

Secondary Faculty Handbook

School Year 2011-2012



Pickaway-Ross

Career & Technology Center

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Changes/Updates

Page Number	Heading	Comments
	Handbook Format	Updated
1	Pickaway-Ross JVSD Organizational Chart	Added
2	Staff Listing	Updated
6	Supervisory Assignments	Updates
9	Strategic Goals	Updated
12	First Week of School-Lesson Plans	Updated
13	Forms	Updated
16	School Calendar	Updated
22	Daily Instructional Plans	Updated
25	Advanced Placement & Apprenticeship Policy-paragraph 1	Updated
39	Civil Rights Compliance	Updated
40	Title IX and Section 504 Grievance Procedures 504 Coordinator & Title IX Coordinator	Updated
43	Fire Drills – item 8	Updated
44	Lockdown Procedures-window coverings	Deleted
53	Procedures Following an Absence – Student Vacation with Parents	Updated
53	Procedures Following an Absence – Job Interviews or College Visits	Updated
54	Procedures Following a Tardy	Updated
69	Senior Ceremony – paragraph 3	Updated
71	Student Tool Kits	Updated
75	Wireless Devices	Added
87	Student Dress Code Policy	Updated
90	Minor Disciplinary Infractions – wireless communication devices	Updated
92	Teacher Guidelines – item 11	Added

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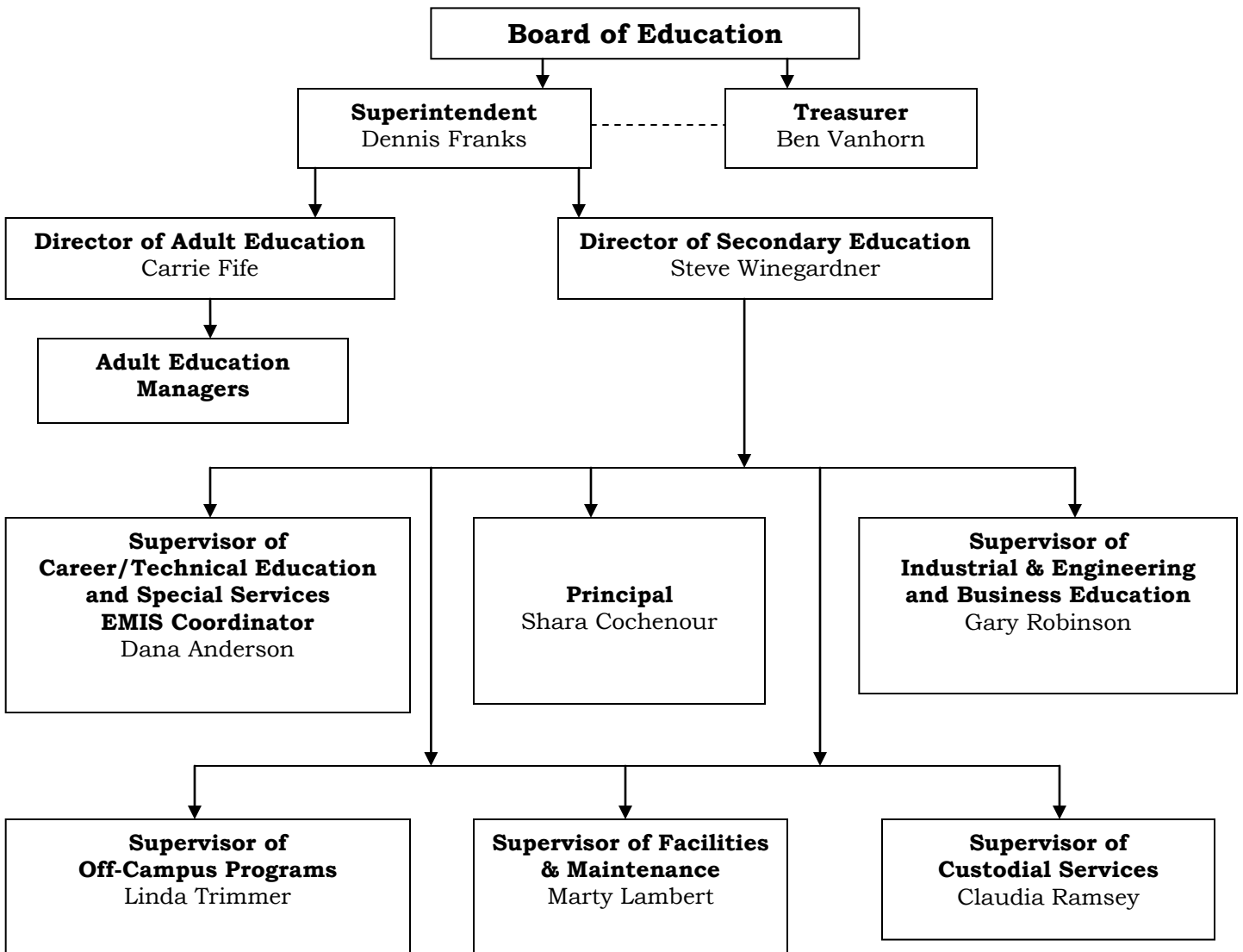
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Pickaway-Ross JVSD Organizational Chart 2011-2012 School Year



Staff and Personnel

Construction & Manufacturing Academy

Carpentry 1	Robert Reade (Mark Johnston/Long-term Sub)
Carpentry 2	Steve Mapes
Construction Technologies 1	Kirk Hewitt/Robert Reade (Mark Johnston)
Custodial Services 1 & 2	David Dyer
Electrical Technologies 1	Kirk Hewitt
Electrical Technologies 2	Scott Brohard
Landscape & Horticulture Technologies 1 & 2	Susan Metzger
Machining & Manufacturing Technologies 1 & 2	Brent Ebert
Precision Welding Technologies 1 & 2	Tommy Collier

Human Services Academy

Career Based Intervention	Kelly Downs
Career Based Intervention – Career Exploration	Amy Ervin
Commercial Food Careers 1 & 2	Kevin Krebs
Cosmetology 1	Kathy Marriott
Cosmetology 2	Shirley Good
Criminal Investigation & Police Science 1 & 2	Ed Ryan
Early Childhood Education 1	Melissa Brown
Early Childhood Education 2	Constance Page
Medical Careers 1 & 2	Jennifer Payne
Medical Careers 1 & 2	Kristi Tway
Option IV	Michelle Bochard

Information & Marketing Academy

General Merchandising & Warehousing 1 & 2	Nick Anderson
Media Design Technologies 1 & 2	Ginger Karr
Network Support Technologies 1 & 2	Tony Eallonardo

Transportation Academy

Automotive Technologies 1 & 2	Roger Page
Collision Repair Technologies 1	Brian Morrison
Collision Repair Technologies 2	Robert Detty
Heavy Equipment Technologies 1 & 2	Scott Patrick
High Performance Automotive Technologies 1 & 2	Bob Edwards
Power Equipment Technologies 1 & 2	Danny Morris

Academic Instructors

English	Marianne Miele
English	Hope Parks
English	Angela Saxton
English	Clara Williams
English	Joshua Younge

American History & Government	William Anderson
American History & Government	Darren Plessinger
American History & Government	Katie Siers
American History & Government	Tim Vollet

Individualized Academics	Jody Fry
Individualized Academics	Tracy Kawasaki
Individualized Academics	Elizabeth Kolb

Mathematics	Jerry Copley
Mathematics	Cara Peecher
Mathematics	Anthony Tsitroulis
Mathematics	Verdie Williams

Science	Tom Gillespie
Science	Ryan Holbrook
Science	David Pentecost
Science	Ashlee Schiff

Special Services/Instructional Support/Educational Aides

Academic Specialist/OGT	Susan Schwalbauch
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Career Assessment Specialist	Cherie Justus
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Career Development Counselor/Scholarships	Christine Pritchard
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Curriculum Specialist	Vickie Rickey
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Educational Aide – PRCTC Preschool	Robin Mummert
Educational Aide – PRCTC Preschool	Betty Pettit
Educational Aide – PRCTC Preschool	Tara Williams

Guidance Counselor	Kathy Goins
Guidance Counselor	Shay Steele

In-school Restriction Monitor	Tambra Sutherland
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Library/Media Center Aide	Rhonda McGuire
Library/Media Center Technician	Roberta Morrison

Option IV Coordinator	Michelle Bochard
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Preschool Bus Driver	Kelly Arledge
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Resource Officer	Brad Parrett
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School Nurse	Mindy Frejkowski
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SCOCA Technician	Holly Wagoner
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SCOCA Technician	Henderson Thompson
Special Education/Tutoring Services	Scott Snyder
Special Education/Tutoring Services	Tracey Willis

Administrative Support Staff

Accounting Clerk, Treasurer’s Office	Susan Buchanan
Administrative Assistant-Technician/EMIS	Mark Moss
Administrative Office Manager – Off-Campus Programs	Robin Bussey
Administrative Office Manager – Payroll – Treasurer’s Office	Tracey Eyre
Administrative Office Manager – Secondary	Polly Compher
Assistant Treasurer	Kym Yeager
Clerk Typist, Attendance Office	Janie Bradbury
Clerk Typist, Guidance	Lorie Bethel
Clerk Typist, Job Placement	Mark Moss
Clerk Typist, Secondary Office	Beth Tackett
Clerk Typist, Receptionist	Kim Artrip (Delores Hupp/Long-term sub)
Office Manager/Executive Assistant to Superintendent	Laura VanCuren

Cafeteria Staff

Cafeteria Manager	Christopher Seyfang
Cashier	Karen McDowell
Cook Assistant B (part-time)	Angela Blanton
Cook Assistant B (part-time)	Darla Cryder
Cook Assistant B (part-time)	Joyce Moody

Custodial and Maintenance Staff

Custodial Supervisor	Claudia Ramsey
Custodian	Terry Brooks
Custodian	Tom Clary
Custodian	Mark DiSantis
Custodian	Chris Johnson
Custodian	David Riehle
Custodian/Security	Jan Thomas
Maintenance Foreman	Marty Lambert
Maintenance Worker	Matt Clifton
Maintenance Worker	Craig Jones

Satellite Instructors

Adena – Family and Consumer Sciences	Pamela Cormany
Adena – Production Agriculture – College Tech Prep	Jim Skinner
Adena Middle School – CBIP	T. J. May
Chillicothe – CBIP	Ann Bozick
Chillicothe – CBIP	Bruce Hurst
Chillicothe – CBE – College Tech Prep	Patricia Grissom
Chillicothe – Family and Consumer Sciences	Susan Stidham

Chillicothe – Family and Consumer Sciences	Susan Strait (Sherrie Tener/Long-term Sub)
Chillicothe – Health – College Tech Prep	Cheryl Vranicar
Chillicothe – Marketing Education – College Tech Prep	Steve Semancik
Chillicothe Middle School – CBIP	Jeff Metzler
Circleville – CBIP	Keith Downing
Circleville – CBIP	Robert Lombardo
Circleville – Family and Consumer Sciences	Amy Groff
Circleville – Family and Consumer Sciences	Kimberly Reed
Circleville – Marketing Education – College Tech Prep	Patricia Barber
Circleville/Berger – Health – College Tech Prep	Mindy Fox
Circleville/Berger – Health Info Mgt Tech – College Tech Prep	Mary Wingett
Everts MS – Family and Consumer Sciences	Catherine Steinhauser
Everts MS – CBIP	Eddie Sims (Jaysa Angles/Long-term Sub)
Huntington – Family and Consumer Sciences	Kelly Barnett
Logan Elm – Agri-Science – College Tech Prep	Bret King
Logan Elm – CBIP	Jason Shepherd
Logan Elm – CBIP	Doug Stiverson
Logan Elm – Family & Consumer Sciences	Mary Cooper
Logan Elm – Industrial Tech Foundations	Gary Mitchel
McDowell MS – CBIP	Jeff Holbert
McDowell MS – Family and Consumer Sciences	Marcy Happeney
Paint Valley – Family and Consumer Sciences	Susan Pauley
Paint Valley – Interactive Media – College Tech Prep	Kim Litter
Paint Valley – Production Agriculture – College Tech Prep	John Peters
Southeastern – Production Agriculture – College Tech Prep	Kar-Lyn Scholz
Unioto – CBIP	Kim Graves
Unioto – Family and Consumer Sciences	Nancy Kinsey
Unioto Middle School – Family and Consumer Sciences	Nancy Thornsberry
Westfall – CBIP	Allen Koker
Westfall – CBIP	Amy Noltemeyer
Westfall – Production Agriculture – College Tech Prep	Rachel Garrett
Westfall – Production Agriculture – College Tech Prep	Rick Metzger
Zane Trace – Agri-Science – College Tech Prep	Jennifer Johnston
Zane Trace – CBIP	Dwane Hall
Zane Trace – Family and Consumer Sciences	Jan Ramsey
Zane Trace – Production Agriculture – College Tech Prep	Gary Peters
Zane Trace Middle School – CBIP	Kevin Prickett

**Secondary Administrative Supervisory Assignments
Updated – August 2011**

Steve Winegardner	
Dana	Anderson
Kim	Artrip
Shara	Cochenour
Polly	Compher
Delores	Hupp (Long-term Sub)
Marty	Lambert
Claudia	Ramsey
Gary	Robinson
Christopher	Seyfang
Linda	Trimmer

Dana Anderson	
Kelly	Arledge
Kathy	Arrowood (MD Class)
Michelle	Bochard
Melissa	Brown
Diane	Dawson (Aide-MD Class)
Bill	Derringer
David	Dyer
Jody	Fry
Cherie	Justus
Tracy	Kawasaki
Elizabeth	Kolb
Kevin	Krebs
Paul	Lincke (MD Class)
Rhonda	McGuire
Dan	Morris
Roberta	Morrison
Robin	Mummert
Constance	Page
Betty	Pettit
Scott	Snyder
Tammy	Sutherland
William	White (Aide-MD Class)
Tara	Williams
Tracey	Willis

Shara Cochenour	
Bill	Anderson
Lorie	Bethel
Janie	Bradbury
Jerry	Copley
Tom	Gillespie
Kathy	Goins
Ryan	Holbrook

Shara Cochenour – cont'd	
Marianne	Miele
Hope	Parks
Brad	Parrett
Cara	Peecher
David	Pentecost
Darren	Plessinger
Christine	Pritchard
Vickie	Rickey
Angela	Saxton
Ashlee	Schiff
School	Social Worker
Susan	Schwalbauch
Katie	Siers
Shay	Steele
Tony	Tsitroulis
Tim	Vollet
Clara	Williams
Verdie	Williams
Joshua	Younge

Gary Robinson	
Nick	Anderson
Scott	Brohard
Tommy	Collier
Robert	Detty
Anthony	Eallonardo
Brent	Ebert
Robert	Edwards
Mindy	Frejkowski
Shirley	Good
Kirk	Hewitt
Mark	Johnston (Long-term Sub)
Ginger	Karr
Steven	Mapes
Kathy	Marriott
Susan	Metzger
Brian	Morrison
Roger	Page
Scott	Patrick
Jennifer	Payne
Robert	Reade
Edward	Ryan
Beth	Tackett
Kristi	Tway

Linda Trimmer		
Jaysa	Angles	Everts Middle School – Long-term Sub
Trish	Barber	Circleville
Kelly	Barnett	Huntington
Robin	Bussey	Administrative Office Manager Off-Campus Programs
Ann	Bozick	Chillicothe
Mary	Cooper	Logan Elm
Pam	Cormany	Adena
Keith	Downing	Circleville
Kelly	Downs	Pickaway-Ross Career & Technology Center
Amy	Ervin	Pickaway-Ross Career & Technology Center
Mindy	Fox	Circleville – Berger
Rachel	Garrett	Westfall
Kim	Graves	Unioto
Pat	Grissom	Chillicothe
Amy	Groff	Circleville
Dwane	Hall	Zane Trace
Marcy	Happeney	McDowell Middle School
Jeff	Holbert	McDowell Middle School
Bruce	Hurst	Chillicothe
Jennifer	Johnston	Zane Trace
Brett	King	Logan Elm
Nancy	Kinsey	Unioto
Allen	Koker	Westfall
Kim	Litter	Paint Valley
Bobby	Lombardo	Circleville
T. J.	May	Adena Middle School
Rick	Metzger	Westfall
Jeff	Metzler	Chillicothe Middle School
Gary	Mitchel	Logan Elm
Amy	Noltemeyer	Westfall
Susan	Pauley	Paint Valley
Gary	Peters	Zane Trace
John	Peters	Paint Valley
Kevin	Prickett	Zane Trace Middle School
Jan	Ramsey	Zane Trace
Kimberly	Reed	Circleville
Kar-Lyn	Scholz	Southeastern
Steve	Semancik	Chillicothe
Jason	Shepherd	Logan Elm
Eddie	Sims	Everts Middle School
Jim	Skinner	Adena
Cathy	Steinhauser	Everts Middle School
Susan	Stidham	Chillicothe
Doug	Stiverson	Logan Elm
Susan	Strait	Chillicothe
Sherrie	Tener	Chillicothe – Long-term Sub
Nancy	Thornsberry	Unioto Middle School
Cheryl	Vranicar	Chillicothe
Mary	Wingett	Circleville - Berger

PICKAWAY-ROSS COUNTY JOINT VOCATIONAL SCHOOL DISTRICT

Vision

Pickaway-Ross Career and Technology Center is an innovative professional educational community delivering quality services.

Mission

The Pickaway-Ross Career and Technology Center delivers unique and progressive academic and career educational opportunities that empower individuals to achieve their goals.

Core Values

We realize our vision and accomplish our mission by:

- Providing career oriented services responsive to community needs;
- Maintaining a highly qualified staff engaged in student needs and success;
- Offering flexible and hands-on training opportunities;
- Accepting individual differences through personalized attention;
- Creating safe, positive and nurturing learning environments.

PICKAWAY-ROSS COUNTY JOINT VOCATIONAL SCHOOL DISTRICT

Strategic Goals

Communication & Marketing

- Develop and successfully implement a comprehensive marketing and communication plan

Program Development

- Evaluate existing and research new programs on a yearly basis, and identify needed resources

Student Success

- Facilitate student success by improving retention, career program completion and graduation rates

Collaboration

- Develop and implement collaborations with local businesses and post-secondary institutions

Technology

- Develop and implement instructional skills that are technology-based across the curriculum

TEACHER INFORMATION

Absence from the Laboratory or Classroom

The assigned teacher is responsible for the well being of the students under his/her control. Leaving the lab or classroom unsupervised is an extremely dangerous practice regarding student safety and possible legal action, which can be brought against the involved teacher, administrator, and the Board of Education.

Therefore, all teachers are expected to be in their assigned areas of responsibility and may be absent from the lab or classroom only under the following conditions:

1. There is an emergency – all power equipment should be shut off and the Secondary Director’s Office notified immediately.
2. An administrative or instructional staff member is present and has agreed to accept the responsibility of the class during the teacher’s absence.

Classroom Changes

Teachers are not to change or interchange their classroom, related or laboratory schedules at any time without written permission of both the program supervisor and the Director of Secondary Education. Any schedule changes for club meetings and other similar activities must be officially approved by both the program supervisor and the Director of Secondary Education and be entered into the master calendar.

Community Activities

The staff is encouraged to participate in local community activities as their time permits.

Conservation of Energy

To promote a more cost-efficient facility, staff members are requested to turn off all equipment and lights that are not needed for instructional purposes.

Course of Study

All programs will operate in accordance with the Pickaway-Ross JVSD Board adopted Course of Study for that program. Teachers are responsible for revising and updating their course of study on a rotation as scheduled by the Curriculum Coordinator of PRJVSD.

Daily Schedule

All teachers are required to be on the job from 7:50 a.m. until 2:50 p.m. to constitute a seven (7) hour workday. Teachers will have a 30-minute lunch period. On the days of the Director's Staff Meetings, teachers should report at 8:25 a.m. and plan on meeting until 3:40 p.m.

Teachers may be assigned some special duties during certain periods of their daily schedules. These special assignments will be determined by the Director of Secondary Education and/or his/her designee. Unless a teacher has been assigned a morning administrative assignment, he or she should be in class or laboratory no later than 8:25 a.m.

Duplicating Educational Materials

A copier is provided in the Learning Resource Center and teachers' lounge area to photocopy instructional materials. Instructors should follow the guidelines as posted. Teachers are not to use the copier located in the Superintendent's Office complex or the Director's Office complex. Please **DO NOT** send students to any copying area to get copies made.

Extended Service

As financial conditions permit, instructors in the career and technical and academic areas may be granted extended service to develop and/or upgrade courses of study and/or curriculum guides for their particular subject fields. Such time may also be used for other responsibilities as outlined in Board Policy. For a more detailed explanation, refer to the Pickaway-Ross JVSD Board of Education Policy Manual.

Faculty Keys

All instructors will be issued their keys through the Secondary Director's Administrative Office Manager. At the end of the school year, the teacher will be expected to return all assigned keys. Instructors who need their keys at any other time must receive permission from their Program Supervisor and Director of Secondary Education.

Please adhere to the following guidelines:

- **DO NOT** duplicate any keys. If you need a duplicate made, contact your Supervisor who will submit the request to the Director of Secondary Education.
- If a key is lost, contact your Supervisor immediately.
- Contact the Director of Secondary Education if it becomes necessary to transfer keys from one staff member to another. You have been issued your keys and are responsible for them. **DON'T TRANSFER A KEY TO SOMEONE ELSE WITHOUT APPROVAL.**

- Students should not be permitted access to your keys under any circumstances.
- When leaving employment with Pickaway-Ross for any reason, keys must be returned to the Secondary Director's Administrative Office Manager.

First Week of School

The first day and week of school will be the most important in getting the year off to a good start. If you are ready to begin the school year being well organized, many small problems and misunderstandings can be eliminated. The following suggestions are presented so that the instructor will be better prepared for the challenges of the opening week of school:

- **Classroom:** Check over the classroom and/or laboratory in which you will conduct your program. If changes or additions are desirable and possible to fulfill, call these to the attention of your supervisor immediately. Let the office know if you need additional desks.
- **Lesson Plans:** Plan ahead!! All teachers should heed this advice since good planning will eliminate most student behavioral problems. When the students enter the classroom on the first day, teachers must be prepared with lesson plans for at least the first week. Even though it is difficult to anticipate how lessons will progress, keep well ahead! The Supervisors will relate their expectations for lesson plans to their instructors. Please reference the Daily Instructional Plans section located in this handbook for details. **You may submit your plans electronically to your supervisor via Progress Book.**
- **Class Record Books:** This is one area of concern where some instructors get in too big a hurry. Since our enrollees are committed to our programs for a one-week period, wait until the end of the third or fourth week before recording student names permanently in the grade book. Most student changes in enrollment will have been completed by this time. Use a temporary enrollment sheet to record your daily attendance and grading. When the students' names are finally entered in the grade book, make sure the spelling of the students' names and other information is correct and up-to-date. Actual grade reporting is done with Progress Book into DASL, but keeping a record book can be a good back-up plan.
- **Books and Supplies:** With many of our books and materials having been ordered at different times, some of these items may not be available since some companies experience difficulty in fulfilling their orders. Please be patient and be prepared for the students to work in such situations. Problems regarding books and supplies may be discussed with your Supervisor.

In some academic and career & technical areas there are textbooks for each section of English, mathematics, and employability. Each student will be permitted to use a textbook during class time, but there will not be a book for every student enrolled in these classes. If some students need to complete some assignments beyond the regular school day, then provisions will be made on an individual basis.

However, in career & technical areas where books are available, have these ready at the front of the room so they may be quickly distributed. The more work-oriented you are, the more the pupils will realize that they must be business-like in their schoolwork. ASSIGN TEXTBOOKS TO STUDENTS BY NUMBER AND IMPRESS ON STUDENTS THAT THEY ARE RESPONSIBLE FOR THE BOOK.

- **Early Assignments:** Students should get involved in their program the very first day of school. Early assignments to be completed in class may be used to gain information about the pupil and to assist the instructor in finding out where he should begin instruction with the student. In the laboratories or shops the student should be given an opportunity to become acquainted with the area.
- **Classroom Procedures:** It will be important to share information with students concerning school operating procedures such as collection of fees, student schedules, grading, safety rules, student insurance, locker assignments, etc. Fire drill and tornado procedures should be explained in detail to students on the first day of classes in each room.
- **Additional Procedures:** Doors must be locked, keep all cabinets, tool cages, and office locked when you are not present in your room or laboratory.

Forms

Forms identified in this handbook are available in the Secondary Director's Office Complex or on the school website. Form Share will be used as our electronic method of submission of selected forms.

Individual Professional Development Plan (IPDP)

Those educators who are subject to the Ohio Department of Education's Teacher Education and Licensure Standards must submit the completed IPDP to the Pickaway-Ross Local Professional Development Committee for approval. Special procedures for submitting your IPDP are provided in the Pickaway-Ross JVSD Professional Development Portfolio. See your Local Professional Development Committee members if you have questions.

Laboratory/Classroom Cleanliness

Instructors are urged to keep their laboratories and classrooms as clean as possible. This request is made (1) to promote safe working conditions, (2) to encourage the students to develop more efficient training skills and, (3) to make our facility more presentable to the many visitors who travel our corridors each year. Please keep projects and loose items off the floor so custodians can properly clean.

Liability Insurance

Liability insurance is provided for all staff by the Board of Education. You may want to supplement this coverage with insurance available at minimum cost from the teachers' professional organizations such as: OACTE, AACTE, OEA, or NEA.

Local School Activities

By personal contact or upon request of local school administrators or staff, the entire staff is encouraged to participate in local school activities whenever possible.

Mail

Teachers having school mail prepared to send will give it to the secretary in the Secondary Director's Office Complex where it will be sent to the Superintendent's office for metered mailing. Stamps are not available.

Mailboxes

All teachers' mailboxes are located in the Secondary Director's Office Complex. Memorandums to instructors and school announcements that are to be distributed to students will be placed in the mailboxes throughout the day. Please check your email daily for electronic communications from your supervisor.

**PLEASE CHECK YOUR MAILBOX PERSONALLY
EACH MORNING, NOONTIME AND EVENING!!**

Notices of telephone calls received during the regular class periods (other than laboratory classes) will be placed in the mailbox. If a call is of an urgent nature, the teacher will be notified immediately.

**MATERIAL WILL BE PUT IN STAFF MAILBOXES
BY ADMINISTRATIVE AND OFFICE PERSONNEL ONLY!**

**DO NOT SEND STUDENTS TO THE OFFICE TO DELIVER OR PICK-UP
MAIL.**

Any staff member wishing to use mailboxes for distribution of material should have approval from the Director of Secondary Education.

News Releases and Publication of Articles

All news releases to the public media must be approved by the Program Supervisors then submitted to the Public Relations person unless the Director of Secondary Education and/or Superintendent approves deviation from the established procedure. All staff members are encouraged to promote news releases that project a positive image of our students, staff and/or school. All news releases should include a tag line identifying the program as a part of the PRCTC offerings or a satellite program of the PRCTC.

Pictures, Posters and Bulletin Boards

No pictures, posters, bulletin boards, etc. shall be mounted on metal demountable, brick, or cement block walls, except as approved by the Director of Secondary Education. However, temporary pictures or posters may be placed on the metal walls with magnets, or on the brick or cement block walls with masking tape. The type of material displayed should be relevant to the course taught. Any item displayed should state the program or person responsible for the posting.

Policy Manuals – PRJVSD Board of Education

All instructional staff members are requested to read and make themselves knowledgeable with the information contained in the PRJVSD Board of Education policy manuals.

Preview of Audio-visual Material

All requests for preview material related to audio-visual materials must be handled by the Resource Center. Proper accounting procedures will be maintained by the Media Technician and/or his/her aide(s) to record the receipt and return of these materials. Instructors are reminded to heed the due date for the return of these items. Failure to comply with the due date(s) may result in the purchase of material that you do not want.

Requisitioning Materials and Equipment

The requisitioning of customer supplies, educational supplies, supplies to be sold to students, books, audio-visual materials, and laboratory equipment will be done by the instructors and submitted to the program supervisors on a proper form with all requested information complete. Teachers should consult with supervisors when submitting requisitions to be approved or disapproved. All requisitions submitted by supervisors will be sent to the Director of Secondary Education and then to the Superintendent for final approval. NO TEACHER IS TO PURCHASE ANYTHING FOR THE SCHOOL AND EXPECT REIMBURSEMENT.

The following will show the proper procedure for requisitioning approved materials and equipment:

1. Teacher to Supervisor
2. Supervisor to Director of Secondary Education or Director of Adult Education
3. Director(s) to Superintendent
4. Superintendent to Treasurer
5. Treasurer assigns purchase order and sends to supplier.
6. Payment will be made upon receipt of proper invoice.
7. Invoice must be dated after the purchase order date.

School Calendar

A copy of the school calendar as adopted by the Pickaway-Ross Joint Vocational School District Board of Education showing opening and closing dates, holidays, and other important dates for both students and staff may be found on in the Director's Complex or on the school website. Important dates are listed below:

August 2011

- 18 – New Teacher Day
- 19 – Staff In-service Day
- 22 – First Day for juniors
- 23 – First Day for seniors

September 2011

- 5 – Labor Day Holiday – No School
- 23 – Progress Reports

October 2011

- 21 – COTA Day – No School for Teachers and Students
- 24-28 – Fall OGT
- 28 – End of First Nine Weeks

November 2011

- 3 – Fall Senior Citizens Day
- 9 – Evening Parent/Teacher Conferences
- 10 – Morning Parent/Teacher Conferences – No School for Students
- 11 – Veterans' Day Holiday – No School
- 16 – Early Dismissal for PRCTC Students – 12:30 p.m.
- 23-25 – Thanksgiving Holiday Break – No School

December 2011

- 6-7 – Sophomore Tours – No School for Students
- 8 – Open House
- 9 – Progress Reports
- 21-Jan 2 – Christmas Holiday Break – No School

January 2012

- 2 – New Year’s Day Holiday – No School
- 3 – School Resumes
- 16 – Martin Luther King Day Holiday – No School
- 19 – End of Second Nine Weeks/First Semester
- 20 – Teacher Work Day – No School for Students

February 2012

- 20 – Presidents’ Day Holiday – No School
- 24 – Progress Reports

March 2012

- 7 – Early Dismissal for PRCTC Students – 12:30 p.m.
- 8 – Evening Parent/Teacher Conferences
- 9 – Morning Parent/Teacher Conferences – No School for Students
- 12-16 – Spring OGT
- 23 – End of Third Nine Weeks

April 2012

- 6-9 – Easter Holiday Break – No School
- 12 – Spring Senior Citizens Day
- 26 – New Student & Parent Night
- 27 – Progress Reports

May 2012

- 7 – Annual Community Appreciation Day
- 15 – Annual Awards Ceremony
- 17 – Senior Ceremony
- 28 – Memorial Day Holiday – No School
- 30 – Last Day for Students
- 31 – Last Day for Teachers

School Security

With the amount of expensive equipment located in the Career & Technology Center, a combination of school personnel and/or an electronic security system has been established to protect our facility. Therefore, all exterior entrance doors will be locked at 9:15 a.m. for security reasons. After 9:15 a.m. everyone must enter through the front door. No entry to the buildings will be permitted 11:30 p.m. to 6:30 a.m. weekdays and all day weekends and holidays except by authorized employees or for pre-scheduled approved activities.

Before leaving for the day, instructors are to make sure the classrooms and laboratories are locked.

Sign-in & Sign-out Sheets

A sign-in and sign-out sheet will be located in the Secondary Director's Office Complex for ALL instructors to "sign in" when they arrive or to "sign out" when leaving prior to 2:50 p.m. Teachers of cooperative programs and on extended service will be required to prepare and submit a weekly itinerary to be on file in the Secondary Director's Office Complex.

Smoking - Faculty

In order to comply with federal law, the Pickaway-Ross Career & Technology Center became a **Smoke Free Building** on August 1, 1994. As of this date, smoking will ONLY be permitted in a designated outside smoking area.

To accommodate those adults who do smoke, an outside smoking area has been designated on the west side of the building, beyond the Adult Education parking lot.

Special Assignments

All staff members, with the exception of lab/lab instructors may be assigned some type of school management assignment and will be under the advisory of an assigned supervisor and the Director of Secondary Education. The commons area, restrooms, cafeteria and parking lot will be the areas of major concern. These assignments are vital to the operation of the school and should be carried out diligently. Assignments will be made according to teacher schedule and best utilization of talents where applicable. It is the instructor's responsibility to know where and when assignments are and to follow through. Supervisors are to make themselves available and assist when necessary.

- **Restrooms:** the restrooms can be the source of potential problems, i.e. smoking, property damage, etc. The teachers' full cooperation in helping to monitor the restrooms is necessary.

Teachers will periodically check the restrooms at assigned times and between class times to check for smoking and any damage. Also, at any other time the teachers are in the area, the teachers are responsible to check restrooms.

- **Traffic:** assigned instructors will monitor parking and driving in the student parking area, both in the morning before school and in the afternoon at dismissal.

- **Violations:** Whenever a teacher on an administrative assignment detects a violation of Board policy or school regulation such as smoking, improper conduct in general areas, etc., the teacher should take proper disciplinary action.
- **NOTE:** Teachers who have administrative assignments at noontime have the authority to "cut" lunch lines so they may assume their duty on time.

Staff Access to Treasurer of Board of Education

Teachers are NOT to enter the Treasurer of the Board of Education's office except during walk-in office hours or by appointment. Walk-in office hours are from 8:30 - 10 a.m. and 12:15 - 1:30 p.m. All other times are by appointment ONLY. ONLY the Superintendent, Directors and Supervisors will have direct access to the Treasurer's office.

Substitute Teacher Materials

Whenever an instructor is going to be absent from regularly assigned classes due to illness, professional meetings, etc., it is the teacher's responsibility to make the following materials available for the substitute teacher.

- Daily Lesson Plans
- Class Record Book (Grade Book) or Class Roster
- Course Outlines
- Handbooks and/or Policy Manuals
- Course of Study
- Textbooks with teacher's manuals and other materials; i.e., films, DVD's, videos, etc.

Consult with your Program Supervisor since each program area may have different procedures.

Teacher Absence Procedures

- **Notification of Absence:** When it is necessary for an employee to be absent from work due to illness or other emergency, the employee shall notify the Program Supervisor as early as possible (preferably the evening before the day of absence or, at the latest, by 6:30 a.m. of the day of the absence). If the Supervisor is not available another administrator should be called. In all cases, the substitute teacher is to be secured by the Secondary Office Manager, never by the teacher. Teachers' lesson plans should always be available to substitutes.

- **Absence Due to Travel Difficulties:** Weather conditions not serious enough to cause the closing of the Career & Technology Center, shall not be considered cause for absence. Absence resulting from travel difficulties between an employee's local place of residence and his place of employment shall be absence without pay.
- **Reporting Reason for Absence:** Upon the return to work from absence, the employee will be expected to obtain an absence report form from the Secondary Director's Office Complex and to place such form on file, giving the reason for absence.
- **Request for Excused Time to Conduct Personal Business:** Staff members leaving school grounds on personal business prior to 2:38 p.m. shall have the approval of their immediate Supervisor and the Director of Secondary Education. (Complete Request for Excused Time to Conduct Personal Business form.) Excused time will be limited to two hours after the assigned arrival time and two hours before the normal departure time. Granting of such leave is at the discretion of the immediate Supervisor, Director, or the Superintendent. This form must be submitted and approved prior to release. Do not abuse this privilege. These will be approved on a very limited basis.

Teacher Appraisal

As stated in PRJVSD Board of Education policy - Section G, the administrative and supervisory staff has the responsibility of developing and conducting an appraisal or evaluation plan for all categories of employees. This plan shall be performed as stipulated in policy/procedures, shall be in written form, and shall provide for a cooperative review by the Supervisor and the employee.

All evaluations shall become a part of the employee's permanent record.

Teacher Meetings

General staff meetings may be called at the discretion of the Director of Secondary Education while the Supervisors may establish service area meetings. An effort will be made to provide instructors with advance notice of the date and time for these meetings. An attempt shall be made to schedule as many meetings as possible on Wednesday. If an individual cannot attend one of these scheduled meetings, then they assume the responsibility to notify the person convening the meeting prior to the meeting.

Special committee meetings will be held with the membership determined by the Director of Secondary Education and the meeting convened by the chairperson.

Teacher Parking

All instructors are requested to use only designated areas located in the front, west or east of the main building. Laboratory teachers are not to park beside their laboratories unless they are temporarily unloading materials from their cars. Parking tags are issued to employees by clerical support staff in the Director's Office and should be requested the first week of school.

Telephone Usage

Most teachers, including the academic instructors, will have access to telephones in their respective classrooms or laboratory offices. Each teacher will have access to voicemail for messages. Telephone calls may be transferred to the classroom on an emergency basis. All teachers also have access to a phone in the teachers' lounge.

Most of the telephones throughout the building are restricted from long distance calling. Necessary long distance calls should be placed through the switchboard operator. Our phone system tracks all calls by extension number. We receive a list of all calls, by extension number on a monthly basis.

Vehicle Usage – Policy and Procedures

It shall be the policy of the PRJVSD Board of Education to own and maintain the necessary highway vehicles for the maintenance of the facility and for the operation of the instructional programs.

The usage of Board owned highway vehicles shall be governed by the following regulations:

- All Board owned student-carrying vehicles must be a school bus and be driven by an adult employee of the Career & Technology Center who possesses a school bus CDL.
- All highway vehicle usage shall be under the supervision of the Secondary Director or designee. All requests for vehicle use and all authorization for use shall be in writing.
- The driver of any vehicle shall be responsible for reporting immediately any defect, malfunctioning, or damage to the vehicle to the Secondary Director or designee.
- The driver of any school vehicle shall be appropriately licensed by the State of Ohio or the Federal Government.

Daily Instructional Plans

Daily Instructional Plans are to be submitted to the immediate supervisor on FRIDAY preceding the week of planned instruction. **The preferred method of submission is through Progress Book.** Lesson plans should include the lesson title, objectives, and activities to accomplish these objectives and a method of evaluation. Objectives should be matched to competencies and OGT benchmarks. Examples of daily lesson plan outlines are given on the following pages and are available on the Pickaway-Ross web page.

Work Requisitions

All requests for work to be performed either by the Building and Grounds staff or by a particular career & technical program, i.e., Occupational Lab, etc., must be submitted on the proper work order form to the program supervisor who forwards this request to the Superintendent/Director of Secondary Education for approval and assignment either to the Building and Grounds Supervisor or Program Supervisor. (See web site for Work Requisition form.)

Workshop Attendance

Expenses for attendance at an approved state sponsored educational workshop may be approved for registration fees, travel, food, and lodging up to a maximum established by the PRJVSD Board of Education. Workshop attendance will be approved on the basis of the value to the school program and the upgrading of the teacher. Requests for attendance must be made in advance with proper forms and receipts submitted for payment of expenses.

Note: Requests for attendance at Ohio Association for Career & Technical Education (ACTE) sponsored professional development activities will be limited to those staff members that are current, active members of Ohio ACTE. Please indicate your ACTE membership number on your Leave Request.

Written Communication with Parents

Teachers are requested not to send any written communications home to the parents unless the Supervisors have approved. In some cases, the Supervisors may have to obtain the approval of the Director of Secondary Education, and/or Superintendent. However, communication is important and informal phone calls to parents to discuss any problems/issues or share success is encouraged.

Daily Lesson Plan No.: _____

Date:

Preparation:

Duty Title: _____

Duty Goal:

Lesson Title: _____

Lesson (Performance) Objectives:

Instructional Materials and Equipment (aids, tools, materials, etc.):

References:

Introduction:

Presentation:

Outline of Objectives	Key Points

Application:

Evaluation:

INSTRUCTIONAL PROGRAM

Advanced Placement and Apprenticeship Policy

Qualified senior students may have the opportunity to participate in an early advance/advanced job placement and apprenticeship programming on a part-time basis. While on placement, the laboratory grade shall be determined by an evaluation of the student's job performance. Pay stub verification will be submitted to the program instructor bi-weekly.

Although the Career & Technology Center is adequately staffed and equipped to conduct an in-depth program of job training and can simulate many of the agriculture, industrial, business, and workforce development activities of the community, it cannot give real on-the-job experiences. It is believed that school-to-work placement will provide the student with the opportunity to apply skills to the real "world of work" and will help the student bridge the gap.

Eligibility of students for placement shall be determined by criteria established by the Director of Secondary Education. No student shall be guaranteed placement opportunities. Placement shall be dependent, in part, on availability of job supervision. The placement program shall be operated according to guidelines established annually by the Director of Secondary Education and communicated to the supervisors and faculty. See Placement Office for policy manual with specific requirements and responsibilities.

Audio-visual Aids

Audio-visual aids will be housed in the Learning Resource Center. The Library/Media Technician has cataloged all audio-visual aids by subject matter for each program area (see Audio-Visual Materials Manual). These materials can be used either in the Resource Center or checked out to the classrooms. NOTE: Instructors will be permitted to check out only those materials that pertain to their particular program areas. The computer lab in the Resource Center is also available for classroom and/or lab activities and must be scheduled in advance through Resource Center personnel.

Teachers must sign up in advance to enable the Learning Resource Center staff to locate and reserve equipment and materials when needed. All requests for preview material related to audiovisual materials must be handled by the Learning Resource Center. Proper accounting procedures will be maintained by the Media Technician and/or her aide to record receipt and return of these materials. Instructors are reminded to heed the due dates for the return of these items. Failure to comply with the due date(s) may result in the purchase of material that you do not want.

Advisory Committees

Programs of career & technical education must be an integral part of the community in which they exist and must reflect the day-to-day occupational life of that community. If this reflection is to be accurate, close cooperation between the school and the people in the area work force is essential. One of the most effective formal means of providing this type of cooperation is the Career-Technical Advisory Committee.

You are required to hold two advisory committee meetings during the school year. It is the instructor's responsibility to maintain and update the advisory committee list to assure adequate attendance.

The potential of the Career-Technical Advisory Committee cannot be overestimated. Although the committee functions in an advisory capacity with no legislative or administrative authority, the members are recognized and respected specialists with an awareness of the worker, occupational and community needs, which affords the educator a base for instituting and maintaining a realistic and meaningful program of instruction.

In an effort to assure the smooth functioning of Advisory Committees, each career & technical program is required to:

1. Establish and/or maintain an active Advisory Committee with a minimum of two (2) meetings per year.
2. Develop committee membership within the guidelines as established by the Director of Secondary Education.
3. Prepare a planned agenda and provide written minutes for ALL meetings with required copies distributed as requested by the Director of Secondary Education.

Classroom Instruction

Attempting to enumerate procedures that constitute good teaching is an awesome and difficult task. The perplexity of the situation is enhanced by the considerable variation which exists in the methods utilized in different fields of study. Other equally important variables are the scope of experience and the depth of training of the instructors. Therefore, the following are listed as suggested guides:

- Instruction should be well planned. Written lesson plans will be utilized for daily instruction based on the approved Course of Study, technical competencies and Ohio or national content standards. A plan should be adopted to fulfill the needs of a particular class and to give evidence that the instructor is aware of individual differences and the necessity of providing additional assistance to those students who need it.

- Check attendance at the beginning of each period using Progress Book. Report anyone missing from class to the Attendance Office immediately.
- Students should have assigned seats, stations or work areas.
- Start the class or laboratory promptly at the beginning of each period.
- Effort must be made to provide dynamic instruction through the creation of interesting and stimulating classroom situations.
- Laboratory or class time should be used for instruction in the subject. Some class time may be committed to club activities.
- Good working conditions and safety habits must be maintained in all laboratories and classrooms.
- The course of study can be enriched by the use of displays, audio-visual aids, bulletin boards, project reports, current materials, and integration of technology.
- Students should be required to prepare and complete assignments during class time as much as possible. Utilization of our Resource Center will be a definite asset.
- Tests or examinations are to be graded by the TEACHER! A planned testing program should be adopted by the teacher with the approval of the supervisor. Any written work should be corrected and returned to the student as soon as possible.
- Students must be taught to take each course seriously. A well-developed classroom promotes respect for the school.
- Instructors are responsible for making sure that all course work makes a significant contribution to the education of the students.
- Grades must be assigned in conformance with school regulations. Attendance should also be a factor when calculating grades, in conformance with current attendance/completion policies.

Customer Services

In certain designated programs, customer service has been identified as an important facet of the instructional program because it provides the students with real-life work situations. In all cases, it is essential that customer service be conducted in a business-like manner with proper and consistent procedure, treatment of customers, and evaluation of performance.

To assure that customer service is a meaningful experience to the students and is conducted in a manner which will project a positive image of the Career & Technology Center to the community, considerable time and effort has been devoted to developing Board policy and administrative procedure which will assist in promoting the desired results. Therefore, to become knowledgeable of established policy and procedure for all customer service instructors are requested to become familiar with Board Policy - Section D, as well as the approved procedures as determined by the program supervisor and Director of Secondary Education.

Examinations/Tests

Final examinations for each semester, except the second semester in grade 12, shall be given in all technical and academic classes. They shall be used as an evaluation of the students' achievement of the goals and objectives on which the instructional program has been based.

Instructors may include the preparation and administration of other quizzes, texts, and examinations as a means of determining student progress and of establishing grades.

Guidelines for Class Assignments and Special Assignments

Students are not provided a study hall during the school day but should be given time in technical/theory classes and academic classes to complete, as much as possible, class assignments and/or special assignments.

Any regular class or special assignments that may extend beyond the normal class session should meet the following criteria:

1. Be meaningful and well planned.
2. Avoid development of poor study habits.
3. Reinforce materials learned at school.
4. Completion of work begun at school.*
5. Help develop a sense of responsibility.
6. Encourage a student to investigate more thoroughly what has been taught.

*With the exception of teacher-student "contracted" projects in social studies, etc.

Homework Assignments

The Career & Technology Center views additional prescribed homework valuable as a reinforcement tool to fulfill curriculum requirements. Each individual program is different, and due to the nature of the various programs at the Career & Technology Center, homework assignments can be given and will be at the discretion of each teacher. When given, homework should be an adaptation of a shop or classroom experience and shall not be assigned for disciplinary purposes. For purposes of this policy, project assignments directly related to a student's skill-training program are not classified as homework.

Homebound Instruction

When it becomes evident that a student will be absent from school for reasons considered excusable for an extended period, the student's parents shall notify the Career & Technology Center's Guidance Office. The student and parents shall be responsible for reporting the anticipated absence to the home school counselor and the student must complete the necessary written request for home instruction according to the home school district's policy. The responsibility for providing a tutor rests with the home school.

A student receiving home instruction will be considered absent for laboratory time and this will factor into completion calculations. A student may receive credit during home tutoring for theory and academic classes.

Inventory

Teachers are responsible for inventory control. Instructors must have adequate organizational procedures to identify repair needs, to project replacement needs, and to complete annual inventory reports as requested by the administration. Any repairs to equipment or the lab must be requested in writing through your supervisor for timely handling.

Make-up Work

With the exception of suspension days, students will have the opportunity to make up all excused missed work for credit for absences including bus days. It will be the responsibility of the student to request missed and/or make-up assignments from the teacher. If there is a question regarding appropriate make-up assignments for laboratory experiences, the teacher should contact his/her supervisor immediately. Normally, students will have one day for each day of absence to complete given assignments; make-up assignments that are not completed shall be reflected in computing daily and/or weekly grades.

Note: make-up work is only allowed for excused and medical/legal absences. Only major tests/quizzes may be made up if a student is on out-of-school suspension.

Parent Conferences and Visits

A Parent-Teacher Day has been established in the school calendar. However, instructors are urged to request parent conferences whenever they feel that such activities would be beneficial to the progress of their students. To initiate such meetings, all teachers must make arrangements through their respective supervisors who, in turn, may solicit the help of the Principal and/or Guidance Office.

The Pickaway-Ross Career & Technology Center welcomes parent visits as long as they are planned in advance and do not interrupt or interfere with the educational process. Such visits will be conducted in a manner similar to that of visitors from outside the district; i.e. obtaining of visitors' passes, strict adherence to all safety rules, etc. STAFF OR VISITORS ENTERING SHOPS OR LABORATORIES MUST WEAR SAFETY GLASSES WHERE APPLICABLE.

Replacing Career Passports

A cost of \$20.00 has been established to replace a student's lost Career Passport provided the passport is from 2000 to current year. Passports issued before 2000 may not have individual student information still available, but new covers can be purchased. This is to be paid to the Cashier/Clerk in the Treasurer's Office prior to receiving the replacement. One career passport is issued free to the student who completes all requirements of his/her program, and is awarded during the Senior Ceremony in May.

Resource Persons

As a means of making both related and academic class sessions more meaningful, instructors are encouraged to use resource people from the surrounding communities. However, with an instructional procedure such as this, it is necessary to use the following system. Instructors must have the approval of their respective Supervisors and/or Director of Secondary Education before any outside person is permitted to enter the Career & Technology Center for any class presentation. This should be done in writing at least three days prior to the engagement by completing an Activity Request form and submitting it to the program supervisor.

Special Student Assignments

Whenever any instructor, especially in the academic department, wishes to permit students to complete special projects, the program supervisor must approve these assignments.

Textbook Accounting

Teachers shall keep a list of textbooks assigned to students, including the condition at the time of assignment. Procedures for distribution of textbooks to the teachers will be as directed by the Supervisors.

Textbooks – Lost or Damaged

Whenever a student has lost or damaged a textbook, the instructor should report the student's name and textbook date to the Supervisor. The instructor should inform the student that the following schedule will be used as a basis for establishing the amount of money a student should pay for a lost book. The cost price is based on the original cost.

New Book	100% of original cost
Good Used Book	80% of original cost
Fair Used Book	60% of original cost
Poor Used Book	40% of original cost

The same schedule may be used on a basis for the assessment of fines. Lost book payments will be made in the Treasurer's Office to the Cashier/ Clerk.

LEGAL IMPLICATIONS

Acceptable Use Policy

The Pickaway-Ross Network is connected to the Internet which links computer networks around the world, giving Pickaway-Ross Career & Technology Center access to a wide variety of computer and information resources. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints.

The Pickaway-Ross Network provides open access to these local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy. In defining the Internet's resources as an extension of the Library, this network subscribes to the Library Bill of Rights, which states, "A person's right to use a library should not be denied or abridged because of origin, age, background or views."

In return every Pickaway-Ross Network user has the responsibility to respect and protect the rights of every user in our community and on the Internet. To be granted a network account, students and staff must sign an Acceptable Use Policy. Pickaway-Ross Network account holders are expected to act in a responsible, ethical and legal manner, in accordance with the Pickaway-Ross Career & Technology Center Code of Conduct and the Acceptable Use Policy.

Pickaway-Ross Network Account Holders

A Pickaway-Ross Network account is a privilege offered each academic year to the following:

1. Students at Pickaway-Ross Career & Technology Center Secondary through Adult, and their parent(s) or guardian(s).
2. All educators who are working with Pickaway-Ross Career & Technology Center students, including classroom teachers, satellite teachers, support personnel, administrators, tutors, and training sponsors.
3. Educators and students from other educational institutions who are working in partnership with the Pickaway-Ross Career & Technology Center for specific purposes over a limited period of time.

Pickaway-Ross Network Code of Conduct

The Pickaway-Ross Network account holder is held responsible for his/her actions and activity within his/her account. Unacceptable uses of the network will result in the suspension or revoking of these privileges, along with possible disciplinary consequences. Some examples of such unacceptable use are:

- Using the network for any illegal activity, including unauthorized copying,
- Using the network for financial or commercial gain,
- Damaging, degrading or disrupting equipment or system performance, such as deletion of files or knowingly introducing viruses,
- Vandalizing the equipment or the data of another user,
- Downloading of software without permission,
- Gaining unauthorized access to resources or entities,
- Invading the privacy of individuals,
- Using an account owned by another user,
- Posting personal communications without the author's consent,
- Posting anonymous messages,
- Harassment, intimidation or sexual innuendo.
- Posting messages or pictures that violates the Student Code of Conduct or is a disruption to the mission of the district.

Pickaway-Ross Network Consent and Waiver

By signing the Consent and Waiver form, the requester and his/her parent(s) or guardian(s) (if the requester is a student) agree to abide by these restrictions. The student and his/her parent(s) or guardian(s) should discuss these rights and responsibilities together.

Further, the requester and his/her parent(s) or guardian(s) are warned that the Pickaway-Ross Career & Technology Center does not have control of the information on the Internet. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people.

While Pickaway-Ross Network's intent is to make Internet access available to further its educational goals and objectives, account holders will have the ability to access other materials as well.

Pickaway-Ross Career & Technology Center believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, parent(s) or guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, Pickaway-Ross Network supports and respects each family's right to decide whether or not to apply for Pickaway-Ross Network access.

The account holder and, if a minor, his/her parent(s) or guardian(s) must understand that Pickaway-Ross Network is a system being developed to support Pickaway-Ross Career & Technology Center's educational responsibilities and missions. The specific conditions and services being offered will change from time to time. Pickaway-Ross Career & Technology Center makes no warranties with respect to Pickaway-Ross Network service, and it specifically assumes no responsibilities for:

- The content of any advice or information received by an account holder from a source outside Pickaway-Ross Career & Technology Center, or any costs or charges incurred as a result of seeing or accepting such advice;
- Any costs, liability or damages caused by the way the account holder chooses to use his/her Pickaway-Ross Network access,
- Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of Pickaway-Ross Career & Technology Center,
- While Pickaway-Ross Network supports the privacy of electronic mail, account users must assume that this cannot be guaranteed.

Acquired Immune Deficiency Syndrome (AIDS)

The objective of this policy is to address issues that arise when either a student or an employee is determined to be infected with AIDS. For purposes of this policy, AIDS includes Acquired Immune Deficiency Syndrome, AIDS Related Complex or the presence of HTLV-III antibody.

The PRJVSD Board of Education recognizes that AIDS is currently a significant medical and social problem. The board desires to protect the rights of individual students or employees who may be infected with AIDS as well as protecting non-infected students, staff and the public.

Current medical information available indicates that it is extremely unlikely that AIDS may be transmitted from one individual to another by the type of contact that occurs in the school setting. Nevertheless, because of the severity of the disease, the lack of any known effective treatment for the disease, and the considerable concern about this disease, which is evidenced by the public (a concern which the board of education shares), this policy is adopted.

1. AIDS Advisory Committee

The president of the board of education will appoint an AIDS Advisory Committee. The Committee will consist of one member of the board of education, the superintendent, the Director of Secondary Education, one teacher, designated guidance personnel, Special Needs Coordinator, designated school physician, and one parent. The functions of the AIDS Advisory Committee will be as follows:

- a. To keep informed regarding the latest medical developments and information regarding AIDS. The Committee should pay particular attention to information regarding possible transmission of the disease in the school setting and means of minimizing risks of such transmission.
- b. To advise the board of education regarding recommended changes or revisions of policies and regulations.
- c. To advise the board of education regarding the district's AIDS education program.
- d. To develop guidelines of hygienic practices in schools for board consideration.
- e. To assist any student, parent or employee who is seeking information about AIDS.

2. AIDS Education Program

The board directs the administration, with the advice of the AIDS Advisory Committee, to develop a program for educating persons regarding AIDS. The program should provide a plan for making information about AIDS conveniently available to students. Also, this information should be part of designated curricula when appropriate. The program should include in-service training for teachers, administrators and non-teaching employees. Upon request, the board and administration will assist other agencies in providing information about AIDS to the public. In developing such programs, it is expected that information from sources such as the National Centers for Disease Control, the Ohio Department of Health and the Ohio Department of Education will be utilized. One of the primary purposes of the education program will be to help dispel fears based upon erroneous information or a lack of information.

3. AIDS Evaluation Team

The board of education believes, based upon current medical information, that each student or employee who is diagnosed as having AIDS is entitled to an evaluation of his or her medical condition. Decisions regarding the advisability of a particular student or employee continuing to attend or work in the schools of this district will be made only after consideration of all available information regarding the physical condition of that individual. To conduct these evaluations the board of education will appoint an AIDS Evaluation Team. That team will consist of an administrator designated by the superintendent, the individual's primary care physician, the physician member of the AIDS Committee, and any other personnel deemed necessary by the superintendent.

After an evaluation by the AIDS Evaluation Team, that team shall make a recommendation to the superintendent regarding the future attendance of a student or the continued employment of an employee infected with AIDS. After considering the recommendation of the AIDS Evaluation Team, the superintendent shall assign the student to school unconditionally, to school under restrictive conditions or recommend to the student's parents that the student be provided home instruction. Based upon the same type of evaluation, the superintendent may assign an employee to return to his/her usual place of employment unconditionally or to a work assignment under restrictive conditions, or the superintendent may seek to have the employee utilize sick leave or be placed on a leave of absence.

4. Confidentiality

The board believes that information concerning the health of any student or employee should be treated as confidential information and should be made known only to those who are required to have such information. In the case of a student, the Superintendent, Director of Secondary Education, School Nurse and the student's supervisor and/or teachers should be informed of any physical condition that may require special attention. In the case of an employee, the Superintendent, Director of Secondary Education, and the employee's immediate supervisor should be informed of any physical condition that may require special attention. Unless there is a specific need, other students and employees shall not be informed about an individual's physical condition, including statements of whether or not an individual is infected with AIDS.

5. School Admission Recommendation

Based on current evidence casual person-to-person contact, as would occur among school children and staff, poses no risk in the transmission of AIDS. Children with AIDS should be allowed to attend school in a regular classroom setting provided:

- a. The health status of the child or employee as determined by his/her physician, allows participation in regular school activities.
- b. The child behaves acceptability, i.e. does not bite other individuals or exhibit other violent behaviors. Although very unlikely, significant human bites may inoculate trace amounts of blood directly into the bloodstream.
- c. The child or employee does not have open sores or skin eruptions that cannot be covered.

Experience with other communicable diseases suggests that the potential for AIDS transmission would be greatest through contact between younger children and neurologically handicapped children who lack control of their bodily secretions and/or exhibit violent behavior. Decisions to exclude handicapped children who have AIDS from a public school setting should be made only after careful evaluation of each child's individual risk of transmitting the disease. Decisions regarding the type of educational setting of children with potentially infectious diseases should be based on the behavior, neurological development, physical condition of the child, and the expected type of interaction with others in the school setting.

6. Recommendations for the Handling of Blood and Body Fluids in Schools

Blood or other body fluids from any child or adult may harbor a number of organisms besides HTLV-III that are potentially infectious to others. Therefore recommended procedures for handling spilled blood and body fluids to insure proper cleaning and disinfection are as follows:

- a. Surfaces soiled with blood, urine, feces, vomit, etc., should be thoroughly washed with soap and water, then disinfected with a 10% solution of household bleach and water (1 part bleach to 9 parts water). This solution should be freshly prepared for each use.
- b. Personnel cleaning the spill should wear gloves and wash hands thoroughly when finished.
- c. Disposable towels should be used whenever possible.
- d. Mops should be thoroughly rinsed in the disinfectant solution.

For an injury that results in bleeding, nosebleeds, menstrual accidents, etc., the person assisting the child should wear gloves whenever possible. Direct contact with blood is potentially infectious, especially when there are breaks in the skin, as in chapping or eczema. Proper hand washing (soap and running water for 15 seconds) significantly reduces the risk of infection from contact with all potentially infectious body fluids.

Civil Rights Compliance

Assurance of compliance in accordance with the Office for Civil Rights (OCR) Guidelines for Vocational Education, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act of 1990, are adopted. The Pickaway-Ross JVSD agrees to comply with Title VI of the Civil Rights Act of 1964, according to Public Law 88-352 and Regulation 45CFR, Part 80. Every effort must be made to assure students of their civil rights and with Title IX of the Education Amendments of 1972, according to Public Law 93-380 and Regulation 15 45 CFR, Part 86 and with the Individuals with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1975. **The Pickaway-Ross Joint Vocational School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, ancestry, genetic information, sex and disability in the career & technical programs and activities operated by the district.** The following stamped information should appear on printed materials: "The Pickaway-Ross Joint Vocational School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex and disability in the educational programs and activities operated by the district." The Pickaway-Ross JVSD Board of Education Policy Manual Section JB provides a more detailed explanation.

Title IX and Section 504 Grievance Procedures

- **Staff/Administrators Alleged Discrimination and Harassment Grievance Procedures**

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) guidelines, any student, support staff, teachers, counselors or administrators who believe that the Pickaway-Ross JVSD or any school official has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, natural origin), Title IX of the Education Amendment Act of 1972 (gender), Section 504 of the Rehabilitation Act of 1973 (disability) or the Age Discrimination Act of 1975, as amended, 20, U.S.C. etc. Seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, she/he may file a complaint which shall be referred to as a formal discrimination/harassment complaint.

It is recommended that the grievant attempt to resolve the alleged discrimination or harassment complaint informally with the School Resource Officer, at the Principal/Supervisor level within five (5) days of the date the incident occurred. However, if the alleged discrimination/harassment complaint cannot be resolved informally the following formal complaint procedure shall be followed.

- **Informal Complaint Procedure**

Depending on the circumstances and severity of the behavior, a student who believes she or he is being harassed by a fellow student may elect to pursue an informal resolution of the matter. The district Title IX Coordinator encourages such individuals to notify (in the presence of the Title IX Coordinator) the student offender firmly and promptly that his or her behavior is unwelcome. However, all cases of employee-student harassment should be resolved according to the formal complaint procedures.

- **Formal Complaint Procedure**

Step 1: A student who believes she or he has been or is being sexually harassed may report the alleged harassing behavior to the School Resource Officer or any teacher, administrator, or counselor. Such persons receiving such a complaint must report the incident in writing to the Title IX Coordinator or Principal within 24 hours.

Step 2: An individual who believes that he or she is being harassed or has been harassed should file a complaint (complaint forms are available in the Student Services Office) with the Title IX Coordinator or the Principal including the following information, if known: the name of the complainant; a brief but clear description of the offending behavior, including the times, places, and names; the name of the alleged harasser; and the names or description of any witnesses. The Title IX Coordinator will maintain all records of the investigation.

The Title IX Coordinator will conduct an investigation of the complaint, and will convene a formal conference to determine the solution. Stated complaint will be resolved within five (5) working days. The Principal will determine the consequences as needed.

504 Coordinator

Dana Anderson

Special Services Supervisor
895 Crouse Chapel Road
Chillicothe, OH 45601
740-642-1227 or 740-474-3331 ext. 1227

Title IX Coordinator

School Social Worker

Student Services Office
895 Crouse Chapel Road
Chillicothe, OH 45601
740-642-1234 or
740-474-3331 ext. 1234

Step 3: If the issue is not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level.

Step 4: If the alleged issue is not resolved at Step 3, the decision, at any time during the process may be forwarded to the Office for Civil Rights, U.S. Department of Education, OCR, if you're a student. If you're an employee, use the address shown below for the Ohio Civil Rights Commission.

Students:

Office for Civil Rights
Bank One Center
600 Superior Avenue, East Suite 750
Cleveland, OH 44114-2611
216-522-4970

Staff:

Ohio Civil Rights Commission
1111 E. Broad Street, Suite 301
Columbus, OH 43205-1379
614-466-2785

PLEASE NOTE: Parent(s) or guardian(s) do not have to be present at the informal complaint meeting with the Principal/Supervisor. However, the parent(s) or guardian(s) must be present at all levels of the formal alleged discrimination process for youths under the age of 18 years.

Emergency Notifications

ALL emergency telephone calls, such as calls to the fire station, sheriff, juvenile probation officer(s) and similar agencies, will be made ONLY by a designated secretary upon direction by the Superintendent, Director of Secondary Education or Supervisor/Principal.

Whenever students are involved with regard to an injury or illness, their folders containing EMERGENCY MEDICAL AUTHORIZATION information must be consulted and the proper person notified after consultation with the Director of Secondary Education and/or Supervisor. The teacher shall have a copy of the completed Emergency Medical Authorization form in his/her possession for each member of a group which he/she is supervising in a school-sponsored activity off school grounds, and may make direct contact with the designated person if the Director of Secondary Education and/or Program Supervisor are not available. (See Emergency Medical Authorization form in the Appendix.)

Annually, the Board of Education of each city, exempted village, local and joint vocational school district, shall, before the first day of October, provide to the parent of every pupil enrolled in schools under the board's jurisdiction, an emergency medical authorization form that is an identical copy of the Emergency Medical Authorization form found in the Appendix. Thereafter, the board shall, within thirty days after the entry of any pupil into a public school in this state for the first time, provide his parent, either as part of any registration form which is in use in the district, or as a separate form, an identical copy of the Emergency Medical form found in the Appendix. When the form is returned to the school with Part I or Part II completed, the school shall keep the form on file, and shall send the form to any school of a city, exempted village, local or joint vocational school district to which the pupil is transferred. Upon request of his parent, authorities of the school in which the pupil is enrolled may permit the parent to make changes in a previously filed form, or to file a new form.

If a parent does not wish to give such written permission, he shall indicate in the proper place on the form the procedure he wishes school authorities to follow in the event of a medical emergency involving his/her child.

Even if a parent gives written consent for emergency medical treatment, when a pupil becomes ill or is injured and requires emergency medical treatment while under school authority, or while engaged in an extracurricular activity authorized by the appropriate school authorities, the authorities of his school shall make reasonable attempts to contact the parent before the treatment is given. The school shall present the pupil's emergency medical authorization form or copy thereof to the hospital or practitioner rendering treatment.

Nothing in this section shall be construed to impose liability on any school official or school employee who, in good faith, attempts to comply with this section.

Fire Drills

Pupils will receive instruction and training by means of drills for rapid exit from the school building as denoted by emergency exit maps in all areas. The instructions and diagrams that follow are to be utilized by the teacher to better inform the students under their supervision. These regulations are the suggestions of the State Fire Marshal and must be followed.

- Any ringing of the smoke detection system will be considered an actual alarm.
- Students in laboratories at work stations will turn off all switches, lights, welding torches, and other lab equipment.
- Students should be instructed to respond to the fire alarm without waiting for directions from the instructors.
- Students are to leave the rooms or laboratories without books, coats, etc.
- Teachers must take the classroom to-go bag and grade book/roster out with them.
- Make sure that ALL doors are closed. After students have left the rooms or laboratories, the instructor will close the door and follow his group. Then the instructor must take attendance of his class with his grade or enrollment book.
- The Director of Secondary Education or his designee(s) should be notified immediately if any student is missing from his/her assigned class or laboratory.
- Maintenance and Custodial staff will check the building to assure all students and staff have vacated.
- Students should be moved beyond the driveway that circles the building in the event that emergency vehicles have to be summoned.
- Talking and laughing should not be permitted while the drill is in progress so that needed instructions may be heard.
- Return only when directed to do so by the school official in charge.

Tornado Drills

In compliance with state law, tornado drills will be held periodically each year prior to and during tornado season to acquaint students with adopted procedures. OSHA recommended procedures will be distributed separately by the Principal. All students and faculty are to adhere closely to these procedures to minimize possible injury. Refer to the tornado drill signs posted in your individual classroom for procedures.

Lockdown Procedures

To ensure the safety and security of our students and staff during an emergency or crisis situation, a procedure has been established to secure the building in these situations. Emergency lockdown procedures should be discussed with your students the first week of school and will be practiced twice a year as drills. Please follow these procedures to secure your area and your students:

- An announcement over the public address system will be made stating, “Lockdown, Lockdown, gather students from the halls and lockdown.”
- Gather any students from the hallways and lock any and all doors that give access to your area.
- ~~Cover door windows with cardboard or construction paper.~~
- Make students comfortable and QUIET.
- Ignore fire alarms unless smoke or fire is detected. A public address directive will be used if an evacuation is needed.
- Ignore all requests at doors (even “this is the police”).
- The Superintendent, Directors, or a Supervisor will grant entrance to your rooms.
- A public address announcement of “all clear” will end the lockdown procedure.
- ~~Remove your window coverings and store in the classroom for other drills/emergencies.~~

All Administrators, Maintenance, and Custodial personnel are to report immediately to the Secondary Director’s office. All exterior doors will be locked.

Emergency Response Team

Staff members have been trained as first responders for medical emergencies. Medical supplies and help are available in areas designated by the red crosses. A public address announcement will be made for E-Team members to report to the designated area when an emergency occurs. Coverage during emergencies will be assigned yearly for the E-Team so they can perform their duties.

Immunization Records - Students

State Law has been passed regarding immunization records. Students who do not adhere to the state standards may be removed from the Career & Technology Center according to the mandates of state law.

Missing Child Policy

To comply with the provisions of state law, the Pickaway-Ross JVSD Board of Education has adopted the following policy:

1. All students enrolling at the Career & Technology Center must present a birth certificate, transcripts and any other data relevant to previous educational experience. The Director of Secondary Education or his designee will notify the local law enforcement agencies concerning individuals not submitting such records.
2. The Director of Secondary Education or his designee shall be responsible to notify the custodial parent or guardian of a student who is absent on a school day. The methods for notification shall be conducted in one of the following manners:
 - a. by telephone
 - b. by written correspondence
 - c. by other appropriate means of communication

These methods, in as far as possible, shall be initiated on the same day as the student's absence.

3. Parents/guardians may notify the Career & Technology Center on the morning of the day their child is absent unless previous notification has been given in accordance with school procedures for excused absence. This contact will qualify as a school-to-parent notification of student absence and further notification will not be necessary.
4. A written log of all notification efforts will be maintained in the Secondary Director's Office Complex. The information for the record will include the name of the student, program, home school, and the reason for the absence.

5. It shall be the responsibility of all parents/guardians to provide the Career & Technology Center with current, up-to-date home, work, and emergency telephone numbers as well as current home and work addresses.

Any exceptions to the foregoing policy provisions must be approved in writing by the Director of Secondary Education.

To expedite attendance procedures at the Career & Technology Center, those individuals handling daily attendance in the Secondary Director's Office Complex would appreciate receiving telephone calls between 8:00-9:30 a.m. when parents know that their child will be absent on a particular day. Close cooperation between the home and the Career & Technology Center will help reduce unnecessary absenteeism.

Ohio Child Abuse and Neglect Law

Professionals, including school teachers and school authorities, acting in (an) official or professional capacity having reason to believe that a child less than eighteen years of age or any crippled or otherwise physically or mentally disabled child under twenty-one years of age has suffered any wound, injury, disability, or condition of such a nature as to reasonably indicate abuse or neglect of the child shall immediately report or cause reports to be made of such information.

All employees of the Pickaway-Ross JVSD having good reason to believe that a child less than 18 years of age has suffered abuse/neglect should be aware that by law they are required to report such information.

Procedures for reporting will be made known to the school staff. Reports will be made promptly to the Principal who in turn will report them to the proper authorities. A person who participates in making such reports is immune from any criminal liability.

Anti-Harassment Procedures - Staff

Sexual/Racial Harassment: harassment by school employees, students or other persons associated with the district (regardless to race, color, national origin, sex and disability).

Conduct constituting harassment may take different forms, including but not limited to the following inappropriate behaviors:

Sexual Harassment

- Verbal – The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow staff member, or other person associated with the district, or by third parties.

- Non-Verbal – Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow staff member, or other person associated with the district, or by third parties. Any use of materials such as embarrassing pictures or text on school or personal computers/picture phones also meets the definition of harassment.
- Physical Contact – Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity to or by a fellow staff member, or other person associated with the district, or by third parties.

Race, Color, National Origin, and Disability Harassment

- Verbal – Written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks concerning a person’s race, color, national origin, sex/gender, disability, religious beliefs, etc., to or by a fellow staff member or other person associated with the district, or by third parties.
- Non-Verbal – Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures to or by a fellow staff member, or other person associated with the district, or by third parties. This can include symbols that are widely recognized as hate/discrimination.
- Physical – Any intimidating or disparaging action such as hitting, hissing, cussing, spitting, hazing, bullying on or by a fellow staff member, or other person associated with the district, or by third parties.

Any staff member who believes that he/she is the victim of any of the above actions or has observed such actions taken by another staff member, or other person associated with the district or by third parties should promptly take the following steps:

- If the alleged harasser is a student, staff member, administrator, or other person associated with the particular school in the district, the affected staff member should as soon as possible after the incident, contact the District Title IX Coordinator.

- The staff member may make contact either by written report or by telephone or personal visit. During this contact, the reporting staff member should provide the name of the person(s) who he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

Each report received by the district's Title IX Coordinator as mentioned above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as required by law or is in the contact of a legal administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- protect the confidentiality of the staff member who files a complaint;
- encourage the reporting of any incidents of sexual, racial, or other forms of harassment;
- protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All staff members and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation. If the investigation reveals that the complaint is valid, and then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow staff members or others associated with the district.

[See the Civil Rights Compliance section of this handbook for Grievance Procedures]

Employee Safety

The goals of the Pickaway-Ross JVSD Occupational Safety and Health program are two-fold:

- To protect the Health and Safety of our employees.
- To comply with federal, state, and local laws and regulations relative to occupational safety and health.

The Occupational Safety and Health program may be reviewed in the office of the Safety Coordinator. Employees will be responsible for following all guidelines set forth in the PRJVD Occupational Safety and Health Manual and communicating with supervisors regarding any safety or health issues or concerns that arise.

Student Safety

Students and staff must wear appropriate personal protective equipment in restricted laboratories. It is the responsibility of the program teacher to see that all students, faculty and visitors meet this standard upon entering the laboratory. Shoes designed for and worn in the labs can not be worn in other areas of the building. Students should change into a clean pair of shoes when not in the lab.

Safety Precautions

Each teacher is responsible for the safety of students under his/her supervision. In meeting this responsibility, the teacher shall as a minimum:

- Be physically present at all times when responsible for the supervision of students.
- Instruct students in the safe and proper use of equipment and materials and repeat this instruction from time to time as the need is indicated.
- Report to the supervisor anything that needs corrective attention.
- Stop unsafe practices and "horseplay" immediately.
- Be familiar with the provisions regarding eye-protection devices and require students to wear such devices accordingly.
- Provide instruction in personal safety and assault prevention.
- Review eye wash station procedures.

Safety Practices

All students will be required to follow strict safety practices as determined by school personnel and standard industrial procedures. Infractions of the safety rules will result in disciplinary action by the appropriate administrator.

Windows in the doors to the classrooms or labs will not be covered during the school day except in the case of a lockdown emergency.

Student Errands Off School Property

No student shall be sent from the Career & Technology Center during school hours to perform an errand or to act as a messenger, except with the knowledge and approval of the Supervisor. The task shall be only for urgent and necessary school business. THE STUDENT MUST REPORT TO THE SECONDARY DIRECTOR'S OFFICE FOR DISMISSAL!

Student Insurance

Student accident insurance shall be made available to students through the Career & Technology Center or through the home school for those students engaged in athletics. It is mandatory that each student enrolled in a career & technical program furnish evidence annually: (1) that the student is enrolled in a Student Accident Insurance Program either at the Career & Technology Center or the home school, or (2) that the student does not wish to be covered by Student Accident Insurance offered either by the Career & Technology Center or by the home school and that the student is covered by the hospitalization plan of his/her parent or guardian or that the parent/guardian will be responsible for any accident or injury incurred during training of the student at the Pickaway-Ross Career & Technology Center. (See the web site for a copy of the Student Insurance Release form.)

STUDENT INFORMATION

Attendance and Tardiness

At 8:34-9:15 a.m. attendance will be taken in the first block class or lab. Progress Book will be used to report an absence to the Secondary Director's Office Complex each morning. THIS REPORT MUST HAVE PRIORITY OVER ALL OTHER TEACHER ACTIVITIES IN THE FIRST MINUTES OF THE SCHOOL DAY.

Attendance should also be checked on Progress Book at the beginning of each block of instruction (or lab) informally. Any missing students need to be reported immediately. Any parents that have not called the school to report the absence of their children will be notified by our automated telephone system or by mail.

Teachers should check for attendance updates on Progress Book or DASL at the beginning of each block.

Time Determination for Tardiness and Absences*

- 8:34-9:15 a.m. - counts as tardy
- Arriving after 9:15 a.m. = ½ day absent
- Leaving before 11:51 a.m. constitutes ½ day a.m. absence
- Leaving after 11:51 p.m. constitutes a ½ day p.m. absence

School Attendance Regulations

Introductory Statement: Having a primary objective of preparing students for successful employment upon graduation, positive attendance records are stressed at the Career & Technology Center. Although there are situations when absence or tardies cannot be avoided, reporting to school on assigned days at the designated time is strongly emphasized and enforced. It has been established that positive school attendance and punctuality patterns help students to have better job opportunities and to develop dependability habits which will allow them to keep and progress in their jobs.

Classification of Absence and Tardies: Students must attend school regularly and be absent or tardy only in extreme emergencies. Absences or tardies will be classified as excused and unexcused.

Procedure Following an Absence

Students who have been absent are to report directly to their first period class and will fill out a report form prior to beginning lab activities or classes. Written validation must be attached to the report. When a student is absent because of parental or self-discretion, the absence will be determined by the Principal or his Designee as "excused" or "unexcused" in compliance with attendance policies. Ordinarily, students will have one school day after the absence to fulfill the requirements for receiving an excused absence; however, under appropriate circumstances, the Principal may extend this time limitation.

Excused Absences*: To be classified as an excused absence, the student must present a written excuse signed by the parent/guardian when returning to school following an absence. **(*An excused absence means work may be made up.)** Excuses must be received within the same number of days that the student was absent (i.e. the student missed three consecutive days, the valid written excuse must be received within three consecutive school days after the student returns).

- Personal Illness/Injury. Three (3) or more consecutive days of absence may require written medical verification.
- Death in Immediate Family
- Family Illness
- Quarantine of the home
- Medical or Dental Appointment. Requires prior approval.
- Court Appearance
- Buses cannot reach a student
- Emergency situations, which in the judgment of the Superintendent or his/her designee constitutes a good and sufficient reason for absence from school.
- Observance of Religious Holiday. Requires prior approval.

Unexcused Absences*: Absence from school for any reason other than the foregoing enumerated excused absences will be considered UNEXCUSED. Appropriate action will be taken against offenders of the compulsory school attendance law. **(*An unexcused absence means work cannot be made up except for major tests and quizzes.)** **This also includes Out-of-school Suspension days. OSS is considered unexcused when determining credit and/or completion criteria.**

Anticipated Absences: If a student is to be absent due to circumstances other than those listed above, a parent or guardian must make a request prior to the absence.

Bus Days: Considering overall fairness and the safety of our students, there will be no bus student recorded as absent when transportation is not provided by respective home schools. In all cases, students will have the opportunity to make up missed work and should contact their teachers for assignments immediately upon returning to school. Co-op students or other students who normally drive will not be excused when transportation is not provided by respective home schools.

Home School Closings: When the home school closes because of weather conditions, the students from that district including co-op and other students who drive to Pickaway-Ross will not be required to attend Pickaway-Ross. Students should be in school all other days when we are open. Home school closings, except for bad weather, do not excuse the student from school attendance here if they drive.

Student Vacation with Parents: Students going on a family vacation will receive an excused absence provided the student and/or his/her parent have obtained prior administrative approval for such absence. Family vacations may total no more than five (5) days. The academic and career & technical teacher will make arrangements for the student to make up written tests or quizzes that have a direct bearing on the student's grade. Only one vacation will be approved per year and never during scheduled testing such as Ohio Graduation Testing (OGT). **If a student has missed over 12 days, the request will be denied.**

Job Interviews or College Visitations: Job interviews and college visitations are considered curricular in nature, similar to a field trip. Pre-approval and documentation upon return are required. **This will be limited to three (3) days of college visits.**

Student attendance shall be a factor in determining final grades. Credit may be withheld for poor attendance based on item II criteria of this section, and item XV definition.

Early Dismissals

NO STUDENT IS TO LEAVE SCHOOL GROUNDS WITHOUT PERMISSION FROM THE SECONDARY DIRECTOR'S OFFICE. Early dismissal requests for students must be submitted to the Secondary Director's Office Complex between 8:10 and 8:34 a.m.

Any student who has an early dismissal slip must have the instructor from whose class they are leaving sign the early dismissal slip. Then these students must report to the Secondary Director's Complex to have the pass completed by Attendance Office personnel AND to sign out before leaving the building.

- **NOTE:**
 - Students leaving ill or at noon will receive their passes from the Attendance Office.
 - Students will NOT be dismissed early to report to work not approved through the Job Placement Office.

Procedures Following a Tardy

Students arriving to the Career & Technology Center after 8:34 a.m. must enter through the front entrance and report to the receptionist for a pass.

- Each semester, consequences for tardies will be as follows:
 - 1st & 2nd tardy – warnings – contact parents
 - 3rd & 4th tardy – lunch detentions – contact parents
 - 5th tardy and thereafter, consequences as determined through due process - refer to supervisor for discipline

Note: repeated offences may result in loss of driving privileges.

- **Excused Tardiness:** will require a note from the parent or guardian and may be given for the following reasons:
 - Doctor or dental appointment.
 - Legal appointment –court, etc.
 - Hazardous road conditions as determined by home school closings(s).

Teachers must take attendance at the beginning of each class. If a student does not appear absent on Progress Book/DASL and is not in class, immediately notify the Secondary Director's Office Complex and your Supervisor.

In addition, students will be penalized for tardiness taking place between class changes. **TEACHERS WILL BE RESPONSIBLE FOR DETERMINING THE PENALTY FOR DISCIPLINING STUDENTS LATE TO CLASS OR LAB.**

Students who report late to your class during the school day and have no apparent excuse should be dealt with by you, in your classroom situation, as any other minor discipline problem. However, if the tardiness occurs frequently, following your intervention/discipline with the student he or she should be reported to the Supervisor's office for necessary discipline.

Persistent Attendance Problems

In case of persistent attendance problems, your Supervisor and/or Director of Secondary Education will help you deal with the situation. Before a situation gets out of hand, contact your Supervisor for help. Serious attendance problems will be handled through the Secondary Director's Office Complex, working with the respective city and county attendance officers. Being on the job, on time, is a characteristic we want to promote in our students.

As defined by Ohio Law:

- **Chronic Truant** = child of compulsory school age who is absent without a legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.
- **Habitual Truant** = child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year.

To receive credit, a student must be in attendance at least 85% of the days due per semester. Absences of more than 12 days during the school year must be validated by a written medical excuse from medical personnel. (Out-of-school Suspension days are considered unexcused for grading purposes.) Students 18 years old or above who are absent more than 15% of the days due in a semester or year, may be withdrawn and/or expelled.

Grades and Related Material

Grades and evaluation are an important, necessary and difficult aspect of any school. In a career & technical setting, the progress report can be simulated as the student's paycheck. It is our desire and hope that the grades of the students in the various subjects or programs at the Pickaway-Ross Career & Technology Center will reflect the philosophy upon which the school was established. As related to grading, this philosophy is expressed in the section on Principles of Grading.

Principles of Grading

- Instruction must challenge each student to achieve to the capacity of his/her abilities.
- Accept each student at his/her present skill and/or ability level and help this individual to progress as far as possible. Not all students should be expected to meet the same standards.
- Promote understanding of the grading system, how progress is evaluated and how grades are determined.
- In career and technical areas the grading system should closely resemble the type of evaluation that an employer would use in evaluating an employee.
- Grades must reflect achievement in the total class situation; i.e. indicating NOT only test data, but class participation, attitude, citizenship, attendance, ability to follow directions, quality and quantity of work, and other similar items.
- The grading system must induce students to produce continuous effort.
- Parents will be involved whenever a student shows unsatisfactory progress. Teachers are required to contact parents early in the process and work cooperatively with the parent for resolving attendance and grade issues.
- Grades are not to be used to promote "teacher popularity" or to penalize students for discipline purposes. Be honest with yourself and the students.

Grading Procedures

All of the procedures listed are to be used by our teachers. Should a teacher need assistance to adopt these procedures to his/her program, he or she should discuss this situation with his/her supervisor before making a final decision.

In some instances a statement which includes "shall be" indicates this statement is adopted administrative policy.

- Grading periods at the Pickaway-Ross Career & Technology Center "shall be" nine week periods with credit for the courses or programs awarded at the end of the year.
- Solicit the help of supervisors, counselors, and other teachers in adopting the established grading system. Student grades for the nine week period should be determined by the student's effort in class or laboratory, desire and ability to learn, and NOT entirely by the hours of attendance.
- Even though the method of determining grades for shop, laboratory, and work experience varies so much, effort must be made to adapt these learning situations to the adopted grading system. Therefore, each teacher should develop adaptive procedures for his/her situation after consulting with his/her supervisor.
- Whenever a student is doing unsatisfactory work (failing), contact your supervisor and/or Guidance office. Every four and a half (4-1/2) weeks of a grading period, progress reports will be completed by all instructors, and then sent to the parent(s). Since a personal contact with the parent(s) is probably the most effective means of stimulating student performance, ask your supervisor for his/her help in setting up a parent conference.
- Instructors are responsible for the assignment of grades and must provide adequate documentation and justification for such grades whenever questioned by the administration, parents or students.

Grading System

It is the philosophy of the Career & Technology Center that students will respond more positively to the opportunity for success than to the threat of failure. Therefore, instructors are expected to outline specific objectives in their programs and/or subject areas that will make achievement both possible and recognizable for each of their students.

The issuance of grades on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student and his/her parents, and to provide a basis for bringing about change in student performance when such change seems desirable or necessary.

The determination of the reported grade shall be based on percentages, using the following scale:

93% - 100%	A – Outstanding Work
85% - 92%	B – Above Average Work
77% - 84%	C – Average Work
70% - 76%	D – Below Average Work
60% - 79%	F – Failing Work
	I – Incomplete Work

If a student has been absent from class, any "incomplete" grade(s) shall be made up within three (3) weeks after the close of a grading period if that absence is excused. However, in cases of prolonged illness, a student may be given special permission for an extension of time to complete his/her work based upon a joint decision of the instructor and supervisor. An incomplete grade not made up within the specified time becomes a reported grade of 60% for the designated assignment. At the end of a course, the three-week period does not apply; **an "I" may only be issued by permission of the appropriate Supervisor.**

Grades shall be issued on a nine-week basis. Grades will be part of the student's permanent record and may be made available to prospective employers.

A formal grade card (print-out) shall be issued following the close of each nine-week period. No grade of less than 60% shall be recorded on the grade card.

The card shall indicate the student's progress, final grades and attendance record. At the option of the teacher, a report containing evaluation comments regarding employability traits may be attached to the student's nine-week grade card.

Computation of Semester and Final Grades

In computing the semester grade, the final exam shall be worth one-fifth of the semester grade. The final grade average shall be determined by averaging the first semester grade and the second semester grade.

- Method of Computing Semester Grades:

$$\frac{(1\text{st } 9 \text{ week grade} \times 2) + (2^{\text{nd}} 9 \text{ week grade} \times 2) + \text{exam grade}}{\text{Divided by } 5} = \text{semester average}$$

- Method of Computing Yearly Grades:

$$\frac{1\text{st semester average} + 2\text{nd semester average}}{\text{Divided by } 2} = \text{yearly average}$$

NOTE: This calculation is done automatically through DASL. All teachers however, should calculate all grades and confirm via the verification sheets.

Failures

Failure is defined as follows: the student has not achieved the minimum objectives of the subject/program as designated by final grade of below 70%. If a student fails two of the last three recorded grades (third nine-weeks, fourth nine-weeks, and/or final exam), this will constitute a drastic failure.

A student who passes a year long course the first semester and **drastically** fails the second semester shall fail that subject for the year. The failing second semester average will be recorded as the final grade for the year. A student who passes a semester long academic course for the first grading period and **drastically** fails the second grading period shall fail that subject for the semester.

Junior students who fail the course of study in Laboratory shall not continue instruction in the same program for the second year. Senior students who fail their senior career & technical program shall not be eligible for a completion certificate. Credit shall be awarded for each course of study the student passes for the year: laboratory, related and/or academic subject.

Teachers are requested to submit a failure list at various times specified by the Secondary Director's Office Complex. When a failure list is submitted teachers are asked to indicate when a drastic failure is possible. It will be assumed that if a teacher does NOT submit a failure list when requested that ALL students in the course and/or program have passed.

Grade Adjustment

Because of the importance of maintaining the integrity of the grading system for both the school and the individual student, the Director of Secondary Education is authorized, subject to review by the Superintendent, to establish procedures for adjusting grades when necessary. When possible changes do not fall within established procedures, cases will be reviewed and recommendations made by a grade adjustment advisory committee of the program supervisor and instructional staff members appointed by the Superintendent.

Grades Affected by Discipline

When it is necessary to suspend students from school because of disciplinary problems, the absence is no longer at parental or self-discretion, and therefore unexcused. The student will receive a zero for a daily grade and shall not have the opportunity to make up missed work for credit with the exception of major tests that must have administrative approval. Withholding grades and/or credits at the end of the year may also be a consequence when disciplinary incidents result in out-of-school suspensions.

Withholding of Grades and Credits

In accordance with the Ohio Revised Code, grades and credits may be withheld by the Director of Secondary Education in enforcing payment of Board adopted fees/dues or charges imposed on students for the loss, damage, or destruction of school property. Any student who owes a fee or due of any kind will have his or her report card/grades and completion certificate withheld.

The names of students with credits withheld shall be reported by the PRCTC Guidance Office to the student's home school prior to their graduation along with a request that the student not be permitted to graduate.

Collecting and Distributing Student Grades

Prior to the end of the grading period teachers will receive notification of the date and time grades need to be completely entered. Teachers will enter grades for each class into Progress Book by the date and time designated by the Director of Secondary Education. Teachers will then receive verification sheets listing the appropriate grade recorded for each student. The verification sheets are to be reviewed by teachers and any appropriate changes made in Progress Book. All verification sheets should then be returned to the Secondary Director's Office Complex, with a notation that the grades were correct or indicating any changes made.

Credits

Students will earn the following credits if they successfully complete their course of study at the Career & Technology Center:

- Academic instruction – 1 credit per class each semester
- Laboratory or Co-op – 2 credits each year
- Theory instruction – 1 credit each year
- Technology instruction – 1 credit each year
- Technical elective – 1 credit per class each year
- Business elective – 1 credit per class each year

Total: 7 credits possible each year

Credit Flexibility

The Credit Flexibility initiative is part of a statewide effort to increase learning and engagement and help students graduate ready for success in college and careers.

In addition to earning credit by successfully completing traditional courses, the credit flexibility program provides new options for students including:

- Earning credit by demonstrating mastery of the essential content of a traditional course by “testing out,” presenting a portfolio documenting mastery, or a combination of these.
- Successfully completing a mentorship, internship, educational travel, or service learning program aligned to academic curriculum.
- Successfully completing an online course or academic summer or after-school program aligned to the school curriculum.
- Successfully, combining any of these options above as well as units of traditional courses.

Students must obtain prior approval of student-proposed educational options plans to be eligible for credit. Students considering this option should obtain a Credit by Educational Options Proposal Packet from the high school guidance office. Students’ families may be asked to contribute to the cost of educational options plans.

Credit flexibility is another example of how our district is working to prepare students for the 21st Century by striving to address their unique needs and talents.

Diploma

Seniors who have received passing grades in their subjects may receive a diploma from their local school. Graduation requirements of the home schools and State Department of Education must be fulfilled even though the students may have successfully completed all requirements of the Pickaway-Ross Career & Technology Center.

State Department of Education Secondary Certificate of Completion

To earn a State Department of Education Secondary Certificate of Completion students are required to be in attendance 93% of the scheduled time and achieve a 77% grade average or better in the laboratory and theory class(es) combined in their selected career and technical program. These averages are accumulative for the total instructional program, which is two years for most programs.

Final calculations to determine the granting of these certificates for successfully completing a chosen course of study will be done in the Secondary Director's Office. The Director of Secondary Education, Program Supervisor and Instructor will jointly review each candidate's records before the actual granting of the State Department of Education Secondary Certificate of Completion.

To earn a completion certificate, the student must be in attendance (i.e. physically present) for 93% of the scheduled lab time over the course of two years. Excused absences DO NOT count as hours present for completion certificates. Making up lab hours is at the discretion of the program instructor, the immediate supervisor, and/or director and will be handled on an individual basis.

Ohio Graduation Test

The Ohio Graduation Tests are aligned to Ohio's new academic content standards, which were adopted by the State Board of Education in English language arts, mathematics, science and social studies.

Sophomores in March 2005 (graduating class of 2007) were the first class responsible for taking the OGT and passing all five tests as a graduation requirement. Students will have multiple opportunities to take the tests during their high school careers.

All teachers are expected to become familiar with the academic standards as they relate to their individual program and provide supplemental activities that promote student success. This information and additional resources can be found on the ODE website at www.OhioAcademicStandards.com and www.ode.state.oh.us/proficiency/OGT.

Ohio Graduation Test Remedial Instruction

In an effort to assist students with learning disabilities and/or inadequate basic academic skills, students may be assigned to special tutoring or a class to help prepare them for the OGT or obtaining credit. Although most students will be selected for remedial instruction by test scores and past performance, students believing that they have a need for such instruction should contact the Guidance Office. Ohio Graduation Test prep classes are embedded in the master schedule for all core academic areas.

Award of Career & Technical Excellence

The Pickaway-Ross JVSD Board of Education annually presents the Award of Career & Technical Excellence to outstanding Career & Technical education students. Students will be selected by the instructor on the basis of personal qualities, school activity participation, skill proficiencies and state requirements.

Student Folders

Student folders will be kept in both the Secondary Director's Office and the Guidance office. The type of student record kept in the Secondary Director's Office will include:

- Permission slips for parking
- Attendance records of the Career & Technology Center
- Fee payment records
- Disciplinary records, i.e. suspension, expulsion, etc.
- Emergency authorization forms
- Insurance and release forms
- Free lunch materials

Any staff member interested in any of the above data should contact personnel in the Secondary Director's Office Complex.

In the Student Support Services' office, student folders will contain:

- Completed application forms
- Home school data records; i.e. test scores, home school attendance information, etc.
- Transcripts from home school
- Counseling records
- Report cards, progress reports and discipline reports - PRCTC.

Staff interested in information included in the Guidance office files must contact Student Support Services regarding this data.

STUDENT ACTIVITIES

Extra Curricular Activities – Home Schools

Extra-curricular activities such as music, clubs, plays, athletics, etc., will be conducted at the home school. Permission to leave the Career & Technology Center during scheduled classes for special activities will be granted only when requested by the home school principal or superintendent, as agreed upon with the participating schools. This includes pep rallies, athletic meetings, school assemblies, "away" athletic contests, etc. Permission will be granted to seniors to attend meetings, to practice for graduation exercises, and for senior class day, if conducted at the home school and requested by the home school principal or superintendent.

Field Trips

Field trips are encouraged when they contribute to the learning activity of the career & technical training program. These experiences should promote a more direct connection between the school and the realities of the world outside the classroom. Field trips should be coordinated through the appropriate program supervisor and meet the following qualifications:

- Must satisfy those objectives that show a clear relationship between the subject matter being studied and the place of visitation.
- Should be completed within the regular class time unless other arrangements have been approved.
- ALL requests for authorization of the trip and scheduling of the transportation must be submitted at least one week in advance of the anticipated trip.
- Obtain written consent of parent or guardian at least three (3) days prior to the day of the trip. (Students are not permitted to drive unless written parental permission has been granted.)
- Procedures for requests:
 - Complete a Field Trip and Transportation Activity Request Form (available in the Secondary Director's Office Complex). **Include all stops that the bus will be asked to make including food stops, different shopping locations, etc. Include a map of the route to take to get to each destination and a list of all students, by name and program that will be riding the bus.**

- Secure approval of the program supervisor.
 - The program supervisor will submit an application to the Director of Secondary Education for approval.
 - The Director of Secondary Education will submit application to Superintendent for approval.
 - Arrangements for use of the bus or van will be made in the Superintendent's office.
 - A copy of the request form with approval for the bus will be returned through the Director of Secondary Education and Supervisor to the Instructor.
 - For approved field trips, the cost of bus and driver will be paid by the Board of Education.
- *Field Trips may not be taken after May 15.*

Operational Guidelines for Substitute Bus Drivers/Instructors

When unusual or unforeseen circumstances occur during a field trip the Driver/Instructor should follow the indicated procedure:

- Disabled School Bus
The Driver/Instructor should attempt to determine whether the problem would require minor or major repair.

If minor repair is possible the repairs should be made and the trip continued. Repair costs may be paid for using the school credit card or the instructor may pay for the repair and be reimbursed for the expense. If there will be a delay of more than one hour, or if normal student transportation to home schools will be interrupted, the Secondary Director's Office Complex should be notified by phone by the Driver/Instructor.

If major repair is required one of two options should be followed after determining whether on the road repair is possible.

OPTION 1 -- If the problem occurs during a normal school day the Driver should call the Secondary Director's Office Complex. Please be able to relate as much information about the situation as possible and you will be given a direction by the person in charge.

OPTION 2 -- If the problem occurs at a time other than the normal school day the Driver/Instructor should attempt to contact school officials at home in the following order:

1. Immediate Supervisor
2. Director of Secondary Education
3. Superintendent

The person you reach will make a decision in regard to what is to be done and advise you of what action to take.

- Ill Driver, Instructor, or Student

The Driver/Instructor should determine the extent of the illness by whatever means available, secure medical treatment for the individual if required, and determine whether or not the trip can be continued. The Director of Secondary Education should be contacted, given the information and a recommendation. A decision as to the continuation of the field trip will be made and the Driver/Instructor given directions.

If the problem should occur during non-school hours the contact procedure described previously should be followed.

- Other Problems

The Director of Secondary Education should be contacted and will advise a course of action.

Disciplinary Guidelines for Substitute Bus Drivers/Instructors

The State Board of Education has adopted revised Pupil Transportation Management Policies. The following pupil management regulations have been extracted from the new regulations and apply to and need to be enforced during Pickaway-Ross field trips.

- Pupils must go directly to an available or assigned seat.
- Pupils must remain seated keeping aisles and exits clear.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- Pupils must not use tobacco on the bus.
- Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- Pupils must not throw or pass objects on, from, or into the bus.
- Pupils may carry on the bus only objects that can be held in their laps.

- Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- Pupils must not put head or arms out of the bus windows.
- Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.

Directions Regarding Severe Disciplinary Problems

- The Driver/Instructor shall determine whether or not the trip may be continued and may need to seek direction from appropriate supervisor (if possible) as to a course of action.
- If the problem would occur during non-school time the contact procedure listed previously should be followed.
- These regulations are to be enforced and any student violating the regulations will be subject to due process and disciplinary action.

NOTE: Field trips that are planned for an entire school day and require the use of a school bus are encouraged during the hours of 9:00 a.m. to 2:30 p.m.

Picnics, parties, or trips to recreational areas in the evenings and over weekends by clubs or classes, planned and conducted as school activities supervised by a teacher, supervisor or club sponsor, should be given careful consideration or avoided with respect to the personal liability of the sponsor, school administration and Board of Education.

Fund Raising

Each youth organization is supported by an appropriation from the General Fund for club operation and for student attendance at national conventions. Fund raising projects are encouraged only when supplemental funds are needed to accomplish established and meaningful club activities. Teachers must emphasize and enforce the policy of not selling "Candy Projects" on school grounds.

Local School Bulletin Boards

A locked bulletin board is provided in the Cafeteria/Commons area for each participating school. Home school announcements will be posted when received. Announcements placed on these bulletin boards must be cleared through the Secondary Director's Office Complex.

National Technical Honor Society

The National Technical Honor Society is America's foremost scholastic honor for excellence in workforce education. NTHS Purposes are as follows:

- to promote the ideals of honesty, service, leadership, and skill development among America's future workforce,
- to reward scholastic achievement in occupational, career, and/or technical education,
- to assist members in their pursuit of career and educational goals,
- to help build and maintain a stronger, more positive image for career and technical students, programs, and schools in the local community and throughout the nation,
- to encourage the practice of high standards of personal and professional conduct and individual responsibility among the membership,
- to help member schools initiate and maintain strong working partnerships with local institutions of business, industry and commerce,
- to hold conferences, workshops, and seminars for the education and mutual improvement of the members and to provide opportunity for the exchange of ideas and experiences through meetings, publications, and research,
- to advance the growth and ideals of the Society throughout the educational community.

Candidates for membership should be students who:

- show progress in skill and knowledge development,
- exhibit pride in themselves and in their work,
- demonstrate honesty, responsibility, and dependability,
- have the ability to work well with others,
- show leadership and good citizenship,
- must maintain 93% average for both junior and senior year,
- must be on honor roll four of six semesters,
- must have no suspensions or expulsions,
- must be eligible for Certificate of Completion.

Senior Announcements/Caps & Gowns

With the cooperation of the home schools and the sales representatives a designated date and time in the fall have been established (1) to better accommodate the needs of the seniors and (2) to avoid unnecessary class interruptions in the purchase of senior announcements and the measurement for caps and gowns.

Senior Ceremony

A ceremony to honor seniors, who have successfully completed each year of their two-year career & technical course of study earning a combined two-year grade of 77% or better, will be allowed to participate. The senior ceremony is generally held Thursday evening of the seniors' last week of school with a mandatory rehearsal for participation. At this time, seniors will be issued their career passports and completion certificates if all criteria are met for eligibility.

Selected students who attended only during their senior year may be eligible to participate in the senior ceremony; this will be determined by the Director of Secondary Education.

Students who have outstanding dues/fees will be permitted to participate in the Senior Ceremony, but will not receive their career passport until all outstanding balances are paid.

Shadowing/Internships

Shadowing/Internships are encouraged when they contribute to the learning activity of the career and technical training. These experiences should promote a direct connection between school and the workplace. Shadowing/Internships should be coordinated by the instructor through the appropriate program supervisor and job placement office and meet the following qualifications:

- personal visit to the site to determine safe-work environment;
- working site must be directly related to the students' career & technical training;
- complete an activity request form, a field trip and vehicle use authorization, social community service instructional supplement, and submit and obtain supervisor permission prior to shadowing/internships;
- obtain written consent of parent or guardian prior to site visit; (Students are not permitted to drive unless written parental permission has been granted.)
- complete appropriate form and follow procedures set forth on form:
 - Shadowing form
 - Internship form

Supplemental Instruction & Student Activities

Student activities outside of the normal classroom setting are an essential part of the total educational program because there are many indirect and direct learning experiences associated with them. These activities take many forms since they may involve one class, one service area, individual students in shadowing or internships, or perhaps, the entire school. They may be social functions, community services, fundraisers, or parts of the planned and required program of study. Regardless of the size or nature of these activities, it is important that there is proper planning and communication, as well as an evaluation of the results of such activities.

Instructors are requested to complete the STUDENT ACTIVITY REQUEST FORM and submit it to the Program Supervisor for all activities outside of the normal classroom schedule with the exception of regularly scheduled club or committee meetings. This procedure is also required for all school-sponsored activities (students and/or funds) off school grounds. Internship/Shadowing forms are available from Job placement.

Student Pictures

In the fall a photographer will come to the Career & Technology Center to take student pictures. Each student will have his/her picture taken for student records and identification. I.D. cards may be provided to specific programs on an as needed basis. The photographer will have picture packages available for those students choosing to purchase pictures. A print of each picture will be forwarded to the yearbook staff for publication in the current yearbook.

Career & Technical Service Organizations

All skill teachers and co-op teachers will actively participate in career & technical club activities such as BPA, FFA, DECA, FCCLA, FEA and SkillsUSA. Monthly meetings may be held during related class times. Participation in local, state and national contests will be permitted as well as attendance at conferences and conventions when it does not interfere with the regular school schedule.

Prior notice must be given to teachers when students are going to be late or absent from class for club or program related activities. Career & technical program teachers must inform academic teachers about late arrivals or absences with the proper form or a note. Club advisors or supervisors wishing to get club members or officers out of another teacher's laboratory or class must inform the teacher of the student with a proper form or note. Club advisors must have permission of their supervisor to keep the students from regularly scheduled classes or laboratories.

A monthly schedule of club meetings and Student Executive Council meetings will be established and listed on the calendar published by the Secondary Director's Office Complex.

Student Dues

All students enrolled in full-time career and technical programs at Pickaway-Ross Career and Technology Center become members of a Career-Technical Service Organization (CTSO). Students are required to pay the dues to the CTSO for their program. The dues are \$50.00 each school year. The student must pay the dues to receive a report card, interim report and to participate in the completion ceremony at the end of the senior year.

Student Uniforms

All Students will be required to wear uniforms in their program. Uniforms may be leased or rented through a uniform service or purchased by the school. In either case, the cost of the uniform will be covered by the school and not the student. Student names will not be embroidered or placed on the uniform in a permanent manner. Students must wear their program uniform all day, every day.

Student Tool Kits

Tools will be furnished for all students to use at no cost to the student. If a student completes his or her program and earns a career and technical certificate, he/she will become eligible to purchase the tool kit at the school district's cost. If a student who completes the program and earns a career technical certificate is eligible for a free and reduced lunch, student assistance may be available to purchase the tools. The student must apply for this assistance. Students who do not complete the program requirements may purchase their tool kit for the full original purchase price.

Student Credentialing Tests

Pickaway-Ross Career and Technology Center will pay for student credentialing tests one time only. If a student does not pass a test and wants to re-take it, he or she must pay the cost to re-test.

Yearbook

Each year the PRCTC publishes a yearbook. The yearbook staff, composed of approximately 20 students, is responsible for the yearbook production. Staff members spend approximately one hour per week working on the yearbook. Students are responsible for taking pictures, writing copy, making layouts, and selling subscriptions and advertising.

STUDENT CONTROL

Cafeteria and Commons Area

The student commons area may serve as a gathering place for students before school and at lunch. Staff members will be assigned duty in that area and should perform the following functions:

- Do not permit inappropriate behavior or any violation of the Student Code of Conduct.
- Do not permit students to eat cafeteria foods outside the student activity area.
- Check restrooms for smoking.
- Do not allow students to take food or drink with them outside the immediate cafeteria/commons area.

If everyone works together, there will be very few problems with the students meeting in the student activity area.

During the lunch periods when teachers are assigned to both the cafeteria and student commons area, they should assume the following duties in addition to those stated above:

- Do not permit running and pushing when students are entering the cafeteria area.
- Do not permit student to "cut" line or "save places" since these procedures slow down the flow of the lunch line and cause students dissension.
- Prevent unnecessary loitering in the cafeteria when students have finished eating.
- Staff assigned cafeteria/student commons area duty are responsible for controlling and correcting the conduct of the students and are not to use this time for grading papers or socializing with other staff members. Moving around the cafeteria helps with student control.

Outside Area

Students are not permitted to go outside during their lunch period. However, they may have to leave school grounds or enter restricted areas with administrative approval. Students requesting to get papers/supplies from their vehicles must have an escort to the parking lot.

Extreme Disruption

In conjunction with the discipline policies established by the Pickaway-Ross JVS Board of Education, extreme disruption will be defined as those actions of a student or a group of students that may precipitate into the destruction of school and/or personal property, intense personal confrontation that may result in physical violence toward a member or members of the staff, and/or other extreme behavior that interrupts the daily educational function of the school.

With the occurrence of an extremely disruptive act, teachers and other staff members are to adhere to the following procedure:

- (1) Notify the Program Supervisor, the Principal, the Director of Secondary Education, or other administrator immediately.
- (2) Request assistance from other staff members if administrators are unavailable.
- (3) Attempt to isolate the individual or individuals from further contact with other students in the class until assistance from the Secondary Director's Office Complex is available.

The Director of Secondary Education/Principal shall:

- (1) Contact the parents by telephone for immediate removal.
- (2) Contact the law enforcement authorities if deemed necessary.
- (3) Take appropriate disciplinary action.

NOTE: All staff members are to avoid physical restraint of uncontrollable students unless there is a severe situation that warrants protection of self or other students.

Hall Passes

Students must be issued a pass from the teacher to be excused from class or lab for any reason. Only one student is to be out of the class at a time. Do not issue hall passes during the lunch periods except when requested by the Attendance Office. Phone calls to parents/friends are not acceptable reasons to send students to the office unless there is an emergency. No students are allowed to use phones in the office unless an emergency situation occurs and permission is granted by administration.

Hall traffic must be kept to a minimum! Those students taking laboratory classes in the back building must use the restroom facilities in that area. Congregating or loitering in the restroom is strictly prohibited and disciplinary action will be taken when this regulation is violated. Teachers are to report violations to the Supervisors, Principal, or Director of Secondary Education. Hall and restroom discipline is everyone's concern. Don't ignore violations!

Hazing

It is the policy of the Pickaway-Ross JVSD Board of Education that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

Bullying and Intimidation

The Pickaway-Ross Career and Technology Center will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Pickaway-Ross Joint Vocational School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the Pickaway-Ross Career and Technology Center will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build the school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Wireless Communication Devices

Definition: a “wireless communication device” (WCD) is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberry/Smart phones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

The Board of Education prohibits use of wireless communication devices by students on campus during normal school hours, excluding the student's morning arrival until 8:30 a.m., the student's individual lunch period and after school hours (including school activities), and student wireless communication devices may only be used in the student entrance area and the cafeteria.

Students may not use wireless communication devices on school property or at a school sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school.

If a wireless communication device is brought to school, any such device shall remain “OFF” and stored in a locker, backpack, purse, pocket, or other place where it is not visible during school hours, and if such a device is observed by staff, excluding the student's arrival until 8:30 a.m. or during the student's individual lunch period and after school hours, ***it shall be confiscated until redeemed by a parent or guardian.***

Smoking

Scientific evidence indicates that the use of tobacco products is detrimental to one's health. For the health and safety of the student, together with the protection of the facilities, students are not permitted to possess or use tobacco in any form anywhere on school property or at any school-related activity. The Director or his/her designee is authorized to deal with violations as deemed appropriate for the offense. Administrative staff shall develop appropriate procedures to promote good student health and welfare.

Effective in March 2001, it is now prohibited by Ohio law for a minor to “use, consume, or possess cigarettes, other tobacco products, or papers used to roll cigarettes.” It is also now prohibited for a minor to assist, pay for or share in the costs of such products.

Consequences (in addition to school discipline) that could follow from a violation of this law may include:

- a. mandatory attendance at a smoking education program (if available) and/or
- b. a fine up to \$100.00

Upon any subsequent violations the court may:

- a. increase the fine
- b. impose up to 20 hours of community service
- c. suspend driving privileges for up to 30 days

LEGAL REFS: OCR 2151.87

Interrogations and Searches

Searches of Student Property by School Personnel:

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

- There should be reasonable cause for school authorities to believe that articles kept in the locker, desk or other storage space the possession of which constitutes a crime or rule violation. Personal vehicles parked on school property also have no reasonable expectation of privacy.
- Search of an area or vehicle assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
- General housekeeping inspection of school property may be conducted with reasonable notice.
- Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of Student's Person or Personal Property by School Personnel:

The Director of Secondary Education and/or the designees are permitted to search the person and personal property (purse, knapsack, gym bag, vehicle, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

- There should be reasonable cause to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
- Searches will be conducted by at least one member of the same sex as the student.
- Searches will be conducted in the presence of another administrator or staff member.
- Where evidence indicating that a student has violated the law is uncovered, law enforcement officials will be notified.

- Strip searches are prohibited. In cases where school officials believe a strip search is necessary, law enforcement officials will be called in to conduct the search.

Searches of Student Property by Police:

A proper search warrant is required for any search of a student's personal property kept on school premises. However, if the police have reason to believe any item that might pose an immediate threat to the safety or security of others is kept in a student locker, desk, vehicle or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Police:

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control. Therefore:

- Whenever possible, law enforcement officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of the sight of others as much as possible.
- The Director of Secondary Education or his/her designee must be notified before a student may be questioned in school or taken from a classroom.
- If possible, the parents or legal guardian of the student to be interviewed should be notified by the law enforcement officer before the student is questioned so that the parents may be present if they so desire.
- To avoid possible criticism, a school official will request to be present when an interrogation takes place within the school.
- When it is necessary to remove a student from school, after notifying the Director of Secondary Education and his/her designee the authorities should notify the parents. If the circumstances make it impossible for the police to make this notification to the parents, the school should do so.
- The authorities should always be notified by the Principal when a student is involved in any type of criminal activity. When the school

learns of this involvement, it should notify the School Resource Officer and/or Ross County Sheriff's Department. The school should not attempt to handle situations that are properly in the realm of the police.

Student Withdrawal from School – Loss of Driving Privileges

When the Superintendent of the Pickaway-Ross Joint Vocational School District receives information that a student of compulsory school age has withdrawn from school, the Superintendent must within two weeks after the withdrawal, notify the registrar of motor vehicles and the juvenile judge of the county in which the school district is located. Such notification is not necessary if a student has withdrawn because of a change of residence or the student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

After receiving such information from the Superintendent the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under the Ohio Law. We also reserve the right to have a student's driving privileges suspended due to excessive absences.

In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he resides.

Student Withdrawal from School:

For students under the age of eighteen (18), who are of compulsory school age and desire to withdraw from school, the following procedures will be utilized:

- Students must meet with a Career & Technology Guidance Counselor to discuss the reasons for withdrawal and request a withdrawal form.
- Since all students attending the Career & Technology Center are members of a comprehensive school district, the superintendent of the student's school district of residence will decide whether or not the request for withdrawal will be approved.

- If the withdrawal request is approved, the PRJVSD Superintendent shall notify the Registrar of Motor Vehicles and the County Judge.
- After receiving above notification from the Superintendent, the Registrar of Motor Vehicles is required to suspend the temporary driving permit or driver's license of the withdrawn student. If a temporary permit or license has not been issued for that student, the Registrar is prohibited from issuing a temporary permit or license.
- Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under Ohio law.
- For students age 18 or older:

Students age 18 or older who desire to withdraw from school must comply with the following:

- Meet with a counselor to discuss reasons for withdrawal.
- Complete a withdrawal form, securing all necessary signatures of school personnel requested on the form.
- Pay or make arrangements for payment of any outstanding debts owed to the Career & Technology Center.

Loss of Driving Privileges:

When the Superintendent of the Pickaway-Ross JVSD (or designee) receives information that a student of compulsory school age has been absent without legitimate excuse for more than 10 consecutive days, or a total of at least 15 days in any term or semester the following procedure will apply:

- The Superintendent (or designee) will notify, in writing, the student and his/her parent, guardian or custodian and state that information regarding the student's absences has been provided, and as a result of that information, the student's driving privileges will be denied. Such notification will also state that the student and his/her parent, guardian or custodian may appear before the Superintendent or designee to challenge the information provided.
- The notice from the Superintendent (or designee) to the student must include the scheduled time, place and date of the hearing,

which must be scheduled between three and five days after the notification is given. An extension may be granted by the Superintendent (or designee) upon the request of the student, parent, guardian or custodian. The Superintendent (or designee) must then notify the student, and the parent, guardian or custodian of the new hearing time, place and date.

- At the hearing, the student will have an opportunity to present evidence that he has not been habitually absent without legitimate excuse. Ohio law defines "legitimate excuses" for absence from school to include, but not be limited to: 1) enrollment in another school or school district in Ohio or another state, 2) possession of an age and schooling certificate, 3) a bodily or mental condition that prohibits attendance under O.R.C. 3321.04 or 4) participation in a home instruction program under O.R.C. 3321.04.
- If a habitually absent student does not appear at a hearing before the Superintendent (or designee), or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent or designee must notify the registrar of motor vehicles and the juvenile judge of the county. Such notification must be given to the registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences, or, if a hearing for the student is held, within two weeks after the hearing.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Education Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges will remain in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he resides.

Drug and Alcohol Policy

Philosophy

Substance abuse has become a very serious problem in our country. Utmost concern for this issue must be directed toward the youth whose values are being formed and who are impressionable enough that they can become easily involved in experimentation and usage. Communities are becoming increasingly aware of the harmful effects of drugs and alcohol and recognize that experimentation can lead to dependency. Such dependency disrupts the maturation process, alters the physical and emotional well-being, and interferes with the performance capabilities of the user. Family chemical dependency and co-dependency problems, likewise, affect the learning of students and place them at high risk of developing chemical health problems.

Attempting to meet the challenge of curtailing student involvement in substance abuse, the Pickaway-Ross Career & Technology Center strongly supports programs that are designed to:

- Augment awareness of substance abuse among staff, students, parents, and other members of the community,
- Prevent involvement with drugs and alcohol,
- Work cooperatively with those individuals who are willing to seek help,
- Provide a consistent disciplinary drug and alcohol policy.

Education/Preventative Procedures

The Pickaway-Ross Career & Technology Center supports all efforts to help those students who are not using drugs. Realizing the importance of an educated staff for the implementation of a successful preventive educational effort, all staff members must become aware of the extent of the substance abuse problem, recognize the symptoms of abuse, and know the effects of drug and alcohol use. The Board of Education encourages the following activities that are designed to assist students in their efforts to remain drug free:

- The staff member will complete a Behavioral Referral Form to be given to the school social worker.
- The school social worker, after reviewing the referral form and gathering other pertinent information from the CAUSE Team, will assess the student.
- If it is determined that there is a substance use/abuse problem, the school social worker will consult with the Principal and contact the parents by letter (telephone) to schedule a conference.
- The parental conference will be conducted with the school social worker, Principal and/or Program Supervisor.

- Following the parental conference the school social worker will work with the student and parents to obtain appropriate treatment. Parents will be made aware that they are financially responsible for assistance by outside agencies. NOTE: Indigent parents will be directed to sources of financial assistance.
- The school social worker will provide feedback to the teacher(s) in order to discuss an educational plan.
- The school social worker will maintain official confidential written records of all referrals and endeavors of assistance.

Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs, the Superintendent or designee may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent or designee.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court in which he resides.

Policy

A student shall not knowingly possess, buy, sell, use, transmit, apply, or be "under the influence" of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, alcoholic beverage, intoxicant, counterfeit controlled substance, or mood altering chemical of any kind.

This rule is in effect on the way to school, during school or a school sponsored activity, event, or program, on school grounds, at any other time when the school is being used by any school group, or off the school grounds at any school sponsored activity, function, or event.

Articles of clothing that contain an alcohol or drug-related message or symbol will not be permitted. (No "Do-drug" messages!)

Disciplinary Procedures

Students determined to be under the influence, using, selling, or possessing any quantities of intoxicants, illegal drugs, or look-alike drugs as described in the Drug and Alcohol Policy will be disciplined according to the following guidelines:

- Type 1: POSSESSION OR USE

First Offense:

- The Principal will suspend the student for 10 days and will recommend expulsion to the Superintendent in compliance with the student due process procedures. The recommendation for expulsion may be reduced to a 10-day suspension if the student and parent(s)/guardian(s) agree in writing to participate in the following:
 - Evaluation and counseling with professionals at the Scioto-Point Valley Mental Health Clinic or other approved agency;
 - Following suspension, regularly scheduled counseling sessions are mandated with the school social worker until which time the school social worker recommends termination AND/OR
- The Principal will notify the parent(s)/guardian(s) in writing concerning the incident involving their child.
- The School Resource Officer may be notified of the incident and, at her/his discretion, may conduct an investigation and/or file charges.
- The Principal or Supervisor will attempt to notify the parent(s)/guardian(s) by telephone to explain the incident, arrange a conference for the same or next school day, and make arrangements for the student to be removed from school for the remainder of the day.
- If deemed necessary and upon an attempt at notification of parent(s)/guardian(s) the emergency medical rescue squad will be called.
- Following the suspension, the student accompanied by the parent(s)/guardian(s), must present written evidence to the Principal that rehabilitative treatment has been sought and will be utilized prior to permission being granted to return to school.

Second Offense:

- The Principal will suspend the student for 10 days and will recommend expulsion to the Superintendent in compliance with the student due process procedures.
 - The Principal will notify the parent(s)/guardian(s) in writing about the incident involving their child.
 - The School Resource Officer may be notified of the incident and, at his/her discretion, may conduct an investigation. They will be notified if selling is involved and charges may be filed.
 - The Principal or Supervisor will attempt to notify the parent(s)/guardian(s) by telephone to explain the incident, arrange a conference, and make arrangements for the student to be removed from school for the remainder of the day.
 - If deemed necessary and upon an attempt at notification of parent(s)/guardian(s) the emergency medical rescue squad will be called.
- Type 2: FURNISHING/SELLING
 - The Principal will suspend the student for 10 days and will recommend expulsion to the Superintendent in compliance with the student due process procedures.
 - The Principal will notify the parent(s)/guardian(s) in writing concerning the incident involving their child.
 - The School Resource Officer will be notified of the incident and, at her/his discretion, they may conduct an investigation and criminal charges may be filed.
 - The Principal or Supervisor will attempt to notify the parent(s)/guardian(s) by telephone to explain the incident, arrange a conference for the same or next school day, and make arrangements for the student to be removed from school for the remainder of the day.
 - If deemed necessary and upon an attempt at notification of parent(s)/guardian(s) the emergency medical rescue squad will be called.

Definitions

Use of drugs or alcohol is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language or any other behavior not normal for the particular student. The Principal, following consultation with the CAUSE Counselor and/or school nurse, will make the final determination of involvement based upon the foregoing description.

Prescription Drug: Use of a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule if parent's statement, a signed physician's statement and/or a prescription label is presented to the Director of Secondary Education of Secondary Education or his/her designee.

Student Dress Code

Rules governing safety and dress are established in the interest of the students and to comply with state and federal regulations. In general, program supervisors and instructors will determine appropriate dress and safety rules for their students.

- All students will be required to wear their program uniform purchased by the school. The cost of the uniform will be covered by the school and not the student. Student names will not be embroidered or placed on the uniform in a permanent manner.
- Students must comply with the uniform regulations. Students must comply with the established safety regulations in their respective areas.
- Jewelry may not be worn in labs, except with permission from the instructor when it does not pose a safety hazard.
- Shoes and shirts must be worn at all times in all areas of the Career & Technology Center. Work shoes that comply with lab safety rules (as established by lab instructor) and Ohio safety regulations are to be worn in labs only. Street shoes or other appropriate footwear are to be worn in the academic classrooms and common areas. Hats, caps, headbands, and bandannas are not to be worn in the building.
- Unacceptable attire which distracts and interrupts the educational process or calls undue attention to oneself includes but is not limited to, the following: cut-offs, short skirts, short shorts (no attire may be worn more than 3 ½" above the knee) extremely tight shorts, sleeveless tops, tank tops, tops exposing the midriff, clothing with tears or holes, shirts with oversized arm holes, chains, gang related clothing or accessories, clothing with symbols, words, or pictures that are sexually suggestive, drug, alcohol, or tobacco related, profane, obscene, racist, sexist, threatening or intimidating. This includes confederate flags in any form. The administration will determine the suitability of attire if a disagreement exists as to the appropriateness of specific clothing items. This decision will be final.

STUDENT DISCIPLINE

All students need to have a positive self-concept, to respect the rights of others, and to have pride in their educational program, all of which enhance the thought of being proud to be a member of the Pickaway-Ross Career & Technology Center student body. Most students attending the Career & Technology Center conduct themselves as young adults and adhere to the established disciplinary code. These students have learned self-control and display the type of behavior that is becoming to them as individuals and promotes an overall environment that is conducive to having an effective learning process.

On the other hand, there is normally a small minority of students who have little or no respect for regulations, authority, and/or the learning process. The reasons and causes for this behavior are varied, and often, there are a number of factors influencing this adverse behavior. Although it is necessary to have understanding and to attempt to help students with their problems, it is equally important to enforce and report violations of the disciplinary code. As a staff, we need to effectively deal with behavior disorders because students with poor attitudes can have a negative influence on other members of the student body, and sooner or later, this type of student must learn to respect governing authority in order to become a productive member of society.

It is important to note that teachers are responsible for the daily management of student behavior in the classroom or lab. Teachers are expected to assign penalties for minor disciplinary infractions that are reasonable and appropriate to correct the undesired behavior. For major disciplinary infractions, the PRJVSD Board of Education has vested the Director of Secondary Education and/or his designee with the authority to suspend students and to recommend the expulsion of students to the SUPERINTENDENT, who in turn, has the vested authority to expel. In compliance with the Ohio Revised Code, the PRJVSD Board of Education has adopted a “Zero Tolerance” Student Code of Conduct.

Statement of Cooperation

In an attempt to develop a closer working relationship between the student and the student's instructor, the student, the student's parent(s) and the instructor shall make a commitment of intent pertaining to safety, conduct and other factors affecting the student's performance at the Pickaway-Ross Career & Technology Center. Such commitment will be functional when the student, the student's parent(s) and the instructor sign the Statement of Cooperation form. ALL career and technical instructors are requested to keep these forms on file for each student. For this agreement to be a valuable working "tool", your students must understand your interpretation of this document.

Discipline of Students with Disabilities

The code of conduct for students at the Pickaway-Ross JVS is reasonable and necessary to protect the civil and educational rights of all students. As such, students with disabilities are required to conform to the same rules and regulations covering all other students. Further, students with disabilities are also subject to the same sanctions as specified, provided such sanctions do not unnecessarily exclude these students from educational services.

Exclusion from services (expulsions and suspensions of 10 days or more) with regard to special students is to occur only after a multi-disciplinary team of trained professionals (chaired by the Director of Secondary Education or his/her designee) has conducted a pre-placement conference, which may, when appropriate, serve as a manifestation hearing. The purpose of this conference is to:

- Ensure that students with disabilities do NOT receive disciplinary sanctions when a causal relationship between the misconduct giving rise to the discipline and the student's disability has been shown;
- Determine whether or not the nature of the offense has been shown to be dangerous to other or to themselves and
- Determine the need to change educational placement.

If it is determined that the student's behavior does not relate to the identified disability and the student's behavior is dangerous to others or self, the established discipline sanctions shall apply equally to special education students. In all such cases, the Supervisor of Career and Technical and Special Services shall provide assistance in helping the involved student(s) to modify their behavior or pursue changing their educational placement.

In-loco Parentis

For those hours which comprise the school day, the teacher stands "in loco parentis" to the children in his/her charge. That is, the teacher assumes the position of a parent and thereby acquires not only authority over the child, but responsibility to the child as well. The relationship between teacher and pupil is necessarily a very personal one. Occurring as it does in the student's formative years; it inevitably results in a great impact on the student. The test of a fine teacher very frequently lies in a greater awareness of responsibilities to the student than in the exercise of authority.

There is no question concerning the actual sphere of authority of the teacher within the classroom; the teacher is the final arbiter as to the conduct of the pupils, so long as there is reasonable, responsible and fair action.

Minor Disciplinary Infractions

Staff members are expected to react to the following types of behavior by having a discussion with the student, assigning a penalty, contacting the parents and/or having a conference with the program supervisor.

- Refusal to work and/or not having a desire to learn.
- Continued unexplained absence or tardiness.
- Undesirable dress.
- Improper language or gesture.
- Non-conformance to established safety practices.
- Use of wireless communication devices outside of designated approved times and locations.
- Disrespectful noises.
- Overly affectionate touching of other students.
- General uncooperativeness.
- Any other act which tends to show disrespect of authority.

Major Disciplinary Infractions

Staff members are requested to report the following types of violations to the Secondary Director's Office Complex through the Supervisors using the **Student Disciplinary Report Form**.

- Damage, destruction, or theft of school property or personal property of others.
- Assault on a school employee or other student (physical or verbal).
- Major disruption of school and/or the educational process.
- Possession of weapons and/or dangerous instruments.
- Possession and/or use of alcohol/drugs.
- Possession and/or use of tobacco in any form on school property.

- Any other major act which disrespects school, property, program and/or other individual.
- Any continued violations of minor infractions.
- Harassment, bullying or intimidation of instructor or students.

Student Disciplinary Form

This form is located in the Director's Complex and must be completed for those incidents that cannot be resolved by the teacher. The staff member initiating the report should submit the report to his/her immediate Supervisor and keep the bottom copy. An additional copy will be returned to this staff member that will state the results of the conference/hearing. An example of a complete form may be found on the school web site.

Due Process Hearings

Every student accused of a major behavioral disorder which may result in a suspension and/or expulsion is afforded an opportunity to participate in an Informal Due Process Hearing before any disciplinary action is taken by the administration. These hearings will be conducted by the Principal, Director of Secondary Education, and/or their designee who makes a judgment and assigns any necessary penalties after having an open discussion with the student. If the student and his/her parents disagree with the decision at the informal level, a formal hearing may be held with the PRJVSD Board of Education or its designee.

If disagreement continues, the parents may take the case to a court of law. The staff member reporting the incident needs to be prepared to serve as a witness at any of the aforementioned levels.

Teacher Guidelines

- Good discipline is always fair, dignified and reasonable.
- Good teaching will eliminate most classroom disorders.
- Discipline problems normally can be recognized before they happen. A teacher must learn to use judgment in determining which items are to be ignored and which require disciplinary action.
- Resorting to physical action or threats of physical action should be avoided.
- Teachers should develop the ability to handle their own disciplinary problems. Excessive reliance on the Supervisor, Principal and/or Director of Secondary Education for disciplinary action is quickly noticed by students.
- Sarcasm, unkind remarks, and displays of temper should be avoided. Loss of personal control by the teacher is fatal to classroom control.
- Pupils should not be ridiculed in front of other pupils.
- Create a cooperative spirit.
- The best disciplinarian is one who puts the stress on avoiding discipline problems rather than one who continues to plan and use systems of punishment to control actions after they take place. Organize the work in the classroom and laboratory so that students will not have idle time.
- Communication with parents immediately after infractions will help foster a working relationship between parent and teacher that will benefit the student as the year progresses.
- In the case of improper use of a wireless communication device that results in confiscation of the device, the confiscated device will be brought to the principal's office.

GENERAL INFORMATION

Accidents and Illness

Whenever a student becomes injured in a laboratory or elsewhere, give the student immediate attention; i.e., shutting down machines, etc. In cases of serious injury, contact your Supervisor and/or Director of Secondary Education immediately. **DO NOT ATTEMPT FIRST AID UNLESS YOU HAVE BEEN PROPERLY TRAINED.** Be sure an accident report is filled out on ALL injuries and returned to the Secondary Director's Office Complex.

If a student is ill, send the student to the School Nurse/Attendance Office. NO student will be released for illness by the Director of Secondary Education or his designee until the Program Supervisor is notified and the parent has been contacted, or in compliance with the student's Emergency Medical Authorization Form. Any seriously ill or injured students are not permitted to leave the premises before contacting both the Supervisor and Director of Secondary Education. Students will not be permitted to stay in the Secondary Director's Office Sickroom for more than one (1) hour while parents are being contacted. Also, there will be no admittance to the health facilities in the Secondary Director's Office Complex unless a student possesses a First Aid/Illness/Accident Pass that has been initiated.

Student Health Problems

There may be occasions when students will be taking prescribed medicines during school hours. Since the administering of medication is a potential hazardous liability, the following PRJVSD Board of Education policy must be closely adhered.

Administering Medicine to Students

The PRJVSD Board of Education is required to adopt a policy on the administration of drugs prescribed by physicians to enrolled students. In accordance with this law, NO employee of the Pickaway-Ross Career & Technology Center shall administer medication of any nature to any student unless the Director of Secondary Education approves an exception.

Pertaining to an approved exception, no medication that is prescribed by a physician for a student shall be administered to that student unless:

- The Director of Secondary Education or his/her designee receives a written request signed by the physician and the parent, guardian, or other person having care or charge of the student that the drug be administered to the student.

- The signed statement that is presented to the Director of Secondary Education or his/her designee shall include the following information:
 - The name and address of the student
 - The home school and program in which the student is enrolled
 - The name of the drug and the dosage to be administered
 - The times at which the drug is to be administered
 - The date the administration of the drug is to begin
 - The date the administration is to cease
 - Any severe, adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in case of an emergency
 - Any special instructions for the administration of the drug, including sterile conditions and storage
 - The agreement that "Career & Technology Center personnel will not be held liable if such assistance is requested"

- The parent, guardian, or person having care of the student agrees to submit a revised statement signed by the physician if the previously provided information changes.

- All drugs must be received by the person authorized to administer the medication in the container in which it was dispensed by the prescribing physician or a licensed pharmacist.

- All medication shall be stored in a location that is locked except drugs that require refrigeration may be kept in a refrigerator in a place NOT commonly used by students.

- A written documentation of all medication administered shall be kept in the Secondary Director's Office Complex.

- The medication must be delivered to the Career & Technology Center by the parent, guardian, or person having care of the student.

Telephone Calls

- Only in the case of emergency will a student receive an incoming call. If possible, the teacher will be notified of the incoming call.

- Calls from laboratory phones by students are to be limited to emergency situations.

- DO NOT send students to the Director's Office to make personal phone calls unless you consider it an emergency.

These guidelines have been developed in an effort to reduce disturbances from outside sources and to improve student safety and building security. Therefore, everyone needs to do their part in following these guidelines.

Procedures for Daily Announcements over P. A. System

The time for reading announcements over the public address system is 8:45 a.m. A copy of announcements will be posted on the PRCTC in the Commons Area bulletin board and copies will be available in the Attendance Office and on the school web site.

Here are some suggestions that will make our announcement period more effective:

- Have the announcements in the Secondary Director's Office Complex by the end of the preceding day or before 8:15 a.m. so that they may be approved before they are read over the public address system.
- Announcements will be brief and business-like. **Please keep announcements brief and to the point!**
- Have all bulletins written out in full. Otherwise, you have no guarantee of how the announcement will be worded or what will be stressed.
- Give attention to the composition of the announcement. Be sure that all necessary information is included and clearly stated. Remember the what, who, when and where of the announcement. Students should be encouraged to watch grammar and sentence structure. Many bulletins cannot be read with meaning the way they are written.
- All announcements MUST be signed by the teacher-sponsor of the activity concerned. This assures us that all activities have faculty sanction and no irresponsible student is trying to use the medium for his own private ends. Unsigned announcements will not be read.
- Respect the dignity and business purpose of the announcement period with complete silence.
- Students will be permitted to make special announcements for very special occasions, but only after the announcement has been approved by the Director's Office Manager or designee.
- **Long lists of names should be avoided.** It is suggested that the announcements indicate where students may find such lists of names. Bulletin boards may be used for this purpose.

- Ordinarily, announcements regarding lost and found items will not be read.
- Announcements from participating home schools may be made only after having been approved by the Director of Secondary Education designee. Many of these items will be placed upon the home school bulletin boards.
- An indication will be made when announcements have been concluded.
- All other interruptions over the public address system will be avoided except in special or urgent circumstances.

Guidance and Counseling Services

Guidance and counseling services have been established at the Pickaway-Ross Career & Technology Center for the benefit of all students. These services are provided to assist students in better understanding themselves and the opportunities available to them.

The following are some examples of situations that might prompt a student to visit the Guidance Office:

- A student may wish to discuss concerns regarding his/her school performance.
- A student may wish to discuss personal problems.
- A student may want to check his/her credits.
- A student may wish to discuss his/her future career and technical plans.
- A student may wish to discuss the possibility of future educational options; i.e. college, technical training, armed forces, etc.
- A student may need information or assistance in dealing with chemical use/abuse. (This activity is coordinated by the school social worker.)
- During the first two-weeks of school, a student may wish to discuss possible program changes or alternatives.

The Guidance office will be available to students before school, during school, during lunch and after school. Students desiring to visit the Guidance office during school time **must make an appointment** by filling out a guidance referral form and must have the permission of their teacher. A hall pass should be sent with the student, signed by the teacher with correct time, and the counselor will write in the time that the student left the Guidance office. Note: students who do not have an appointment in advance will be sent back to class immediately.

Guidance and counseling services have also been instituted to assist the faculty. This assistance may include the following services:

- Assisting teachers in helping students with personal problems or concerns.
- Assisting teachers in better understanding their students' aptitudes, interests, general learning potential, etc.
- Assisting teachers by providing supplementary occupational and educational information such as occupational outlook data, job-licensing descriptions, post high school training opportunities, etc.
- Assisting teachers by coordinating the orientation, recruitment and selection of students.
- Assisting teachers by providing work permit forms for students.
- Assisting teachers in recognizing and dealing with chemical abuse among their students.

Teachers desiring the assistance of the Guidance Department regarding individual students can initiate the referral by contacting one of the counselors.

Learning Resource/Media Center

The Learning Resource/Media Center is a basic resource laboratory for faculty and students to obtain those materials that may supplement laboratory and/or classroom assignments. Classes may be scheduled for its use in conjunction with the Library/Media Technician and/or his/her aides.

Books, pamphlets, periodicals, newspapers and audio-visual materials pertaining to all subjects are classified and cataloged.

Suggestions for materials helpful to your classes are welcome. Requests should be made through your program supervisor.

There will be videos, transparencies, tapes, computer programs, and other audio-visual materials as well as books and magazines for further research in all subjects as well as a professional library and casual reading area.

The faculty will be the major factor in making this center a useful and important part of the school.

School Emergency Closing

The Center will close when in the judgment of the Superintendent weather conditions in the jointure are such that they pose a clear danger to the welfare and safety of both staff and students of the Pickaway-Ross JVSD. (These conditions would exist, for example, when home schools comprising approximately a majority of students in attendance at the Career & Technology Center plan to close.)

The Career & Technology Center may also close on those rare occasions when Crouse Chapel Road becomes closed to travel. A decision to close will be made no later than 6:30 a.m. A decision to close due to general weather conditions will be based on consultations with (1) the member school districts and (2) contact persons in both Pickaway and Ross Counties. Announcements of Career & Technology Center closing will be made on local radio stations and the automated School Messenger System.

School-Community Relations Goals

The Board of Education, in an effort to ensure a quality career and technical program for the youth of the district, endorses a statement of policy on school and community relations because of its conviction that; a public school belongs to the people who created it by consent and who support it by taxation; a school can be as strong as the intelligent and informed support of the people of the school community; and this support of the people must be based on their understanding about, and their participation in, the aims and efforts of the school.

The Board, therefore, declares and reaffirms its design and intent:

- to keep the citizens of the district regularly and thoroughly informed on all the policies, programs, and planning of the school district;
- to invite the advice and counsel of the people of the school district at all times and especially at all regularly scheduled meetings of the Board, except at executive sessions; and
- to solicit the sound thinking and studies the counsel of the people through advisory committees selected from the community.

Visitors to the School

Parents and citizens are encouraged to visit the Career & Technology Center. However, in the interest of the safety of students and the security of property, the Board of Education has adopted the following rules and regulations in accordance with the Ohio Revised Code.

- All persons wishing to enter the Pickaway-Ross Career & Technology Center grounds shall request a visitor's pass from the worker in the Welcome Center. Exceptions to this regulation shall be (a) enrolled students, faculty, staff and employees of the Career & Technology Center and (b) persons who have been authorized by school officials to enter the Career & Technology buildings for professional or business purposes. Visiting during the lunch periods is strongly discouraged and should only be scheduled when unavoidable.
- No person shall trespass or loiter in the building(s) of the Pickaway-Ross Career & Technology Center or on the grounds thereof.
- No person or group of persons shall remain in the building or on the grounds thereof after being requested to leave by a school employee.
- Any person who fails to comply with the provisions of any of the preceding sections shall be in violation of the rules and regulations of the Pickaway-Ross JVSD/Career & Technology Center Board of Education and may be reported to the Sheriff's Department.

Student Visitors

Because of safety factors and the possible disruption of routine work, the Career & Technology Center does not permit individual student "visitors" from other schools unless permission is granted prior to the visitation by both the home school principal and the Director of Secondary Education/designee. Special permission may be granted on a case-by-case basis but must be approved in advance by the principal.

Community Use of School Facilities and Equipment (Equal Access)

The PRJVSD Board of Education, in its discretion, may permit the use of school property for any lawful or proper purpose, provided such use does not interfere with public school use, and shall charge such fees as it deems reasonable to cover the cost of such use. The PRJVSD Board of Education may refuse to permit the use of school property for any purpose which, in its discretion, tends to interfere with the public schools, or when such use would not harmonize with the school's program of education, character building, the development of unprejudiced social attitudes, or the preparation of children for responsible citizenship.

During the period of an energy crisis, the Board reserves the right to refrain from opening the Career & Technology Center during weekends or over holidays for any other than school purposes.

Use of Equipment and Tools by Outside Individuals or Groups

No equipment or tools belonging to the Career & Technology Center shall be rented, leased, or loaned to any individual or organization. Exceptions may be made to the above rule in relations to participating schools, community organizations or private organizations assisting with the program of the Career & Technology Center when specifically authorized by the Superintendent.

Loan or Rental of Equipment

Equipment that is the property of the Career & Technology Center shall not be loaned or rented for use off the premises of the Center. Exceptions shall be equipment used by students or employees in projects or displays in satellite locations as approved by the Director of Secondary Education or equipment of a nature that part of its primary function is to be utilized off the property of the Board, in which event, it shall be operated only by or under the direction of authorized employees of the Board.

Community Use of School Facilities - Procedures

The Pickaway-Ross JVSD represents a heavy investment on the part of the taxpayers of the area. It is the desire of the Board that maximum use is made of the facilities under its jurisdiction while not in use for their primary purpose. To extend the privilege of using these facilities, while meeting its obligations under state law, the Board of Education finds it necessary to seek compliance with its regulations governing the use of school facilities as outlined in the following regulations.

The following general procedures and regulations regarding non-school hour use of school property are hereby adopted by the Board of Education.

- Use of building facilities by recognized student clubs and groups for bona fide activities (other than money raising events) should be without charge.
- Attendance by a supervisor or teacher shall be required for the full period of time that facilities are in use by a student club or group.
- The facility and equipment may not be used by staff for personal gain.
- The staff is encouraged to use school facilities for advisory committee meetings.
- No public use of the facility shall infringe upon or seriously interfere with regular programs of the school, including the Adult Education program.

- Public meetings and activities scheduled for the Career & Technology Center shall not be exclusive and must be open to the public.
- For the period of an energy shortage, the building shall not be made available for public use on Saturday, Sunday, or holidays.
- Whenever any food facilities are to be used by any group, a regular employee of the school lunchroom shall be on duty with the employee's hourly rate of pay to be paid by the responsible group.
- Smoking; liquor drinking; games of chance, such as bingo, lottery, etc.; in the building or on the premises are forbidden. Organizations using the building are responsible for the enforcement of this regulation.
- Non-school youth organizations using the facilities must be supervised by an adequate number of adult sponsors, as determined by the Director of Secondary Education, to assure the proper care and use of school property.
- Organizations or groups using school facilities shall be responsible for and shall pay for any damage done over and above the ordinary wear on school property.
- All requests by individuals or groups to use the building or part thereof shall be made in writing at least one week prior to the time requested.
- No single organization or group shall be permitted to schedule use of school facilities on a regular basis. Exception may be adult education programs under the supervision of and contracted with the Director of Adult Education.
- Items that shall be taken into consideration in determining the rental charge for use of the building or part thereof shall be: heat, cooling, water, custodial service, and the normal wear and tear on facilities and equipment.

APPENDIX – FORMS LISTING – VIEW FORMS ON WEB SITE

Teacher Information

Employee Report of Absence
Leave Request
Monthly Professional Meeting Reimbursement Report
Monthly Transportation Reimbursement Report
Off-campus Loan of Equipment
Request for Building Access
Request for Excused Time to Conduct Personal Business
Request for Tuition Reimbursement
Teacher Appraisal/Evaluation Forms
Warehouse Requisition
Work Requisition

Legal Implications (Staff/Student)

Staff: Notice Regarding District E-mail
Staff: Data Analysis for Student Learning (DASL) User Agreement
Staff: Laptop and/or Handheld Devices Use and Security Agreement
Staff: Acceptable Use Policy
Staff: Emergency Notification Form
Student: Computer Network and Internet Acceptable Use Policy for Students &
Media/Electronic Release Form
Emergency Medical Authorization
Student Insurance Release

Student Records

Absence Report
Early Dismissal
Tardy Slip
Nurse's Office Pass & Instructions

Student Activities

Activity Request
Permission Slip for Field Trips

Student Control & Discipline

Statement of Cooperation
Student Disciplinary Report
Lunch Detention

Miscellaneous

Daily Announcements Form