



Staff/Operational Guide

Clarion County Career Center
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www.clarioncte.org

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Absence – Faculty

EMPLOYEE:

When you will be absent from school -OR- if you will have a late arrival, notify the Business Manager (or designee) by 7:30 a.m.

1. BEFORE 7:30 a.m.
 - a. **814-221-3888**
2. AFTER 7:30 a.m.
 - a. **814-226-4391 (104)**

BUSINESS MANAGER:

1. Contact an appropriate substitute to cover class, if applicable
2. Notify Director of the employee absence
3. Write employee name on whiteboard

Absence Recording

Absences must be recorded in the Employee Portal within 5 days of the absence. Those absences include:

- Sick
- Emergency (*must provide a reason for taking the day*)
- Personal (*must request three (3) working days in advance*)
- Vacation
- Jury Duty
- Death in Family
- Conferences (includes IU6 meetings, home school meetings, field trips, etc.)

PLEASE NOTE:

If an employee is going to be out of the building for a portion of the workday (excluding duty-free lunch period):

- **Email the date, time and (*)reason for leaving to the Director for approval**
 - **(*)Reason – indicate if for Personal (no other information is necessary) or Work-related**
- **Copy Business Manager on the email for time tracking purposes**
- **Provide as much advanced notice as possible, to allow a substitute to be arranged**
- **This includes all staff, even if you do not need to have a substitute contacted**

Extended Illness:

In the event of an extended illness, the Director or Business Manager shall be notified *the day before* you plan to return.




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Where to find access to the Employee Web Portal system? www.clarioncte.org

For any issues when you log in:

contact the Business Manager (Employee Portal Administrator) at Ext. 104.

Use of the Employee Web Portal system:

1. On the Login page, enter the Login and Password supplied by your Employee Portal Administrator. When you log in to the portal for the first time, you will be redirected to the My Account page. A message displays at the top of the My Account page, stating that this is your first login and that you are required to enter a new password, select a password reminder question, and enter the answer. Enter the required information.
 Required field labels are bold throughout the Employee Portal.
2. Enter a Login (up to 20 characters in length).
3. Enter a New Password (up to 30 characters in length), and repeat the entry in the Confirm Password field.
4. Select a Password Reminder Question from the drop down list box.
 Initially, you are asked "What is Your Mother's Maiden Name?" You can select a different question to answer if you click the Forgot Password link on the Login page.
5. Enter the Answer to the Password Reminder Question.
6. To save the information you entered, click the Save button.
7. An Employee Portal - Password Changed message is sent to your e-mail address.
 If your e-mail address is invalid or is not on file, contact your Employee Portal Administrator to verify your e-mail address.
8. Click the Continue button to proceed to the Login page.

You are now ready to use the Employee Web Portal.

Click on the tab(s) at the top of the screen to access screens within the Employee Portal site.

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Accidents

The definition of an accident is when an individual is unintentionally injured.

Procedures:

- Report the accident immediately to the Director, Ext. 102 AND Nurse, Ext. 131
- The Nurse will assess the extent of injuries
- The Director and Nurse will initiate prompt first aid/medical services
- Only the Instructor, Nurse or Director should call 911 for emergency assistance, if needed
 - Notify the School Office that an ambulance has been called
- Staff will remove uninjured students from the accident site
- Nurse will notify the Director who will immediately notify the proper departments
- The Director and/or his designee will convene the local crisis response team
- Nurse will document actions and decisions concerning accidents

INSTRUCTOR:

1. Must complete an ***INSTRUCTOR ACCIDENT REPORT*** form (online form can be found under: *Google Drive: FORMS-CCCC*)
2. Submit form to Director

HEALTH/SAFETY OFFICER:

1. Must complete a ***HEALTH & SAFETY ACCIDENT REPORT*** form (online form can be found under: *Google Drive: FORMS-CCCC*)
2. Submit form to Director

Action Teams

The following Action Teams will be created to accommodate the additional needs of the Career Center:

- School Improvement/Open House
- Safety
- Senior Recognition Program/Fundraising
- Community Outreach

These teams will be comprised of approximately 5-7 Career Center staff members.

Each team will appoint a chairperson and all communication from the group to the Director *will originate from the chairperson.*

NOTE: Instructors – participating in these Action Teams falls under Domain 4: Professional

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Responsibilities in the teacher evaluation process.

Automated Message System Faculty/Student - OneCall Now

The OneCall Now automated messaging system will be used to notify Career Center employees, parents/guardians and students of important events or situations.

PLEASE NOTE: Students will continue to follow the communication by their home school for delays or cancellations as they have done in the past. The contact information is added to the OneCall Now automated system in order to provide a quick and efficient method of communicating critical information, such as a weather emergency, school emergency, lockdown or other announcements as needed. Below are a few reminders about receiving OneCall Now automated messages:

- The message is sent out simultaneously to the telephone number(s) we have on file.
- If you have Caller ID, the Career Center phone number 814-226-4391 will display on your phone.
- The OneCall Now system will automatically retry *busy* and *no answer* numbers.
- When you answer the phone:
 - You will hear OneCall Now's signature tones.
 - You will hear a slight pause while the system is determining if the phone was answered by a person or an answering machine.
 - You will then hear the message.
 - You may hang up after listening to the message.
- If a message was left on your answering machine and you need to enter a touch tone reply -OR- if your answering machine cut-off your message, you may retrieve the message by dialing 877-698-3261 or 866-321-4255 from any touch tone phone. At the greeting press "1" and enter your phone number (the number OneCall Now normally calls).

Text Messages

Because of the potentially high cost of receiving text messages, cell service providers require our group members to agree to receive text messages from OneCall Now before they can be contacted using the text messaging service. (*Please note you will be charged standard text messaging rates for all texts you receive via OneCall Now.*)

To "opt-in" and be able to receive any text messages sent out, you need to text the word Alert to 22300. Information to "opt-out" will be at the end of *each* text message sent and will say "*Reply STOP to opt-out*".

Emails

Staff email addresses (i.e. xxxxxx@clarioncte.org) are in the OneCall Now database. When an email message is sent, the sender name will display as *mail@notify.onecallnow.com* and the opening line will read "Notification from Clarion County Career Center". To avoid messages from being regarded as Spam, you may want to add *mail@notify.onecallnow.com* to your email address book.

Please email or see Confidential Secretary if you:

- Need to add, remove or update any phone numbers or emails
- Need a specific message sent to your group of students (Reminder: the Director must approve any external communications prior to them being sent.)

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- Want your OAC members added to OneCall Now for an automated meeting reminder message

Calendar – Important Dates

School Calendar and Monthly Calendars can be found on: *Google Drive: FORMS-CCCC*.
Below are important dates for the 2017-2018 school calendar (subject to change):

August 28, 29	In-Service
August 30	First day of school
September 4	Off – Labor Day
October 6	Off – ALF
November 23, 24	Off - Thanksgiving break
November 27	Off - Thanksgiving break
November 28	Act 80 Day
December 25 through January 1	Off – Holiday break
January 15	Act 80 Day
February 16	Snow Make-up day
February 19	Act 80 Day
March 28, 29	Snow Make-up days
March 30	Off - Spring Break
April 2	Snow Make-up day
May 28	Off – Memorial Day
May 31	Last day for students
June 1	In Service

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Co-op Return Dates

August 30	January 19
September 15	February 2
September 29	February 15
October 13	March 2
October 27	March 14-NOCTI written
November 10	March 15-NOCTI written
November 22	March 27
December 8	April 13 - NOCTI practical
December 22	April 27 – Honor Society Induction
January 5	May 11

Constitution Celebration

A day set aside by Federal Law for Educational Institutions to honor the signing of the U.S. Constitution on September 17, 1787. “Liberty Day” information and activity ideas for classrooms can be found at <http://libertyday.org>

Elections

All shops – September 15, 2017. **Be sure to provide a list of your shop officers to the Guidance Counselor, Business Manager and Confidential Secretary.**

Student Congress – September 22, 2017

Open House - November 9, 2017

New Student/Parent Night – March 15, 2018

Honor Society Induction - April 27, 2018

Senior Recognition Program - May 24, 2018

Veterans Day - November 11th (November 10, 2017) - activities to commemorate Veteran’s Day will be conducted by Police Science.

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Cell Phone Use by Staff

Faculty members and office personnel are free to use their cell phones in the building before and after school, during their preparatory periods and lunch. However faculty members and office personnel should make sure their cell phones are not being used in front of students or visitors. The use of texting on cell phones is included.

Child Abuse Act 124 (Child Protective Services Law)

Who is mandated to report child abuse?

The Child Protective Services Law, Act 124, specifies that all persons in a professional capacity who come in contact with children and who have reason to believe, based on professional or other training, that a child is an abused child, must report these cases.

Who should be notified in the school of suspected child abuse?

The school professional shall immediately notify the Director or the designated person in charge. Upon notification, the Director or designated agent shall assume the responsibility and have the legal obligation to report or cause a report to be made in accordance with Act 124 reporting procedure.

What are the child abuse reporting procedures?

If an Instructor suspects child abuse, it is their legal responsibility to contact the Guidance Counselor, Special Needs Coordinator or Director immediately. The Instructor is not required to prove an abuse situation; if abuse is suspected, the Instructor must report it.

(refer to ***CHILD ABUSE RESPONSE PROTOCOL*** procedures on page 12)

Can mandated reporters be held liable for reporting suspected child abuse?

No, mandated reporters are granted immunity from civil and criminal liability if a report is made in good faith. The immunity remains in effect even if the suspicion of abuse was not correct.

Is the identity of a person reporting cases of suspected child abuse kept confidential?

Yes, Act 124 mandates that the identity of all persons reporting cases of suspected child abuse is kept confidential.

Confidentiality of Student Abuse Reports

The school employee may not reveal the existence or content of a report of student abuse to anyone who does not have a legitimate interest and responsibility to investigate the allegations; persons who may

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share the school employee information will include, but are not limited to, school officials, county agency staff, and law enforcement officials.

Child Abuse – Guiding Principles

In any situation where you suspect that a child has been abused, **you are required** as a mandated reporter to report your suspicions immediately to the Director. Your identity will be kept strictly confidential.

When a student discloses abuse to you remember these guiding principles:

- ✓ Let the student do the talking
- ✓ Ask: Who? What? When? Where?
- ✓ Be calm
- ✓ Use language ONLY AFTER you've heard it from the student
- ✓ Don't use *your* terms for anything. (Describing anatomy.)
- ✓ Ask open ended and non-suggestive questions
 - Example: Where did it happen?
- ✓ Don't ask leading, suggestive or coercive questions
 - Example: Did it happen in your bedroom?
- ✓ Establish who the alleged perpetrator is
- ✓ Don't ask credibility questions
 - Example: Have you been fighting?
- ✓ Ask where it happened
- ✓ Ask when it happened and when was the last time it happened
- ✓ Ask them to clarify
- ✓ Don't assume anything
- ✓ Don't provide the student with information on your impressions, thoughts, etc.
- ✓ DOCUMENT THE ENCOUNTER ACCURATELY
 - Your documentation should include:
 - The student's statements (Verbatim if possible.)
 - Demeanor (How were they acting?)
 - Environment in which the student disclosed the situation to you.
 - Be factual (Avoid characterization. Document physical responses.)
- ✓ Inform Director and Guidance Counselor
- ✓ The person the student reports to makes the report to **Childline** at **[1-800-932-0313](tel:1-800-932-0313)**
- ✓ You must also navigate to the following website to make your report online: <https://www.compass.state.pa.us/cwis/public/home>

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Required Reporting

A school employee who has reasonable cause to suspect, on the basis of professional or other training and experience, that a student coming before the school employee in the employee's official or professional capacity is a victim of serious bodily injury or sexual exploitation by a school employee shall immediately notify the administrator of the alleged abuse or injury.

An administrator, and in certain cases a school employee (when the administrator is alleged to be responsible for inflicting the student abuse), shall refer immediately a report of abuse or injury alleged to have been committed by a school employee against a student on or after July 1, 1995, to law enforcement officials and the district attorney.

These requirements apply to suspected abuse or injury of a student whenever a school employee is functioning in his or her role as a school employee regardless of when or where the abuse or injury occurred.

When a school employee reports to an administrator that he/she suspects a student is the victim of student abuse, the administrator may not make an independent evaluation or investigation to decide whether or not to make a report to law enforcement officials and the district attorney; the administrator shall report immediately to a law enforcement official and the district attorney.

Penalties for Failure to Report

A school employee who willfully violates the mandate to report student abuse commits a summary offense; a school employee who, after being sentenced for failure to report, violates the mandate again, commits a misdemeanor of the third degree.

An administrator who willfully fails to make a report as mandated by law commits a misdemeanor of the third degree.

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Child Abuse Response Protocol

REPORTING:

1. All employees of the Clarion County Career Center are considered mandatory reporters.
2. ANY staff member with a concern or knowledge of abuse is required to report the abuse.
3. Clarion County Career Center staff will be required to access the site below to report a suspicion of abuse. You will need to create an account.
<https://www.compass.state.pa.us/cwis/public/home>
4. Reporter will then contact Counselor*, and fill out CCCC Child Abuse Report form
 - a. Counselor alerts Director**
1. Nurse and Counselor review CCCC Child Abuse Report form
 - a. Nurse examines child, if appropriate, and adds comments to form
 - b. Nurse takes photos, if appropriate
 - c. Nurse determines if child needs to be transported to hospital for x-rays/tests
1. Counselor reviews CCCC Child Abuse Report form with Director
2. Counselor completes form CY47
3. Counselor calls local CYS (814-226-9280 or 1-800-577-9280)
 - a. Fax form CY47 to local CYS within 48 hours (Fax # 814-226-5430)
1. Director calls sending school principal
 - a. A-C Valley (724-659-4661)
 - b. Clarion Area (814-226-8112)
 - c. Clarion-Limestone (814-764-5111)
 - d. Keystone (814-797-1261)
 - e. North Clarion (814-744-8544)
 - f. Redbank Valley (814-275-2424)
 - g. Union (814-473-3121)
1. Copy of CCCC Child Abuse Report form and form CY47 are filed in student folder in office
2. State Police notified if Director determines need

FOLLOW-UP:

1. Counselor calls local CYS within two weeks to learn final status of investigation and what services and/or supports are provided or arranged by the county agency
2. Counselor reports follow-up to original Reporter, Nurse and Director
3. Follow-up notes should be added to CCCC Child Abuse Report form

*If Counselor is unavailable, the Special Needs Coordinator is notified.

**If Director is unavailable, then his designee is notified.

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Clarion County Career Center - Child Abuse Report Form

(Top Portion Filled Out by Reporter) – PLEASE PRINT

DATE:	
Location:	
Reporter:	
Name of student:	
REPORTED TO:	
Anecdotal: Write a description of what was seen, heard, reported-when? By whom? (Use back of form, if necessary)	

(Bottom portion filled out by Counselor)

ACTION TAKEN: (check all appropriate)

ACTION	√	ADDITIONAL DETAILS
Photos Taken		By:
Taken to hospital		By: X-rays/medical tests:
ChildLine called (800-932-0313)		By:
		Time:
		Date:
		Person Spoken To:
Clarion CYS called (814-226-9280)		By:
		Time:
		Date:
		Person Spoken To:
CY47 Form completed		Completed by:
		Faxed to:
		By:
		Mailed to:
		Faxed to:
Follow-up to Clarion CYS		By:
		Date:
		Determination:
		Services:
Follow-up information		By:

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given to original reporter		Time:
		Date:

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Civility Policy

Members of the Clarion County Career Center staff will treat parents, co-workers and other members of the public with respect and expect the same in return.

The school is committed to maintaining orderly educational and administrative processes in keeping the school and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds. This policy promotes mutual respect, civility and orderly conduct among school employees, parents and the public.

This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting school employees as positive role models to the children of this school, as well as the community, the Clarion County Career Center encourages positive communication and discourages volatile, hostile or aggressive actions.

Classroom Management

Instructors shall provide administration with a copy of their classroom rules/guidelines and penalties for those infractions for approval at the beginning of the school year.

It is important that each instructor be able to maintain proper shop control at all times and that this be done in a manner consistent with the philosophy of the school. The following suggestions are offered in order to establish and maintain an effective shop atmosphere:

- Be business-like
- Be prepared
- Keep your lessons and presentations interesting and keep your students busy at all times
- Know when to overlook
- Be consistent
- Do not bluff
- Be fair
- Do not pretend you know everything – If you do not know an answer say, “I don’t know, let’s look it up.”
- Get to know your students
- Keep your sense of humor
- Maintain visual access

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Conference Requests

DIRECTOR APPROVAL ONLY

(Conferences which do not require an overnight stay and have a cost of less than \$100)

1. Complete the ***CONFERENCE REQUEST*** form (online form can be found under: *Google Drive: FORMS-CCCC*) and submit to the Director for approval
2. Director will determine approval
3. Enter the conference date into the Employee Portal

JOC APPROVAL REQUIRED

(Conferences where total cost is over \$100 and/or over-night stay is required)

1. Complete the ***CONFERENCE REQUEST*** form (online form can be found under: *Google Drive: FORMS-CCCC*) and submit to the Director *in advance of next scheduled JOC meeting*
2. Request will be added to the upcoming JOC meeting agenda
3. Registration is not to be completed until *after* the JOC has approved request
 - a. JOC Board Secretary (Linda) will notify employee of approval
4. Enter the conference date into the Employee Portal
5. Complete conference registration and/or hotel reservations

Submit your conference request in adequate time for board approval. (Use the same dates as the bill cutoff dates on the monthly calendar found on *Google Drive: FORMS-CCCC*)

The employee is responsible for making their own reservations for the conference and hotel/motel.

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Confidential Communications

Information revealed by a student in confidence to an instructor or school official is **not** privileged and may be repeated by that person without the student's permission.

However, information received from a student in confidence by a school nurse or school psychologist in a public or private school, while in course of their professional duties, is privileged information to the extent that it cannot be divulged in any legal proceeding, civil or criminal, without the consent of the student, or if still a minor, the student's parents. However, such information may be revealed without the student's consent to the student's parents, to teachers or the administration where the health, welfare or safety of the student or other persons is clearly in jeopardy.

An exception to the above is information revealed by the student concerning child abuse, neglect or injury, which the recipient is under legal duty to report to the authorities.

Confidential Student Records

Career Center employees will follow the rules of confidentiality with regards to privileged records information for all students, especially concerning special populations students.

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Course Content

All programs shall provide an organized process of learning experiences designed to develop integrated academic and occupational skills, knowledge, attitude, work habits and leadership ability for entry into and advancement within various levels of employment in the occupational area. The curriculum will be designed to achieve the student learning outcomes identified in the strategic plan. Courses shall be developed in the planned course format and be accessible to all high school students. Courses shall include content based upon occupational analysis, clearly stated performance objectives deemed critical to successful employment and assessment of student competencies based upon occupational analysis, clearly stated performance objectives deemed critical to successful employment and assessment of student competencies based upon preset performance standards and aligned with the PA assessment anchors.

Technical education programs shall consist of a series of planned academic and technical education courses that are articulated with one another so that knowledge, skills, attitudes and behaviors are taught in a systematic manner. The planned course is based on a written plan which consists of learning outcomes of the course to be achieved by all students, content (including materials and activities, and estimated instructional time to be devoted to achieving the learning outcomes), and the relationship of the learning outcomes of the course to those identified by the school entity and procedures for assessment for the learning outcomes. Follow, track and document student progress as it relates to Program of Study task list.

The primary objective of an occupational program is to provide job information and help students acquire specific occupational skills, efficient work habits and positive attitudes about the personal, social and economic significance of work.

A technical education course shall identify performance objectives consisting of the following four parts:

- The conditions under which the task will be performed
- A description of the task
- The industry standard for how well the task shall be performed
- Alignment with Career and Technical Education state standards and the PA assessment anchors.

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CTSOs (Career & Technical Education Student Organizations)

Recognized student organizations are an integral part of the technical education program. Instruction shall provide for the development of human relations skills; knowledge of occupations; leadership competencies and positive attitudes towards fulfilling occupational, civic, social and community responsibilities. Members of technical student organizations shall be under the direct supervision of the Instructor of the respective technical education program.

HOSA

HOSA is a national student organization recognized by the U.S. Department of Education and the Health Science Education (HSE) Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the healthcare industry and to enhance the delivery of quality healthcare to all people. HOSA's goal is to encourage all health science instructors and students to join and be actively involved in the HSE-HOSA Partnership.

HOSA provides a unique program of leadership development, motivation, and recognition exclusively for secondary, postsecondary, adult, and collegiate students enrolled in health science education and biomedical science programs or with interests in pursuing careers in the health professions. HOSA is 100% health care!

SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. SkillsUSA's mission is to empower its members to become world-class workers, leaders and responsible American citizens.

Officers will participate in the SkillsUSA leadership conference which will also be paid for by the school. As a benefit for being a shop president or vice president, the membership dues for SkillsUSA will be paid for by the Career Center.

Student Congress

Student Congress is made up of all program students, with specific students who are elected into an officer position in their program.

All presidents and vice presidents must maintain academic and discipline standards. Students who do not meet standards will be ineligible to be an officer. Each student may have no more than one discipline report and must earn passing grades during their entire stay at the Career Center.

Monies collected through each program's fundraising efforts are placed into a student congress account for each program. When funds are to be used, students vote on the use of the money and a **Student Congress Requisition** form is to be completed. All student congress requisitions must be completed on both the front and the back and have all required signatures **before a purchase is made**. The Student Congress Requisition can be found on *Google Drive: FORMS-CCCC*.

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Death of a Student/Staff Member at School

1. Nurse should be notified as soon as death occurs and should document all information as soon as it is available
2. Nurse will notify the Director who will immediately notify the proper departments
3. The Director or his designee will convene the Crisis Response Team, if needed.
4. The Nurse will call 911. Make sure the 911 operator understands that there has been a death at the school.
5. Assigned staff will:
 - secure the area
 - clear affected classroom(s)/hallway(s) of students
 - segregate witnesses
 - protect the scene of the event
6. The Director will notify the deceased person's family
7. The Director may appoint a school liaison – this person should be the one in direct contact with the family
8. The deceased family's wishes should be followed
9. The personal belongings of the deceased should be removed and protected so that they can be given to the family.
10. The Director will be responsible for controlling the release of all information concerning the death of a staff member or student
11. Issues regarding confidentiality and the student's right to privacy should be maintained
12. Dispel rumors and refer all rumors to the Director
13. The details of the funeral should be shared with the entire staff

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Death of a Student/Staff Member Outside School

1. The Director should initiate the automated OneCall Now system to inform staff members of the tragedy and schedule an early morning meeting. The phone call and morning meeting reduce the risk of faculty and staff arriving at school uninformed.

Classroom Procedure:

1. The Director should announce the death of the instructor/student and the known facts of the death to the morning and afternoon sessions (or to the entire student body). Instructors should follow through on the announcement as dictated.
2. Faculty and staff members should remain as calm as possible and serve as a “source of strength” for students. Do not attempt to explain why a person dies or has committed suicide.
3. Students should be allowed to express their grief and discuss openly their feelings, fears and concerns that surround the events.
4. Instructors should refer to the crisis counseling team any student who appears to have difficulty coping with the death of the instructor/student.
5. Funeral arrangements should be explained and students should be informed that they will be allowed to attend the funeral if they have a note from home. The Director might consider holding a memorial assembly program based on the student response to the death.
6. The school should return to its regular schedule as soon as possible.
7. The personal belongings of the deceased should be removed and protected so that they can be given to the family at a later date.
8. Dispel rumors and refer all rumors to the Director

Days Following a Death/Suicide Procedure

Instructors should remain on the lookout for students who might show signs of depression related to the recent death/suicide. These students should be referred for counseling. Parents of the depressed students should be contacted and invited to a special meeting to help their child understand and cope with his or her feelings.

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Discipline Code

- Explain the discipline code to all students.
- Be sure they know it is located in their student handbook.
- **Do not forget to explain to any new student throughout the year.**

Level I infractions are to be handled by the instructor and documented on Jupiter Grades.

All infractions of the discipline code must be reported to the Confidential Secretary (extension 103) before the student is sent to the office. Please send a referral form to the office with the student.

Exclusion from the Career Center may take the form of suspension or expulsion.

“*Suspension*” shall mean exclusion from the Career Center for an offense for a period of one to ten school days, after an informal hearing with school officials, the student and the student’s parents, in accordance with policies established by the Joint Operating Committee.

“*Expulsion*” shall mean exclusion from the Career Center for an offense for a period exceeding 10 school days and may be permanent expulsion from the Career Center.

*All suspensions and all expulsions require a prior formal hearing. Instructors must maintain records on all incidents in Jupiter Grades.

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Discipline Hierarchy
Level 1 Offenses

(1 disciplinary point per infraction – starting at 2nd Offense)

Violation	1 st Offense	2 nd Offense	3 rd Offense (or higher)
Possession/Use of restricted items (Items which are disruptive in nature)	Warning	1 days CEC class	Becomes a Level 2 Offense
Minor disruptive behavior	Warning	1 days CEC class	Becomes a Level 2 Offense
Misconduct in the Hallways	Warning	1 days CEC class	Becomes a Level 2 Offense
Failure to follow safety regulations	Warning	1 days CEC class	Becomes a Level 2 Offense
Inappropriate language	Warning	1 days CEC class	Becomes a Level 2 Offense
Public display of affection	Warning	1 days CEC class	Becomes a Level 2 Offense
Defiance/Disrespect	Warning	1 days CEC class	Becomes a Level 2 Offense
Dress code violation	Warning	1 days CEC class	Becomes a Level 2 Offense
Failure to follow directions	Warning	1 days CEC class	Becomes a Level 2 Offense
Safety violations	Warning	1 days CEC class	Becomes a Level 2 Offense
Other (Administrative Use Only)	Warning	1 days CEC class	Becomes a Level 2 Offense

** A minor level 1 offense is expected to be handled by the shop instructor. Examples of corrective actions for 1st offense level 1 can be: Verbal Reprimand, loss of privileges, conference with student, contact with parent, etc.

** Level 1 offenses handled by shop instructor are required to be documented in Jupiter Grades. So that progressive discipline can be enforced.

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Level 2 Offenses

(2 disciplinary points per infraction)

Violation	1 st Offense	2 nd Offense	3 rd Offense (or higher)
Repeated (3 or more cumulative) level 1 violations	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Major Insubordination	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Driving to school without permission	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Misconduct on field trips, etc.	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Failure to serve CEC class	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Throwing of non-injurious objects	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Leaving school without permission	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Cheating	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Theft/Stealing (\$50 over, less \$300)	2 Day CEC Class (Notification of Authorities)	3 Days CEC Class (Notification of Authorities)	Becomes a Level 3 Offense (Notification of Authorities)
Theft/Stealing (\$0 - \$50)	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense (Notification of authorities)
Possession of Prescribed or Over the Counter Medications	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense
Other (Administrative Use Only)	2 Day CEC Class	3 Days CEC Class	Becomes a Level 3 Offense

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Level 3 Offenses

(3 disciplinary points per infraction)

Violation	1 st Offense	2 nd Offense	3 rd Offense (or higher)
Repeated (3 or more cumulative) level 2 violations	3 Days CEC Class	3 Days OSS	3 Days Suspension (Conference with Parents in Person)
Defacing school property	3 Days CEC Class (Students will pay the replacement cost for all damaged property)	3 Days OSS (Students will pay the replacement cost for all damaged property)	5 Days Suspension (Students will pay the replacement cost for all damaged property) (Conference with Parents in Person)
Insubordination/defiance/ Extreme Disrespect	3 Days CEC Class	3 Days OSS	3 Days Suspension (Conference with Parents in Person)
Threatening/intimidation of others	3 Days CEC Class	3 Days OSS	10 Days Suspension (Conference with Parents in Person)
Bullying (harassment)	3 Days CEC Class	3 Days OSS	10 Days Suspension (Conference with Parents in Person)
Smoking/Possession of Tobacco, E-Cigarette, Paraphernalia for smoking tobacco	3 Days CEC Class (Referral to district magistrate)	3 Days OSS (Referral to district magistrate)	3 Days Suspension (Referral to district magistrate) (Conference with Parents in Person)
Lewd/Obscene Acts	3 Days CEC Class	3 Days OSS	10 Days Suspension (Conference with Parents in Person)
Theft/Stealing (Above \$300)	3 Days CEC Class (Notification of authorities)	3 Days OSS (Notification of authorities)	10 Days Suspension (Notification of authorities and recommendation for expulsion)
Minor altercation – Physical altercation without the use of excessive force	3 Days CEC Class	3 Days OSS	3 Days Suspension (Conference with Parents in Person)

Sexual Harassment	3 Days CEC Class	3 Days OSS	3 Days Suspension (Conference with Parents in Person)
Racial/Ethnic Intimidation	3 Days CEC Class	3 Days OSS	3 Days Suspension (Conference with Parents in Person)
Other	TBD	TBD	TBD

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(Administrative Use Only)			
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Level 4 Offenses

(4 disciplinary points per infraction)

Violation	1 st Offense	2 nd Offense	3 rd Offense (or higher)
Assault and battery	5 Days OSS Informal Hearing with Parents (Referred to the State Police for criminal charges)	10 Days OSS Informal Hearing with Parents (Referred to the State Police for criminal charges)	Becomes a Level 5 Offense
Possession or Consumption of Alcohol	10 Days OSS Informal Hearing with Parents (Referred to the State Police for criminal charges)	10 Days OSS Informal Hearing with Parents (Referred to the State Police for criminal charges)	Becomes a Level 5 Offense
Terroristic Threats	3 Days OSS (Referred to the State Police for criminal charges if necessary)	5 Days OSS Informal Hearing with Parents (Referred to the State Police for criminal charges)	Becomes a Level 5 Offense

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Level 5 Offenses

Violation	1 st Offense
Possession/use of firearms	<p>Student will be recommended to the Director for expulsion. If approved, the Director will refer the student to the home school for disciplinary action, which may include an expulsion hearing.</p> <p>(Students will pay the replacement cost for all damaged property)</p>
Possession/use of cutting instruments	<p>Student will be recommended to the Director for expulsion. If approved, the Director will refer the student to the home school for disciplinary action, which may include an expulsion hearing.</p> <p>(Students will pay the replacement cost for all damaged property)</p>
Threats or bomb scares	<p>Student will be recommended to the Director for expulsion. If approved, the Director will refer the student to the home school for disciplinary action, which may include an expulsion hearing.</p> <p>(Students will pay the replacement cost for all damaged property)</p>
Unauthorized use of school fire alarm	<p>Student will be recommended to the Director for expulsion. If approved, the Director will refer the student to the home school for disciplinary action, which may include an expulsion hearing.</p>
Possession/under the influence of illegal substances	<p>Student will be recommended to the Director for expulsion. If approved, the Director will refer the student to the home school for disciplinary action, which may include an expulsion hearing.</p> <p>(Students will pay the replacement cost for all damaged property)</p>

Points Overview

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Students may have one point removed from their cumulative point record for the year by displaying good behavior (no new referrals) for one month following their last referral. Each additional month which passes without a referral will result in the removal of one additional point.

When transferring from one level offense to another due to chronic infractions, each subsequent infraction is automatically considered one of the next level offenses and adds cumulatively to those previously committed.

Example: Four parking violations would equal two level 2 offenses rather than one level 2 offense and one level 1 offense.

STUDENT ACCUMULATES:	ACTION TAKEN:
6 disciplinary action points	Conference with: <ul style="list-style-type: none">● student's parent(s)/guardian(s)● student● Director Appropriate measures to change behavior will be recommended.
10 disciplinary action points	Conference with: <ul style="list-style-type: none">● student's parent(s)/guardian(s)● student● Director● Guidance counselor To formulate a behavioral modification plan to address the student's needs.
13 disciplinary action points	Conference with: <ul style="list-style-type: none">● student's parent(s)/guardian(s)● student● Guidance counselor● Director● Sending school Principal To adjust the student's behavioral modification plan.
15 disciplinary action points	Student will be recommended for return to home school

- Points will be evaluated at the conclusion of each month. No special considerations will be made.
- Community service may be substituted for discipline points for infractions of levels 1, 2 or 3 only. The student is responsible for arranging the community service with an outside agency and must gain the approval of the Director prior to beginning the service work. (A community service approval form must be filled out and submitted to the Director.) Each 5 hours of community service may be substituted for 1 disciplinary action point up to a maximum of 5 points or 25 community service hours.

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Summary

The ability to maintain an environment, which is conducive to learning, is essential in helping our students to grow. Therefore, students must prove their ability to function in an orderly fashion within their learning environment. A progressive disciplinary system allows students an opportunity to learn from their behavioral mistakes without the fear of excessive punishment. Such a system allows for fair and consistent action concerning inappropriate behavior, while informing students as well as parents in advance of action to be taken in the event an inappropriate behavior is exhibited.

As per disciplinary procedures, it must be emphasized that repeated or excessive behavioral issues may be the reason for return to the sending district or expulsion. The Director may recommend such action, as records will be under their review monthly. However, the final judgment on returning any student to the sending school district rests with the Director.

Dangerous Weapons in the School

Weapons shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, explosive, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Any unauthorized loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student's parents/guardians and shall be reported to the local law enforcement officials. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. The Director shall expel from school for a period of not less than one (1) year, any student who violates this policy and shall report such incidents relating to expulsion to the Department of Education. The Director may recommend discipline short of expulsion on a case-by-case basis.

Weapons under the control of law enforcement personnel are permitted. The Director may prescribe special conditions or procedures to be followed before giving such authorization.

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Dress Code – Staff

The perception that the students, parents and community have of a staff member will most certainly impact upon the success that the individual will have. It is important that you remember how impressionable students are at the junior-senior high school age and how your appearance and demeanor can impact them.

The Career Center expects the staff to appear professional. It is expected that your attire will be that of an adult professional in your field. This includes footwear appropriate for the training area.

No open-toed shoes or sandals are permitted anywhere in the Automotive, Diesel, Construction, Culinary or Welding programs.

Any clothing that would expose undergarments, a bare midriff, torso or cleavage, or is so revealing that it would call undue attention to the wearer may not be worn.

All tops shall be long enough to be easily tucked in the waistband.

Sleeveless tops are permitted, but no bare shoulders, backs or sides.

Driving/Parking Permits - Staff

Any employee who drives to school and parks their vehicle on school property must register their vehicles with the Attendance Office. Year-round employees, Practical Nursing employees and Maintenance are to park in designated areas.

1. Complete a **Staff Vehicle Registration** form for all of the employee's vehicles
 - a. Form can be obtained from:
 - Attendance Office
 - *Google Drive under FORMS-CCCC*
2. Staff members must display the parking tag on the rearview mirror of the vehicle
3. Staff members are required to abide by all school traffic signage and park within the white markings in the parking lot.
4. The staff member is responsible for any damage done to school property or other vehicles.
5. The Career Center is not responsible for theft and/or vandalism to staff member's vehicle.

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Driving Permits - Student

All students are required to have a driving/riding permit approved before driving or riding with another student to the Career Center.

One-day permits must be requested in advance and the completed request returned to the Attendance Officer the day before the driving/riding is requested.

Driving Permit Request form can be obtained from:

- Attendance Office
- *Google Drive under FORMS-CCCC*

It is the responsibility of the sending school to provide transportation to and from regular Career Center classes. The local school and the Career Center are responsible for the student from the time they leave home until they return.

No full time driving permit tags will be issued without a written request from the parent/guardian AND home school principal. Driving approval is subject to administrative discretion. Only in extraordinary cases will they be awarded.

1. Any person who drives to school must obtain an assigned permit tag from the Attendance Officer and **display it on the rearview mirror of the vehicle.**
2. Permit tags must be obtained 2 days prior to the date the student is allowed to drive.
3. Students must have a specific reason for driving:
 - Doctor appointment
 - Co-op
 - Repair work on personal vehicle
 - Job interview
 - School activity
 - Work after school
4. Students who have a permit tag must arrive at the Career Center *before or at the same time* the buses from their district arrive. Student drivers may lose their driving permit for continually arriving late or too early.
5. No passengers are permitted, NO exceptions.
6. Students are required to abide by all school traffic signage and park within the white markings in the parking lot on the right side of the building (Auto & Diesel garage door side).
7. Students are not permitted to go to their cars during school hours without prior approval from their instructor or the office and must be accompanied by a staff member.
8. Students are NOT permitted to have tobacco products, firearms or weapons of any kind in the vehicles they drive and park on school property- regardless of whether said items are their property or another person's property.
9. Students must park their vehicles and proceed immediately to their designated shop area through the front entrance. No congregating in the parking lot or halls!
10. The student is responsible for any damage done to school property or other vehicles.
11. The Career Center is not responsible for theft and/or vandalism to student's vehicles.

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12. Permit tag fees:

- | | | |
|----------------|---|-----------------------|
| · 1st issue | - | No charge |
| · Replacements | - | \$5.00 per occurrence |

Riding Permits - Student

It is the responsibility of your high school to provide transportation to and from regular Career Center classes. The local school and the Career Center are responsible for you from the time you leave home until you return there.

No Riding permits will be issued without a written request from the parent/guardian AND home school principal.

Riding permit approval is subject to administrative discretion. Only in extraordinary cases will they be awarded.

1. Any student who requests to ride to the Career Center with another student must complete a **Riding Permit Request** form. Forms can be obtained:
 - a. In the Attendance Office
 - b. *On Google Drive under: FORMS-CCCC*
2. Permits must be obtained 2 days prior to the date the student is allowed to ride.
3. Students must have a specific reason for riding, i.e.
 - Doctor appointment
 - School activity
 - Job interview
 - Work after school
4. Students who have a riding permit must arrive at the Career Center *before or at the same time* the buses from their district arrive.
5. Students are not permitted to go to cars during school hours without prior approval from their instructor or the office and must be accompanied by a staff member.
6. Students must proceed immediately to their designated shop area through the front entrance. No congregating in the parking lot or halls!
7. The student is responsible for any damage done to school property or other vehicles.
8. The Career Center is not responsible for theft and/or vandalism to student's vehicles or personal property.

NOTE: Additional details on Riding Permit Rules and Regulations, Infractions and Disciplinary Actions can be found in the Student Handbook.

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Drug and Alcohol Policy/Enforcement Procedures

It is the Clarion County Career Center's policy to prevent and prohibit the possession and/or use of drugs and alcohol.

Notify the Director or guidance personnel of any suspicions regarding drug and/or alcohol use. Document your findings.

Instructors should be urged to discuss problems with students in regard to the subject of drugs. However, the Instructor should realize that he/she is not protected by the confidentiality code. He/she should decide when it is in the best interest of the student to refer him/her to the school counselor.

Emergency Situations

In the event that an emergency situation arises notify office personnel and refer to Emergency Procedures booklet.

Expenses

Expenses reimbursed for employee meals will be as follows:

- Reimbursement for employee breakfast will not exceed \$10.00.
- Reimbursement for employee lunch will not exceed \$12.00.
- Reimbursement for employee dinner will not exceed \$15.00.

School vehicles **must** be used, if available.

Employees will be paid the current IRS mileage rate for the following:

If the employee is traveling from his/her residence to the activity, the mileage that would have been traveled from the residence to the Career Center must be deducted. If the employee is traveling from the Career Center to an activity the mileage will be calculated from the Career Center.

Expenses will be reimbursed for tolls/parking **with receipt only**.

All reimbursement requests must have **appropriate, itemized receipts turned in monthly**.

Tax Exempt

Employees **MUST** request no tax to be charged on all purchases, meals, etc. If tax is charged, it is the employee's responsibility to contact the vendor to have the tax reimbursed or the employee will reimburse the school for the tax amount.

The Tax Exempt form (Pennsylvania Exemption Certificate) may be obtained on *Google Drive*-

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FORMS-CCCC or from the Business Manager.

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FMLA- Family Medical Leave Act

Family and Medical Leave Act of 1993 requires covered employees to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons.

Employees are eligible if they have worked for their employers for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

Field Trips

During the year you may want to plan field trips to give your students more experience and opportunities to expand their learning.

- Anytime student(s) and Instructors travel off the school premises together, it is considered a field trip.
- The proposed trip is to be thoroughly discussed with the Director – who will verify with the sending school principal if Keystone exams are being conducted when the field trip is planned.
- Field trips are not to be scheduled during Keystone Exam testing time frames or after the end of April. Local field trips may be permissible in May, as long as they are completed within the regular AM or PM session time periods.
- Field trips requests must be submitted with enough lead time to obtain J.O.C. approval.

The Instructor should proceed with the necessary arrangements following the field trip pre-plan instructions.

Field Trip Guidelines and forms can be found on *Google Drive: FORMS-CCCC*.

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First Aid

School personnel are legally and personally responsible for the welfare of school students.

It is recommended that all adult personnel in the school take and pass a standard first aid course. The dangers inherent in technical education require the instructor to include first aid safety as part of the instruction. School personnel may render minor first aid only. A person giving first aid should be of calm judgment, aware of legal implications and have some training in first aid. The instructor's responsibility, in the event of an accident or injury, is to give immediate care that will protect the life and comfort of the injured person until authorized care is secured.

All injuries should be reported on an Accident Report form (refer to page 5) even if it only requires a Band-aid for treatment. In all open lesions, the student should be informed of the necessity for having a tetanus toxoid shot and the emergency card checked to see if one has been administered in the last five years. The instructor or the school should not assume responsibility for treatment of accidents that occur outside the school.

All serious injuries should be reported to the Nurse immediately, who will determine the need for further first aid, parental involvement, emergency treatment or an ambulance.

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Grades

Due dates are as follows:

<i>9 Weeks</i>	<i># of Days</i>	<i>Day #</i>	<i>Last day of grading period</i>	<i>Grades due to Office</i>
1 st	40	40	October 26	October 27
2 nd	45	85	January 10	January 11
3 rd	45	130	March 15	March 16
4 th	50	180	May 23	May 23

Assessing student performance provides the basis for assigning student grades. The grading system used by the instructor should be easy to administer and must be compatible with the school's grade requirement. Providing the student with a copy of the grading system as part of the course orientation helps them identify their responsibilities and prevents disputes over grades later.

The grades issued must reflect what students have accomplished. They should provide feedback to students so they know how they are doing and assist them in determining what they need to improve. Grades should also assist the instructor in identifying the effectiveness of the instruction provided and determine any teaching strategies that need to be changed.

Grades should identify the development of attitudes, knowledge and skills required on the job in a consistent and effective manner.

The grading scale is as follows:

93 – 100%	Advanced
86 – 92%	Proficient
76 – 85%	Basic
70 – 75%	Below Basic
0 – 69%	Needs remediation
I	Incomplete
M	Medical

Do not use + or – in grades.

Incomplete work is to be made up within ten days of the end of the grading period or receive a zero unless extenuating circumstances dictate otherwise.

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Grade Comments: – The grade comments that are to be used on the report cards are as follows:

1. Works to potential
2. Very cooperative
3. Contributes to class discussion
4. Commendable work
5. Excellent attitude and effort
6. Attitude in class has improved
7. Work improved this quarter
8. High grade – close to grade above
9. Low grade – close to grade below
10. Has excessive absence from class
11. Attendance has improved
12. Excellent attendance
13. Homework/assignments not completed
14. Does not respect authority
15. Does not participate in class
16. Not on task
17. Disruptive
18. Does not work to potential
19. Attitude has deteriorated
20. Please arrange for a conference
21. Money Owed
22. Missing tools or equipment
23. Does not follow classroom rules
24. Low test scores
25. Low daily work grade
26. Long term medical excuse

Grievance Policy

Follow the procedure as outlined in the appropriate contract.

Guest Speakers

All guest speakers must be pre-approved by the Director for outside persons to present/address your students.

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HIPAA

The Clarion County Career Center agrees to use appropriate and reasonable safeguards to prevent use or disclosure of the protected health information.

Hours

Instructor's hours are **7:50 a.m. until 3:20 p.m.**

All staff must sign in at the main office upon arrival via the Hall Pass system.

Should an emergency arise which necessitates an employee leaving, permission must be obtained from the Director or his designee. An instructor's work day is for seven hours, exclusive of a one-half hour duty-free lunch period, professional staff lunch periods will be set by administration.

The periods from **7:50 a.m. – first school arrival** each school day and **dismissal of the last afternoon school until 3:20 p.m.** is to be used as an instructor preparation period and/or staff meeting time.

Lunch break is **11:30 a.m. to 12:00 p.m.**

Arrival/Dismissal Chart and Bell Schedule can be found on *Google Drive: FORMS-CCCC*

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Housekeeping

Orderliness, neatness and cleanliness in each shop area are highly desirable and is the instructor's responsibility. Instructor awareness and cooperation in establishing the necessary means to accomplish such conditions will be appreciated.

Clean-up duties assigned to each student are a means toward this end. Ten minutes at the end of each session should be sufficient time for a good clean-up.

- Secure all doors, windows and cabinets before leaving
- Turn off all lights in classrooms and shop areas
- Maintain neat appearing desktops at all times
- Refrain from attaching items to painted surfaces. Display instructional posters, etc. on bulletin boards only
- Lock the hall door before leaving your shop especially at lunchtime.
 - Except in cases where an Adult Education class will be held in your area
- Do not sweep dirt or debris into the floor drains.

Maintenance Request Ticket

To request maintenance work to be done in your shop area, a maintenance ticket must be completed on the system. To enter a ticket:

1. Go to www.clarioncte.org
2. Select "School Information" and "Useful Links"
3. Select option for Support Tickets
4. Complete Log-in and Password
5. Click "Log In" button
6. Select "Tickets" from top of screen
7. Click on the "New support ticket" on the right side of screen to enter a new support ticket or view the ticket status page.
8. Fill in the general information about your ticket on the screen that displays, such as the subject, group/department the ticket is for, a detailed description of your request and you can also attach a file that may be needed to help with the support request.
9. Click "Submit"
10. Once you have submitted a ticket, you can see it listed under your tickets and the ticket status window. It will show you the department and/or agents it has been assigned to. You can also add additional comments by clicking in the "reply to this ticket" chat box. Chat details and ticket status updates will also be sent to your email.

A ticket will be generated and sent to Maintenance or Tech Support alerting them of the issue/request. The progress of the work, including when it is completed will be tracked on the ticket system. You will receive emails from the ticket system as the progression of the issue takes place.

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Insurance Benefits

When you have a “qualifying event” such as your son/daughter losing dependency coverage due to their age, college graduation, divorce, separation, etc. - you must notify the business office 30 days in advance of the qualifying date. If 30 days notice is not given, you will be responsible for the premiums charged.

- Medical insurance coverage up to age 26
- Dental insurance coverage up to age 20, unless in college, then up to age 26
- Vision insurance coverage up to age 19, unless in college, then up to age 26

Keys, Building Security

The building will be locked and staff may enter by using their PIN numbers from 6:30 a.m. – 6:30 p.m. weekdays during school.

- Keys will be issued by the Director to those persons requiring them and a key inventory will be maintained in the main office.
- Duplicating of any keys is not permissible and no one should have in their possession any unauthorized keys.
- **Keys must be checked in at the end of each school day in the assigned drawer in the office.**

It is recommended that the door key and the desk key be kept on separate key rings used by the Instructor.

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Leaving School Grounds - Student

Students are not permitted to leave the building during school hours unless they have received prior permission from the attendance office.

1. Students must have an excuse (permission will be granted only when authorized by the parent/guardian or sending school principal).
2. The student must turn in the note at the Attendance office before going to class.
3. The student must notify their Instructor when they will be leaving and confirm they turned in the note to the Attendance office.
4. Students are NOT to be dismissed until the Instructor is contacted by the Attendance Officer or Main Office staff.
5. The person picking up the student **MUST** come into the Main Office and sign out the student (even including when the pickup is at normal dismissal times).

The authorization should be obtained in writing, however in some cases a phone call or face-to-face interaction will be permitted. All requests should be directed to the Safety/Attendance Office.

Leaving School Grounds – Staff member

If a staff member needs to leave the school grounds during the regular work day (other than for lunch break):

1. Notify the Director by email (copy Business Manager for time tracking purposes)
2. Confirm your classroom has sub coverage planned, if applicable
3. Indicate out/in times in the office on the Hall Pass system.
4. Write the employee name on the office white board indicating the person is out of the building.

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Mailboxes/Email

To insure proper communication - every staff member should check their individual mailbox and email *daily*.

Material - for Instruction or Personal Projects

Supplies necessary for assigned instructional projects will be supplied by the school.

Materials for personal projects, even when approved by the instructor, **shall be paid for in advance** by the student. This includes the cost of materials if the student wishes to retain the project for future usage. A **Project Request** form must be completed. The form can be found on *Google Drive: FORMS-CCCC*.

Some instructional areas will require special clothing and/or uniforms. In such cases, it is the student's responsibility to purchase such items.

If the items are ordered through the Career Center, all items **must be paid for in advance**, including shipping cost. Uniforms will not be distributed until items are paid in full.

Media Coverage Procedure

The Director will be the official spokesperson for the school. All staff members should refer news personnel and media representatives to the Director or his designee.

Money

Any money to be deposited must have a green deposit slip with it. The green deposit slips can be obtained from the top row of the mailboxes.

All money should be turned in to the business office daily to be secured in the safe.

Charges accrued for food services must be paid monthly.

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NOCTI Tests / Testing Guidelines

The National Occupational Competency Testing Institute (NOCTI) will be offered to all seniors.

The test dates are: **March 14-15** for the written section and **April 13** for the practical section.

Instructors are not involved in administering NOCTI testing, but play an important role in preparing students for the testing by:

- Reviewing the testing (assessment) blueprints
- Incorporating information into instruction
- Reviewing testing (assessment) results and targeting areas for improvement

Instructors:

- Your access to testing questions and jobs is prohibited and is considered a breach of security.
- You will verify all shop areas, machines, etc. are adequately set up for testing.
- You should be accessible during the testing administration for liability purposes and to assist with the tasks that the evaluator cannot do (i.e., locate extra materials, shut off power, give a student a pass, etc.)
- You should NOT proctor or evaluate NOCTI testing under any circumstances
- You should direct all students who wish to drive on testing days to the Safety and Attendance Officer to obtain proper driving passes
- Students must remain at the Career Center until their normal dismissal time
- Morning students must return to their sending schools after their Career Center dismissal

Guidance:

- Ensure all Instructors are supplied with Assessment Blueprints and Study Guides. The Pre-NOCTI testing will be held on **September 27-29**. (Pre-NOCTI testing must be completed no later than October 13th).

Non-Discrimination Policy

The Clarion County Career Center will not discriminate in its educational programs, activities or employment practices, based on race, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, creed, marital status, veteran's status or any legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

The Clarion County Career Center employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with

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disabilities, should contact the Affirmative Action Officer, Clarion County Career Center, 447 Career Lane, Shippensburg, PA 16254, telephone 814-226-4391.

Occupational Advisory Committee (OAC)

An Occupational Advisory Committee shall be established for each technical educational course. The use of the advisory committees enables educational authorities to build programs that are based on the real needs of the community.

The committee shall meet according to the following:

- Fall meeting must be completed *before* **November 17, 2017**.
- Spring meeting must be completed *before* **April 13, 2018**.

Instructor Responsibilities:

- Responsible for the continuing function of the Occupational Advisory Committee for their shop
- To maintain correct and current OAC member contact information
- To schedule the meeting and to notify members of the upcoming meeting
- Must submit minutes of all meetings within two school days of the meeting
 - Official action needed: suggestions, concerns, etc. need to be highlighted in minutes and submitted to the Director, in order to present to the JOC for further action.

The meetings are to follow parliamentary procedure guidelines.

The advisory committee is to make recommendations and suggestions.

FOCUS OF FALL MEETING:

- Equipment
- Supplies

FOCUS OF SPRING MEETING:

- Facilities
- Safety

Outside Communications

All outside communications such as: news releases, promotional articles, web sites, flyers, Facebook, Chamber newsletters, publications, catalogs, advertising of any kind, etc. shall be emailed to the Confidential Secretary (for review/proofing) and the Director for **approval** prior to submitting any

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media.

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Parent Contact

Instructors are required to maintain evidence of ***all*** Parent/Guardian contact. These records must be kept to be used in the Instructor's Educator Effectiveness review. Contact **must** be made by one or more of the following; phone, e-mail via Jupiter Grades, letter, or parent conference.

Requirement:

Each instructor is required to document all parent/guardian contact in Jupiter Grades.

Parent/Teachers Conference

Parent/teacher conferences may be initiated by the Parent/Guardian, Director, Guidance or the Special Populations Coordinator.

1. The Instructor should be informed that a conference is to be held.
 - a. The conference should be scheduled with the Instructor to have the least impact on the daily schedule for that Instructor's class.
 - b. Conferences or IEP meetings, if scheduled by an outside source such as the IU or the sending school Special Education Department, may not have as much flexibility in scheduling to meet the schedule of the Instructor.
2. If necessary, a substitute (instructional aides, if available) will be used to cover a classroom while the Instructor is in the meeting.
3. The Director or a Counselor will be made available if requested by the Instructor.
4. Parent conferences, when held, are support for an Instructor's professional evaluation under Domain IV "Professionalism" under communicating with families.

All staff are encouraged to view parent conferences as a way of providing positive communication to a parent on the performance of their student in class. The parent conference is also a way to seek input from the parent to learn a little more about the student's personality in order to help the student promote positive attitudes.

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Pay Schedule

Paychecks will be directly deposited by the 15th & 30th of each month, unless these dates fall on a legal holiday. In those instances, paychecks will be directly deposited on the preceding business day.

Power Failure

Procedure in the event of a power failure:

- Stop all activities if you are in an area that becomes dark or dimly lit.
- Do not use any hand tools.
- Do not go into the hallway or outside.
- Remain quiet

Instructor's Responsibility: Remain with your students for the entire duration of the power failure.

Student's Responsibility: Stay calm and quiet; any student creating a disturbance will be subject to discipline.

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Professional Adult/Student Boundaries

Board Policy 824 – Maintaining Professional Adult/Student Boundaries

Authority

This policy applies to school (center) employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school (center) grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term adults as used in this policy, does not include school (center) students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with school (center) students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Joint Operating Committee directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Joint Operating Committee policies, administrative regulations, rules and procedures.

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the school (center) or to interfere with participation in civic, religious or other outside organizations that include school (center) students.

Definition

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school (center) administration or other purposes within the scope of the adult's job duties.

Delegation of Responsibility

The Administrative Director or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Joint Operating Committee policy through employee and student handbooks, posting on the school (center) website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Guidelines

Independent contractors doing business with the school (center) shall ensure that their employees who have interaction with students or are present on school (center) grounds are informed of the provisions of this policy.

Adults shall establish and maintaining appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

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Prohibited Conduct

Romantic or Sexual Relationships:

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the school (center), regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact
2. Romantic flirtation, propositions, or sexual remarks
3. Sexual slurs, leering, epithets, sexual or derogatory comments
4. Personal comments about a student's body
5. Sexual jokes, notes, stories, drawings, gestures or pictures
6. Spreading sexual or romantic rumors
7. Touching a student's body or clothes in a sexual or intimate way
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner
10. Displaying or transmitting sexual objects, pictures, or depictions

Social Interactions:

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the Director.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, appropriate coaching instruction, or appropriate music instruction.)
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the Director.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the Director.

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14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs, tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other school (center) policies or by state or federal law and regulations.

Electronic Communications:

For purposes of this policy, electronic communication shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made my means of an internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, school (center)-provided email or other school (center)-provided communication devices shall be used when communicating electronically with students. The use of school (center)-provided email or other school (center)-provided communication devices shall be in accordance with school (center) policies and procedures.

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copies to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the school (center) for this purpose, without the prior written approval of the Director.

Exceptions:

An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

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Under no circumstances will an educational or other reason justify deviation from the “Romantic and Sexual Relationships” section of this policy.

There will be circumstances where personal relationships develop between an adult and a student’s family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nonschool (center)-related civic, religious, athletic, scouting or other organizations and programs whose participants may include school (center) students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult’s ability to serve in those roles. However, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct:

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Administrative Director or other administrator.

All school (center) employees, independent contractors and volunteers who have reasonable cause to suspect that a child is a victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Joint Operating Committee policy.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education of the required form, and shall report such misconduct to the Administrative Director and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.

If the Administrative Director or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, Operating Committee policy.

It is a violation of this policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.

Investigation:

Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of harassment.

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the report or any witnesses. If as the result of an investigation any individual,

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including the reported adult, the reporter, or a witness is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and school (center) policies. Obstruction includes, but is not limited to, violation of “no contact” orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

Disciplinary Action:

A school (center) employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable school (center) disciplinary policies and procedures.

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in the school (center) for an appropriate period of time or permanently, as determined by the Administrative Director or designee.

Training:

The school (center) shall provide training with respect to the provisions of this policy to current and new school (center) employees, volunteers and student teachers subject to this policy.

The school (center), at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

Progress Reports

A **Progress Report** form is to be completed for all students with a grade of **75% or below** at the mid-point of the nine week grading period. Complete the Progress Report using the online form, which is found on *Google Drive: FORMS-CCCC*. Instructors will either print copies of the Progress Reports or email them to the Confidential Secretary.

Copies of the report will be sent to:

- Parent/Guardian
- Sending School Principal
- CCCC Guidance Counselor
- CCCC Student Services/Special Populations Coordinator

An unsatisfactory report is an indication that the student is in danger of receiving a failing grade for the next report period if his/her work does not improve.

Submission dates will be posted on the staff monthly calendar for when to submit these reports to the Confidential Secretary. Monthly calendar and the Progress Report form can be found on: *Google*

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Drive: FORMS-CCCC.

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Purchase Requisition/Procurement Card Use

A **Purchase Requisition** form (refer to *Google Drive: FORMS-CCCC*) is to be completed and submitted to the Business Manager to determine if funds are available, for all purchases outside of normal supply ordering and/or when a vendor requires a purchase order.

Purchase requisitions need to state:

- the educational value
- vendor (complete name, address, phone number and fax number)
- amount of purchase

Do not order without prior approval through the completion of a requisition. Failure to do so – the employee will be responsible to pay for items ordered.

The Director will make the final decision on all purchases.

Shop specific items should be purchased by the Instructor. You are encouraged to comparison shop.

Employees that use the procurement card must follow and sign off on the established guidelines.

- You must tell the vendor the sale is tax exempt before it is finalized.
- If tax is charged it is your responsibility to have it removed or reimburse the school.
- Failure to comply with procurement card rules/usage will result in termination of card usage.

Immediate purchase needs may not require prior approval and will be reviewed on a case-by-case basis by the Director.

Returns

All items that are to be returned to the vendor must **completed by the person who ordered the item.**

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Safety

Career Center staff will follow Act 116 - Pennsylvania Eye Safety; providing for the use of eye protective devices by persons engaged in hazardous activities or exposed to known dangers in schools shall wear industrial quality eye protective devices at all times while engaged in such activities or exposed to such dangers. The individual instructor is responsible for holding safety classes for all students. Shop safety is the single most important lesson that you teach. Please plan these lessons and document their completion.

The following technical education standards shall be met:

- Safety instruction is practiced in the shop and classroom. Performance objective plan shall reflect evidence of safety presentations.
- Equipment guards and personal safety devices are in place and used.
- Work stations are barrier-free assuring accessibility and safety under Section 504 of the Rehabilitations Act of 1973.
- Provisions are made for safe practices to meet individual educational needs of handicapped persons under Section 504 of the Rehabilitations Act of 1973.
- Storage of materials and supplies meets safety codes and guidelines.

A signed safety completion form is required in each program for every student and must be kept on file. This is a liability issue that must be done yearly without fail. Returning students who need safety equipment may purchase hard hats and safety glasses from the Nurse, at the Instructor's discretion, on **August 30, 2017** in the Nurse Office.

New students will report to the Nurse, as coordinated with the individual instructor.

Safety Action Team (Staff)

A safety action team has been established consisting of staff members. Safety meetings are held monthly. If a safety issue arises, please contact the Safety Action Team Chairman.

Safety Committee (Student)

The Nurse will hold safety committee meetings. You will be notified of the dates and times.

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Salespersons or Agents

Instructors should not encourage salespersons to interfere with instruction.

Salespersons/agents are **not** permitted to solicit **at any time during class hours**. All salespersons shall check in at the main office.

All phone calls will be sent to the Instructor's voicemail during the school day.

Security Alerts

In the event of an emergency situation within the Clarion County Career Center, information will be provided to the parents and members of the community as soon as, and as often as possible. The Career Center will utilize its web site, letters home, phone chains, OneCall Now system and other communication vehicles whenever necessary.

These communication methods will be utilized when the following situations affect the Career Center:

- Severe weather emergencies (not regular delays or cancellations)
- National or world catastrophic events
- Medical situations (such as flu epidemics or pandemics)

Security of Student Belongings

Remind your students that security of their belongings is their responsibility. Valuables should not be left in lockers or unattended. Students should be reminded to keep their lockers locked at all times.

Locks and lockers are the property of the school and subject to inspection as determined necessary or appropriate.

It is recommended that the Instructor check student lockers once each nine weeks for neatness and contents. Be particularly alert to inappropriate materials/projects, tools or weapons.

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Shared Facilities

The Career Center is used for a variety of purposes other than the education of high school students.

To request use of space in the facility (CCCC Staff):

1. Email the Receptionist with the specifics of the request, (i.e. date, time, location, equipment needed).
2. The Receptionist will check the Facilities calendar to be sure that no other events are scheduled for the date/time/location.
3. If available, the request will be scheduled on the Facilities calendar.
 - a. The Maintenance email (mntcccc@clarioncte.org) will be included on the calendar event screen to allow all maintenance staff to be aware of the request.

Also, be advised to secure any school/personal items for after-hours use of the building.

Use of Facilities (External Request)

A **Facilities Use Application** form (refer to *Google Drive: FORMS-CCCC*) must be completed by any external party (non-CCCC staff) requesting use of the building.

1. Submit form to the Director
2. Request will be included on the next scheduled J.O.C. meeting for approval
3. J.O.C. Board Secretary will notify external party if request has been approved
4. Copies of the form should be shared on Google Drive with: Receptionist; Business Manager; Maintenance; Adult Education Office
5. J.O.C. Board Secretary will email details of facility request to the Receptionist, in order for information to be added to the Facility calendar on the system.

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Sign In/Out – Staff Hours

Instructional & Support Staff Hours: 7:50am – 3:20pm

Office Staff Hours: 7:30am – 3:30pm

Maintenance Staff Hours: 6:00am – 2:00pm OR 7:30am – 3:30pm OR 1:30pm – 9:30pm

It is very important that you personally record your actual arrival/departure time anytime you are working in the building using the Hall Pass system. Time can be recorded by using your assigned blue fob or by entering your last name on the screen and indicating “Check-In” or “Check-Out”.

Staff entering the building using entrances other than the front door or side door by Allied Health, must enter using a key. At no time should outside doors be left unlocked to gain access to the building.

Snow Delays and Closing

The Career Center will delay when all **four** morning sending districts delay.

The Career Center will close when **four** sending districts close.

When there is a school delay, the Career Center staff should be here by 9:30 a.m. unless otherwise contacted. Staff will be notified via the OneCall Now automated system or the Emergency Call Schedule.

Social Activities

Recognizing social activities as a vital part of the CCCC program, a social classroom activity is permitted the day before the Winter Break. Movies or video presentations must be rated PG and pre-approved by the Director. An end of year social activity will be held on the last student day.

- Each instructor will plan the social activities for his/her students and insure adequate supervision of the activities.
- Students will not be permitted to roam the school grounds or visit unsupervised areas.
- **Instructors must know the whereabouts of their students at all times.**
- No students will be permitted to leave the building to purchase food or beverages for use in the classroom.
- All food must be brought to the room prior to the start of classes.
- Instructors are not to leave the building for food orders during instructional times.
- Student driving policy prevails – Upon a written request by an Instructor, a student driving pass may be approved by the Director (specify reason for special driving permit).
- Clean-up will be the responsibility of each Instructor and his/her class.
- All decorations must be removed before the winter holiday break.
- If there is to be an exchange of gifts, make sure all students are participating and no student is left out because of financial reasons.

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- Instructors **MUST** supervise their students during **ALL** school activities in and outside of the building.

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Social Networking

The Career Center recognizes the importance of Social Networking in personal and professional communications. This policy is intended to assist the employee and student in navigating the fast-changing landscape of the internet, blogging, and social networking sites. This policy is intended to assist the employee in making good decisions when communicating and obtaining information online in accordance with Career Center policies. It is the right and duty of Clarion County Career Center to protect itself from unauthorized disclosure of information. Clarion County Career Center social networking policy applies to all students, faculty and staff. Employees are reminded that they are professionals and are representatives of the Career Center and the community in all aspects of their lives and should conduct themselves publicly in accordance with the responsibilities of public service. Students are reminded that they will soon be professionals and should consider the impact of social networking on their future job opportunities. This policy includes rules and guidelines for authorized social networking and personal social networking.

General Provisions

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook or Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries, personal newsletters or discussion forums whether or not they are affiliated with the Clarion County Career Center.

Unless specifically instructed, faculty and students are not authorized to speak on behalf of Clarion County Career Center and/or the Practical Nursing Program. Students may not publicly discuss clients, clinical sites, faculty, staff or any other school related matters, whether confidential or not, outside of the Clarion County Career Center. Clarion County Career Center faculty, employees and students are prohibited from disclosing personal information and any other proprietary and nonpublic information to which students and faculty have access. Such information includes, but is not limited to, curriculum, exams, financial information and strategic plans.

Personal Blogs and Social Networking Sites

The Clarion County Career Center respects the rights of students, faculty and employees to write blogs and use social networking sites and does not want to discourage students and faculty from self-publishing and self-expression. Students and faculty are expected to follow the guidelines and policies set forth in this Policy, the Acceptable Use Policy, and in any other applicable Career Center policies.

Comments are a major part of the social networking environment; however, employees and students should approve all comments before they appear to ensure appropriateness. This allows the employee or student to delete any spam comments, block inappropriate posts, and delete any offensive or frivolous comments.

Employees should not permit students to comment on their personal social networking page or blog.

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Bloggers and those persons making comments are personally responsible for their commentary on blogs and social networking sites and may be held personally liable for commentary that is professionally inappropriate, considered defamatory, obscene, proprietary or libelous by any offended party, not just the Clarion County Career Center. However, employees and students are responsible for regulating content on their blogs and social networking profiles and may be held responsible for any inappropriate postings made by third parties.

Students cannot use Clarion County Career Center owned equipment, including computers, licensed software or other electronic equipment, nor facilities or school time, to conduct personal blogging or social networking activities.

Under no circumstances shall the use of social networking activities interfere with an employee's work obligations. These sites should only be accessed and used during the employee's personal time. Students are not permitted to access blogs or social networking sites during the school day without the express permission of a Career Center representative.

Employees and students cannot use blogs or social networking sites to harass, threaten, discriminate or disparage against other students, faculty or anyone associated with or doing business with Clarion County Career Center.

Employees and Students should be aware that even privacy settings are not fool-proof. Search engines can turn up posts and pictures years after they have been published to the internet. Sites such as Google constantly crawl the web and archive websites, allowing them to continue to be viewed even after the information has been removed or the site terminated. Employees and students should not post when they feel angry or passionate about a subject and should wait until they calm down if they are going to reply or post on any blog or social networking page.

Employees and students should both exercise care in the photos of themselves that they post to blogs or social networking sites. Employees should only share pictures that they would be comfortable being viewed by the parents of Career Center students or their employer. Employees should check pictures posted by their friends to ensure that a search for the employee's name does not bring up images of the employee that they themselves did not post. Students should also recognize these same issues and be aware that once photos are online, they are there forever. Students should exercise care in posting photos online, as one cannot be sure how the photo will reappear in the future or be used by another person.

As a general guideline, employees and students should take care not post anything that they would not want to read in a newspaper or on a billboard.

Associating Yourself with the Career Center

If you choose to identify yourself as a Clarion County Career Center student or employee, please understand that some readers may view you as a spokesperson for the Career Center. Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of Clarion County Career Center Students may use language similar to the

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language provided in this section for employees. Employees who write about political, social, cultural, or education-related matters should conspicuously include a disclaimer on their site that provides as follows: *“The views expressed in [webpage, blog, or social media format] are mine alone and do not necessarily reflect the views of the Clarion County Career Center.”* Employees should be aware that parents and community members may view their blogs and/or social networking profiles; therefore, the employee should be cautious when placing the details of their personal life on any internet site.

Under no circumstances shall employees use the Career Center’s name to promote or endorse any product, cause, or political party or candidate.

Copyright and Liability

Under no circumstances may an employee or a student use the name, trademark or logos of Clarion County Career Center or any business with connection to Clarion County Career Center without the express written consent of the Career Center and/or the associated business. Employees and students are strictly prohibited from posting any privileged or confidential information of, about, owned, or possessed by the Clarion County Career Center including but not limited to any copyrighted information or school issued documents.

Employees are strictly prohibited from posting photographs of students, instructors, clients, clinical sites, and persons engaged in clinical practice at Clarion County Career Center without the express written consent of the Career Center and/or the subject of the photograph. Students are strictly prohibited from posting photographs of other students and instructors without the express written consent of the subject(s). Students may not, under any circumstances, post photographs of clients, clinical sites, and persons engaged in clinical practice at the Clarion County Career Center.

Students cannot post on personal blogs and social networking sites any advertisements for or photographs of nursing classes.

All social media users are liable for what they post on their own site and on the sites of others. Individual bloggers and social media users have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous, or obscene (as defined by law). Employees and students should be aware that the Career Center may conduct web searches in order to determine if the Career Center, its Programs, its Logo, or other materials prohibited from posting by law or under this policy are being used or referenced in an inappropriate or illegal manner. As a representative of the Career Center, employees should be aware that their postings may be viewed by students and parents. If an employee’s postings are inappropriate, the employee may be subject to discipline as appropriate. All employees and students should remember that images, posts, and comments posted on blogs and social networking sites reflect on you, the Career Center, and the Practical Nursing Program.

Employees and students must respect all copyright laws and must reference or cite all sources as required by law.

Interaction with Students through Social Networking

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Career Center employees are prohibited from becoming “friends” with students on social networking sites. Further, employees should not engage students on either the employee’s or the student’s blog or social networking page. Employees may not participate in student social networking group pages or utilize these pages to communicate with students.

Anonymity

Career Center employees and students should be honest about their identity when utilizing social networking sites, utilities, and apps. Career Center employees and students should not pretend to be another person while utilizing these sites. Tracking tools enable supposedly anonymous or disguised posts to be traced back to their original authors.

Protect your Identity

While employees and students should be honest about their identity, they should not provide personal information that scam artists or identity thieves could use against them. Do not list your home address, telephone number, work telephone, or e-mail address online. It is a good idea to create a separate e-mail address that is used only with social media sites.

Students and Faculty

Students and faculty are cautioned that they should have no expectation of privacy while using the Internet or while using Clarion County Career Center equipment or facilities for any purpose including authorized blogging. Your postings can be reviewed by anyone, including the administration of the Clarion County Career Center. Clarion County Career Center reserves the right to monitor comments or discussions about the school, its employees, and clinical sites posted on the Internet by anyone. Clarion County Career Center may use blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites. Clarion County Career Center reserves the right to use content management tools to monitor, review or block content on blogs that violate Clarion County Career Center blogging rules and guidelines.

Under no circumstances should employees discuss situations involving employee or student discipline on their blog or social networking site.

Compliance with Other Policies

All information published by an employee or student on their blog or social networking sites must comply with the Career Center’s Acceptable Use and Personal Conduct Policies, to the fullest extent legally permissible. Further, employees must comply with all confidentiality obligations imposed by law, including HIPAA and FERPA.

Acknowledgement

Staff and students are required to sign a written acknowledgement that they have received, read, understood and agreed to comply with the Clarion County Career Center Social Networking policy and any other related policy.

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Report Violations

Clarion County Career Center requests and strongly urges faculty and students to report any violations or possible or perceived violations to a faculty member, program instructor, computer technician, or the Clarion County Career Center's Director.

Discipline for Violations

Clarion County Career Center investigates and responds to all reports of violations of the social networking policy and other related policies. Violations of Clarion County Career Center Social Networking Policy will result in disciplinary action up to and including immediate dismissal. The appropriate discipline to be administered will be determined based on the nature and any exaggerating or extenuating factors present regarding any violation of this or other applicable Career Center policies on any blog or social networking post. The Clarion County Career Center reserves the right to take legal action where necessary against students or faculty who engage in prohibited or unlawful conduct.

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Staff Meetings

Staff meetings will be posted on the board in the main school office or as announced.

A weekly staff meeting will be conducted on Mondays at 8:00 a.m., as needed. Meetings will be posted on the whiteboard in the office.

Student Certifications

Students wanting to take certification tests will need to complete a pre-test and **score at least 80% or better.**

The Career Center will then pay for the certification test one time (pass or fail). Students have up to one year after graduation to return and take a certification test.

Student Forms

The forms are to be explained and handed out to all students the first day of school.

Students are to turn in the forms to their Instructor or Instructional Assistant. When all forms are collected, they are to be brought to the office. Inform the students that all of the forms are due back by **September 1, 2017**. If the forms are not returned by September 1, 2017 the student will not be permitted to participate in curriculum with hands-on activities. The instructors will provide seatwork pertaining to the hands-on curriculum that the student will be missing.

Student Orientation – Instructors

The Career Objectives will be completed by all students prior to working in their shops.

Instructors will assist the students in completing the Career Objective form (found under *Google Drive: FORMS-CCCC*) during the first week of school. The Guidance Counselor and Student Services/Special Needs Coordinator will meet with students on an individual basis during the first nine weeks to discuss the students' career objectives.

Instructors should make students aware of technical organizations that are available in their field.

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Substitutes

Unplanned Absence (sick or emergency) – post assignments on Jupiter Grades.

Planned Absence (personal, conferences, and scheduled doctors' appointment) - For instructor absences which are planned ahead of time, the instructor must discuss with the substitute all pertinent details needed to conduct the day's curriculum.

As "student safety" is of the utmost importance, students **will not be permitted to use power tools** unless a plan of action has been put in place with an agreement between the Director, Instructor and Instructional Aide (when Instructional Aide is serving as the substitute). In cases where power tools are not able to be used students will be permitted to work only in the classroom or on the Internet modules for that shop where applicable. Work will be limited to activities approved by the Director.

Guidelines/Checklist- Instructors are responsible for preparing shop guidelines and emergency procedures checklist.

Supervision

Classrooms are never to be left unattended without a Career Center staff member present.

Unattended students in a classroom can pose a serious risk if an accident should occur during the absence from the class. The administrative staff will periodically visit classrooms, corridors and exterior premises during each day.

Should a need arise for Career Center staff members to leave a class for an emergency he/she must insure that a professional staff member is present before leaving. (Those available may be an Instructional Aide, Student Services/Special Needs Coordinator, Guidance Counselor, Cooperative Education Coordinator or the Director.)

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Tardiness

Employees must report for work at their assigned start times. Should a situation arise where an employee will be late – they are to notify the designated staff member.

Telephones

Instructors are able to access an outside line by dialing “9” on their telephones. All calls, including 800 and 888 calls, can be accessed by this method.

Staff must refrain from placing or receiving personal and long distance telephone calls on school phones or on school time except in the event of an emergency. Please notify the business office if you have placed a long distance personal phone call in order to provide reimbursement to the school.

All phone calls will be sent to the Instructor’s voicemail during the school day.

No student is permitted to use the telephones in the shop areas, unless it is part of their curriculum. They must report to the Nurse Office to obtain permission for use of a school phone.

Tobacco Use

For purposes of this policy, tobacco use shall mean all use of tobacco, including cigars, cigarettes, pipes, smokeless tobacco, electronic cigarettes and look-a-like products.

The Joint Operating Committee prohibits tobacco use by employees in any Career Center buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the Career Center.

The Joint Operating Committee prohibits tobacco use by employees at Career Center sponsored activities that are held off Career Center property.

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Tools and Equipment

The instructor is responsible for the maintenance and security of all tools, equipment, furniture and supplies for his/her shop. This authority cannot be delegated to students.

A spot check of tools and equipment should be conducted after each class session to insure items are not missing or damaged. Tools and equipment should be set up in a manner to facilitate a visual inventory during clean-up activities. **Tool inventory must be done at the mid-point of the school year (at the end of the second nine weeks) and two weeks before the end of the school year.** The business office must be notified two weeks prior to the last day of school of any missing or damaged tools, and any outstanding balance for which the student is responsible.

A well managed tool room will add significantly to an efficient operation. Establish procedures and follow them consistently. Assign a student to attend the tools and equipment preferably on a rotating basis and evaluate student performance of the tool room duties. Do not use the tool room assignment as a penalty and insure that the assigned students know their responsibilities and have enough work (repair, maintenance or studying theory) to keep them busy.

When a student withdraws from the Career Center prior to the end of the school year, an **immediate** inventory of the student's tools and supplies **MUST** be completed. Proof of the inventory completion must be submitted to the Director on the student's last day at the Career Center.

Tools, equipment, supplies and furniture are not to be removed from the school premises by anyone without authorization of the administration. Movement of major items of equipment within a shop area should be discussed with the administration.

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Toolbox Inventory and Uniforms (Auto, Diesel & Construction)

Automotive, Diesel and Construction Instructors are responsible for completing an inventory of their student's uniforms (AT, DT only) and tools at the end of the second nine week period and two weeks before the end of the school year (see chart below). Reminders of these dates appear on the monthly school calendars. **The inventories must be turned into the Director indicating only items that are missing.** Students should be encouraged to locate the missing items as soon as possible and not wait until the end of the school year.

Students, who withdraw from the Career Center prior to the end of the school year, must have an ***immediate inventory*** of all uniforms and tools.

<i>9 Weeks</i>	Complete Inventory	Paris Uniform Service	Inventory results due
2 nd	1/17	1/23	1/18
4 th	**Final 5/22	5/29	5/23

****** Completing the inventory on 5/22 allows students one week to turn in any missing uniforms before the uniform service company's final visit for the school year. Students will wear their personal clothing (preferably older, worn clothes) for the remaining days of school.

Transportation

The transportation of students is the responsibility of each participating school. The bus drivers are primarily responsible for discipline on the buses. Irregularities in bus discipline are to be reported and they will be corrected by the Career Center administration and/or sending school principal.

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Vehicle Sign-Out

Scheduling for use of the school van is to be done through the Receptionist. You need to schedule use of the van as soon as possible, as there are others that you may need to schedule around.

Visitors

The Director has the overall responsibility and authority to regulate the admission of visitors and oversee their conduct while in the school or on school property. The Director also has the authority to grant or deny a visitor's request to enter the school. Such decision should be reasonable and consistent with both the needs of the school, its safety and the right of the public to visit the school.

Visitors who violate established procedures regarding visits to schools, whose conduct or behavior in the school jeopardizes the safety of any student or staff, or who endanger school property or interfere with the programs and activities of the school, are subject to immediate removal from the school property by order of the Director. Such visitors are also subject to arrest and prosecution where the law has been violated.

General Procedures:

- Visitors will be required to schedule an appointment to be permitted access to shops/classrooms. *No exceptions.*
- Staff needs to notify the front office of appointments and provide visitor name and date/time scheduled.
- Ask each visitor to report to the office, present a driver's license or photo ID, have entry to the building entered into Hall Pass system and wear printed name badge.
- Ask each visitor to enter and leave via the front door.
- The office staff will call the Instructor to announce the visitor.
- A sign will be posted in the lobby informing all visitors that they must sign in.

Warehouse

1. All items taken from the warehouse should be recorded in the notebook on the counter.
2. Only take the item(s) needed – please do not take full boxes of supplies.
3. Return all unused supplies to the warehouse – where they are stored.
4. Keep the counter area clear – do not leave items on the counter – return them to where they are stored.

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Withdrawal or Transfer of Students

In some instances the enrollment of a student at the CCCC may become inappropriate. The sending school, the Career Center or the student may initiate action which can result in either the transfer from one program to another or transfer back to the sending school.

Student Initiated Transfers: Whenever appropriate openings are available students will be allowed to transfer to another program at the Career Center. Appropriate openings shall be defined by the Guidance or Student Services/Special Needs Coordinator.

The attendance office will fill out the transfer forms and distribute to the appropriate individuals including the student file. The **Entrance-Transfer-Withdrawal** form can be found on *Google Drive: FORMS-CCCC*.

School initiated transfers: The Career Center reserves the right to transfer a student and return the student to the sending school. These school initiated transfers or withdrawals may result from, but not be limited to the following situations:

- Behavior which consistently interferes with the learning of other students.
- Conduct which endangers the safety of students or others.
- Inability to succeed in his/her program. Any student who received a 69% or lower as an “overall” grade in one year will not be permitted to return to the same shop the following year.
- An attendance record which shows an excessive rate of absenteeism or tardiness.

The transfer of students by the CCCC to the sending school results only when other avenues have been exhausted. Transfers from the CCCC to the sending school during the course of the school year will be made only after consultation with sending school officials and the student’s parents.

The Student Services/Special Needs or Guidance staff will fill out the Withdrawal forms and distribute to the appropriate individuals including the student file.

School initiated transfers will not be permitted for the student if the Instructor does not have sufficient anecdotal recorded backup or sufficient evidence of progressive failure. School initiated transfers will not be permitted for students if their parents have not received prior notification making them aware of the possibility of their child being asked to return to the sending school, e.g. unsatisfactory notices or sufficient evidence of progressive failure.

When a student is withdrawn from the Career Center prior to the end of the school year, an immediate inventory of the student’s tools and supplies MUST be completed. Proof of the inventory completion must be submitted to the Director on the student’ last day at the Career Center.

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Work Orders

Live Work

No outside work is to leave the Career Center until the work order has been paid. When completed work orders are submitted to the office, the customer keys ***must*** be attached to the order – ***no exceptions***. Unless prior arrangements have been made with the business office, employees must remit payment when work is completed.

The business office **must** be notified of any projects, including vehicle(s) not claimed, **two weeks prior to the last day of school.**

Use of Live Work

To establish the types of work or projects that may be produced in the various shops and defining the authority over such work and creating priorities.

Allied Health Science:

There is no charge for Allied Health Science live work

Auto Technology and Diesel Technology:

All service work must somehow relate to the curriculum for the individual shop.

When live work is used, priority is as follows:

1. Student vehicles
2. Parent vehicles
3. CCCC vehicles
4. Faculty vehicles (easily accessible the full instructional day)
5. Home School vehicles
6. General Public vehicles - conditional

Prior to using a vehicle, a work order will be completed to show type of service rendered and approximate time necessary to complete the service. A listing of possible parts and items to be replaced will be part of the work order. All items or parts to be replaced will be purchased by the owner as indicated by the instructor or purchased by the school and reimbursed by the owner. A shop use fee of a minimum of \$5 or the flat rate time, multiplied by the current hourly rate at the local GM dealer times 15% will be assessed to all vehicles except those owned by the CCCC.

A statement regarding the primary educational value and the secondary nature of service rendered will be stated on the work order.

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Computer Networking

Items repaired in the Computer Networking program shall be projects whose end result will enhance the skill competence of the students involved. Computers, laptops, tablets, etc. which are brought to the Career Center will be accepted for repair at the discretion of the Instructor with approval from the Director. Items repaired or built by students shall be released at cost plus 15%.

Construction Technology:

Items constructed in the Construction Technology program shall be projects whose end result will enhance the skill competence of the students involved.

In no instance will the project being constructed result in a mass production process by any given student. The shop will be permitted to mass produce a given project as long as different students are involved in the production's experience.

Prior to the production of any project, a bill of materials will be presented to the administration along with an explanation of its value to developing skill competency and its place in their course of study.

The shop program may enter into contract through the Joint Operating Committee to construct projects that would be sold without bid to a contractor. Acceptance is based on instructional value and adherence to Joint Operating Committee policy of avoiding competition with business and industry.

Projects designed and/or constructed by students shall be released at cost plus 15%. There will still be a 15% charge when the customer supplies the materials for a project, which is based on the estimated cost of the materials.

Instructional projects built on a speculative basis will be priced by the instructor with approval from the Director.

Cosmetology:

Individuals using the services of the Cosmetology clinic shall be determined by the instructor. Items used for determination shall include the ability of the student offering the service and the priority of the patron as established by the Joint Operating Committee.

Patron priority shall be as follows:

1. CCCC students in the school as part of a Personal Grooming unit in Culinary Arts and Hospitality, Allied Health Science and other programs, as determined jointly by the instructor and administration.
2. Parents of Cosmetology students
3. General Public - conditional example: Golden Agers, Individuals on Social Security, etc.

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4. Arrangements for appointments shall be the responsibility of the student under Instructor's supervision, as part of the instructional program

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Culinary Arts and Hospitality:

Items produced in the training kitchen are available for resale to:

- students of the program
- students of school
- CCCC employees
- CCCC "Guests of the Day." Resale cost shall be cost plus approximately 10%.

Non-profit groups are eligible to be served brunch, lunch, teas and dinner for the purpose of providing relevant experience to the students on both sides of the day (AM and PM). Frequency of this activity shall be determined by the Instructor and the administration. Groups chosen shall be a reflection of the skills needed by the students.

- Cost shall be food cost plus approximately 10% for all activities within the school day
- Cost shall be food cost plus approximately 10% plus student labor and instructor labor for all selected non-school related activities
- Cost shall be food cost plus approximately 10% plus student labor for all school related activity such as Joint Operating Committee, General Advisory Committee and Occupational Advisory Committee dinners.

The lunch-time usage of the training restaurant by CCCC employees shall be permitted under the following guidelines:

- It shall be used when it is appropriate to provide an outlet for products prepared by the Culinary Arts and Hospitality students
- The patrons are fully aware that it is a training facility and constructive criticism shall be by written memo to the Instructor and/or administrative staff only
- That prior arrangement of your presence and that of a guest where appropriate shall be made by 10:00 a.m. of the day lunch is to be served
- Arrangement for unexpected guests shall be approved by the Culinary Arts and Hospitality Instructor
- Caution shall be used to eliminate the development of a "walk-in" philosophy by the public at large

No food shall be removed from the Culinary Arts and Hospitality Instructional Area without prior approval of the Culinary Arts and Hospitality instructor and designated administrative person.

- All such food must be accounted for with a properly signed voucher which states the recipient, the value, purpose, the rate of reimbursement and reason for non-reimbursement, if applicable
- Food lost in instruction is exempt from this policy

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Welding Fabrication:

Items constructed in the Welding Fabrication program shall be projects whose end result will enhance the skill competence of the students involved.

In no instance will the project being constructed result in a mass production process by any given student. The shop will be permitted to mass produce a given project as long as different students are involved in the production's experience.

Prior to the production of any project, a bill of materials will be presented to the administration along with an explanation of its value to developing skill competency and its place in their course of study.

The shop program may enter into contract through the Joint Operating Committee to construct projects that would be sold without bid to a contractor. Acceptance is based on instructional value and adherence to Joint Operating Committee policy of avoiding competition with business and industry.

Projects designed and/or constructed by students shall be released at cost plus 15%. Instructional projects built on a speculative basis will be priced by the instructor with approval from the Director.

Resale of Student Produced Items:

All items produced by the school are to be sold at a price established by this policy. When appropriate, advertising may be used to promote the sale of a product.

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CCCC Organizational Flowchart