

WCSCC
Staff Resource Manual
2022 - 2023



Wayne County Joint Vocational School District Board of Education

President T.J. DeAngelis	Chippewa Local Schools
Vice President Doug Stuart	Rittman Exempted Village Schools
Brent Brown	Southeast Local Schools
Michael Davis	Green Local Schools
Lisa Gwin	Dalton Local Schools
Sue Herman	Wooster City Schools
Philip Keener	Northwestern Local Schools
Susie Lawson	Tri-County Educational Service Center
Don Noble II	Triway Local Schools
Gregory Roadruck	Orrville City Schools
Dan Stavnezer	Wooster City Schools
Kurt Steiner	Norwayne Local Schools
Ann Tschantz	Tri-County Educational Service Center

Administration

Kip Crain	Superintendent
Mary Workman	Treasurer
Lynn Moomaw	Director of Operations and Adult Education
Matt Brown	Principal

Staff Resource Manual Contents

Student Information

Attendance-Student	6
Class Schedules.....	9
Change of Class.....	9
Child Abuse Reporting.....	10
Classroom Management	10
Clinic.....	10
Communications with Parents	10
Confidentiality	11
Confrontations	11
Counseling Referrals	11
Curriculum Development.....	11
Discipline/Documentation	11
Dismissal of Students.....	12
Dress Code Enforcement.....	12
Equipment Use Request	13
Hall Passes	13
Handbook.....	13
Lunch & Breakfast	13
Make-up Work	13
Medications	14
Monitoring Responsibilities.....	14
Parking Lots	14
Schedule Changes.....	15
Removal of Students from Class	15
Sending Students on Errands.....	15
Supervision of Students.....	15
Suspensions/In School Suspension (ISS).....	15
Student Tools	16
Student Vehicles	16
Tardy	16
Telephones.....	17
Visitors.....	17
Student Assistance Center.....	17

District Information

Accident Reports	18
Activity Accounts and Clubs	18
Civil Rights	18
Donations	19
Equipment Care	19
Equipment Inventory.....	19
Food and Beverages	20
Internet Use.....	20
Maintenance	20
News Releases	20
Organizational Chart.....	20
Personal Property.....	20
Requisitions.....	21
Room Use/Conditions.....	21
School Closing	21
Staff Parking.....	21
Tobacco/Vaporizers.....	21
Two Hour Delay.....	21
Weekend Entry	22

Professional Information

Adult Education Class Opportunities	23
Call Off Procedures	23
Cell Phones	23
Computer Network/Software	23
Daily Schedule	23
Directory Information.....	23
Dress and Appearance.....	24
E-mail	24
Keys	24
Leaves of Absence	25
Mailboxes	25
Meetings.....	25
Planning Period	25
Professional Development.....	26
IPDP	26
STAR Periods.....	26
Staff Evaluation	26
Telephone Use	27

General Routines and Procedures

Advisory Committees.....28
Changing Rooms.....28
Classroom Aides28
Computer Tech Support..... 28
Course Syllabus28
Copy Procedure29
Daily Announcements.....29
Deliveries/Pickups29
Field Trips.....29
Grade Book Procedures31
Grading.....31
Guest Speakers/Presentations32
Hall Duty.....32
ID Cards32
Interim reports32
Lesson Plans32
Lost and Found33
Lunch Duty33
Maintenance Requests and Room Set Ups.....33
Safety33
School Calendar34
Shipping/Receiving..... 34
Student Attendance34
Substitute Instructors Emergency Plans.....36
Textbooks.....36
Textbooks - Lost or Damaged37
The Culinary Arts Restaurant..... 37
Tool/Equipment Control.....37
Video/Media Use37
Visitors.....38

Emergency Information

Emergency Information38

District Compliance Officer(s)

District Compliance Officers.....38

Student Information

Attendance

The Wayne County Schools Career Center is dedicated to the development of skills for preparation into the world of work, and to the development of an attitude by its students to attend work and school regularly and on time. Students must assume the responsibility of attending classes. The number of hours a student has been in class must be verified before a certificate of completion in the program area can be awarded. In addition, it is difficult to recommend a student who has a poor attendance record for employment. Parent(s), guardian(s) or verified independent status students 18 years of age or older have the responsibility to notify the school at 1-866-686-2301, when an absence occurs. When possible, please call by 8:55 a.m. When attending a medical appointment, **have your student bring a medical excuse upon their return to school which confirms the medical absence.**

Attendance Credit Policy:

The mission statement of the Wayne County Schools Career Center and area employers recognize the importance of good attendance on the job. Any student whose absences exceed 18 days (including both excused and unexcused) is jeopardizing their opportunity for advanced placement as well as hindering his/her likelihood for successfully completing their program.

Any student enrolled in a single semester course and who is absent more than nine (9) times from that class during the semester may not be granted credit, regardless of the grades received. Any student enrolled in a year-long course and whose absences exceed 18 times in a class for that year may also be denied credit, regardless of the grades received. Students may be kept in and recognized as having audited the course.

The following absences are not counted in the total allowed for each class:

- 1) Out of School Suspension
- 2) Any documented absence which requires a physician's care, confinement to the home or placement in a hospital
- 3) Any absence due to an approved school activity such as a field trip, home school activities, counselor appointments, disciplinary consultation
- 4) Any excused absence removed from a student's attendance record for volunteering and serving Weekday School, unless approved otherwise by the Attendance Review Committee.
- 5) Any documented absence as a result of appearing in court
- 6) Any documented absence for time spent in Juvenile Detention

Any student who exceeds the number of absences and is denied credit for either a semester or year-long course has the right to appeal to the Attendance Review Committee. This committee is comprised of the Principal, the student's School Counselor, and one other staff member. In the event of unusual or extenuating circumstances, such as but not limited to personal illness, which does not require an attending physician, or family vacation, the Attendance Review Committee will review and render their decision based upon a majority vote of the committee for each appeal.

Upon the rendering of the decision by the Attendance Review Committee, the student has the right to appeal that decision to the Superintendent of the district or his designee.

Parents/guardians shall be notified of student's attendance in the following manner:

Notice sent via US mail, email or phone call at: 30 hours, 54 hours and 108 hours absent from school

Parent(s), guardian(s) or verified independent status students 18 years of age or older must call the school to report absences. FAILURE TO REPORT ABSENCES WILL RESULT IN AN UNEXCUSED ABSENCE. Medically excused days will not count against student attendance credit requirements. During the final grading period corrections must be made by the last student school day.

Career-Technical Training Certificates are awarded on the basis of actual hours of training successfully completed. Students must attend and pass 90% or more of total program hours to earn the Career-Technical Training Certificate. The awarding of this certificate does not differentiate between excused and unexcused absences.

Students may remove excused absences from their permanent records by attending Weekday School on a voluntary basis on Tuesday and/or Thursday nights from 2:35 – 5:00. Voluntary Weekday Schools must be scheduled within the nine week period in which the absence occurred. If students arrive at school after 8:05 a.m. they should first report to the main office to check in before arriving at their regularly scheduled class.

COLLEGE/MILITARY/INDUSTRY VISITATION (L)

If approved at least 2 days in advance by your school counselor, the missed days will not be counted as an absence. There is a limit of 2 days per year for college/military/industry visitation. Under special circumstances the counselor may grant additional visits.

HUNTING (H)

Students may receive 1 excused absence per school year for hunting, validated by presenting a current hunting license prior to taking the absence.

LATE BUS PROCEDURE

Students should report to the main office to sign in. A building-wide announcement will be made or students will be issued individual admit slips. Instructors are to collect late bus admit slips from students for their attendance records. Students will not be marked tardy on their attendance record.

LEAVING THE BUILDING/GROUNDS

Students generally are not allowed to leave the building/grounds during school hours. Legitimate reasons are:

- 1) *Illness* – with clinic pass from the school nurse
- 2) *Home School Activity* – with a written request from the home school initialed and approved by an administrator.
- 4) *Parent/Guardian Request* – with a written request from the parent/guardian initialed and approved by an administrator.
- 5) *Adult Student* with independent status- with a written request approved by the Dean of Students or administrator.

Once students arrive on campus they are considered to be on “school time”. At this point, students must present a written request and sign out at the main office before leaving the building/grounds. For a written request to be accepted by the main office it must be for one of the reasons listed above.

Students who leave the building/grounds without signing out or without permission are in violation of Level II-19 Truancy, of the Code of Conduct. Students that are classified as independent and do not follow the correct procedures are in violation of Level II-8, non-compliance of the Code of Conduct.

CUT-OFF TIMES (SIGN OUT)

8:05 - 11:30 1.0 Absent

11:31 - 2:30 .5 Absent

TARDINESS

Cut-Off Times (Sign In)

8:05 - 9:30 Tardy

9:31 - 2:00 .5 Absent

2:01 - 2:30 1.0 Absent

- Students not in class by 8:05 a.m. must report to the main office
- Tardies will be excused only for:
 - 1) appointment (medical or court documentation)
 - 2) home school activity
 - 3) illness (note with parent signature)
 - 4) family emergency (note with parent signature)
- Students counted unexcused tardy to school five (5) or more times during a semester will be assigned discipline and may have their driving privileges revoked.
- Students counted unexcused tardy to class three (3) or more times during a 9-week period will be assigned discipline.

MISSING AND ABSENT CHILDREN

The Board of Education believes in the importance of efforts to decrease the number of missing children. Therefore, such efforts will be made to identify possible missing children and to notify the proper adults or agencies.

Parents, guardians, or other designated person's shall notify the school on any day a student is absent unless prior notification has been given in accordance with school procedure for excused absences. In instances where this notification had not been given, the Principal shall see that a student's parent, guardian, or designated person is notified when the student is absent from school. This notification shall be by telephone or written notice mailed or emailed on the same day the student is absent.

VACATION POLICY

Unexcused unless:

- 1) Being taken with parents, and
- 2) Pre-arranged – note from parents signed by each of the student's instructors and supervisor, and
- 3) The student agrees to make up work as directed by instructor – before, during or after vacation, and
- 4) Approved note turned in to main office prior to vacation.

Class Schedules

Daily Schedule

Period	Time
1 st Period	8:05 – 8:55
2 nd Period	8:58 - 9:45
3 rd Period	9:48 – 10:35
4 th /5 th Period	10:38 – 11:25
4th Period Lunch	10:38 – 11:08
5 th /6 th Period	11:11 – 11:58
6 th /7 th Period	11:28 – 12:15
6th Period Lunch	11:28 – 11:58
7 th /8 th Period	12:01 – 12:48
8th Period Lunch	12:18 – 12:48
9 th Period/Announcements	12:51 – 1:41
10 th Period	1:44 – 2:31

Activity Period Schedule

Period	Time
Attendance/Announcements	8:05 – 8:12
Activity Period	8:15 – 9:00
1 st Period	9:03 - 9:42
2 nd Period	9:45 – 10:24
3 rd Period	10:27 – 11:06
4 th /5 th Period	11:09 – 11:48
4th Period Lunch	11:09 – 11:39
5 th /6 th Period	11:42 – 12:21
6 th /7 th Period	11:51 – 12:30
6th Period Lunch	11:51 – 12:21
7 th /8 th Period	12:24 – 1:03
8th Period Lunch	12:33 – 1:03
9 th Period	1:06 – 1:49
10 th Period	1:52– 2:31

Two-Hour Delay Schedule

Period	Time
1 st Period	10:05 – 10:31
2 nd Period	10:34 – 11:00
3 rd Period	11:03 – 11:29
4 th /5 th Period	11:32 – 12:11
4th Period Lunch	11:32 – 12:02
5 th /6 th Period	12:05 – 12:44
6th Period Lunch	12:14 – 12:44
6 th /7 th Period	12:14 – 12:53
8th Period Lunch	12:56 – 1:26
7 th /8 th Period	12:47 – 1:26
9 th Period/Announcements	1:29 – 2:02
10 th Period	2:05 – 2:31

Change of Class

During change of class, instructors whose class periods have ended will, as a routine practice, monitor the student traffic in the hallways outside their classrooms.

Child Abuse Reporting

Ohio law requires that an instructor who has or should have knowledge of, evidence of, or suspicion that a student is the victim of child abuse or neglect is required to notify law enforcement or an appropriate social agency of the abuse or neglect. Any such notification must also be reported to the school administration.

Classroom Management

Management of the classroom is the responsibility of the classroom instructor. Decisions made in that regard should promote student retention in the classroom unless a student's behavior is such that instruction and learning are seriously impaired. Energies are to be focused on creating a positive climate acceptable to both parties.

Rules and expectations must be clearly established for each of your classes. They must be explained and clearly understood by each student. These rules must also be reasonable, instructionally valid, and in accordance with Board Policy.

Prior to intervention by the Dean of Students, measures should have been taken to correct a problem when it occurs. Instructor concerns regarding behavioral issues are to be discussed with the student and parent privately whenever possible, and the ramifications of the problem behavior explained in an effort to reach consensus.

In all cases, the instructor is to make every effort to protect the dignity and self-worth of the student.

NOTE: Belligerent, aggressive, or threatening behavior that places the safety of any student or instructor at risk should never be tolerated. Refer any student engaging in this type of behavior immediately to the Dean of Students.

If it becomes necessary to remove a student from the classroom for disciplinary reasons, send the student directly to the Dean of Students' Office. If possible, call the main office to notify that the student has been sent. In all cases, document the incident with the appropriate form(s). The law requires that emergency removal of a student from class be documented in writing.

Clinic

The WCSCC school clinic is staffed throughout the school day. If an injured or ill student requires medical attention it is best to send the student in the company of a classmate or call the clinic (x-1110). The student must have a pass indicating time and reason for visit to clinic.

In the event of an accident in which an injury is incurred or suspected, an accident report form must be completed and sent to the School Nurse by the end of the school day.

Communications with Parents

All instructors planning to send written communications to parents of an entire class or group of students must submit a draft copy of the proposed correspondence to the Principal. This does not include correspondence addressed to a parent of an individual student.

Confidentiality

In accordance with federal law and WCSCC Board policy, parents or legal guardians may inspect the records concerning their students under the age of 18. The school reserves the right to have personnel present to assist in interpreting the content of the records. The school may release records to:

- Parents or legal guardians of students under age 18;
- Students themselves over age 18;
- Officers of public or private schools in which a student has requested enrollment;
- Members of the WCSCC administration or staff involved in the educational program of the student;
- Law officers and court officials with appropriate release forms.

Before releasing any confidential information the instructor must verify the person requesting the information is listed as the legal guardian identified in the student record. Individuals requesting information who are not listed as a guardian in the student record should be referred to the Principal's office.

Instructors are reminded that the contents of the class grade book are considered student records and, as such, are subject to the same confidentiality protections as those records kept in the students file in the office.

Confrontations

Any situation involving a confrontation between students that results in or, in the eyes of the instructor, may lead to physical conflict, or involves threats of violence must be reported to the Dean of Students, whether the instructor makes an actual disciplinary referral or not.

Counseling Referrals

Instructors are to refer students to the counselor(s), who in the opinion of the instructor, can benefit from their assistance. Reasons may be related to personal, family, educational or career issues. Instructors should complete a Counseling Referral Form and submit it to the appropriate counselor.

Curriculum Development

Curriculum in each career technical and academic area is based on a Course of Study or curriculum map adopted by the Wayne County Schools Career Center Board of Education. These documents need to be updated at least every five (5) years or whenever there is a change in content (i.e. State Standards, program modification).

Discipline/Documentation

All staff members are responsible for the proper enforcement of the student code of conduct throughout the campus and across the student body. From time to time instructors have to deal with disciplinary situations inside or outside of the classroom. Any time a disciplinary situation is encountered, observe the following general guidelines:

- Our first obligation is to the safety of the students and ourselves. Make reasonable efforts to prevent behaviors that put individuals at risk.
- Make every effort to de-escalate emotional situations. Avoid being unnecessarily confrontational.
- Protect the dignity of the students involved. Do not criticize, demean, or belittle with sarcasm.
- Do not “physically” direct students or use physical force at any time unless it is necessary to prevent a student from harming himself or others. Corporal punishment or corrective physical “direction” is never appropriate.
- Do not use coarse, vulgar, or obscene language for any reason. It is never appropriate.
- Document every disciplinary situation as soon after the occurrence as possible using the appropriate form(s). Note witnesses in your account of the situation.

Staff members can choose how to best respond to a student’s conduct by:

1. Using classroom management techniques to curb the behavior before it becomes chronic.
2. Issuing the student an instructor lead detention. Detention forms should be completed by the instructor. A copy should be given to the student and one kept for the instructor’s records. Parents must be notified of the assigned detention and the time and date that the student must serve the detention.

Instructors issuing the detention should engage in active discussion and reflection with the student to steer them in the direction of desired behaviors that lead to student success. A student can only be assigned one detention for any disciplinary incident. If an instructor believes the student’s behavior warrants consequences beyond a single detention they should refer to step 4. Instructor led detentions may be held in your classroom/lab area Monday-Friday between 2:31 and 3:00.

3. Issuing the student a lunch detention. The digital form should be completed and submitted by the instructor. A copy will be forwarded to the student and the monitor . Parents must be notified of the assigned detention and the time and date that the student must serve the detention by email and/or phone contact.

A student can only be assigned one detention for any disciplinary incident. If an instructor believes the student’s behavior warrants consequences beyond a single detention they should refer to step 4.

4. Completing a disciplinary referral form and forwarding it to the Dean of Students.

Dismissal of Students

Students are to be released from class by the instructor at the scheduled dismissal time.

Dress Code Enforcement

All staff members are responsible for enforcing student dress expectations. Since first period instructors have initial contact with students, they are to monitor students’ dress upon arrival to class. Career Technical instructors who have morning labs should also monitor this as students leave their lab for academic classes or lunch. If an infraction can be corrected immediately, the instructor should do so.

All instructors should be observant of appropriate attire for students. If the inappropriate attire requires a change of clothing, the student should be sent to the Dean of Students office. In addition the student should have his/her ID Card appropriately displayed.

Equipment Use Request

Where an exceptional instructional need is demonstrated, permission to use equipment and software off the school premises can be requested by submitting an Equipment Use Request Form, located on the staff intranet, at least three (3) days prior to the use. Instructors are to inform students of their responsibility for the care and security of the equipment.

Hall Passes

Students are generally not permitted to leave class or lab areas (IE: restroom, lab or classroom passes,etc.) However, emergency situations may occasionally arise. In these instances, any student, out of class, without an appropriate hall pass will be issued disciplinary consequences, therefore no student should be released from a class without a pass. Students may be admitted to leave class/lab for the following reasons only:

- A) Students that attend the SAC or iLab for Extra Help
- B) Students that are called to the main office or referred for Dress Code or other discipline infractions
- C) Students that require clinic or counseling services
- D) Restroom (EMERGENCIES ONLY)

If it is necessary to send a student to an extra help area the instructor should complete a Hall Pass and the student must present the pass upon entering the extra help area. If it is necessary for a student to leave the classroom for any other reason the classroom instructor will issue the student the hall pass appropriately marked for their destination. Career technical instructors may use Trade Duty Passes for lab related assignments.

Handbook

The student/parent handbook is available online at the following link from the WCSCC home page:
<http://www.wayne-jvs.k12.oh.us/hs/content-page/student-handbook>

Lunch & Breakfast

The WCSCC has a closed breakfast and lunch. Deliveries for students are not permitted. Students must be in the Commons only during their assigned lunch period.

Make-up Work

1. Excused Absences/Tardies - It is the student's responsibility to obtain and complete make-up work, although each teacher must have a system/procedure outlined in their syllabus. Students will have the same number of days as they missed, up to five, to complete all make-up work. If more than five days are missed the student will still only have five days to make up the work unless other arrangements are made with the student's instructor(s).

2. Unexcused Absences/Tardies and Suspensions - Students may obtain and complete all missed work. Students will have the same number of days as they missed, up to five, to complete all make-up work. If more than five days are missed the student will still only have five days to make up the work unless other arrangements are made with the student's instructor(s).
3. **Expulsion-** A '0' will be assigned for all work, unless specified by the expulsion hearing officer.

Medications

Instructors should inform students that no over-the-counter or prescription medications can be in the possession of students. Aspirin, Tylenol, or other medications can be dispensed through the clinic if the appropriate authorization forms are on file. With permission from the clinic, students may carry an inhaler and/or EpiPen.

Monitoring Responsibilities

During the school day, instructors may be assigned to monitor various areas of the campus. The following should serve as a set of general guidelines for those times.

Commons

- Students ID cards are worn appropriately.
- Students are not to "cut" in the serving line.
- Observe to see that students pay for food.
- Walk around and remain observant during duty time.
- Watch tables in an attempt to ensure that students return trays/refuse.
- Observe the hallway area near the Commons for students' safety and appropriate behavior.

Hallways

- Students ID cards are worn appropriately.
- Check hall passes for time, authenticity, etc.
- Occasionally check the area just outside the exit doors.
- Should you encounter a person without a visitor pass, escort him/her to the Front Office.

Office.

- Should you observe a safety concern, take the time to inform the appropriate administrator/instructor.
- Check restrooms for inappropriate behavior.

Parking Lots

- Ensure that students do not sit in vehicles or loiter in the parking lots.
- Watch sidewalk traffic to ensure student safety and appropriate behavior.
- Document any inappropriate driving behavior on a disciplinary form.

Parking Lots

Parking spaces are designated as staff, student, and visitors. Students are to park only in their designated space with a parking permit visibly displayed. At no time should students be in or around parked vehicles except at arrival and dismissal. All student requests to go to personal vehicles should be referred to the main office. Students in parking lots during class time or class changes without a pass are to be considered in unauthorized areas.

Schedule Changes

Scheduling is completed prior to the start of each school year. A student-initiated request for a schedule change needs to be submitted in writing (including parent signature) to the student's school counselor and needs to meet at least one of the following criteria to be accepted and considered:

- To provide IEP accommodations
- To accommodate a change of career and technical program during the first two weeks of the school year
- To accommodate dropping/adding an elective during the first grading period.

Once the request is submitted, it must be reviewed and approved by the student's counselor and Principal, before the change may be implemented.

Removal of Students from Class

If possible and practical, disciplinary situations are to be handled by the instructor in the classroom. In any and every situation that requires a student to be removed from class, the instructor will complete the appropriate form and forward that form to the Dean of Students as soon as it is possible to do so. A phone call should be made to the Dean of Students (x-1026 or x-2281) to expect the student or, if no phone, send a student messenger to the main office. In most cases, the student will return to class the next day unless his/her presence in the classroom represents an ongoing threat to the safety of himself/herself or others, or an ongoing threat to disrupt the educational process of the WCSCC.

Once a student has been removed from the class, you may find it necessary to discuss aspects of the particular situation with the class. At no time should particular students or their specific behaviors be the topic of discussion in your classroom.

In emergency situations any staff member can call the emergency telephone extension for assistance at extension 3333.

Sending Students on Errands

The staff is reminded that students are not to be used to perform personal errands such as picking up food or beverages or delivering personal messages through the school. Students are not permitted to pick up mail from staff mailboxes. Only one student may be dismissed at a time unless on a designated career technical-related work assignment.

Supervision of Students

Student safety is our first priority. It is imperative that students are properly supervised at all times when school is in session. For this reason, labs and classroom areas should be locked, when possible, if instructors are out of the area. Classes are not to be left unattended.

Suspension/ In School Suspension (ISS)

When students are suspended out of school or assigned ISS they are responsible for obtaining appropriate assignments for the time to be missed from class. Assignments/projects are to be

completed and returned for a grade per the Student Handbook. Other tests or projects may be made up upon the student's return from suspension or ISS assuming the work could not have been taken home or to ISS to complete. A student may only be assigned an ISS by the Dean of Students or Administration. Students may only be suspended out of school by Administration. See Student Handbook for additional information.

Student Tools

Career Technical programs that utilize student tool box rental agreements are to follow these guidelines:

1. Students are not to be issued tools until a completed tool rental agreement has been returned. Once a signed agreement has been returned forward it to the main office. A copy will be returned to you for your records.
2. Students are not permitted to take rental tools home.
3. When a student has purchased the rental tool set a notice will be given to the instructor indicating the student is no longer on the rental plan.
4. Instructors are to routinely (at least monthly) inspect rental tools to ensure all tools are properly accounted for and in undamaged condition.
5. At the end of the year instructors must collect and inspect all rental tools. Any student whose tool set is not complete and in proper condition must be assessed for the dollar amount necessary. Send a list of students, with dollar amounts, to the Principal so student accounts can be adjusted.

Student Vehicles

If it becomes necessary for a student vehicle to be transported to a lab area the following procedures are to be followed:

1. Students needing their vehicle for lab work must report to the Main office with a pass from their lab instructor.
2. Student vehicles will then be inspected prior to the vehicle being released. Under no circumstances should a student vehicle enter a lab area prior to being inspected by a supervisor, Dean of Students or the Safety and Security Monitor.

Lab instructors are to inspect student vehicles prior to the vehicle leaving the lab area to assure that school or unauthorized personal property is not in the vehicle.

Tardy

Period 1: Any student not in class by 8:05 a.m. must report to the main office for an admit slip.

All other periods: Students arriving late to class without a pass should be addressed according to the teacher's classroom expectations. Without exception, a student who is late without a pass to any class more than three times during a 9-week period should be given a written referral to the Dean of Students. If specific circumstances surrounding the student's late arrival determines the student's behavior constitutes more than tardiness, a disciplinary referral form may be submitted at any time, however; any student arriving more than 3 minutes late to class without a pass is considered out of assigned area.

Telephones

Students are not to use telephones provided in the classroom/lab areas unless they are doing so as a part of an authorized class or CTSO (Career and Technical Student Organization) activity. Students requesting telephone use for personal reasons are to be referred to the main or Student Services Office.

Visitors

Students are not permitted to have visitors on campus. Do not permit students to bring visitors to your classroom except during scheduled school-wide visitation activities. Alumni may be permitted to visit if they have a prescheduled appointment and check-in at the main office for a visitor's badge.

In emergency situations staff members may desire to bring family members, especially children to work with them. In these instances, the staff member must request permission from their supervisor prior to the family member arriving on campus.

Student Assistance Center (SAC)

Students may attend the Student Assistance Center during academic class, lab or STAR period with teacher approval. The following services are provided in the SAC:

- Extra help with understanding and completing coursework/homework
- Support in completing missing assignments
- Help with organization, time management, and study skills
- Help with studying for tests and test taking skills

Students on an IEP or 504 Plan may receive help with their schoolwork at the Career Center through the SAC. The following services are provided:

- Reading tests and quizzes
- Assisting with course work
- Providing taped or highlighted texts
- Providing IEP appropriate materials
- Providing quiet testing environment
- Assistance in completing homework
- Scribing written work (as required)
- Oral testing
- Help with organization and study skills

VOSE's = Special Education Coordinators should be consulted with any questions regarding student IEP's and/or 504 Plans.

Access: Students may attend the Student Assistance Center during academic class, lab or STAR periods with teacher approval and signed hall pass. All students may attend the SAC for extra help before school (7:30 – 8:00, Monday-Friday) and after school (2:31 – 5:00, Monday – Thursday) for additional support services.

District Information

Accident Reports

In the event of an accident in which an injury is incurred or suspected, an accident report form must be completed and sent to the School Nurse by the end of the school day.

Activity Accounts and Clubs

Detailed information on policies and procedures regarding CTSO accounts is located on the staff intranet under the Forms tab in the CTSO Manual. No food or beverage items can be sold during the student school day.

All class activity accounts are, by law, subject to inspection by the State Auditor. Club advisors are responsible for ensuring that student treasurers keep accurate records and deposit funds on a daily basis. Instructors are to make sure student treasurers are actively managing the accounts.

All advisors of clubs with activity accounts are required to have a purpose statement and budget submitted for Board approval annually. Purpose statements and budgets for all activity accounts are to be turned in to the Career Technical Supervisor upon request. Activities throughout the school year must be in compliance with the Board-approved purpose and budget.

The expenditure of any funds from an activity account requires a copy of the minutes in which the action was taken and a requisition form for administration approval.

Civil Rights/Opposition to Racism (Harassment, gender awareness, hate symbols)

In all aspects of employment and education the Wayne County Schools Career Center is committed to equal employment and educational opportunity for all employees, students, and members of the school community, without regard to race, color, religion, national origin, sex, disability, military status, ancestry, age or genetic information.

The WCSCC is also committed to maintain a school and work environment free from harassment and discrimination based on race, color, religion, national origin, sex, disability, military status, ancestry, age or genetic information. The District expects all employees and members of the school community to conduct themselves in an appropriate and professional manner with concern for their fellow employees and the students.

Harassment and discrimination on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, age or genetic information in any form will not be tolerated. Harassment includes but is not limited to, unsolicited remarks, gestures or physical contact, display or circulation of written materials, pictures derogatory to either sex, or to racial, color, religious, age, or disabled individuals or groups.

Any employee found to have engaged in harassment or discrimination will be subject to sanctions, including but not limited to, warning, suspension or termination, subject to appropriate procedural requirements.

Any school employee who feels that he or she has been discriminated against or harassed for any of the reasons cited above should file a complaint with the compliance officer in accordance with board policy 3122 "Equal Employment Opportunity". The Wayne County Joint Vocational School District's Title IX compliance officer is the Superintendent. Students who believe they have been discriminated against should follow the procedure outlined in the Student Handbook.

WCJVSD Opposition to Racism Statement: The Board of Education of the Wayne County Schools Career Center is opposed to racism. The Board is committed to its policy of not tolerating racial discrimination or harassment and its policy of making equal opportunities available to all students without regard to race. The Board is committed to providing an inclusive, respectful, and supportive learning environment in which racial diversity is valued. The Board recognizes that educational institutions have a responsibility to address racism, including by reshaping discourse and curriculum and by actively pursuing racial equity.

The Board of Education of the Wayne County Schools Career Center stands united with others in the pursuit of racial justice. The Board condemns racism and reiterates its rejection of racist and other hateful symbols, behavior, and language. The Board affirms our commitment to regard each person we serve as an individual, regardless of the color of their skin, and provide a learning environment and a workspace based on equity and truth. The Board continues to provide physically safe buildings and emotionally safe classrooms for everyone who walks through the door. When the Board provides a free and appropriate public education that regards every person's uniqueness and every person's contributions, we are laying the foundation for a healthy school district and entire school community.

Donations

All donations must be Board approved prior to acceptance. Each staff member is responsible for notifying his/her supervisor about a proposed donation. If the donation is appropriate and useful the supervisor will be responsible for submitting a Board recommendation.

Equipment Care

It is the responsibility of each employee to protect the equipment of the school from neglect, misuse, abuse, and/or other actions that may cause it not to function properly or suffer in appearance. Equipment furnished by the school is to be used with care and in accordance with the manufacturer's instructions so that the maximum life expectancy can be assured.

Should a piece of equipment be in need of repair or replacement, notify your supervisor in writing. In the event equipment is unusable due to extensive wear, contact your supervisor for disposition.

Equipment Inventory

A complete inventory is kept in the Treasurer's Office of all school property. If a piece of equipment is to be removed from your area, an Asset Disposal or Transfer Form must be completed and given to your supervisor. Please make sure to fill in every line possible, with the WCSCC Barcode # and DESTINATION being the most important. If the school tag number is missing, please describe the item in as much detail as possible. This will aid the Treasurer's Office in identifying it on the inventory report.

It is very important to keep this inventory report as accurate as possible for GAAP reporting and insurance purposes.

Food and Beverages

Classrooms are to be kept free from eating and drinking. Do not permit students to bring food or beverages in to your classroom (with the exception of water in a clear 20 oz. or smaller plastic bottle and grab and go breakfast items from 7:30-8:00 a.m.). Occasionally, there are special circumstances that may merit refreshments. Prior approval from the supervisor must be secured for exceptions to be made. The Snack Shack may be accessed before and after school, between classes and during STAR Periods, at the discretion of STAR Monitors, provided proper supervision is available in the Commons. The Snack Shack will close during student lunch times.

Internet Use

All staff members must sign and submit the Acceptable Use Policy to the **Technology Manager** by the first day of classes each year.

Maintenance

The Maintenance and Custodial personnel would appreciate your help by doing some small tasks in your areas. The following list will help our work and security to be more efficient.

1. Please **DO NOT** hang posters or flyers on any painted surfaces unless using paint-safe adhesives (Blue Tape). Posters and flyers should be placed on bulletin boards if available.
2. Try to keep floors and carpets clear of big paper wads, gum, food and food wrappers and stains. PLEASE REMEMBER – THERE IS TO BE NO FOOD, BEVERAGES, ETC., IN CLASSROOMS OR LABS with the exception of water.
3. Please close all windows. The window shades should be pulled above the handle so it is visible to see if the window is locked. Also turn off ALL lights and close ALL doors at the end of the day.
4. Please have your students put all chairs on tables in your classroom at the end of the day.
5. Please submit any repairs or work you need done electronically using School Dude.
6. In case of an emergency when you need a quick maintenance response for the protection of life or property, call the main office at extension 3333.

News Releases

Good public relations are essential. No releases are to be submitted to the news media directly without first being submitted for approval to the Principal.

Organizational Chart

See staff intranet.

Personal Property

Personal property is the responsibility of each staff member. WCSCC is not liable for lost or stolen property.

Requisitions

All instructional supplies, materials, equipment must be secured through requisitions to your department head and supervisor. **No purchases or orders are to be placed unless a purchase order or purchase order number has been issued by the Treasurer's Office. In addition individuals will not be reimbursed for items purchased if the actual purchase took place prior to the issuance of the purchase order.**

Room Use/ Condition

Instructors are responsible for the rooms, labs, and equipment they may be using throughout the school day. Other persons may be using the facilities at different times and for that reason rooms should be left in proper order after use. Be conscious of heating, lighting, and ventilation. Turn off lights if you do not need them. Desks and chairs should be neat and orderly. Check frequently for graffiti and make arrangements to have it removed as soon as possible. In cases involving specific threats, inflammatory, racially or ethnically defamatory, gang related, or sexually explicit graffiti, cover or physically move the offensive graffiti out of sight of students and report the offense to the Dean of Students immediately. Shelves, cabinets and sills should be kept clean, neat, and orderly. Windows and classroom doors should be closed and locked prior to leaving your room for the day. Doors should be locked when the instructor is not present in the room.

School Closing

In the event that weather conditions make it unsafe to conduct school, official notification will be made through local radio (104.5 FM) and television media (FOX 8 Cleveland). When five (5) of our associate schools are closed, the WCSCC may close. If school closes after starting, staff is expected to stay until all students have been dismissed.

Staff Parking

All staff members will register each of the vehicles he/she drives to school and be issued a staff parking permit by the Safety and Security Monitor.

Tobacco/Vaporizers

Tobacco products, or their use, including vaporizers, are not permitted in the building, on school grounds, or during any school-related activity.

Two Hour Delay

In the event that weather conditions make it unsafe to start school as regularly scheduled, WCSCC may go on a two hour delay. Official notification will be made through local radio (104.5 FM) and television media (FOX 8 Cleveland). In this instance, all daytime staff are to report to WCSCC by 9:30 a.m. Students will report to WCSCC by 10:00 a.m.

Weekend Entry

Your ID badge will act as your weekend pass key through the main entrance of the building. Directions for entry and exit are attached to the clip board located in the lock box just inside the main entrance. Limit your activity to the areas you have clearance to enter. Building access doors are to remain closed and locked throughout the duration of your work session.

Professional Information

Adult Education Class Opportunities

Employees may be eligible for discounted tuition for adult education classes. Contact the Adult Education Office for specific information.

Call Off Procedures

Staff members needing to schedule sick, personal, professional or other absences should enter the absence information into AESOP as soon as possible so that the instructor's preferred substitutes have the greatest amount of time to view the absence. For emergency absences scheduled after 6:00 a.m. on the day of the absence the staff member must call WCSCC at 330-669-7000 x- **1025** prior to 6:30 a.m.

Cell Phones

Except in emergency situations, staff cell phones are not to be used for personal communications during instructional time. They may be used by staff and students for instructional purposes at the discretion of each individual instructor during instructional time.

Computer Network/Software

Computers, electronic mail, internet access, and software are to be used for business and educational purposes. Personal messages and use should be limited. Staff members are encouraged to keep their personal records and personal business at home. Further information can be found in the Board of Education Policies on the staff intranet.

Daily Schedule

The high school staff day starts at 8:00 a.m. and ends at 3:00 p.m. except for staff meetings per the Negotiated Agreement. This includes a 30-minute duty free lunch period and one period for planning. Staff planning to leave campus for lunch must sign out using the Google Staff Sign Out Form on the Intranet.

Directory Information

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within thirty (30) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary

school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces". The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or educational records or for the release of "directory information", either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent. The Board may disclose "directory information" on former students without student or parental consent. The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Dress and Appearance

Each staff member should present himself/herself as a role model, and set an example in dress and grooming for their students to follow. Staff members should be physically clean, neat, and well groomed; dress in a manner reflecting their professional assignment and the nature of the instructional activity; and be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard. Flip Flops are not considered professional attire however, sandals would be appropriate. **Hoodies would not be acceptable on any day.**

Staff may participate in themed school wide spirit days provided that dress for the day appropriately reflects the announced theme.

Fridays will typically be classified as Staff Jeans Day. Appropriate dress for tops would be business casual. If you would like to wear a t shirt or other approved attire on this day, it must follow the announced spirit day theme. Staff members may have the option of purchasing an SLC "jeans pass" for additional scheduled jeans days. Appropriate dress for tops on SLC Jeans Days would be business casual.

E-mail

Every staff member is issued an e-mail account on the WCSCC server. This will be the primary method of daily campus-wide communication. Staff members are to check e-mail messages at least twice each day; once in the morning and at least once again prior to leaving for the day. Personal commercial use of the e-mail system is prohibited. The campus e-mail system is not to be used for personal messaging. If you are unable to access your e-mail account, complete a Technology Work Order on the staff intranet and notify the Technology Manager.

Keys

Each staff member will be given a set of keys for their area, which they would need in the normal course of their duties. Request for additional keys must be submitted in writing to their supervisor.

Staff members are not permitted to lend key(s) to any person, nor are they permitted to make or have made duplicates of any school key. All keys are to be returned/checked in at the end of each school year with the Maintenance Manager.

Leaves of Absence

Sick leave (refer to Negotiated Agreement for more information on “leaves.”)

Each staff member shall accumulate sick leave at the rate of one and one-quarter (1¼) days per month for a total of fifteen (15) days per school year. Five (5) days of sick leave will be credited to each newly hired staff member”. Unused sick leave can be accumulated.

Pre-scheduled sick leave should be submitted to the supervisor using **Aesop**.

See “Call-Off Procedures.”

Professional Leave

Professional leave may be granted to staff members for educational conferences, professional meetings, attendance to school business, or visits to other schools. In the case of professional meetings and conferences requests must be submitted in **Aesop** no later than two (2) weeks prior to the date of the meeting. Agendas or flyers must be **submitted to the appropriate supervisor along with the P.O Req. for reimbursements no later than two (2) weeks prior to the date of the meeting**

Personal Leave

Certified and classified staff may submit a personal leave request through Aesop/Frontline.

Emergency/Unpaid Leave

If a staff member’s reason for leave does not qualify for sick, personal, or professional leave they may apply for emergency/unpaid leave without pay. **A request can be entered into Aesop for Superintendent approval.** Staff members that are approved for emergency leave will not be compensated for those days therefore there will be a payroll deduction for the missed days.

Mailboxes

Each instructor is assigned a mailbox. At the beginning of the school year names are placed on each mailbox. Instructors should check and clear their mailboxes before and after school each day.

Meetings

At periodic times throughout the school year staff meetings will be held after the student day. These meetings will be over by the end of the instructor’s day. However, there will be staff meetings that extend beyond the instructor’s normal day per the negotiated agreement. Staff attendance at any staff meeting is mandatory. If a staff member will not be able to attend the extended meeting due to a previous engagement they should **enter the absence into Frontline**.

Planning Period

Preparation time should include such activities as lesson planning, writing lesson plans, developing student intervention plans, grading assessments, classroom/lab record keeping,

materials/equipment preparation, parental contact, industry events, occasional IEP meetings, and collaboration with colleagues and supervisors as needed. Staff need approval from their supervisor to leave the building for school-related business and if approved should sign out and in on Google Sign Out Form.

Professional Development

As educators, we are affected by societal, technological, and educational changes. Often change occurs rapidly and results in pressures to adapt. For our school to be responsive to change and for each educator to remain current and competent, we must continually renew skills and knowledge's. Only then will we be able to successfully prepare the students of today to become responsible citizens of tomorrow.

A comprehensive staff development program is a major source of teacher renewal. The staff development program at the Wayne County Schools Career Center is fundamentally concerned with change. Although the focus of individual aspects of professional growth may center on fostering educational leadership, cultivating teaching skills or enhancing student motivation, *the ultimate goal of professional development is to improve the teaching-learning environment.*

The professional development program at the Wayne County Schools Career Center includes a wide variety of opportunities for elevating the work performance of each individual educator.

IPDP

At the "heart" of our staff development program is the Individual Professional Development Plan (IPDP). This non-evaluative, personal growth assessment process is completed by each certified staff member and integrates the individual goals of the employee with the goals of the school. All staff must have an approved IPDP and must revise the IPDP per the requirements of the LPDC and Classified Committees.

STAR PERIODS

STAR (Support, Tutor, Achieve, Review) Periods have replaced our traditional study halls. During these class times instructors/monitors are to be actively engaged in:

- Supporting students in reaching their educational/career goals
- Tutoring students who need help with their assignments, organization, and study skills
- Aiding students in achieving college and career readiness by building skills such as time management, work ethic, positive attitudes, attendance, appearance, ambition
- Reviewing Progress Book with students for missing assignments or current assignments the students should be completing

Staff Evaluation

Forms and policies regarding staff evaluation are located on the staff intranet under the Forms tab, Employee Performance Evaluations (EPEC) and the Certified Negotiated Agreement.

Telephone Use

Staff members have access to a telephone during the school day. Personal commercial use of the Board's phones is prohibited.

General Routines and Procedures

Advisory Committees

Staff members with advisory committees must meet at least biannually with their committee. An updated list of advisory committee members must be on file in the Director of Operation's Office by the end of the prior school year. Advisory committee meetings should occur on the district-wide fall date and one other committee-selected date during the school year. Minutes of these meetings are due to the Director of Operations one week after the date of the meeting. For further information refer to the Advisory Committee Handbook.

Changing Rooms

Temporary moves are to be reported to the AA Attendance/Reception and supervisor. A sign is to be posted on the door indicating the change of location.

Classroom Aides

Various classrooms have an aide assigned to the class. The primary duty of the aide is to monitor student safety. Classroom Aides are to follow the guidelines below:

1. Classroom aides generally start at 8:00a.m., lunch is during the classroom teacher's scheduled lunch, and the day ends at 2:15 p.m.
2. Weekly time sheets from the previous week must be submitted to your supervisor by Monday. Aides will attend staff meetings that take place within their workday. Aides should contact their supervisor regarding staff meetings that take place outside of the workday.
3. Monitor student activities in the classroom for safety/procedure.
4. During lab activities the classroom aide **must** be in the lab monitoring student activities.
5. Aide the instructor in keeping the students on task.
6. Aide the instructor with material/equipment inventory of the class.
7. Aide the instructor with customer service planning and activities.
8. Write and submit student disciplinary referrals when necessary.
9. The classroom teacher must document all grading and entering of grades.
10. The classroom teacher must take student attendance.

Classroom aides are employed to support student learning and monitor student safety. During laboratory experiences, aides are to be actively engaged in commensurate behavior. Supportive or administrative tasks are not to be completed while students are engaged in hands-on work, but may be addressed during related time when necessary for the day's lesson. Joint preparatory time should be utilized to collaboratively plan and prepare instructional activities. However, preparatory work remains the responsibility of the classroom instructor.

Computer Tech Support

Any technology-related problem should be submitted using a Technology Work Order on the staff intranet. This may be done from any district computer.

Course Syllabus

Instructors are to provide an updated **electronic copy** of the course syllabus to their supervisor annually by the first day of school. Instructors should also provide a copy of their course syllabus to each student and obtain student and parent signatures during the first week of school. Signed copies

should be kept on file in the classroom. The required Syllabi Template is available on the staff intranet.

Copy Procedure

Staff may make copies from assigned copy machines using their copier identification code (see Technology Manager). Any color copies will be billed to a program, CTSO account, or individual supply account.

Daily Announcements

If you wish to make an announcement, please submit through the use of the Announcement Request Google Form link available on the staff intranet.

Deliveries/Pickups

All orders, deliveries and/or pickups should be handled through the Account Clerk. Anytime you have put in for reimbursement of a delivery/pickup totaling over \$400, you must schedule a time with your supervisor to check in the items included in your delivery/pickup before a reimbursement will be issued.

Field Trips

Field trips are encouraged when they contribute to the learning activity of the program. Requests must be submitted to the Classified Support Specialist at least **fifteen (15) school days** in advance of the anticipated trip. Field Trip Rosters must be finalized three (3) days prior to the date of the trip. Career technical instructors are asked not to take field trips out of academic class time except in special circumstances. No field trips will be approved during the last three weeks of the school year. A copy of the approved request will be given to the Principal and all instructors involved (including academic). Field trips should not be taken the last week of any grading period. For out-of-state field trips consult the Principal and Board Policy. It is recommended that each career technical program or academic class participate in not more than one field trip within a 100 mile radius of Wayne County Schools Career Center each semester. Additional field trips, or field trips requiring additional travel, may be requested, however, all expenses should be the responsibility of the appropriate Student Activity Account. State sponsored Career Technical Service Organization activities may not apply. Additional field trips may be approved on a case-by-case basis.

Before the Trip

1. Field trip permit slips must be given to all students going on the field trip. These are available on the staff intranet. Each student must have a properly completed permit slip on file before leaving on the field trip. Stress the importance of these slips being taken home, signed and returned no later than 3 days prior to the date of the trip. No student can be forced to go on the field trip; however, those not going are to have supervision and assignments prearranged by the instructor.
2. Prior to the trip (at least three days), the instructor must discuss with those students going, the rules and regulations to be followed during the field trip. Allow time for discussion and questions; make sure every student understands his/her responsibility. Simply reading the list

of rules and regulations does not insure that anyone really understands. All school rules apply during a field trip.

3. The day before the field trip, the instructor should call to confirm the visitation.
4. Be sure the Transportation Specialist has a telephone number where you can be reached in the event of an emergency.
5. The teacher should take along a copy of each student's medical authorization form. **No student shall be taken on a field trip without a properly completed medical authorization form.**
6. The teacher should familiarize themselves with any special physical or emotional problem(s) that students being taken on the field trip may have and take the necessary precautions that any reasonable and prudent person would take to insure the health, safety and well being of all involved with the field trip. **At least one staff member on every field trip must have completed training on dispensing medication to students on Public School Works.**

The Field Trip

1. Students **MUST** report to first period for attendance. Make certain all students know exactly when and where to assemble at the school before departing and at the place of visitation so that delays are avoided. Those who go on the trip are expected to return with the group.
2. Be sure the students understand what the appropriate dress is for the trip. Also, be sure they understand the student code of conduct applies to the field trip. Dress and behavior should reflect favorably on the student, instructor, and the district.

Make certain the arrangements for lunch (if this is included) are clear and accommodations are made for students who qualify for free/reduced lunches. **When field trips require multiple vehicles, whenever possible, the entire field trip must travel together as one group.**
3. The instructor **MUST COMPLETE AND SUBMIT** a seating chart to the main office prior to departure from campus. In case of an accident, we must know where every student was sitting. The driver will not leave until the seating chart has been turned in to the main office and directed by the instructor.
4. On the Bus/Van During the Trip:
 - a. The instructor is in charge and is to take charge; this should be clearly understood by the students, the driver and the chaperones. The instructor should sit near the back of the bus to insure proper supervision.
 - b. If the driver has any complaint about misconduct, he/she is to tell the instructor immediately. If the instructor does not act, the driver has the right and the responsibility to intervene. If the driver feels the problem was serious, he/she will notify the Principal in writing upon his/her return.
 - c. All school rules apply.
 - d. The instructor has the responsibility to verify that all student trash is picked up and put in a waste basket. The instructor should also do a complete visual sweep of the interior/exterior of the bus.
5. When the bus arrives at the destination, the instructor should make sure that everyone understands when departure time is, where the group will reassemble, what to do in the event of illness or injury, etc. In addition, the driver should be fully aware of the details regarding departure. The bus should not depart until everyone is accounted for.

6. Violation of any of the above regulations can lead to the student's suspension from school, detentions, loss of any further field trip privileges and/or cancellation of future field trips for the class, or other type of disciplinary action.
7. If the instructor has any questions or comments concerning the field trip, he/she should make them known to their supervisor as soon as possible.

Grade Book Procedures

All instructors will use Progress Book. Instructors are required to keep grade entry up to date. In an effort to keep students, and their parents, informed on their current grade Progress Book must be updated with the grades of any assignment no later than 1 week after the assignment is turned in to the instructor. Grading must follow the current grading policy in the Student Handbook.

Grading

The Career Center uses the following grading scale:

100 - 97	A+	89 – 87	B+	79 – 77	C+	69 – 67	D+
96 - 93	A	86 – 83	B	76 – 73	C	66 – 63	D
92 - 90	A-	82 – 80	B-	72 – 70	C-	62 – 60	D-

Grade Point weightings are as follows:

A+ = 4.0	B+ = 3.4	C+ = 2.4	D+ = 1.4
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.6	B- = 2.6	C- = 1.6	D- = 0.6

The yearly average will be calculated by averaging the percentages from the four grading periods. Partial credit for a passing grade one semester of a two semester course will not be issued.

Failures may be distinguished in 3 categories in the notes section:

F Failure for not achieving competencies

Fa Failure due to absence

Fw Failure due to work not completed/submitted

A deviation may be considered if recommended and approved by the instructor of the course.

Each marking period, any instructor whose class includes a student with an IEP must adhere to the following. For any IEP student who is failing the marking period, the instructor must complete an IEP Student Failure Report Form and return the completed form to the student's VOSE by the grade reporting deadline. The IEP Student Failure Report Form can be located on the staff intranet, in the forms section.

All student grades for each respective marking period will be calculated by using weighted percentages within the following criteria:

Academic Classes		CTE Classes
Grading Area	Weighted Percent	Grading Area
Assignments – work done in class	0 to 20%	Assignments – work done in class
Homework – work done beyond the school day	0 to 20%	Homework – work done beyond the school day
Academic Assessments (at least 60% of total grade if combined with Projects)	30 to 50%	
Academic Projects (at least 60% of total grade if combined with Assessments)	30 to 50%	
	0 to 25%	CTE Daily Grade
	20 to 50%	CTE Assessments in combination with Lab Projects (at least 50% of total grade)
	20 to 50%	CTE Lab Projects in combination with Assessments (at least 50% of total grade)

Incomplete Grades: Students with incomplete grades on their report card will have the number of days designated by the instructor, up to a maximum of 2 weeks, to complete the work for a grade.

Guest Speaker/Presentations

Instructors intending to invite an outside guest speaker must request and receive approval using the Guest Speaker/Presentation Request Form located on the staff intranet. Please complete a Room Set Up Form if needed.

Hall Duty

Instructors with hall duty are to walk the halls of the building. Be observant of students and verify they have appropriate hall passes. Students without appropriate hall passes should be escorted to the main office. Remember to monitor student restrooms as well.

ID Cards

Staff ID cards must be worn at all times. ID cards are available in the main office.

Interim Reports

Parents will be informed at the mid-point for each grading period to review Progress Book to obtain the latest information on their son/daughters educational progress.

Lesson Plans

Weekly lesson plans may be requested by your supervisor/Principal. Please note the storage location in your substitute folder. A lesson plan form can be found on the staff intranet for your use if desired. At a minimum lesson plans are to have:

1. A statement identifying the purpose of the lesson, what will be taught and why it is important.
2. Identification of the state standards the lesson addresses.
3. A statement identifying the instructional goals of the lesson, what the students should be able to perform.
4. Identify the instructional strategies that will be utilized.
5. A statement identifying how the students will be evaluated.

Lost and Found

There is a lost and found in the main office. All lost and found articles are to be turned in or claimed there. All unclaimed articles will be removed at the end of each nine weeks.

Lunch Duty

Instructors with lunch duty are to monitor students in the Commons. Areas deserving special attention are:

- Cutting in the lunch line
- Students clearing their tables and placing trash in trash cans.
- Students attempting to leave the ~~cafeteria~~ Commons
- Appropriately displayed student ID's

No students should be permitted to leave the Commons area during lunch unless deemed an emergency situation and issued an appropriate hall pass.

Maintenance Requests and Room Set Ups

Maintenance requests must be submitted electronically using School Dude. Removal of equipment or furniture requests must be submitted on an Asset Disposal or Transfer Form to the supervisor for approval.

Room Set Up. A "set-up" map should be completed (with a sketch of how the room is to be arranged and how many tables and chairs are needed). Please provide this information to the Maintenance Department at least 3 days prior to the event. During the school year all events must be scheduled through the Principal's Administrative Assistant if the event is before 3:00 p.m. After 3:00 p.m., weekend activities, and during the summer, the event must be scheduled with the Adult Education office.

Safety

Due to the nature of the WCSCC programs it is imperative that we maintain an accurate record of safety instruction and assessment. Copies of all safety assessments given to current students will be kept on file by the instructor. A copy of each blank assessment is to be submitted to the Supervisor along with a class roster indicating each students score and date of assessment by the end of the week following the assessment date. A blank assessment and scores for the first safety assessment must be submitted to your Supervisor by the end of the second week of school.

Safety equipment must be worn in lab settings at all times (including instructors, students, and visitors). Instructors are responsible for the safety of all visitors in their laboratories. Students are to have all necessary safety equipment for lab by the second Friday of the school year. Students who do not have necessary safety equipment or are not able to function in compliance with established procedures are not permitted to work in the lab and are to be sent to the Main office. Basic safety rules, safety equipment, and dress codes shall be posted in each laboratory and enforced at all times.

School Calendar

Refer to Negotiated Agreement for required dates and times and the school calendar on the staff intranet.

Shipping/Receiving

Shipments are processed through the Account Clerk. Please *do not* keep packing slips or invoices- send them to the Account Clerk. The procedure to return anything (including "preview" items) to a vendor should begin by notifying the Account Clerk and requesting assistance in processing and packaging. Items received for "preview" should be returned to the Account Clerk in the same packaging and prior to the time the "preview" date expires.

Student Attendance

The overall objective is to create an atmosphere whereby a student will want to attend the Wayne County Schools Career Center with 100% regularity. This means all programs and courses must be meaningful and relevant to the student's occupational goals.

The success of our students in their total program (career-technical and academic) is largely dependent on good attendance. Our effort in making the students aware of the importance of being in school each day is dependent upon three phases of activity – teacher attendance procedures, verification of student absences, and counseling/discipline.

TAKING ATTENDANCE WITH PROGRESS BOOK

Please Note: There are two types of attendance in Progress Book. There is Daily Attendance (HR) which is only taken before 8:15 a.m. for full-time and morning ½ day students and before 12:15 p.m. for afternoon 1/2 day students. There is also Period Attendance which is to be taken every period.

Taking attendance or using any other feature of Progress Book is a staff responsibility ONLY. Since the student information system contains federally protected data, students must never be permitted access to any staff account.

DAILY ATTENDANCE (HR):

After logging into progress book, you will be at your teacher homepage. Click on Daily Attendance (HR). The screen that comes up will be red. Click on the down arrow where it has the class name and find your 1st period class list. Take attendance by clicking on the down arrow by the box of the student that is absent and choose Unexcused. Do not click on anything if a student is here, all students are assumed here unless you mark them absent with an unexcused absence. If you make a mistake, just click on the down arrow by the box of the student that you want to change and click on the blank space to erase the unexcused from the box. If a student is not physically in your class at the time attendance is taken (unless you personally sent them somewhere such as the restroom, clinic, student services, etc. or their home school is cancelled) you must mark them absent. When all done, click on save at the bottom. You must click on the save box! If you have made a mistake and have already clicked the save box you must call the main office to get it

corrected. Daily Attendance (HR) is only to be taken one time every day and is to be done by 8:15 a.m. and or 12:15 p.m. It is imperative that daily attendance is done by 8:15 a.m. (or 12:15 for ½ day p.m. students) as we are legally obligated to notify parents of their student's attendance status no later than two hours after the start of the school day. Changes cannot be made until all daily attendance is in from every instructor.

PERIOD ATTENDANCE:

After logging into progress book, you will be at your teacher homepage. Click on Period Attendance. The screen that comes up will be blue. Click on the down arrow where it has the class name and find the class list for the period you are in. Take attendance by clicking on the down arrow by the box of the student that is absent and choose the correct excuse. If none of the excuses fit your specific situation, choose Other. Again if you make a mistake you can click on the down arrow by the box of the student you want to change and choose the correct excuse. If you wish to erase the excuse so there is nothing in the box just click on the blank box at the top of the excuse list. When all done, click on save at the bottom. You must click on the save box! Period Attendance should be put in every period; however, in extenuating circumstances, it must be in by 8:05 a.m. the next morning so the skip list can be run accurately.

IMPORTANT: you can change period attendance as many times during the day as needed just make sure you click on the save box each time you do a change. For example, if you mark a student absent at the beginning of class and they show up 10 minutes later because they were in the office you need to go back in period attendance and change that student to present and click on the save box. If you do not do this the student will show up on the skip list.

Field trip codes must be used! All teachers should have access to field trip lists for the day. If a student is not in your class, check the field trip list and put in FT if that student's name is on the list.

Period Attendance is very important. If you do not do period attendance, students that skip your class will not show up on the skip report and therefore will go unaccounted for. Accurate period attendance records are needed in order to determine if a student missed more than 18 classes which is a deciding factor in student success or failure.

DAILY ATTENDANCE (HR) PROCEDURE FOR SUBSTITUTES: In your instructions tell the substitute to mark only the absent students and have a student bring the class list to the attendance office by 8:15 a.m. DO NOT have the students just sign in on a piece of paper and send that to the attendance office, it will not be accepted.

HIDING AND ADDING A STUDENT TO YOUR CLASS LIST:

Due to changes in student schedules, new students coming in, and students that withdraw, it will be necessary to periodically adjust your class lists by adding or hiding a student. You should be notified of these types of changes from the guidance office on the schedule change papers they send you. New students should come up automatically, however, in STAR periods you will have to add new students according to the following directions.

To hide a student:

1. When a student is no longer going to be in your class you need to click on the class list the student is in on your home page.
2. Click on update roster
3. Click on the box by the student's name under the heading HIDE, a check mark will appear.

4. When done with the necessary changes you **must click on Save.**

To unhide a student:

1. When a student you hid comes back to your class you need to click on the class list the student is in on your home page.
2. Click on update roster
3. Click on the box by the student's name under the heading HIDE to remove the check mark.
4. When done with the necessary changes you **must click on Save.**

To add a student: Students are added automatically through Student Services and will appear in Progress Book within 24 hours of the change.

CANCELLATIONS

When a home school is cancelled students are not to be marked absent in daily attendance or period attendance.

For Daily Attendance:	Don't mark the students absent at all.
For Period Attendance:	Use the home school activity code or don't mark the students at all (leave blank).

Note: It is important that you know what home school each of your students belong to.

DELAYS

For daily attendance: If a student is not physically in your class at the time attendance is taken (unless you personally sent them somewhere, such as the restroom, clinic, student services, etc. or their school is cancelled) you should mark them absent. When the bus arrives at the WCSCC students must sign in at the main office. If a delayed student comes to your class, they should have a late bus pass date stamped. Students arriving late without a late bus pass should be sent to the main office immediately. For period attendance use the home school activity code or don't mark at all (leave blank) for students on a delay in period attendance.

Substitute Instructors' Emergency Plans

If an instructor finds it necessary to be absent from school, a substitute (s) will be placed in the classroom/lab. Instructors are reminded to have a substitute folder on file in the main office by the end of the second week of school. This must include a current seating chart and emergency lesson plans and should be updated regularly.

When multiple copies of a handout are required the instructor is to have the copies made ahead of time and placed in an accessible location in the classroom and identify that location in the emergency lesson plan instructions. Media should not be included in the emergency lesson plans unless it is the available in the classroom. Any media should be limited to that which has been produced or purchased for instructional purposes and must be accompanied by written assignments (e.g. viewing guide or reflective essay).

Textbooks

Instructors shall keep a list of textbooks assigned to students on the Textbook List Form. A copy of this completed form is to be filed with the Department Chair. Department chairs are responsible for inventorying and numbering all textbooks and submitting that to the Supervisor of Academics and Curriculum.

Textbooks - Lost or Damaged

Lost, damaged or destroyed textbooks must be reported to the supervisor and added to the student obligations for the replacement cost of the book or material. Student textbooks with damage which renders the book unusable will be charged for the replacement value of the book. Damage to textbooks which does not render the book unusable will result in a \$15.00 fee to the student. A copy of the list should also be given to the Supervisor of Academics and Curriculum to update the master inventory list.

The Culinary Arts Restaurant

This is a restaurant managed by the Culinary Arts students who are learning their trade. See the school directory for a telephone number to contact them for available hours or reservations.

Student groups, when prearranged and accompanied by their instructor, are also welcome.

Tool/Equipment Control

The Board of Education recognizes that up-to-date, safe, functional tools and equipment are necessary for the presentation of effective instructional programs. This can only be accomplished through close cooperation of each instructor using a specific laboratory facility. Therefore it is the responsibility of each instructor to work cooperatively within the program. In laboratories that use special tools that are stored in tool cribs, the following procedures will be used to maintain control and accountability for these items:

1. All tools will be displayed in an organized fashion to allow for an easy inventory.
2. An inventory shall take place at both the opening and closing of each lab session.
3. Instructors shall make every effort to account for any and all shortages prior to student dismissal time.
4. Item shortages shall be listed on a master list in the laboratory and communicated to the next instructor to use the facility. Additionally, a written report shall be issued immediately to the supervisor responsible for that laboratory.

A variety of control activities and procedures can be implemented to accommodate the various needs of individual programs.

Note: When a student withdraws from school, make certain that he/she cleans out his/her locker and takes home all tools, clothing, and notebooks on the day of the withdrawal. Should any items be left behind, return them at once to the Supervisor's Office with the student's name and program clearly marked on the item(s). DO NOT ATTEMPT TO SECURE STUDENT TOOLS, ETC. IN YOUR AREA UNLESS INSTRUCTED TO DO SO.

Video/Media Use

A week prior to showing any theater or television media clip (with the exception of United Streaming and other school-subscribed services which are already approved), obtain supervisor approval so

alternate plans can be made if needed. The showing of theater or television media is a violation of copyright laws unless the showing is directly related to instructional purposes, in which case, student assessments/assignments are required. All instructors are cautioned to preview every media presentation they intend to use in the classroom, even those that come with educational materials.

Visitors

All visitors must sign in and present a valid government issued ID at the main office, where they will receive their visitor's pass. The pass must be appropriately displayed during the course of their visit. All staff is requested to be vigilant and to direct visitors who have not signed in to do so. Former students are permitted to visit staff only if the student has called in advance for an appointment. Student visitors from associate and other schools are welcome during scheduled visitation days only.

Emergency Information

Emergency Information

Emergency drills will be held periodically throughout the school year. Fire and tornado drill procedures are posted in each classroom. If they are not, the staff member should alert the Safety and Security Monitor. Staff members should also report any potential hazards that could interfere with a rapid evacuation through hallways or doors. Additional information is available in the Emergency Plans Folder (blue binding) posted in each room.

DISTRICT COMPLIANCE OFFICER(S)

Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

Matt Brown
(Name)

Principal
(School District Title)

330-669-7000
(Telephone Number)

518 West Prospect St

Smithville, OH 44677
(Office Address)

mbrown@wccsc.org
(E-mail Address)

Lynn Moomaw
(Name)

Director of Operations
(School District Title)

330-669-7000
(Telephone Number)

518 West Prospect St

Smithville, OH 44677
(Office Address)

lmoomaw@wccsc.org
(E-mail Address)

