potential employers to the school so that they might have a better idea of those experiences to which our students are exposed. The coordinator will refer job openings to the proper instructor so that the instructor can perform his or her task as set forth above. As an additional duty, the coordinator will provide for a follow-up of each job referral. This follow-up will give prompt feedback as to whether or not the student was hired. The coordinator will maintain a file of both employers and students as an overall aid in the placement process and will conduct an annual follow-up study of all graduates.

#### **3. CAREER TECH DIRECTOR**

The Career Tech Director will oversee the job placement process and work with the Coordinator to ensure all procedures and policies are in place between the student, CT teacher and employer.



## **TECHNOLOGY/COMPUTER/ON-LINE SERVICES**

### **(Acceptable Use and Internet Safety)**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board is pleased to provide Internet service to its staff and students. The Board encourages staff and students to utilize the Internet in order to develop the resource sharing, innovation and communication skills and tools which will be essential to life and work in the 21st century. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate and utilize these resources. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables staff and students to explore thousands of libraries, databases and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

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

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of staff members and students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or directors may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

“Harmful to minors” is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or lewd exhibition of genitals or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communication, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial.

Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet.

Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet. Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users are required to sign an acceptable use policy to abide by the terms and conditions of this policy and its accompanying guidelines. The policy is periodically reviewed and revised.

Students and staff members are responsible for good behavior on Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events.

Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.

***Unacceptable uses of the computer/network include but are not limited to:***

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass or bully other users;
3. copying commercial software and/or other material in violation of copyright law;
4. using the network for financial gain, for commercial activity or for any illegal activity;
5. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
6. accessing and/or viewing inappropriate material and
7. downloading of freeware or shareware programs.

The Board designates the Superintendent and directors as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

### **Technology Privacy**

The Board recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voicemail are to be used for business and educational purposes. Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory or harassing computer, electronic or voice mail messages.

The Board is interested in its resources being properly used. Review of computer files, electronic mail and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are the property of the District. Staff members shall not copy, delete or remove any information or data contained on the Board's computers/servers without the express permission of the Superintendent or designee or communicate any such information to unauthorized individuals. In addition, staff members may not copy the software on any Board computer and may not bring software from outside sources for use on Board equipment without the prior approval of the Superintendent or Technology Supervisor. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

### **COMPUTER/ON-LINE SERVICES**

#### **(Acceptable Use and Internet Safety)**

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or on-line services.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.

2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in a way that disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of on-line etiquette are subject to change by the administration.
8. The user in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal usernames and passwords private. They shall use this system only under the usernames issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, bullying or disparagement of others based on their race, national origin, citizenship status, gender, sexual orientation, age, disability, religion, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

**STUDENT NETWORK AND INTERNET ACCEPTABLE USE  
AND SAFETY AGREEMENT**

To access e-mail and/or the Internet at school, students under the age of 18 must obtain parental permission and must sign and return this form. Students 18 and above may sign their own forms.

**Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for business and educational purposes only. Unauthorized or inappropriate use will result in a cancellation of this privilege.**

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, pornographic or harmful to minors. The Board also monitors online activity of staff members in an effort to restrict access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board has not authorized for educational purposes and/or which they and/or parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. 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 to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

**All students will be required to fill out an acceptable use agreement.**

#### **STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT**

To access e-mail and/or the Internet at school, staff members must sign off in Public School Works that the acceptable use policy has been read. *This must be completed no later than the second week of the school year.*

**Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for business and educational purposes only. Unauthorized or inappropriate use will result in a cancellation of this privilege.**

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, pornographic or harmful to minors. The Board also monitors online activity of staff members in an effort to restrict access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or Directors may disable the technology protection measure to enable access for bonafide research or other lawful purposes.

Staff members accessing the Internet through the Board's computer/network assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To the extent that proprietary rights in the design of a web site hosted on the Board's servers would vest in a staff member upon creation, the staff member agrees to license the use of the web site by the Board without further compensation.

**The Superintendent is responsible for determining what is unauthorized or inappropriate use. The Superintendent may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Staff Network and Internet Acceptable Use and Safety Policy and related Guidelines and take such other disciplinary action as is appropriate pursuant to the applicable collective bargaining agreement and/or Board policy.**

### Chromebook Cart Sign-Out Sheet

**TEACHER:** \_\_\_\_\_ **CLASS:** \_\_\_\_\_ **RM** \_\_\_\_\_

	<u>Name</u>	<u>Date</u>	<u>Chromebook#</u>	<u>Time Out</u>	<u>Time In</u>	<u>Status at turn in</u>
1.						
2.						
3.						
4.						
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### **CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES AND BLOOD-BORNE PATHOGENS**

The Board of Education seeks to provide a safe educational environment for board members, staff members and students. The status of any board member, a staff member or student will be reviewed if the individual contracts a communicable disease that is not communicated through casual contact. The rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

The Board recognizes that control of communicable diseases spread through casual contact is essential to the well-being of the school community and to the efficient District operation.

In order to protect the health and safety of students and staff, the Board follows all State laws and Ohio Department of Health regulations pertaining to immunizations and other means for controlling communicable diseases that are spread through casual contact in the schools.

All students with signs or symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated.

Any student suspected or reported to have a communicable disease is examined by a school nurse or public health nurse. Upon the recommendation of the school nurse, the student may be excluded from school. Readmission is dependent upon a decision by a physician, school nurse or public health nurse.

Parents are informed when a communicable disease occurs in their child's classroom or on the bus so that early signs or symptoms can be observed and appropriate preventive measures can be instituted.

Staff and students incur some risk of infection and illness each time they are exposed to bodily fluids or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV, HCV and/or other bloodborne pathogens.\*

To reduce the risk to staff and students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the Superintendent to develop and implement an exposure control plan. This plan must be reviewed and updated at least annually in accordance with Federal law.

The plan includes annual in-service training for staff and students; first-aid kits in each school building and each student transportation vehicle; correct procedures for cleaning up body fluid spills and for personal cleanup.

Training is followed by an offer of immunization with hepatitis B vaccine for all staff who are required to provide first aid to students and/or staff. The vaccine is also offered to all staff who have occupational exposure as determined by the administrator.

\* Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV) and human immunodeficiency virus (HIV).

When dealing with situations involving board members, staff members or students who have been diagnosed as having AIDS - Acquired Immune Deficiency Syndrome, HIV positive persons infected with Human Immunodeficiency Virus or as having Hepatitis B, C, or D, or other diseases which may be specified by the Ohio Department of Public Health, the following guidelines must be followed:

## **GUIDELINES**

- A. The rights of any affected board member, a staff member, or student shall be protected in accordance with federal and state laws on privacy, confidentiality, and due process.
- B. Be sensitive to the fact that the continued participation in daily activities by board members, staff members or students with these illnesses may sometimes be therapeutically important in the remission or recovery process or may help to prolong the individual's life.
- C. Administrators in need of additional information regarding the disease or managing a situation that involves one of these illnesses should contact the local health agency.
- D. Staff members in need of additional information regarding the disease or managing a situation that involves one of these illnesses should contact the school nurse. Reasonable accommodation for affected board members, staff members or students should be made to provide for normal participation in the school environment.
- F. Establish appropriate procedures for the reporting, evaluation and follow-up to any and all incidents of exposure.
- G. Provide for the keeping of records of all of the above in accordance with federal and state laws.

## **DANGEROUS WEAPONS**

The Board of Education will not tolerate the possession of weapons or any other devices designed to inflict serious bodily harm by any staff member while on District property, at a school-sponsored event, or in a school vehicle.

Staff members shall report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to a supervisor as soon as possible.. Failure to report such knowledge may subject the staff member to discipline.

The Superintendent shall ensure that any staff member possessing a weapon is reported immediately to the appropriate law enforcement agency. As well, the staff member shall be disciplined up to and including discharge consistent with law, due process, and the terms of any negotiated agreement.

## **DRUG FREE SCHOOLS**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

The Board prohibits any staff member to be under the influence of or to use, possess, conceal or distribute any drug on school property or at any school related function.

"Drugs" shall mean

- A. All dangerous controlled substances as so designated and prohibited by local, state and federal statute.
- B. All chemicals which release toxic vapors.
- C. All alcoholic beverages.

Any staff member found to be in violation of the regulations regarding drug free schools shall be subject to disciplinary action consistent with local, state and federal law up to and including termination in employment, in accordance with collective bargaining agreements, and referral for prosecution.

There are many community based organizations that provide counseling and other services in the area of drug and chemical abuse. The employee assistance line/program is also available to all employees (see below). Please see an administrator for a list of available resources.



## **EMPLOYEE ASSISTANCE PROGRAM**

The EAP is a confidential Employee Assistance Program designed to assist employees, their spouses or covered dependents who have family or marital difficulties, drug and/or alcohol abuse or dependency, financial problems and/or other psycho/social problems.

Live, Immediate Assistance Call toll-free, **24/7: 800-227-6007**

- Unlimited phone consultation with a licensed mental health professional
- Face to Face Counseling Services
- 5 complimentary face-to-face counseling sessions per person, per occurrence
- Legal Assistance
- 30 minute complimentary appointment, General advice and guidance
- Discounts for most on-going legal services
- 24 hour emergency services; access to legal providers after-hours/weekends in the case of being arrested/jailed
- Identity Theft Prevention and Recovery
- Complimentary phone consultation with a Fraud Resolution Specialist™ regarding:
  - » Reducing your risk of ID theft and/or
  - » Tools to independently resolve your issue if you have been the victim of ID Theft

### **Financial Services**

- Complimentary consultation with financial counselors and educators
- Comprehensive Work/Life Website
- Mobile friendly, self service information on everyday living issues and concerns via:
  - Articles, tip sheets and other resources
  - Webinars
  - Workplace leadership tools
  - Referral Locators including child, elder and pet care
  - Self-assessments and surveys
  - Savings Center with discounts on name brand items
  - Legal documents such as advanced directives and property agreements
  - Financial calculators
  - Free ID monitoring through the Financial Center
  - Telephonic Coaching Services
  - Elder/Adult/Caregiver Support
  - Nutrition
  - Mindfulness

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education guarantees fair treatment of applicants and employees in all categories of employment in the district and in all aspects of personnel administration.

In compliance with (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendments of 1972, (3) Section 504 of the Rehabilitation Act of 1973, and (4) the OCR Vocational Educational Guidelines, employees are notified that the Mahoning County Career & Technical Center District has adopted a non-discrimination policy on the basis of race, color, handicap, gender, ancestry, national origin, disability, or social or economic background.

## **GRIEVANCE PROCEDURES-CIVIL RIGHTS**

### **A. EXPLANATION**

The purpose of this procedure is to allow all personnel the opportunity to grieve any alleged discriminatory practice in the district. The alleged practice, identified by the individual, must be a direct violation of the District's policy. (Should there be a conflict between this procedure and a negotiated agreement, the latter shall supersede.)

### **B. STEPS**

#### **Step A - Immediate Supervisor**

An employee who feels that s/he has a grievance shall discuss it with his/her immediate supervisor. If the grievant determines that said discussion does not affect a satisfactory resolution to the grievance, the grievance may be processed to Step B of the Grievance Procedure.

#### **Step B - Immediate Supervisor**

The employee may present the grievance in writing to the employee's supervisor, who shall arrange for a meeting within five (5) days after receipt of the grievance. The aggrieved employee and his/her supervisor shall be present for the meeting. The supervisor must provide the employee with his/her written answer to the grievance within three (3) days after the conclusion of the meeting.

#### **Step C - Title IX and/or Section 504 Coordinator**

If the grievance is not resolved at Step B, or if the time limits are not met, the employee may process the grievance to the Title IX and/or Section 504 Coordinator (Director) within five (5) days after the receipt of the Step B answer, or within eight (8) days after the meeting in Step B, whichever is later. The coordinator shall arrange for a meeting with the aggrieved employee to take place within five (5) days of the grievant's receipt of the appeal. Each party shall have the right to have present at such meeting such witnesses as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the coordinator shall have three (3) days in which to provide a written decision to the employee.

#### **Step D - Board of Education**

If the grievance is not resolved at Step C or if the time limits are not met, the employee may process the grievance to the Board at its next regular meeting after the Affirmative Action Officer's written response should have been rendered. Each party shall have the right to have present at such meeting such witness as it deems necessary to develop the facts pertinent to the grievance. Upon conclusion of the hearing, the Board shall have five (5) days in which to provide its written decision to the employee.

#### **Step E - Office of Civil Rights**

If the complaint has not been satisfactorily resolved in the above stages, the employee may appeal in writing directly to the Office of Civil Rights.

## **SEXUAL AND OTHER FORMS OF HARASSMENT**

The Board of Education recognizes that a professional staff member has the right to work in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, discriminatory, or offensive educational environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis

for an employment decision. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive educational environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

The harassment of a staff member or student of this District is strictly forbidden. Any professional staff member or agent of this Board who is found to have harassed a professional staff member, student, or other employee of this District will be subject to discipline in accordance with law and/or the terms of any applicable collective bargaining agreement.

Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed.

### **USE OF RESTAURANT BY STAFF MEMBERS**

Personnel may eat in the Teacher's Work Room, Teacher's Lunchroom, or may utilize the restaurant, depending on the Culinary Arts class schedule. The Work Room and Lunchroom may or may not have utensils, napkins, water, etc., readily available; staff members should prepare accordingly. For those who chose to utilize this space and the refrigerator, please be respectful of your colleagues by cleaning up waste and by monitoring the freshness of items in the refrigerator.

When the restaurant is open for business, no staff member may bring a packed lunch into the restaurant, as this would be unacceptable in the business world.

Teachers may bring a class (or students) to the restaurant for lunch if reservations are made in advance.

When using the cafeteria, staff may advance to the front of the line.

Except during regular restaurant hours, every staff member is expected to dispose of their own trash and to return all dishes to the cafeteria dish area. When the restaurant is operating, full table service will be provided.

### **EMERGENCY MEDICAL AUTHORIZATION**

The District will annually require parents or guardians of all students to fill out an Emergency Medical Authorization form. The forms are electronic and the link can be found on the school website. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.

Emergency medical authorization forms are electronic and are housed in the SC View database. All staff members should be familiar with how to access the forms.

Any time a student or a group of students are taken out of the District as participants in a school event, the staff in charge of the event must take the Emergency Medical Authorizations for those students. (printed versions) This includes, but is not limited to, field trips and career technical contest participants. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, the nurse and supervisors must be contacted immediately and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

## **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with State law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within 45 days or earlier after the receipt of the request for access. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. \*(See administrative regulations.)

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. student's name

2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District in writing, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations.

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

***There are several ramifications regarding student records that are important to staff members.***

1. A student's records involve all information, written or otherwise, regarding the student. The student's records involve more than that which is contained in the cumulative record. A good guideline is that any record that is seen by more than one person is essentially part of the student's school record. Thus, personal notations and other personal records are exempt. However, once a communication is shown to another staff member it becomes part of the student's record.
2. A "non-custodial parent" (The biological parent of a student who does not have legal custody of the student) does have the right to receive information about the student at the request of the non-custodial

parent. Such information is generally limited to items related to grades, attendance, and the student's school behavior and disciplinary record. Basically, the non-custodial parent has the right to ask the questions and the school has the obligation to provide the answers.

3. Adult students assume more rights regarding their records under the law. These rights are outlined above. The school, though, does reserve the right to advise parents of any situation regarding a student, regardless of age, which it deems worthy of parental acknowledgement.

The best source when questions arise regarding release of school records is to contact the guidance office or your supervisor. Tact, diplomacy and discretion should be the best guide when dealing with issues of this sort.

### **PREGNANT STUDENTS**

The Board affirms the right of a pregnant student to continue her participation in the educational program.

As soon as the pregnancy is medically confirmed, the Board recommends that the student consult with a member of the student personnel staff or the principal to plan her educational program.

With the staff member involved, the student may elect any of the following educational plans or suggest alternatives.

1. She may remain in her present school program, with modifications as necessary until the birth of her baby is imminent or until her physician states that continued participation would be detrimental to her health or that of the baby.
2. When information has been obtained from the student's physician indicating that the student is unable to attend school, home-bound instruction is available at school expense until her physician states that she is physically able to return to school.
3. With Board approval, she may temporarily withdraw from school and enroll in an approved educational program in which she can continue her education.

Efforts are made to ensure that the educational program of the student is disrupted as little as possible and that she receives health and counseling services, as well as instruction. Students under the age of 18 are still subject to compulsory education requirements. Students 18 or older are encouraged to return to school after delivery and complete requirements for graduation and program completion.

### **SCHOOLS AND THE POLICE**

The Board of Education accepts the responsibility for a state scheme of compulsory education which gives the school the custody of students for the purpose of providing for their education. Accordingly, the Board is committed to protect students from individuals not associated with the school system.

When the police request permission to interrogate a student at school the Director or his designee shall determine why such interrogation could not occur at the student's home, inform the Superintendent, and attempt to inform the student's parents.

Whenever the Superintendent or his designee has determined that the police have a legitimate purpose in interrogating a student within the confines of a school building, the Director or his/her designee shall be present throughout the proceedings.

When the police render a warrant to arrest a student at school, the Director or his/her designee shall determine why such arrest could not be made at the student's home and inform the Superintendent.

No student shall be released to police authorities without proper warrant or written parental permission, except in the event of emergency or for the protection of life or property as determined by the Director or designee.

Staff members who are directly contacted by the police for the purpose of talking to students must refer the police officer to the Director and must not permit the officer to talk to the student without the approval of the Director or his designee.

Two School Resource Officers, who are members of the Canfield Police Department, are on duty at MCCTC each day. Working in collaboration with school administration, he/she can assist with situations requiring police intervention.

### **STUDENT CONDUCT IN SCHOOL**

The Student Code of Conduct contained in the student handbooks defines in detail how the Board of Education expects students to conduct themselves at the CTC/STEM, in vehicles, and at CTC-related events.

All professional staff members are requested to be on the alert for any student behavior which is in violation of MCCTC regulations. Students should behave in a manner that will be a credit to our CTC.

A record of a student's misconduct as well as disciplinary actions and suspensions and expulsions are to be made a part of the student's permanent record until s/he leaves the school and such records are to be released.

### **FIRE DRILLS, TORNADO DRILLS, OTHER EVACUATIONS OR EMERGENCY SITUATIONS**

During fire drills, tornado drills, or any other evacuation period, teachers remain accountable for their students and are responsible for student supervision. Teachers are reminded to take attendance when they reach the evacuation area. To the best extent possible, teachers should attempt to keep their group together. Teachers MUST carry rosters with accurate attendance, and follow safety procedures set forth in the safety plan. See Ralph Sandy for questions.

### **SAFETY**

An effective accident-prevention program is an imperative need in a career technical school where the chances of an accident occurring are much more than in the regular high school. Prevention does not lie primarily in devising more safety devices, however important they may be, but in improving one's knowledge, skill, attitude and safety habits when learning the occupation. Safe living does not require freedom from all potentially hazardous conditions, for this is neither possible nor desirable in business or industry. Rather it requires the ability to function at optimum level in the presence of necessary hazards.

It is the responsibility of all career technical teachers when developing their course of study to include safety education and tests as an integral part of their curriculum. Safe working habits and conditions cannot be taken for granted when teaching high school students. In the career technical shops and laboratories, it is imperative that safety instruction be taught on a day-to-day basis and incorporated into each lesson.

The following areas of concern should be examined when developing a program of safety education:

#### **A. Study of Accident Causes**

The environmental hazards and dangerous practices should be studied to determine preventive safety education. Often times there are underlying circumstances that contribute to an accident, such as a student having problems at home or failure on the first attempt at a new job or skill.

**B. Providing Mechanical Safeguards**

All possible means of installing and using mechanical safeguards on equipment should be stressed. Students must be required to wear safety glasses in the areas required by state law.

**C. Training in Operational Procedures**

The student must receive specific, detailed instructions in the correct method of doing a job or performing a skill. The instructor must demonstrate the proper procedures step by step. The student must be allowed ample time and opportunity to practice the new procedures and be closely supervised until s/he has thoroughly mastered the new skill.

**D. Strict Enforcement of Safety Rules**

Providing mechanical safeguards and establishing sound operational procedures are only as good as the enforcement of the safety rules. Students who have grown accustomed to the equipment tend to become careless and begin to take chances, ignoring safety rules and protective devices. These conditions usually lead to accidents.

**E. Safety Education**

In all phases of the career technical program, primary emphasis should be given to positive steps that can ensure safety at all times. The instructor must utilize safety literature, safety posters, bulletin board displays, etc., and continually emphasize safety education to keep the students safety conscious at all times.

**F. Safety Test**

Regular tests for safety will be given during the school year, this includes both classroom and laboratories. A copy of all the safety tests will be kept on file by the career technical teachers.

**BUILDING SECURITY:**

Each staff member is responsible for maintaining the security in his/her area. Staff members must be certain that classrooms, laboratories and offices are locked during the school day whenever a staff member is not in the area. Labs, classrooms, and offices should also be locked at the end of each school day.

Maintaining security within the school building must be a cooperative effort of all administrators, faculty and the security officer. Staff members will be of great assistance in this effort by following these guidelines.

- A. Do **NOT** permit a student to leave the class or lab without a hall pass.
  - This pass must indicate the student's destination and the time he/she left the class or lab
- B. Staff members must sign the pass of a student who comes to his/her lab or class from another area. The time the student leaves the area to return to his/her original class must be indicated on the pass.
- C. Students returning to the area must have either the original pass or another pass from the area from which they are returning.
  - Staff members must be certain to check the time on this pass and make note of any unreasonable amount of time to get from one area to another. This information may be valuable to other school personnel should the need arise.



From time to time individuals or organizations in the community may wish to contribute additional supplies or equipment for the purpose of erecting, repairing, or equipping buildings or for the operation of the District.

The Board may accept any gift or grant and acknowledge the purpose if any for which the gift was made. The Board also reserves the right to refuse to accept any gift.

Any gift accepted by the Board shall become the property of the Board, may not be returned without the approval of the Board and is subject to the same controls and regulations as are other properties of the Board. The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

Upon acceptance of a donation for a specific program, the Board may designate that the monetary value received upon disposal be deposited in the activity account of that program.

### **PROCEDURES~ GIFT DONATIONS**

- A. Any group or individual desiring to make a gift to the school should first communicate its intent in writing to the Superintendent of Schools or designee.
- B. The Superintendent or designee shall then refer the matter to the appropriate person or persons within the system for a recommendation according to the type of gift which is contemplated.
- C. Where a gift is directly related to the educational program, a recommendation should be sought from those in the system who will be professionally involved in its use.
- D. The appropriateness or desirability of a specific gift should be evaluated on the basis of its educational value and how it fits into the total educational program.
- E. Upon receipt of a recommendation from the school administration, the Board shall make the final decision and so notify the prospective donor.
- F. When applicable, donations may be accepted on behalf of a specific fund/program.
- G. All approved gifts shall be received and acknowledged by the Board of Education on the part of the Mahoning County Career & Technical Center.

### **KEYS**

The central location for keys is in the administration office and under the supervision of the Superintendent. Individual keys for assigned areas are issued to all staff members.

The staff member receiving a key is responsible for supervision of the key and the area served by that key. Under no circumstances should a key be loaned out without permission from the office of the Superintendent or his/her designee. Student use of school keys is not permitted.

At the end of the school year, keys must be turned into the central office.

**AUTHORIZED USE OF SCHOOL OWNED MATERIALS**

The Board may lend specific items of equipment on the request of the user and approval granted by the Superintendent/designee. The user of school owned equipment is fully liable for any damage or loss occurring to the equipment during the period of its use and responsible for its safe return.

School equipment may be removed from school property by students and staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the District is required for such removal.

**POSTING OF SIGNS AND ADVERTISEMENTS**

Approval to put any type of display, sign or advertisement in the school building must be obtained from the Director of Career & Technical Education. Career technical clubs or classes wishing to announce sales, elections or other activities must secure permission before posting any material within the building.

**PROPERTY INVENTORY**

The Board of Education has recognized the necessity for maintaining an accurate and complete inventory of all buildings and equipment and the replacement valuation thereof in order to offer proof of loss in the event of an insurance claim.

- A. All property shall be inventoried every other year. The fixed assets records shall be updated by reference to purchase orders and withdrawal reports. Each kind of fixed asset having an estimated life of one (1) year or more shall be inventoried.
- B. Permanent inventory shall be currently maintained describing each unit, its cost, and location or disposition. The director shall conduct an annual inventory to ascertain the location of major fixed assets in the building. Any loss shall be reported to the Superintendent.
- C. Government or donated equipment obtained as surplus at no cost to the District is to be maintained, but shall carry no value on the records of the District.

**USE OF TOBACCO ON SCHOOL PREMISES**

The use of all tobacco products including vapes is strictly prohibited on any school property.

**WORKERS COMPENSATION**

All employees are covered by Workers' Compensation. Workers' Compensation covers injury involving medical expenses and in some cases compensation when the individual is actively engaged in work related to their employment. MCCTC is guided by Ohio Law. See treasurer for questions regarding procedure.

## **CHILD ABUSE AND NEGLECT**

As an agency of the State of Ohio, the Board of Education must be concerned with the physical and mental well-being of children and will cooperate in the identification and reporting of cases of child abuse and neglect in accordance with law.

Ohio law requires that if a staff member knows or has reasonable cause to suspect based on facts that would cause a reasonable person in a similar position to suspect that a child has been abused and/or neglected the staff member must notify Children's Services Board. (ORC 2151.421A)

Cases of child abuse and/or neglect must also be reported to the Director. The Director will assemble a team composed of the nurse, a school counselor and other professionals. The team will implement a plan of action to deal with the circumstances both immediate and long-term. If immediate medical attention is required, arrangements will be made by the school nurse.

The Director will apprise the Superintendent of the report.

The following protocol will be followed:

## **CHILD ABUSE AND NEGLECT TRAINING** **MCCTC PROTOCOL**

- Child discloses information to teacher.
- Teacher reassures child and provides appropriate support.
- Calmly move child to a quiet, private setting if necessary.
- Assess child's immediate physical and emotional condition.
- Gather information from child – asking questions that are open ended, non-judgmental and non-threatening. The object is to gather enough information to make the appropriate referral without frightening the child or shutting the child down. An extensive, detailed \*abuse interview\* of the child is NOT recommended and will be completed later by a social worker trained in abuse interviewing
- CALL THE APPROPRIATE PUBLIC CHILD WELFARE AGENCY
- (this is determined by the county in which the child lives).
- *The mandated Reporting Law (ORC 2151.421) allows certain confidential information to be released to the agency by mandated reporters.*

## **CONFIDENTIAL INFORMATION ALLOWED BY THE MANDATED REPORTING LAW** **INCLUDES:**

- The name and workplace (school, daycare, pre-school, etc.) of caller.
- Child's name, address, date of birth, school, social security number, phone number, name of legal guardian (if different from the mother or father).
- Mother's name, address, date of birth, social security number, and phone number.
- Father's name, address, date of birth, social security number and phone number.
- Legal guardian's name, address, date of birth, social security number, and phone number (if different from the mother or father).
- Siblings' name, address, date of birth, social security number, and phone number.
- Name, address, date of birth, social security number, and phone number for any other person who would be considered a direct party to the case. This would include grandparents, other relatives who live in the home with the child, mother's or father's paramour, or non-related persons residing in child's home.
- DOCUMENT INCIDENTS. It is very important to keep a record of each reported incident and to document your response file. Documented information should include:

- Child's name, date of birth etc.
- To whom the child disclosed; short detail of the information child disclosed.
- Date and time of disclosure and date and time of call to CSB.
- Who placed the call to CSB (name of mandated reporter) and the information disclosed.
- With whom the mandated spoke at the agency.
- **USE THE FORM PROVIDED - CONFIDENTIAL SCHOOL REPORT OF SUSPECTED CHILD ABUSE AND NEGLECT FORM LOCATED IN THE GUIDANCE OFFICE**

### **SUSPECTED CHILD ABUSE BY STAFF MEMBERS**

If a staff member is suspected of child abuse, his/her supervisor should be notified immediately and the matter kept in strict confidence by the reporting person. The supervisor shall follow the District's due-process procedures for dealing with an employee's real or alleged violation of any law or District policy. This procedure does not negate the requirement for the reporting person to report the suspected abuse to the proper agency.

### **PERSONNEL RECORDS**

Information in the personnel files is not confidential and is available for inspection in accordance with State law. Updates to file per contract.

### **INITIAL EMPLOYMENT**

Upon employment, each employee is to submit for the

- A. Personnel File
  - a completed employment application form
  - a copy of certification, or license, if applicable
  - transcripts, if applicable
  - BCII check
  - FBI check, if applicable
  - Drug test
- B. Payroll File
  - W-4 forms
  - retirement registration
  - completed forms for life and disability insurance
  - completed annuity forms
  - payroll deduction authorization
  - accumulated sick leave, if applicable
  - I-9 forms
- C. Anti-Terrorist form
  - applications for health insurance
  - criminal history record check (BCII/FBI)

Professional staff members shall also be responsible upon employment, for providing a complete transcript of their education and records of all prior teaching experience.

## CONTENTS

***During the period of employment the following data shall be maintained in personnel files:***

- current correct name, address, and telephone number
- current data on education completed, including transcripts of all academic work
- an accurate record of work experience
- proof of fulfillment of requirements for change in salary classification
- current data pertaining to certificates required by the State
- record of assignments
- proof of discharge from military service
- rate of compensation
- completed evaluations
- disciplinary incidents
- special awards or distinctions

***Employees who wish to review their own personnel file shall:***

- request access in writing;
- review the record in the presence of the administrator designated to maintain said records or designee;
- make no alterations or additions to the record nor remove any material therefrom;

Employees who wish copies of material in their personnel file shall:

- receive such copies free of charge.

Employees wishing to appeal material in their record shall make a request in writing to the Superintendent and specify therein (see contract):

- name and date;
- materials to be appealed;
- reason for appeal

The Superintendent shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.

The Superintendent shall maintain a written record of any persons other than the employee who have had access to each employee's file.

Although most information in personnel files is a matter of public record, only verification of employment should be provided by telephone request. Any other information about an employee should be requested in writing or in person, and addressed to the Superintendent.

In accordance with State law, disciplinary action will be taken against any member of the staff who initiates or otherwise contributes to any disciplinary or other punitive action taken against any individual who brings to the attention of appropriate authorities, the press, or any member of the public, evidence of unauthorized use of information contained in the District's personnel information system.

## **POSTAGE**

Only school related business requiring postage is processed in the main office. No clubs or extracurricular groups should request postage through the office.

Outgoing mail is generally dispatched by 11:30 a.m. Incoming mail is generally distributed by 1:00 p.m.

Any outgoing mail should be placed in the bin designated for outgoing mail. The district no longer operates a postage meter.

Personal mail already stamped may also be placed in the bin for outgoing mail.

### **USE OF SCHOOL MAIL DELIVERY SYSTEM (COURIER)**

In order to be in compliance with Federal postal regulations, it is necessary to establish the following guidelines regarding the use of the District's "in-house" mail-distribution system and county courier service.

These items may be distributed through the system without special permission.

copies of official documents or records of the District

communications among staff members that are directly related to an authorized curricular, extra-curricular, or incidental program or activity of the District

communications from Board-recognized outside organizations which are directly related to the District, providing the communication is related to a sponsored school activity

communications from an authorized employee group and organization to all members of the bargaining unit providing the communication relates to administration and enforcement of the collective bargaining agreement

any incidental District correspondence

Any staff member or student who wishes to distribute any other materials through the mail-distribution must receive permission from the director whose decision will be based on whether or not the information is directly related to school business or a school-sponsored activity.

### **PUBLIC RECORDS**

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of District-Wide interest is coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administrative offices are open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The

District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed “directory information” may be released from an individual student’s file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of “personally identifiable information” generally are exempt from disclosure.

All records responsive to the request are made available in a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of mail requests sent to any one person may be limited to 10 a month unless the person certifies, in writing, that the records nor the information in them will not be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

The Board’s public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office. (Reference: Board Policy KBA)

### **RECEIPT OF LEGAL DOCUMENTS**

All legal documents, such as notices of Claim, Information Subpoenas or other documents served against the District, should be received and processed with EXTREME CARE and IMMEDIATE ATTENTION. The manner in which legal documents are to be handled and processed is described below.

1. Legal documents shall be served on the Superintendent for recording.
2. District personnel receiving legal documents should note the following information, regarding delivery of the documents, on a memo:
  - a. MANNER of delivery - in person, by certified mail, other;
  - b. TIME and DATE OF DELIVERY;
  - c. NAME of receiving party;
  - d. Other pertinent information regarding the delivery.
3. The Superintendent shall forward all copies of the legal document to the Treasurer.
4. The Office of the Treasurer shall forward all legal documents to the appropriate insurance or legal advisor.

### **RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES**

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intentioned, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

District staff members shall not use prayer, religious readings, or religious symbols as devotional exercise or in an act of worship. The District shall not act as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article nor allow distribution of such materials on District property or at any District-related event.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is allowed. Celebration activities involving non-religious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

The flag of the United States shall be raised above the school and/or at other appropriate places during all school sessions, weather permitting. Professional staff members are authorized to lead students in the Pledge of Allegiance at an appropriate time each school day. However, no student shall be compelled to participate in the reciting of the Pledge. The Superintendent shall develop administrative guidelines which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a non-participating student.

### **REQUESTS FOR SCHOOL SERVICES BY STAFF MEMBERS**

Staff members requesting service related to the various departments will be scheduled by the supervisor and the teachers jointly of that department. Approval will be given only for service related to the teacher's curriculum. It is to the supervisor's or teacher's discretion to refuse work that is not of educational value or not correlated with the curriculum. When service is approved the staff member is encouraged to purchase his/her own supplies and parts.

### **SPECIAL EDUCATION**

The Board of Education operates in accordance with IDEA and the Ohio Operating Standards for Ohio Educational Agencies Serving Children with Disabilities. The district recognizes its obligation to follow the requirements set forth in the IDEA, the regulations implementing IDEA, the Operating Standards, the Ohio Revised Code (ORS) and/or the Ohio Administrative Code (OAC).



**CONFIDENTIALITY**

The names and other personally identifiable data concerning identified and handicapped children shall be kept confidential and not be included in the public acts or records of this district. Such names and data shall be reduced to code for inclusion in the public record.

The records of handicapped pupils shall be compiled, maintained, protected, and accessed in strict compliance with the rules of the State Board of Education and the policy of the Board concerning Pupil Records.

**PERSONNEL**

The services of appropriately certified and trained professional staff members shall be secured to identify, evaluate, determine eligibility, develop IEP's, provide supplemental and related services, and to instruct educationally handicapped pupils.

**PROGRAMS FOR DISABLED STUDENTS**

Every pupil attending school in this district shall be offered an educational program that meets his/her individual needs and is suited to his/her unique abilities. A program of special education has been designed to comply with the law, conform to the goals of the district, and assist all students with special needs to achieve their maximum in self-sufficiency, responsibility, and productive capacity. To the extent feasible and consistent with the best interests of the student and other pupils, the program is designed to be inclusive with the regular instructional program of the school.

Disabled students eligible for special education placement and/or related services are those who have been evaluated in accordance with rule 3301-51-06 of the Administrative Code and are identified as having a cognitive disability, a hearing impairment including deafness, a speech or language impairment, a visual impairment including blindness, emotional disturbance, an orthopedic impairment, autism, traumatic brain injury, any other health impairment, a special learning disability, deaf-blindness, or multiple disabilities.

**DISABLED STUDENTS (RIGHTS)**

No, otherwise qualified, student shall, solely by reason of his/her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of the district.

"Disabled student" means a student who has, or had, or is regarded or was regarded as having, a handicapping condition; "handicapping condition" means a physical or mental impairment that substantially limits one or more of a student's major life activities and includes specific learning disabilities.

**FACILITIES**

The educational program of this District shall be equally accessible to all students. Barrier-free access to school facilities shall be provided to the extent that a handicapped student is not denied an opportunity to participate in a district program available to non-handicapped students.

## **PROGRAM**

All reasonable efforts shall be made to identify unserved disabled students eligible for special education and/or related services. A free appropriate public education shall be provided for each student determined to be in need of special education and/or related services. Such a program of special education shall be provided in the least restrictive environment and in barrier-free facilities comparable to those provided for non-disabled students. To the maximum extent appropriate to the student's disability, a disabled student shall be placed in an educational setting with non-disabled or less severely disabled students.

No, otherwise qualified, students will be denied, because of his/her disability, participation in co-curricular activities or any of the services offered or recognitions rendered regularly to the students of the District.

## **ENFORCEMENT**

The Director of Special Education/Principal is designated as a Section 504 compliance officer. A complaint regarding the identification, evaluation, classification, or educational program of a disabled student shall be governed by the conflict resolution process established by Board Policy.

## **DISCIPLINING SPECIAL EDUCATION STUDENTS**

When the behavior of a student eligible under IDEA is such to justify disciplinary action, the Ohio Operating Standards policies and procedures will be followed.

The district will comply with the IDEA regulations, Operating Standards, the Ohio Revised Code (ORC), and/or the Ohio Administrative Code (OAC).

## **TITLE IX AND SECTION 504 COMPLAINT PROCEDURES**

The Board of Education does hereby establish and adopt the following procedures for the orderly settlement of complaints of students of the District.

In order to establish a more harmonious and cooperative relationship between the Board and its students, and to enhance the educational program of the District, it is hereby declared to be the purpose of these procedures to provide a means for orderly settlement of differences, promptly and fairly, as they arise and to assure equitable and proper treatment of students pursuant to established rules, regulations and policies of the District.

Students shall mean an individual enrolled in any formal educational program provided by the School District.

Immediate Supervisor shall mean any employee responsible for, or exercising any degree of supervision or authority over, a student.

Intermediate Supervisor shall mean the administrator to whom the immediate supervisor is directly responsible.

Compliance Coordinator shall mean the District official responsible for the coordination of activities relating to compliance with Title IX and Section 504.

## **COMPLAINT PROCEDURES**

### **A. Informal Stage**

The aggrieved student shall orally present his/her grievance to his/her immediate supervisor who shall orally and informally discuss the complaint with the aggrieved individual within five (5) school days after the complaint has been presented to him/her. If such complaint is not satisfactorily resolved at this stage, the aggrieved individual may proceed to the intermediate stages.

### **B. Intermediate Stage**

Within five (5) school days after a determination has been made at the preceding stage, the aggrieved student may, in writing, present the complaint to the intermediate supervisor to whom his/her immediate supervisor is directly responsible, if such there be, who shall orally discuss the complaint with the aggrieved individual within five (5) school days after the complaint has been presented to him/her. If such complaint is not satisfactorily resolved at this stage, the aggrieved individual may proceed to the formal stage.

### **C. Formal Stage**

1. Within five (5) school days after a determination has been made by the immediate supervisor and/or intermediate supervisor, the aggrieved student and immediate supervisor and/or intermediate supervisor in the case may submit written statements to the Compliance Coordinator setting forth the specific nature of the complaint, the facts relating thereto, and the determinations previously rendered.
2. If such is requested in written statement of either party pursuant to paragraph 1 above, the Compliance Coordinator shall notify all parties concerned in the case, of the time and place when an informal hearing will be held where such parties may appear and present oral and written statements supplementing their position in the case. Such hearings shall be held within five (5) school days of receipt of the written statements pursuant to paragraph 1.
3. The Compliance Coordinator shall render a determination within ten (10) school days after the written statements pursuant to paragraph 1 have been presented to him/her, or ten (10) school days after the completion of the informal hearing.

### **D. Office of Civil Rights**

If at this point, or at any time, the grievance has not been satisfactorily settled, further appeal may be made to the U. S. Department of Education, Office of Civil Rights, Plaza Nine Building, Room 300, 55 Erieview Plaza, Cleveland, OH 44114.

Inquiries concerning the nondiscriminatory policy may be directed to: Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

## **NOTICE OF NONDISCRIMINATION**

The public notice - Notice of Nondiscrimination - is to be disseminated at least annually to students, parents, employees, and the general public.

This notice is to be placed in all of the following documents prepared by the district:

- Parent/Student Handbooks
- Staff Handbooks
- Course Catalogs
- Application Forms for Enrollment and Employment
- Recruitment Materials for Students and for Staff

To inform the general public, the notice should be sent to the local newspaper(s).

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

## **COPYRIGHT**

The Board conforms to existing United States copyright laws and maintains the highest ethical standards in the use of copyrighted materials for instructional purposes.

The Board encourages its staff to enrich the learning programs by making proper use of supplementary materials. It is the responsibility of the staff to abide by the copying procedures and obey the requirements of the law. Under no circumstances may employees of the District violate copyright requirements in order to perform their duties properly. The Board is not responsible for any violations of the Copyright Act by its employees.

Public Law 94-533, The Copyright Act, affects all employees because it sets guidelines regarding the duplication and use of all copyrighted materials – print, non-print, music, computer software and others. The Superintendent is responsible for disseminating the guidelines for duplication and use of copyrighted materials to all employees.

Any employee who is uncertain as to whether the reproducing or use of copyrighted materials complies with the procedures or is permissible under law shall contact the Superintendent/designee.

## **Educational Use of Copyrighted Print Materials**

### **1. Fair use**

The fair use of copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship or research is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered include the:

- A. purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- B. nature of the copyrighted work;

- C. amount and substantiality of the portion used in relation to the copyrighted work as a whole and
- D. effect of the use upon the potential market for or value of the copyrighted work.

## **2. Single copying for teachers**

A single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class:

- A. a chapter from a book;
- B. an article from a periodical or newspaper;
- C. a short story, short essay or short poem, whether or not from a collective work or
- D. a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

## **3. Multiple copies for classroom use**

Multiple copies (not to exceed more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- A. the copying meets the tests of brevity, spontaneity and cumulative effect as defined below and
- B. each copy includes a notice of copyright.

### **1) Brevity**

Poetry: (a) a complete poem if fewer than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.

Prose: (a) a complete article, story or essay of fewer than 2,500 words or (b) an excerpt of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

Each of the numerical limits stated in "poetry" and "prose" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.

Illustration: one chart, graph, diagram, drawing, cartoon or picture per book or periodical issue.

Special work: certain work in poetry, prose or "poetic prose", which often combines language with illustrations, of fewer than 2,500 words.

A "special work" may not be reproduced in its entirety. However, an excerpt comprising not more than two of the published pages of a special work, and containing not more than 10% of the words found in the text thereof, may be reproduced.

## 2) Spontaneity

The copying is at the instance and inspiration of the individual teacher. The inspiration and decision to use the work, and the moment of its use for maximum teaching effectiveness, are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

## 3) Cumulative effect

The copying of the material is for only one course in the school in which copies are made.

Not more than one short poem, article, story or essay, or two excerpts, may be copied from the same author, nor more than three from the same collective work or periodical volume, during one class term.

The limitations stated in the preceding two paragraphs shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

The limitations as to single copying for teachers and multiple copies for classroom use are applicable.

## 4. Prohibitions

- A. Copying shall not be used to create, replace or substitute for anthologies, compilations or collective works. Such replacements or substitutions may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
- B. There shall be no copying of or from works intended to be “consumable” in the course of study or teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets and similar consumable material.
- C. Copying shall not:
  - 1) substitute for the purchase of books, publishers’ reprints or periodicals;
  - 2) be directed by higher authority or
  - 3) be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

## Educational Use of Copyrighted Music

### 1. Permissible uses

- A. Emergency copying may be done to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies shall be substituted in due course.
- B. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or area, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per student.

- C. Printed copies which have been purchased may be edited or simplified, provided that the fundamental character of the work is not distorted or that lyrics, if any, are not altered or added.
- D. A single copy of recordings of performances by students may be retained by the educational institution or individual teacher.
- E. A single copy of a sound recording (such as a tape, disc or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

## **2. Prohibitions**

- A. Copying shall not be used to create, replace or substitute for anthologies, compilations or collective works.
- B. Copying of or from works intended to be “consumable” in the course of study or of teaching such as workbooks, exercises, standardized tests, answer sheets and similar material is prohibited.
- C. Copying shall not be used for the purpose of performance except as previously stated.
- D. Copying shall not be used for the purpose of substituting for the purchase of music except as previously stated.
- E. Copying without inclusion of the copyright notice which appears on the printed copy is prohibited.

### **Educational Use of Copyrighted Audiovisual Material**

- 1. Before reproducing small portions of sound recordings, filmstrips, slide sets, transparencies or motion pictures, or videotaping commercial television broadcasts, employees shall consult with the principal to determine whether the proposed action complies with the “fair use” principles of the Copyright Act.
- 2. School recordings may be made of certain instructional television programs telecast by the local Public Broadcasting Systems educational television station. Before recording the telecast, the following conditions shall be satisfied.
  - A. The monthly list of programs not licensed for recording shall be consulted. Any program listed shall not be recorded.
  - B. Recordings may be used in classroom or instructional settings as an educational activity or at a PTA meeting, Board meeting or similar activity.
  - C. Recordings shall be used only in the facilities of the District and shall not be loaned or made available outside of those facilities.
  - D. Recordings made from evening programs, which may be copied, shall be retained for no more than seven days following the telecast unless an extension is received in writing in

advance. Daytime telecasts may be recorded and retained permanently unless otherwise notified.

### **Educational Use of Copyrighted Library Material**

1. A library may make a single copy of unpublished work to replace a damaged, deteriorated, lost or stolen copy, provided that an unused replacement cannot be obtained at a fair price.
2. A library may provide a single copy of copyrighted material at cost to a student or staff member.
  - A. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. Under the latter circumstances, the entire work may be copied.
  - B. The copy shall contain the notice of copyright, and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use subjects the person to liability for copyright infringement.
3. At the request of the teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies as previously stated.

### **Copying Limitations**

1. Circumstances arise when personnel are uncertain whether or not copying is prohibited. In those circumstances, the Superintendent shall be contacted. If the Superintendent is uncertain, he/she shall consult with the District's legal counsel.
2. The following prohibitions have been expressly stated in federal guidelines.
  - A. Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
  - B. Unless expressly permitted by agreement with the publisher and authorized by District action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets or similar materials.
  - C. Employees shall not:
    - 1) use copies to substitute for the purchase of books, periodicals, music recordings or other copyrighted material, except as permitted by District procedure;
    - 2) copy or use the same items from term to term without the copyright owner's permission;
    - 3) copy or use more than nine instances of multiple copying of protected material in any one term;
    - 4) copy or use more than one short work or two excerpts from works of the same author in any one term or
    - 5) copy or use protected materials without including a notice of copyright. The following shall constitute a satisfactory notice:

NOTICE:            THIS MATERIAL MAY BE PROTECTED BY  
COPYRIGHT LAW.



3. Employees shall not reproduce or use copyrighted material at the direction of a District administrator without permission of the copyright owner.

### **Computer Software Copyright**

The Board recognizes that computer software piracy is a major problem for the industry, and that violations of copyright laws contribute to higher costs and lessen incentives for publishers to develop effective educational software. Therefore, in an effort to discourage software piracy and to prevent such illegal activity, the District will take the following steps.

1. The ethical and practical implications of software copyright violations will be provided to all employees and students using District computer facilities and software.
2. Employees and students will be informed that they are expected to adhere to the Copyright Act and all subsequent amendments thereto governing the use of software.
3. Wherever possible, efforts will be made to secure software from being duplicated from floppy disks, hard drives or networked systems.
4. Illegal copies of copyrighted software shall not be made or used on District equipment.
5. District administrators shall be designated as the only individuals who may sign license agreements for educational software used on District computers.
6. Documentation of licenses for software used on District computers will be located at the site where the software is being used.

### **Unsupervised Copy Equipment**

The following notice, in large type, shall be affixed to all District copying equipment (Xerox, Thermofax, audiotape recorder, videotape recorder and copy camera):

NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE  
MAKING OF COPIES OF COPYRIGHTED MATERIAL. THE PERSON USING THIS  
EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

### **Copying for Students or Staff**

1. The following notice, in large type, shall be posted prominently where copies are made available to students or staff:

NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE  
MAKING OF COPIES OF COPYRIGHTED MATERIAL.

2. The following notice, in large type, shall be posted prominently where print copies are made available to students and/or staff:

WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW OF THE UNITED STATES GOVERNS THE MAKING OF COPIES OR OTHER REPRODUCTION OF COPYRIGHTED MATERIAL.

UNDER CERTAIN CONDITIONS SPECIFIED IN THE LAW, LIBRARIES AND ARCHIVES ARE AUTHORIZED TO FURNISH A PHOTOCOPY OR OTHER REPRODUCTION. ONE OF THESE SPECIFIED CONDITIONS IS THAT THE PHOTOCOPY OR REPRODUCTION IS NOT TO BE "USED FOR ANY PURPOSE OTHER THAN PRIVATE STUDY, SCHOLARSHIP OR RESEARCH." IF A USER MAKES A REQUEST FOR, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR PURPOSES IN EXCESS OF "FAIR USE," THAT USER MAY BE LIABLE FOR COPYRIGHT INFRINGEMENT.

THIS INSTITUTION RESERVES THE RIGHT TO REFUSE TO ACCEPT A COPYING ORDER IF, IN ITS JUDGMENT, FULFILLMENT OF THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW.