Employee
Handbook

Parkway West Career & Technology Center

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MISSION STATEMENT

The mission of Parkway West Career and Technology Center, a student centered school, is to prepare students with skills to excel in future careers by ensuring rigorous and relevant learning, reacting to industry needs, cultivating positive relationships with partner schools, providing quality instruction, achieving stakeholder commitment and securing needed resources.

COMPLIANCE STATEMENT

NON-DISCRIMINATION STATEMENT

It is the policy of the Parkway West Career & Technology Center not to discriminate on the basis of race, sex, religion, color, national origin, handicap, or limited English proficiency in its Educational Programs, Activities, or Employment Policy as required by Title IX of the 1972 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons, or for inquiries regarding compliance with the above Non-Discriminatory Policies, contact Dr. Darby L. Copeland, Executive Director, Parkway West CTC, 7101 Steubenville Pike, Oakdale, PA 15071; telephone (412) 923-1772 or to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

Section 504 Point of Contact: Dr. Darby L. Copeland, Executive Director, Parkway West CTC, 7101 Steubenville Pike, Oakdale, PA 15071; telephone (412) 923-1772

Parkway West CTC does not discriminate on the basis of sex and further prohibits discrimination in its all education programs and activities operated by the CTC, including it its admission and employment practices as required by Title IX.

Inquiries regarding the application of Title IX and its implementing regulations may be made to the CTC's Title IX Coordinator, or the Office of Civil Rights, or both.

The Title IX Coordinator is: Dr. Darby Copeland, Executive Director. He may be contacted at:

7101 Steubenville Pike

Oakdale, PA 15071

copeland@parkwaywest.org

*412/923-1772 ext. *112*

A copy of the Nondiscrimination Policy and Grievance procedures may be found on the District's Publicly Accessible website at: www.parkwaywest.org.

Any information regarding conduct that may constitute sex discrimination under Title IX, as well as complaints of sex discrimination under Title IX may be reported to Dr. Darby Copeland, via the contact information provided above.

PENNSYLVANIA'S CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR EDUCATORS

The Code of Professional Practice and Conduct for Educators can be found at 22 Pa. Code §§235.1-235.5c.

MISSION

The Professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

INTRODUCTION

Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual educator. However, in this Commonwealth, the Professional Standards and Practices Commission (PSPC) is charged with the duty to adopt and maintain a code for professional practice and conduct that shall be applicable to any educator. See section 5(a)(10) of the Educator Discipline Act (act) (24 P.S. § 2070.5(a)(10)).

In recognition of the magnitude of the responsibility inherent in the education process and by virtue of the desire to maintain the respect and confidence of their colleagues, students, parents and the community, educators shall be guided in their conduct by their commitment to their students, colleagues and profession.

Violations of any of the duties prescribed by this chapter may be used as supporting evidence in disciplinary proceedings conducted by or on behalf of the PSPC under the act. Violations of this chapter may also be an independent basis for a public or private reprimand. Discipline for conduct that constitutes both a basis for discipline under the act and an independent basis for discipline under this chapter shall not be limited to a public or private reprimand. Nothing in this chapter shall be construed to otherwise limit the Department of Education's authority to initiate an action under the act to suspend, revoke or otherwise discipline an educator's certificate or employment eligibility, or both.

Nothing in this chapter shall be construed or interpreted to require an educator to violate any of the doctrines, tenets, policies, or practices of any religious or religiously-affiliated school in which that educator is employed.

COMMITMENT TO STUDENTS

The primary professional obligation of educators is to the students they serve.

In fulfillment of the commitment to students, educators:

1. Shall exercise their rights and powers in good faith and for the benefit of the student.
2. Shall maintain appropriate professional relationships and boundaries with all students at all times, both in and outside the classroom.
3. Shall not sexually harass students or engage in sexual misconduct.
4. Shall exert reasonable effort to protect students from harm.
5. Shall not intentionally expose a student to disparagement.
6. Shall exhibit consistent and equitable treatment and shall not unlawfully discriminate against students.
7. Shall not interfere with a student's exercise of political or civil rights and responsibilities.
8. Shall not knowingly or intentionally distort or misrepresent evaluations of students or facts regarding students.
9. Shall not knowingly or intentionally misrepresent subject matter or curriculum.
10. Shall respect a student's right to privacy and comply with all Federal and State laws and regulations, and local policies concerning student records and confidential communications of students.
11. Shall not be on school premises or at a school-related activity involving students, while under the influence of, possessing or consuming alcoholic beverages or illegal or unauthorized drugs.
12. Shall not furnish, provide, or encourage students or underage persons to use, possess or unlawfully distribute alcohol, tobacco, vaping products, illegal or unauthorized drugs or knowingly allow any student or underage person to consume alcohol, tobacco, vaping products, or illegal or unauthorized drugs in the presence of the educator.
13. Shall refrain from inappropriate communication with a student or minor, including, inappropriate communication achieved by electronic communication. Inappropriate communication includes communications that are sexually explicit, that include images, depictions, jokes, stories or other remarks of a sexualized nature, that can be reasonably interpreted as flirting or soliciting sexual contact or a romantic relationship, or that comment on the physical or sexual attractiveness or the romantic or sexual history, activities, preferences, desires or fantasies of either the educator or the student. Factors that may be considered in assessing whether other communication is inappropriate include:
    - the nature, purpose, timing and amount/extent of the communication;
    - the subject matter of the communication; and
    - whether the communication was made openly or the educator attempted to conceal the communication.

COMMITMENT TO COLLEAGUES

In fulfillment of the commitment to colleagues, educators:

1. Shall not knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.
2. Shall not knowingly and intentionally distort evaluations of colleagues.
3. Shall not sexually harass a colleague.
4. Shall not unlawfully discriminate against colleagues.
5. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
6. Shall not use coercive means or promise special treatment to influence professional decisions of colleagues.
7. Shall not threaten, coerce or discriminate against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations or standards.
8. Shall respect a colleague's right to privacy and comply with all Federal and State laws and regulations, and local policies concerning confidential health or personnel information.
9. Commitment to the Profession
10. In fulfillment of the commitment to the profession, educators:
11. Shall comply with all Federal, State, and local laws and regulations and with written school entity policies.
12. Shall apply for, accept or assign a position or a responsibility on the basis of professional qualifications and abilities.
13. Shall not knowingly assist entry into or continuance in the education profession of an unqualified person or recommend for employment a person who is not certificated appropriately for the position.
14. Shall not intentionally or knowingly falsify a document or intentionally or knowingly make a misrepresentation on a matter related to education, criminal history, certification, employment, employment evaluation or professional duties.
15. Shall not falsify records or direct or coerce others to do so.
16. Shall accurately report all information required by the local school board or governing board, State education agency, Federal agency or State or Federal law.
17. Shall not knowingly or intentionally withhold evidence from the proper authorities and shall cooperate fully during official investigations and proceedings.
18. Shall comply with all local, State or Federal procedures related to the security of standardized tests, test supplies or resources. Educators shall not intentionally or knowingly commit, and shall use reasonable efforts to prevent, any act that breaches test security or compromises the integrity of the assessment, including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, providing unauthorized assistance to students, unauthorized alteration of test responses, results or data, and violating local school board or State directions for the use of tests.
19. Shall not accept or offer gratuities, gifts or favors that impair or appear to influence professional judgment, decisions, or actions or to obtain special advantage. This section shall not restrict the acceptance of de Minimis gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
20. Shall not exploit professional relationships with students, parents or colleagues for personal gain or advantage.

21. Shall use school funds, property, facilities, and resources only in accordance with local policies and local, State and Federal laws. 22 Pa. Code §§235.1 - 235.11

EMPLOYMENT REQUIREMENTS

To be eligible for employment, and continuing during the period of employment, all Parkway West CTC employees must meet all PWCTC, State and Federal requirements.

EMPLOYEE CLEARANCES

Employees must renew the PA state police, FBI federal criminal history, and child abuse certification clearances every 5 years. Compliance is a condition of continued employment. Employees are responsible for obtaining and paying for all clearances.

REQUIRED REPORTING FOR ARREST OR CONVICTION WITHIN 72 HOURS

Any employee, contractor or volunteer that is arrested or convicted for a listed offense, or named as a perpetrator in a founded or indicated report of child abuse, must provide the Executive Director with written notice of the arrest, conviction or child abuse report finding within 72 hours, using PDE Form 6004. The form lists the offenses that require reporting.

MANDATED REPORTERS

All PWCTC employees, regardless of their position, are considered mandated reporters who are required to report any and all suspected child abuse. As a mandated reporter, you are obligated by the CPSL to make a report any time you have reasonable suspicion that a child you are aware of through your employment has been abused by anyone. Any school employee that suspects child abuse must immediately and first make the required initial oral report to ChildLine at 1-800-932-0313 and follow-up with a written report within 48 hours through electronic means. The reporting employee must also notify the Executive Director immediately.

CHILD ABUSE EDUCATION & TRAINING REQUIREMENTS

As a school employee and mandated reporter under CPSL, you are also required to receive 3 hours of child abuse recognition and reporting training every 5 years. The training must address, but is not limited to:

- Recognition of the signs of child abuse; and
- The reporting requirements for suspected child abuse.

As a condition of employment, you must comply with the mandatory training requirements.

Although most of the changes to the CPSL directly impact employees, there is a section of the law that could affect you if seek employment outside of PWCTC. Prior to awarding employment to any applicant working in direct contact with children, Pennsylvania school entities must now receive documentation/verification including:

- employment history information from applicant and completed verification form from former employers;
- certification status/professional discipline check;
- verification from PA Department of Education that applicant does not have criminal charges; and
- completion of Sexual Misconduct/Abuse Disclosure Release form(s).

The current/former employer(s) have 20 days to respond to a request.

OBJECTIVES

Each career & technology program will:

- Provide competency based instruction.
- Strive to ensure employability of students.
- Encourage the development of character and good citizenship.
- Develop the ability to think and analyze critically.
- Integrate related academic skills into the career & technology curricula.
- Provide career and guidance information to assist students in making valid decisions regarding career & technology or occupational educational plans.
- Emphasize safety and a positive attitude toward work.

ABOUT THIS HANDBOOK

This Faculty Handbook has been prepared to help staff to understand their roles and responsibilities within the school. It is by no means exhaustive in its discussion of these issues. Though the term "teacher" is used throughout this handbook, it is intended as a guide for all faculty and staff. It is not intended, however, to authorize or encourage any employee to act outside the scope of their job description.

In the event any statement or policy in this handbook is found to conflict with Board policy or the Collective Bargaining Agreement, those documents will prevail. Any questions regarding interpretation of this handbook should be directed to the administration.

Unless otherwise specified, throughout this handbook the term Assistant Director refers to the Assistant Director/Principal/Supervisor of Career & Technology Education.

Names of forms referenced in this handbook are printed in *italics*. Forms are available in the faculty room or from the main school office and/or on-line.

GENERAL POLICIES

ACT 48

Act 48 requires all Pennsylvania educators holding Pennsylvania public school certification including Instructional I and II, Educational Specialist I and II, Administrative, Supervisory, Letters of Eligibility and Vocational I and II certificates to participate in ongoing professional education.

Beginning with the 2009 – 2010 school year ACT 48 continuing professional education must be an in-depth learning experience with continuity of content that leads to greater professional competence and ultimately increased student achievement.

According to the school's Professional Development Plan, only professional development activities which are approved by the administration will be reported to the Pennsylvania Department of Education (PDE) by the school. If an employee elects to participate in professional development activities which have not been approved by the administration, it is the employee's responsibility to ensure that the provider reports the activity to PDE for Act 48 credit, if applicable.

Information regarding each employee's participation in eligible professional development activities conducted by PWCTC will be posted to the PDE website. Employees are responsible for maintaining documentation of all Act 48 activities, and should periodically check the information on the PDE website for accuracy.

ATTENDANCE BOOKS

The attendance books which are issued to teachers at the beginning of each school year are classified as official school records. They must be signed by the teacher and returned to the school office at the end of the school year.

Attendance books must contain a record of students' names, absences and tardiness, entry dates, withdrawal dates, grades, the number of the assigned locker, the home school district, and textbook numbers. Attendance books must be neat and accurate, and grades should be recorded in ink in appropriately labeled columns.

Attendance books are not to be removed from the school, and are to be kept under the teacher's strict control at all times to avoid breaches of confidentiality.

TECHNOLOGY AND MATERIALS

Teachers are encouraged to use appropriate audio visual materials and equipment whenever it will enhance the learning process. Each media has its own merits and strengths, and aids learning in a distinct way.

Teachers must review audio visual material prior to using it in the classroom. No software or audio visual materials will be approved for purchase unless they are previewed by the teacher and they are determined to be relevant and cost effective instructional tools. Any audio visual materials ordered for preview must be submitted on a *Purchase Order Request* form which must be approved by the appropriate administrator before the materials are ordered. The *Purchase Order Request* must state "For Preview Only" and the duration of the free preview period.

Teachers are responsible for ensuring that materials being previewed are returned to the vendor before the end of the preview period.

Technology forms are to be submitted via Questeq Help Desk Technology Queue at least one day in advance.

BUILDING USAGE

Any staff member must obtain prior permission from the administration if they wish to use school facilities and/or equipment outside of the normal work day, whether for personal or school-related activities.

Staff members staying after their regular work day must sign in and out on the sign in sheet in the school office.

Use of hazardous equipment outside of the normal work day is prohibited without prior authorization from the administration.

CAPITAL EQUIPMENT

Capital Equipment Budget Requests are due in October for items to be purchased in the following program year. Promotional literature and evidence that the teacher has thoroughly investigated the products and pricing should be attached. Financial justification is required.

CTC teachers must obtain advisory committee approval for any capital equipment they wish to purchase.

CERTIFICATION

Teachers are responsible to secure all necessary and appropriate state certifications required for their teaching assignment. Teachers of Cosmetology must have current licenses from the state board.

The original teaching certificate (and/or license, where applicable) as well as any changes or updates to these documents, must be submitted to the Director's office so that copies can be made and kept on file. The original documents will be returned to the teacher.

CLASSROOM MANAGEMENT

Teachers are responsible for controlling student behavior in classes, hallways, and on school grounds, and school-sponsored events such as field trips and competitions.

The best strategy to manage a class is to have well planned lessons and activities daily. Focused, effective instruction creates a positive learning environment and minimizes disciplinary problems.

In addition to a well-planned instructional program, effective classroom management requires that teachers give students clear directions and well-defined classroom rules.

Teachers can be creative in developing their classroom management plan, and are encouraged to use rewards that contribute toward learning.

Teachers should develop a concise list of their rules, the consequences for breaking the rules, and the rewards to be provided when the class follows the rules. These rules are to be posted prominently in the classroom or shop at all times.

Rules should be few in number, and focus on obtaining the necessary conditions for maintaining a learning environment in the classroom. Use of free time, movies, or computer games as rewards are prohibited.

All programs are required to have the following rules:

- Follow teacher's directions first time given.
- Come to class on time every day prepared to work, with: (list required school supplies and tools, uniforms, etc.)
- Remain in class and on task unless excused by teacher.
- Use appropriate language and vocal level at all times.

Teachers are to submit their rules, consequences, and rewards on the Classroom Management Plan form to the Assistant Director or Assistant Principal each year for approval prior to implementation.

In addition to the rules, consequences, and rewards that are posted, the following guidelines for student behavior should be considered as unwritten rules that are to be enforced by all teachers. Teachers may not:

- Allow any student to sleep in class.
- Permit students to leave class to see another student for personal reasons or to make personal phone calls.
- Send students to break areas unsupervised.

- Permit students to call the teacher by their first name or nickname. Teachers are to be addressed as Dr., Mr., Mrs. or Ms. (Last name)
- Show movies that are unrelated to their course content or that are covered under federal copyright law. (See Movies and Videos)

CLERICAL WORK

Requests to have materials typed by school office staff must be submitted at least three days in advance. In the event that the amount of typing requested is too large, or if other priorities take precedence, the administration may prioritize or require pre-approval of typing requests.

COMPUTER, INTERNET, WIRELESS NETWORK, AND LOCAL AREA NETWORK USE POLICIES

Teachers are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network conduct, and Federal and State Laws when using the School's computers, networks, and/or the Internet. In addition, any computer or network-related communications which have the potential to create a material and substantial disruption of the school's programs, whether initiated at the school, on a teacher's home computer, or on any other computer not on school premises, may result in disciplinary or legal action against the teacher.

By signing this Faculty Handbook, teachers acknowledge that they have been informed of the School's Computer, Internet, and Local Area Network Use Policy.

Specifically, the following uses and attempted uses are prohibited:

1. Use of the network to facilitate any illegal activity.
2. Use of the network for commercial or for-profit purpose.
3. Use of the network for non-school related work.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, offensive, defamatory, harassing or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene or pornographic material, or other material considered harmful to minors as that is defined by law.
8. Use of text, audio, and/or video web content, email, messaging, blogs and/or discussion or social groups unrelated to school work.
9. Use of inappropriate language or profanity on the network.
10. Use of the network and/or technology means to intentionally obtain or modify files, passwords, and data belonging to other users.
11. Impersonation of another user, anonymity, and/or pseudonyms.
12. Use of the network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
13. Loading or use of unauthorized games, programs, music, video, files, or other electronic media not specifically installed by Parkway.
14. Use of the network to disrupt the work of other users.

15. Destruction, modification, disconnection, theft, or abuse of computer and network hardware or software.
16. Accessing or attempting to access unauthorized resources.
17. Use of "tunneling," "proxy," and/or other methods to bypass the school's content filtering and network security systems.
18. Disrupting or excessively annoying other computer systems by denial of service, "phishing," spamming, spoofing, excessive pinging, or other techniques.
19. Connection of any unauthorized device or equipment to any computer, printer, plotter, projector, camera or to the network.
20. Bypassing the Internet, blocking filters or software (Proxies).
21. Bypassing or disabling antivirus, antispam, antimalware software.

Internet, Wireless Network, and Local Area Network Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal files. To protect the integrity of the system, the following guidelines shall apply:

1. Teachers shall not reveal their passwords to students or other individuals.
2. Teachers are not to use a computer logged onto the network by another user.
3. Use of any other teacher's login is prohibited.
4. Any teacher identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
5. Teachers may not install software on the school's computers whether or not they are connected to the network. All requests to have software installed should be submitted to the Questeq help desk in the technology queue.
6. Teacher network accounts and computer storage media, whether or not they are connected to the network, are considered to be public information. Teacher network accounts and storage media are subject to inspection by network administrators and school administrators at any time, for any reason, and without prior notice.

Information entered, copied, uploaded or downloaded to the network or computer storage media by teacher is not private. Logs and journals of all computer activity, network and disk access may be kept and reviewed by the School. Teachers who are found to have obtained, placed, or sent inappropriate, vulgar, offensive, or obscene messages, images, sounds, or any other form of information on the network, or on any computer media connected to or not connected to the network, are subject to disciplinary actions.

Internet, Wireless Network, and Local Area Network Safety

To the extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Parkway's Internet access is actively filtered to block content that is inappropriate or offensive. However, no guarantee can be made that a filtering system will screen all inappropriate content. Teachers will be held responsible for any access or attempt to access inappropriate material. Any teacher who receives offensive, threatening or unwelcome communications shall immediately bring them to the attention of an administrator.

Network users should not reveal personally identifiable information including addresses and/or telephone numbers, to other users on the network. At no time will any teacher be permitted to divulge personal information about themselves or any student via Internet web pages, email, blogs, social networking or any other technology while using Parkway's computers or network.

Consequences for Inappropriate or Unauthorized Use

Teachers shall be responsible for damage to equipment, systems, and/or software resulting from deliberate or willful acts. Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations, and/or theft of services may be reported to law enforcement agencies for possible prosecution.

General rules for behavior and communications apply when using the network, in addition to the stipulations of this policy. Inappropriate use or vandalism may result in cancellation of access privileges and/or other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or the network. This includes, but is not limited to, the uploading, downloading, or creation of any computer viruses.

CONFERENCE REQUESTS

Conference requests must be submitted to the Assistant Director at least three days in advance for in-state travel. Out of state travel requires approval of the Board, and out of state conference requests must be submitted far enough in advance to allow time for Board approval.

The conference request will be completed in the employee portal, including an explanation of the purpose of the conference and how it will be beneficial to the program. Copies of any descriptive literature, brochures, etc. may be submitted to the Assistant Director.

If a teacher wishes the school to pay a registration fee for a conference, they must submit a purchase order requisition along with the conference request 30 days before the date of the conference to the appropriate administrator in order to allow time for processing.

One day before leaving for a conference, teachers are required to submit lesson plans with sufficient work assignments for the period of their absence. Within one week upon returning from the conference a written report of the conference must be submitted to the Executive Director or Assistant Director.

CONFIDENTIALITY

All information regarding student's grades, attendance, test scores, handicapping condition, locker numbers, locker combinations, address, phone number(s), or any other personal information must be kept in the strictest confidence. Any information of a personal nature that causes an employee concern for a student should be brought to the attention of the Student Services staff or administration immediately.

COPY MACHINE

The copy machine is for teachers' use during non-teaching time. It is only to be used for copying materials required for instructional purposes. Teachers are to adhere to copyright laws when duplicating materials. Teachers are to submit copy requests to the Graphic Arts & Production Technology Program at least one day in advance. Students are not permitted to use the copy machine.

CORPORAL PUNISHMENT AND USE OF FORCE

Teachers may not administer corporal punishment to any student. However, reasonable force may be used to:

1. quell a disturbance
2. obtain possession of a weapon or other dangerous object
3. provide self-defense
4. protect persons or property

Teachers are required to exert reasonable effort to protect students from harm.

CORRESPONDENCE

All correspondence to be typed on official school letterhead must be approved by administration prior to mailing. School letterhead is not to be used for personal correspondence.

CUSTODIAL-MAINTENANCE WORK REQUEST

Teachers requesting work to be performed by the custodial or maintenance staff must submit a request via Questeq help desk system in the maintenance queue.

DISCIPLINE

One of the most important factors which determine the success of a teacher is the ability to maintain effective discipline. School rules and regulations should be enforced throughout the year.

All employees of the school have the authority to correct a student at any time if the action of the student will in any way have a detrimental effect on the operation of the school, other students, or staff members.

Students are not to be sent to the office for minor disciplinary infractions. Staff members are to submit a properly completed Incident Referral via CSIU for all non-emergency disciplinary problems, and the Administrator, will address the disciplinary infractions as soon as possible.

In cases of student major defiance, disobedience, destruction of property, or uncontrolled behavior, the teacher is to notify the office immediately. As soon as possible after notifying the office, the teacher must submit an Incident Referral via CSIU giving details that include the time, place, and names of witnesses.

DOCUMENTATION

Teachers and support staff must document inappropriate student behavior, and the efforts they make to change that behavior in CSIU (Teacher's Journal).

Documentation, and conversations with parents and home school personnel, should conform to the following guidelines:

- Documentation should be limited to those facts you can prove. Don't write or say (in a parent conference or phone call) what you "think" or what you "know." Just state the facts. Don't diagnose or speculate. Don't compare the student to other students. Only the student who is being referred to the office should be mentioned by name in the referral. All other students should be referred to as "another student."
- Document inappropriate behavior, warnings, privileges revoked, consequences given, and conversations with the student, parent or home school personnel.
- Have dates and names of persons contacted for all parent phone calls, conferences, and referrals to student support or administration.

E-MAIL

All staff members are to check their Parkway e-mail account at a minimum once in the morning and once in the afternoon.

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency that causes school to be closed, an announcement will be made over local radio, television stations, Finalsite Messages XRE, Parkway West CTC website, and the School App.

Flexible instruction days will be utilized when appropriate.

It should be assumed that school will be open unless you are notified or it is announced to the contrary. Every effort will be made to reach a decision regarding school closing prior to 6:00 AM. Emergency closings will be determined one day at a time.

If the school is to remain closed for a second day, a second announcement will be made. In addition to the radio announcements, an effort will be made to contact each teacher through the Finalsite Messages XRE automated notification system. If you get a new phone number, it is your responsibility to immediately inform the school office.

EMPLOYEE ABSENTEEISM REPORT

When absent from duty, staff must submit an Employee Absence Request via the employee portal.

EMPLOYEE LOCKER REGULATIONS

Employees may request the assignment of a personal locker which may not be entered by the administration unless the employee is present, or if not present, the administration has reasonable grounds to do so. These personal lockers must be secured with a school approved lock.

ENERGY CONSERVATION

In order to conserve energy, all power, lights, and electrical apparatus must be turned off when the teacher leaves his/her assigned area.

EVACUATION DRILL REGULATIONS

Evacuation drills are conducted periodically during the school year. The Assistant Director may conduct these drills at any time without prior notice.

These drills must be executed in a swift and orderly manner. Students are to be kept calm and to move as quickly and carefully as possible. Efficient evacuation of the school in case of an emergency is critical to student safety.

Teachers must use good judgment during evacuations. Student safety is of the utmost importance. Be prepared to select suitable alternate exit routes.

At the beginning of the school year, teachers should review the location of the nearest alarm, fire extinguisher, and/or fire blanket, and explain the exit routes as designated on the emergency exit form posted on their bulletin board. The routes of exit include:

- Direct route to be used under most critical conditions.
- Regular route used most commonly.
- Alternate route to be used when conditions make it impossible to follow regular routes.

During an evacuation drill, it is the responsibility of the teacher to:

- Turn off accessible gas, electric, water, and all other power, and check that all doors and windows are closed before exiting the room. Exception - electric power to equipment such as computers should not be turned off during the drill.
- Ensure that students walk quickly and quietly to their designated area outside the building.
- Carry your attendance book and School Safety Plan Guide with you. Once safely outside the building conduct a roll call. Teachers and students are to return directly to the classroom when the all-clear signal is sounded.
- Display appropriate emergency accountability card(s).

EXTENDED ABSENCES

A staff member who has been absent from work for four or more total days must submit a healthcare provider's excuse upon returning and for every absence thereafter. In addition, a staff member who has been absent *for three consecutive days or more* must submit a healthcare provider's excuse upon returning.

ABSENCE	REQUIREMENT
1st	No Action
2nd	No Action
3rd	No Action
4th and/or more	Doctor Note

BEREAVEMENT ABSENCES

A staff member who has been absent from work due to a death in the family (bereavement) must submit proof of the family member's death upon returning.

An example of proof of a death can be: letter from funeral director, newspaper obituary notice, or prayer/memorial card.

FACILITY DAMAGE REPORT

Teachers must submit a *Facility Damage Repor*t to the Assistant Director when there is loss, damage, or theft of any equipment or damage to school facility is discovered.

FACULTY MEETINGS

All teachers must attend faculty meetings and other scheduled meetings during the school year. Teachers may submit agenda items for faculty meetings for consideration to the school office at least three days in advance of the meeting.

FIELD TRIPS

A field trip is defined as any off-campus school-related activity which students are directed to attend by their teacher. Field trips, by their nature, present great opportunities for learning, but also the potential for serious problems to arise. Field trips which require an overnight stay are particularly problematic because of the need for close supervision over an extended period of time. Before approving any field trips, the administration will take all the relevant factors into

consideration, including their educational value and funds available, and will make decisions based on an assessment of the benefits versus the risks.

In the event that a field trip is denied due to a lack of available funds, students may elect to cover the cost through the program activities account if sufficient funds are available.

The following guidelines apply to all field trips:

- Teachers must obtain administrative approval by submitting a *Request for Permission for Field Trip* form to the appropriate administrator no less than two weeks prior to the date of the field trip and prior to completing arrangements for the field trip.
- Teachers must accompany students on all field trips and are responsible for ensuring that all field trips are carefully planned and adequately supervised. Teachers supervising students on field trips should always err on the side of caution when making decisions regarding student supervision. The teacher's first responsibility is to ensure the safety of all participants. The second is to ensure that the students do not engage in inappropriate, dangerous or illegal activities.
- In most cases, all students in a class will be taken on a field trip. In the event that all students will not be taken on the field trip, the reason for not including all students and the need for a substitute teacher must be clearly stated on the Field Trip Request form. All transportation arrangements for field trips must be handled and/or coordinated by the main school office.
- It is the teacher's responsibility to ensure that parental permission slips are obtained prior to the field trip. Upon receipt of an approved field trip request, the main office will generate a sufficient number of parental permission slips for all the students in the class. It is the teacher's responsibility to ensure that the parental permission slips are signed by a parent, returned to the teacher, and turned in to the main office no less than one week prior to the day of the field trip
- Before leaving the school on a field trip, teachers must take a copy of their student's emergency cards with them. In addition, teachers must remind students that they are to abide by the rules and regulations in the Student Handbook and must provide specific directions regarding the activity schedule and bus departure times. Upon return from the field trip, teachers are required to supervise all students until the end of the school day or until all students have been transported home.

FLEXIBLE INSTRUCTION DAYS

During a school closure, students are expected to work on assignments from home as assigned and presented via the Schoology LMS or by utilizing the hard copies that were provided by the instructor. If a student does not have Internet access or equipment to log on, it is the instructor's responsibility to provide hard copies of the assignment to those students. Students can then turn the hard copies into his/her instructor for full credit. It will be the responsibility of the

student to login to the Schoology LMS during the school day. The student will then open the folder labeled "Flex" which will be on their instructor's class page and complete the required assignment for that day.

FUND RAISING ACTIVITIES

All requests for fund raising projects must be submitted to the administration for approval prior to start of the activity. Guidelines for fund raising activities are listed on the reverse side of the form. A detailed plan outlining the reason for the activity, proposed cost, method of sales, and procedures for record keeping must accompany all requests. To avoid unnecessary loss of instructional time, students may conduct fund raising activities only during break time and must obtain the teacher's permission before making their presentation.

Fund raising activities may not be used as criteria for grading students. Teachers are not permitted to charge items to the school. All fundraising activity purchases must be submitted on a *Purchase Order Requisition* and must be approved by the administration prior to any order being placed.

Deposits must be made to the business office before 2:30 PM each day. Coins must be rolled and marked with "Parkway West CTC" and the school's phone number "412-923-1772". No checks or money are to be kept by a teacher overnight.

GENERAL SUPPLIES

All general supplies will be ordered via the Staples Advantage website. Each teacher will receive a username and password with instructions on how to purchase supplies. Each teacher will be allotted 100 dollars per school year to purchase appropriate classroom supplies.

GUEST SPEAKERS

Guest speakers from post-secondary schools or the military services that wish to recruit Parkway students are to do so on Career Day. Guest speakers that are providing seminars or workshops on topics relevant to the instructional program, who are not recruiting students for their schools or branch of the military, need to be approved in advance by the Assistant Director. The *Guest Speaker Approval* form must be submitted at least 10 school days in advance of the desired date for the presentation, and final arrangements with the guest speaker are not to be finalized until administrative authorization is obtained.

INVENTORY OF EQUIPMENT, TOOLS, AND SUPPLIES

Teachers are responsible for the inventory of all program equipment, tools, and supplies. Inventory is to be updated weekly and electronically submitted prior to the last day of school. Discrepancies in inventory must be reported to the office.

Stolen, lost or broken equipment must be reported immediately to the administration. An *Equipment Disposition Form* must be completed and submitted to the Assistant Director before any transfer or disposal of any equipment, tools, or supplies occurs.

Teachers are not permitted to bring materials such as tools, equipment, computers, or software into the school to be used for instructional or any other purpose unless prior administrative approval has been obtained.

KEYS

Teachers are issued a key ID for all exit/entrance doors in their assigned area at the beginning of each school year. It is the responsibility of each teacher to keep keys in a safe place. No duplication of keys is permitted. All keys are to be returned to the school office at the end of each school year. Any loss of keys must be immediately reported to the administration. Faculty is responsible for paying the replacement fee of $12.00 for a lost key ID.

Teachers are not permitted to have master keys, or keys for areas in the school other than their own program areas.

LEARNING GUIDES

Every teacher must have a daily learning guide available for review by the Assistant Director at any time. Teachers receive learning guide templates each school year and are responsible for creating a daily learning guide. Learning guides should include: POS competencies, technical and academic standards, Max teaching strategies, NOCTI objectives, student activities, assignments, and method of evaluation.

Daily learning guides should be legible and neat. All books/sheets will be reviewed periodically and collected at the end of the school year. Teachers using daily learning guide sheets must keep them in Schoology and/or electronic file.

MAILBOXES

Teachers are assigned a mailbox where school-related correspondence and communications will be placed during the school day. Mail should not be removed from either the counter in the main office or the table in the mail room. Teachers should not have personal mail sent to the school. Students are not permitted to remove mail from teachers' mailboxes. Teachers are to check their mailboxes daily.

MAIN OFFICE TRAFFIC

The main school office is not to be used as a center for social interaction. Due to the confidential nature of materials on secretaries' desks and computer screens, and the need to maintain a businesslike environment, teachers and support staff should keep traffic in and around the secretaries' area to an absolute minimum.

SAFETY DATA SHEETS (SDS)

Instructors must have copies of all Safety Data Sheets (SDS) for any dangerous chemicals, gases, etc. in their respective shop/classroom. In addition, a copy of each SDS sheet must be filed in the SDS books located on the back counter in the main school office.

MODIFICATION OF THE FACILITIES

Teachers are not permitted to make modifications or additions to the walls, floors, ceilings, windows, doors, furnishings, equipment, or any other part of the building without obtaining prior permission from administration.

MOVIES AND VIDEOS

The Federal Copyright Act (Title 17, 94-553, USC) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette or DVD carries with it the right to show the movie outside the home. Copyright infringement for non-commercial use is punishable by a fine of up to $20,000 per illegal showing.

Teachers are responsible for ensuring that no violation of Federal Copyright law occurs in their classroom and/or shop area.

DRUGS AND NARCOTICS

The following procedures are to be followed when students are suspected of being under the influence of, in possession of, or transacting the sale of drugs, narcotics, or other harmful substances in the building or on the school grounds:

- Immediately prevent the student from using any equipment or machinery.
- Inform the administration of the situation.
- Keep the student under close supervision.

NO DIVIDED TIME, ATTENTION, OR INTEREST

According to the Collective Bargaining Agreement:

"During the employee work day, unless excused by administration, employees will devote themselves exclusively and conscientiously to the professional discharge of their assigned duties."

OBSERVATION AND STUDENT TEACHERS

It is the policy of the Parkway West School to welcome observation and student teachers. Observation and student teachers must be approved by the administration prior to their visit.

OFFICE MEMOS

Memos are used to communicate information between the administration and staff members. Prompt attention to requests from the office and observance of due dates is necessary to ensure the efficient operation of the school.

PARKING

Teachers are not permitted to park in the areas designated for handicapped, visitor, reserved, or administrative parking, nor are they permitted to park in the bus/fire lane at any time. Teachers may be assigned parking spaces by the administration.

PERSONAL ITEMS

Teachers need to use reasonable care to protect personal items and valuables from theft and damage. The school assumes no liability for loss of teachers' personal items or valuables such as purses, wallets, credit cards, personal clothing, etc. due to theft, accident, or other damage.

PERSONAL LEAVE

Employees receive personal leave days each contract year. Unused personal days will be added to the Employee's accumulated sick leave days on June 30. The administration reserves the right to approve or disapprove the use of personal leave days based on the scheduling and/or educational needs of the School.

Requests for all personal leave days must be submitted a minimum of at least three work days in advance. In the event of an unforeseen circumstance which prevents the employee from submitting the form three work days in advance, the employee must provide the Assistant Director with a reason for the lack of notice for use of the personal day. In the event that the stated reason for the use of personal day(s) without proper notice is deemed unacceptable, the employee's salary will be reduced by the amount of unauthorized leave taken.

When a personal leave day is approved, the teacher will be required to submit to the school office one day in advance the following materials:

- A learning guide listing sufficient work for the length of personal leave;
- A list of shop/classroom rules and regulations;
- A list of shop/classroom clean-up assignments;
- Supplementary materials for each student;
- A student roster and seating chart.

Provisions for other leaves are outlined in the Collective Bargaining Agreement between the Parkway West Federation of Teachers and Parkway West School.

PHOTOGRAPHING OR VIDEOTAPING OF STUDENTS

The only valid reason for teachers to photograph or videotape students is to document their work or to recognize their achievements in the school. Any photographs or video recordings taken, which document student work or achievement, should be displayed in an appropriate manner in the shop or classroom, or kept in a file in the teacher's office maintained specifically for that purpose. Photographs or video recordings in electronic formats that meet the above criteria may be maintained on hard drives, video tapes, or removable storage media in a secure location in the teacher's office. Teachers are not permitted to take pictures or video recordings of student's home or transmit them to any person or place outside the school without prior administrative approval.

PROFESSIONAL DRESS AND APPEARANCE

All staff members are to dress and groom themselves so as to: establish themselves as professionals in the classroom or shop, demonstrate to students the importance of proper attire in an occupational setting, and to serve as appropriate role models for students. Teachers are to dress in business attire for all Advisory Meetings, Open Houses, Senior Recognition, and National Technical Honor Society.

PROFESSIONAL ORGANIZATIONS

The administration encourages all teachers to be members of professional organizations.

PURCHASE ORDER REQUISITIONS

When teachers need instructional materials or supply items, a properly completed *Purchase Order Requisition* must be submitted to the administration for approval. All requested information on the *Purchase Order Requisition* form must be provided, or marked N/A if not applicable.

Teachers should anticipate their needs sufficiently far in advance to allow time for processing the *Purchase Order Requisition*. If approved, a purchase order will be processed in the business office. *Purchase Order Requisitions* are required for all items, even if the item is for preview or no charge to the school.

No items are to be ordered by any teacher, including instructional materials for preview and/or free samples, unless a properly completed *Purchase Order Requisition* has been approved by the appropriate administrator, and a Purchase Order has been issued by the business office.

REPORTING OFF

Employees not excused by the administration are required to report off at least one hour and twenty minutes before their scheduled starting time. Failure to give sufficient advance notice will be considered tardiness in proportion to the lateness of the call as recorded by the office.

When reporting off at night or on weekends, call 412-923-1772 extension ***188** and give your name, the date, and the reason you are reporting off. When you are absent due to illness, you must call the school office each day of absence prior to 2:30 PM and indicate if you expect to return to school the next day.

Teachers must indicate whether they are calling off for the entire day, or for just one half of the day. Teachers who call off for the entire day may not return to work that day.

REQUEST TO LEAVE THE BUILDING DURING SCHEDULED WORK DAY

Teachers may leave the building during scheduled work time only for necessary and compelling reasons such as illness, emergency, or other unavoidable situations. Routine appointments with doctors and dentists should be scheduled outside school hours.

Teacher Request to Leave School forms will be approved subject to the following guidelines:

- The *Teacher Request to Leave School* form must be completed and submitted to the Assistant Director for approval at least three days in advance, unless the nature of the situation prohibits prior notice.
- Teachers will be granted a maximum of three (3) times per school year.
- Teachers shall use other allocated leave such as sick leave or personal days for scheduled appointments.

RESIGNATION

The Pennsylvania School Code requires that a teacher must give sixty (60) days written notice before a resignation becomes effective, unless otherwise mutually agreed upon between the Director and the teacher. Professional ethics require that the administration be given every consideration if a teacher is planning to resign. Violations of this section could affect the teacher's certification with the Pennsylvania Department of Education.

SAFETY

Teachers are responsible for instructing students in all aspects of safety related to their program, and for documenting the results of all safety-related instruction. Students must achieve 100 percent on safety tests before being permitted to operate machinery or power tools.

Eye Protection Devices

Section 1 of Act 116 of 1965 defines the requirements for eye protection as follows:

Every teacher, student, visitor, spectator, and every other person in any shop or laboratory in public or private schools, colleges and universities who is engaged in or is within the area of known danger created by:

- The use of hot liquids, solids or gases, or caustic or explosive materials, or
- The milling, sawing, turning, shaping, cutting, grinding or stamping of solid materials, or
- The tempering, heat treatment of kiln firing of metals and other materials, or
- Gas or electric welding, or
- The repairing or servicing of vehicles, shall wear industrial quality eye protective devices at all times while engaged in such activities or exposed to such known dangers.

Teachers may also require eye protection to be worn by any person in the shop in any other situation they deem necessary.

Combustible Material Storage

All combustible supplies must be safely stored in the proper areas. Questions concerning the storage of these materials should be addressed to the Supervisor of Buildings and Grounds.

Students must be informed of the Community Right to Know Act when handling hazardous materials. Material Safety Data Sheets for hazardous materials are available in each program area and the main office.

Fire Extinguishers

Teachers are to check fire extinguisher(s) regularly in assigned program area and submit a work order in the maintenance queue of Questeq help desk for replacement if the extinguisher is low or empty.

Teachers are to report the discharge of a fire extinguisher immediately to the Assistant Director.

SALESPERSONS

Salespersons are to schedule appointments to meet with teachers during non-teaching time. All salespersons must register in the school office.

SCHOOL COMMUNITY RELATIONS

Public Relations is an important responsibility of each teacher. All newsworthy information should be submitted to the Public Relations (PR) coordinator to be considered for a press release. Some of the scheduled activities of public interest are:

Open House	Teachers must prepare student demonstrations or projects that parents, employers, and potential students can view during their visitation.
Parkway Newsletter	A newsletter sent to residents of our twelve participating school districts informing them about the career & technology center. Newsworthy items should be submitted to the PR coordinator.
News Releases	A news release is a flexible tool for reaching a specified audience. It can focus on an event, activity, or change in your program. Newsworthy items should be submitted to the PR coordinator.

SCHOOL PERSONNEL HEALTH RECORD

All new teachers shall submit to the Director's office the results of a medical examination completed by a certified healthcare professional on an approved form including the results of a tuberculin test. The Board may require a special medical examination for any school employee at any time.

SCRAP MATERIALS

No scrap materials, metals, parts, or other items of value are to be sold or otherwise disposed of without prior permission of the Director or designee. The determination as to whether or not an item is of value will be made by the Executive Director.

SEXUALLY EXPLICIT OR OBSCENE MATERIALS

No teacher or staff person is permitted to show any "R" or "X" rated movies, videos, tapes, magazines or any other media which contains sexually explicit or offensive material.

No teacher or staff person is permitted to access X-rated, sexually explicit, or obscene materials on the Internet or any other computer using the school's computers, networks, or Internet connections.

SHOP/CLASSROOM SECURITY

Each shop/classroom area must be secured any time the teacher is not present. Teachers are responsible for establishing procedures and safeguards to minimize losses due to theft or damage to school property.

To provide a safe environment for all students and staff, certain public areas in the school and on the school grounds may be monitored using video surveillance cameras and video tape recorders.

To prevent unauthorized persons from entering the buildings, certain entrances will be designated for all students to enter and leave the building.

Teachers are to use designated entrances and exits, and keep outside doors in their program areas closed and locked, in order to help maintain a secure facility.

STUDENT ATTENDANCE

Regular student attendance is mandatory for satisfactory achievement and the development of consistent work habits.

Teachers are responsible for monitoring each of their student's attendance on an ongoing basis. At the first sign of truancy or excessive absenteeism (three unexcused school days), the teacher is to contact administration to determine if a Student Attendance Improvement Conference shall be coordinated with the home District. The teacher may call the parent to determine:

- If the parent is aware of the absence and if the absence is for legitimate reasons.
- To make the parent aware of the serious consequences for each day of instruction lost due to student absence.

Teachers are to document in CSIU the information obtained from the parent so that any further follow up can be done efficiently.

If the teacher's efforts to resolve the problem are unsuccessful, a notification to the Student Support Staff must be made before the student accumulates 10 days of absence.

STUDENT ABSENCE EXCUSES

Students must provide a written excuse signed by a parent or guardian for all absences or early dismissals. Reasons for legal absences include: illness, death in the immediate family, extreme weather conditions, or personal emergencies which directly affect the student. Absence excuse forms are provided by the School, and students must submit this form to their teacher on the day of return.

If a legal excuse is not submitted within 3 days of the student's return to school, the absence(s) will be considered unexcused. If a student is ill for an extended period of time (3) days or more for any one medical problem, it is

recommended that the student obtain an excuse on the form provided by the school and signed by a healthcare provider. A healthcare provider's excuse for absence from school will prevent loss of credit for excessive absenteeism.

Teachers are responsible for ensuring that students provide excuses for their absences, for informing the students of the consequences of not providing absence excuses, and for following through with those consequences if the students do not comply.

Healthcare Provider's excuses for student absences are to be given to the school office so they can be properly recorded.

STUDENT ACCIDENT REPORTS

Any time that a student is injured, the teacher is required to complete an Accident Report form as soon as the student is safely transferred to the parent, school office, or hospital.

The teacher must complete all sections of the Accident Report and submit it to the main school office no later than the end of the day of the incident. It is essential that the teacher state whether the accident occurred due to an unsafe act, unsafe mechanical or physical condition, or an unsafe personal factor, and what corrective action the teacher took or recommended. (Sections 18-21 of the Accident Report form)

STUDENT BREAKS AND BREAK AREAS

Teachers are to take their students to their assigned break areas, supervise them while on break, and escort them back to the shop or classroom areas according to the break schedule distributed at the beginning of the year.

STUDENT DRESS

Teachers are to consistently enforce dress code standards listed in the Student Handbook, including required safety apparel. The CTC teachers should establish standards for student dress that are appropriate for their occupation.

STUDENT HALL PASSES

Student travel throughout the building during class time should be strictly limited to only the most necessary reasons. The loss of instructional time, and the disruption and disciplinary problems caused by unsupervised students in unauthorized areas of the school, necessitates strict control of hall passes by every teacher.

The special Rest Room Pass is to be used when students have to use the rest room during class time. Teachers must issue a written hall pass when a student leaves his/her assigned program for any other reason. Only one student at a time is permitted to use the Rest Room Pass. No tools, food, or drinks are to be taken into a rest room by students.

If students are to do work in another area of the school, a hall pass must be written indicating what the students are doing and the location of the job. Program sign-in and sign-out forms are to be used in each area and kept for review by the administration.

STUDENT LOCKERS

Teachers are responsible for maintaining a list of student locker assignments and monitoring the condition of student lockers and locker rooms. Teachers are required to conduct monthly locker and locker room inspections. Students are to be given adequate advance notice that lockers are to be inspected on a given date.

STUDENT PROTECTION

Students may not be removed from the school without the approval of the administration. No person, including a member of a law enforcement agency, may take a student from the classroom; nor may the student be questioned unless an administrator or his/her designee is present.

STUDENT RADIOS, PAGERS, BEEPERS, LASER POINTERS AND CELLULAR TELEPHONES

Lasers, radios, headphones, cassette players, CD players, pagers, walkie-talkies, cell phones, external speakers, or any other type of electronic equipment are not to be used in the school building between the hours of 7:40 AM and 2:10 PM. If a student is in use of any of the above mentioned items, they may be confiscated and turned into the office. Confiscated devices may require a parent or guardian to retrieve.

The administration strongly recommends that teachers consistently enforce this policy. Past experience has shown that once students are permitted to use electronic equipment in class it is very difficult to control their use.

STUDENT RECOGNITION

While it is entirely appropriate for teachers to recognize all meaningful achievements by their students, it is also important to avoid overly enthusiastic praise or the appearance of favoritism, especially when interacting with parents or the general public. A few guidelines to help avoid creating such perceptions are:

- focus on the student's achievements, not their personality
- keep the student's accomplishments in perspective
- do not discuss any other students when speaking to parents about their child
- do not hug students
- do not give students gifts at public events

Special awards (tools or other items from vendors, scholarships, etc.) given to students at the end of their senior year will be listed in the senior recognition ceremony program, but will not be presented during the program.

STUDENT SUPERVISION

Teachers are responsible for supervising students for the entire time students are on school premises.

Between 7:15 and 7:40 AM and between 11:15 and 11:35 AM, teachers are to monitor student behavior in the hallways outside their program area unless scheduled elsewhere.

At dismissal times, teachers are to walk their students to the busses and supervise them until they board their busses.

SUBSTITUTE TEACHERS

The purpose of a substitute is to teach for the regular teacher. Every effort will be made to get qualified substitute teachers.

At the beginning of the school year teachers are required to submit a class roster, a list of clean-up assignments, shop or classroom rules, and two general lesson plans with instructional materials. As these substitute lesson plans are used during unanticipated teacher absences, teachers are required to replace them. Teachers are to have sufficient supplementary materials available for substitute teachers to teach their students.

TARDINESS

Teachers should arrive at school on time and remain until dismissal. When this does not happen, the following action will be taken for checking in late or leaving early.

OFFENSE	CONSEQUENCE
1st	No Action

2nd	No Action
3rd	No Action
4th	Meeting with Assistant Director
5th	Meeting with Assistant Director, Representative of Federation and memo in personnel file.
6th	Meeting with Assistant Director, Representative of Federation, Memo in Personnel File, and deduction of pay based upon the total time accumulated from the first offense for tardiness or early leave calculated at the employee's hourly rate. For deduction purposes, calculation of minutes shall be rounded to the nearest quarter of an hour. Deduction will be made in the June 30 pay.
7th	Continued tardiness and/or early leave will be considered persistent negligence.

Teachers who fail to sign in will be considered to be late or to have left early unless they inform the Assistant Director as soon as possible and have their time sheet initialed.

TEXTBOOKS, WORKBOOKS, REFERENCE BOOKS, SOFTWARE AND AUDIO VISUAL MATERIALS

Teachers are responsible for the textbooks, workbooks, reference books, computer/laptops and audio visual materials assigned to their program, and must have a current list of all reference books available and a system for checking reference books in and out.

Teachers are to conduct a quarterly examination of the condition of textbooks issued to students so that any loss or damage can be identified early in the year.

Teachers must submit a *Notification of Debt* form to the Assistant Director for each student who has a debt. No grades, certificate, or diploma will be issued to a student with an outstanding debt. It is particularly important that teachers submit a *Notification of Debt* form if a student leaves their program during the school year owing a text or workbook or other school property.

New textbooks require a rationale for the change and approval from the administration occupational advisory committee and JOC. *Textbook and Software Budget Request* forms for the following year are due in November.

Teachers must submit a copy of the new textbook and valid reasons for the change to the Assistant Director when submitting requisitions for new textbooks.

TEACHER EVALUATION

Teachers are evaluated according to the School Laws of Pennsylvania, using the appropriate Pennsylvania Department of Education form. Teacher evaluation is a formative assessment of teacher performance by administration that is an ongoing process throughout the school year culminating in formal observations and summative assessments which together are referred to as the "evaluation."

Professional employees will be evaluated at least once annually. Temporary professional employees will be evaluated at least twice annually according to the terms of the collective bargaining agreement.

TEACHER OBJECTIVES

In addition to the objectives for the entire staff established by the Professional Development Committee, each teacher should strive to develop program and personal professional objectives for each school year.

Teachers are required to schedule their formal observations no later than September 30 of the current school year.

Program objectives include: introduction of new equipment, introduction of a new unit(s) of instruction, a search for a new textbook or workbook, development of new instructional materials or strategies, recruitment of new occupational advisory committee members and/or improvement of student placement.

An example of a professional objective might be to attend an update seminar or workshop on new technology for your program. Teachers should formulate professional objectives in accordance with the recommendations of his or her last teacher evaluation.

TEACHER PREPARATION TIME

Teacher preparation time is provided to teachers for organizing work, grading papers, developing curriculum, preparing lesson plans, contacting parents and employers, attending faculty and other meetings, and performing other school related duties.

TELEPHONES

Telephones in teachers' offices are to be used to contact parents, employers seeking students, advisory committee members, and for internal communications between teachers related to the improvement of instruction.

Incoming and outgoing personal telephone calls are to be kept to a minimum during teaching time. Abuse of the telephone privilege will result in restriction of the teacher's telephone.

Students are not permitted to use teacher's telephones for any reason. Lists of internal telephone extensions are to be kept confidential, and under no circumstances should teachers give students their telephone account number or explain how to access inside or outside numbers.

Teachers and paraprofessionals may use personal cell phones for emergency purposes only.

TRAVEL REGULATIONS

Teachers traveling on school business should exercise the same economy as a prudent person traveling on personal business. Teachers should differentiate between expenditures for the school and those for personal convenience.

Reimbursement for official travel is limited to necessary items and actual amounts paid. Receipts are required for reimbursement of all charges.

Authorization to Travel

Travel must be authorized by the Assistant Director or designee.

Automobile

When utilizing a personal automobile for school business, the reimbursement rate established by the contract is the maximum payable regardless of the number of passengers.

Operators of personal automobiles must be a licensed driver, and have insurance coverage as required by law. Parking and toll charges are reimbursable.

Local Transportation

Local transportation such as taxi cabs, airport limousines, and buses may be used when justified by the travel assignment.

Lodging

Lodging will be arranged through the business office. Teachers may not make room reservations without prior administrative approval.

Meals

Meals purchased by an employee while on school business will be reimbursed at reasonable cost. Tips will be reimbursed to a maximum of 15 percent and must be included on the meal receipt. Alcoholic beverages are not reimbursable. The receipt submitted for reimbursement, must show detail of charges. A summary receipt (showing total meal cost only) is not adequate proof and reimbursement may be denied.

Public Conveyance

Tickets for air travel or other forms of public conveyance will be obtained through the Business Office. Teachers may not purchase tickets for travel without prior administrative approval.

Rental Cars

Rental cars may be used only when no other means of public transportation is available or practicable.

Travel Advance

Teachers may request a travel advance when estimated expenditures will exceed $200. When the travel expense voucher is submitted, actual expense will be applied against the advance received. The amount advanced must be reconciled against eligible expenditures. Any mode of transportation that is consistent with the requirements of the assignment may be authorized. Travel must be by the most direct route.

Travel/Miscellaneous Reimbursement Voucher

Reimbursement for travel expenses is obtained by submitting a *Travel/Miscellaneous Reimbursement Voucher* form. Forms must be properly completed, accompanied by proper documentation of all expenses to be reimbursed and should be submitted to the employee's supervisor for approval.

The following information is required: Enter dates on which expenses were incurred. Use a separate line for each day's travel.

1. Name of Employee: Type or print name as it is usually signed.
2. Address: Enter address where check is to be mailed.
3. Department: Enter the name of the department or program.
4. Event/Seminar: Enter description of event/seminar attending.
5. Mileage:
    a. Enter date of departure and return.
    b. List the location - from and to.
    c. Personal Auto Mileage - Enter the number of miles traveled.
6. Subsistence: Enter amount paid for subsistence, meals, tips, etc. Tax and tips must be included on the meal receipt. Receipt must show detail of meal charges. A summary receipt (showing total charge only) is not adequate proof and reimbursement may be denied. Alcoholic beverages will not be reimbursed.
7. Miscellaneous Expenses: Explanation - Enter description for other allowable expense items (parking, tolls, telephone calls, etc.) and cash paid.
8. Lodging: Enter the name of hotel or motel and cash paid. Attach documentation.

USE OF TOBACCO PRODUCTS

Act 128 of 2000 prohibits use of tobacco products "by any person...in school buildings; on busses, vans or other vehicles owned by, leased by, or under the control of a school district; and on property owned by, leased by, or under the control of a school district."

The act further specifies that "The board of school directors may designate certain areas on property owned by, leased by, or under the control of the school district where tobacco use by persons other than pupils is permitted. Such areas shall be no less than fifty (50) feet from school buildings, stadiums, or bleachers."

USE OF SCHOOL EQUIPMENT

An employee may request to use school equipment using the following procedure before removing the equipment:

Obtain approval from the Director/Assistant Director.

Complete the required information in the "Equipment Sign Out Book." Obtain Director or designee's approval prior to removing equipment from school property.

Upon return of the equipment, obtain verification from the department representative that the equipment has been returned in good condition

In the event tools or equipment are returned in an unsatisfactory condition as determined by the Director or administrative designee, a fee shall be charged to cover repair or replacement**.**

WASTE MATERIALS

With the exception of the Culinary Arts Programs, teachers are not to have students take waste materials, scrap, trash, etc. to the dumpsters. Teachers are to designate an area of their classroom or shop for materials to be disposed of, and the custodial-maintenance staff will remove them at night.

Any problems with removal of waste materials should be referred to the Supervisor of Buildings and Grounds.

WINDOW COVERINGS

Glass windows in walls and doors of shops, classrooms, and offices are to be kept free of all obstructions.

WORK ORDER REQUEST

Any teacher or individual who desires work or services to be done on personal property or vehicle in Parkway West programs must submit a properly completed *Work Order Request* form to the Assistant Director for approval before the project or service is initiated.

Students who wish to have work or services performed must first receive permission from their career and technology instructor and, if applicable, their academic instructor. Students who have poor attendance, discipline issues, or below a "C" grade in their academic or career and technology program will not be granted approval by the Assistant Director.

Services performed in programs with activity accounts must have teacher approval before the *Work Order Request* is submitted to the school office. Teachers may not perform work or services, nor authorize students to perform work or services, on any personal property or vehicle brought into the school by another staff member, by any individual, or by themselves, without a properly completed Work Order Request signed by the Assistant Director.

No completed goods or services are to be released without verification of payment from the business office. Service charge and sales tax amounts will be calculated and added to all invoices.

Late payments will be subject to an additional service charge as per school policy. All payments must be made by the 15th of June each year.

WORKER'S COMPENSATION

All faculty members are covered by Worker's Compensation Insurance.

Teachers who are injured while performing job related duties during normally scheduled work hours or authorized overtime at Parkway West School must immediately report the accident to the Assistant Director and complete an accident report. The teacher must obtain from the business office the proper forms to be completed before visiting an attending physician or hospital, unless it is impossible due to the nature of the injury.

The Worker's Compensation Law requires that any injury to an eye must be cared for immediately by a qualified ophthalmologist.

No payment should be made by the teacher to the attending physician or hospital. Service provider(s) will bill the school for all Workers' Compensation related claims.

CAREER AND TECHNOLOGY POLICIES

CTC DAILY SCHEDULE

Morning Session

Teacher check in/opens classroom	7:15
CTC Courses	7:40 - 10:25
Dismissal from morning session	10:15
Teacher planning time	10:15 - 10:30
Teacher Lunch Period	10:30-11:15

Afternoon Session

Teacher opens classroom	11:15
CTC Courses	11:35 - 2:10
Dismissal from afternoon session	2:10
Teacher planning time	2:10 – 2:45
Teacher Dismissal	2:45

ACTIVITY ACCOUNTS

The purpose of a student activity account is to finance program activities that benefit the students. Students are to be involved in the decision making process regarding the expenditures of funds from these accounts.

Student activity accounts must be used in compliance with board policy (Student Activities Account Manual) and administrative guidelines. The teacher serves as the class advisor.

ADULT EDUCATION

All of the school's career & technology programs are open to adults. Adult students are expected to follow the same rules and regulations as secondary students. Teachers must complete attendance and evaluation forms required by funding agencies as requested by the Assistant Director.

In full day programs, adults may attend both sessions in order to complete their training in one year. Academic classes may also be scheduled to enhance their program of study.

Teachers need to adapt their curricula to accommodate the needs and abilities of adult students in their programs.

ADVISORY COMMITTEES

All CTE programs must have two occupational advisory committee meetings during the school year and ensure sufficient representation to provide a valid sample of the employment market for students. Committee composition should be made up of members from business and industry, post-secondary education, a parent, a graduate, and co-op employers. At a minimum, four (4) representatives from local business and industry must attend an advisory meeting for it to be considered valid. For cluster programs, each individual program must have four (4) representatives from local business and industry and each program must meet individually. Teachers are not permitted to be the committee chairperson. All committee members must be approved by the Joint Operating Committee annually in September.

The first Advisory Committee Meeting will be held on October 1, 2024 and the second will be held via web conference on the April 1, 2025. Teachers are required to call committee members one week prior to the meeting in order to get a commitment that they will attend and keep anecdotal records of each committee member's response.

All correspondence is due in the office two weeks prior to the scheduled meeting. Teachers are to provide new and up to date material for each meeting. A legible copy of the minutes of the meeting and a list of members in attendance must be submitted to the school office no later than one week after the meeting.

ACADEMIC COURSES

Academic courses are provided for students who would otherwise not be able to attend Parkway West CTC. The academic teachers constitute a valuable resource for improving student's history, science, and communication skills. All students that are enrolled in an academic course will start virtually and must maintain at least a 70% grade. Students that fall below a 70% will be pulled from their CTC Program for remediation.

Career & Technology teachers may request assistance from academic teachers to convey content in their subject area. Team teaching of shared content, mini-lessons, or small group sessions with students who are having difficulty with a particular aspect of an academic subject can be scheduled at a mutually convenient time. The academic teachers have no regularly scheduled classes on Wednesdays, which allows time for such activities, and for them to meet with their students who need additional help or time to meet course objectives.

Career & Technology teachers may not hold such students back from attending academic courses for any reason without prior administrative approval, and must work cooperatively with the academic course teachers and the administration to ensure regular student attendance in the academic courses.

Teachers whose students go on internships or are released for Cooperative Education must work cooperatively with the academic teachers to ensure that the students are held responsible for completing academic course requirements. Similarly, academic teachers must realize that internships and Co-op are an important part of the overall educational program, and should make reasonable accommodations to permit students to participate in school-to-work activities.

BULLETIN BOARDS AND DISPLAY CASES

Bulletin Boards and display cases are available for display of materials and information around the school. Teachers are encouraged to display examples of quality student projects for the enjoyment and improvement of students, staff, and public.

Classroom bulletin boards are the responsibility of each teacher. The following items are mandatory for posting in all classrooms: Fire Escape/Drill Information, Quality Statement, and Classroom Rules. Information posted should be up-to-date and pertinent. Teachers may also display information pertinent to current class discussions. Displays must reflect equal opportunities for students. Material to be used for classroom bulletin boards can be obtained through a *Staples Advantage Account* or *Purchase Order Requisition*.

CAREER DAY

Career Day has been established to provide fair and equitable access for post-secondary schools, employers, and military services that wish to recruit Parkway West students. All inquiries from such agencies should be referred to the Cooperative Education/Placement Coordinator.

COOPERATIVE EDUCATION PROGRAM AND JOB PLACEMENT

The Cooperative Education Program is designed to integrate career & technology programs with supervised employment and to assist students in establishing and achieving their career goals.

Teachers must use the following guidelines in recommending students for the Cooperative Education program: the student's career interests and goals, attendance and discipline records, academic, technical and workplace competencies achieved, completion requirements, successfully completed the pre-NOCTI test, professional attitude, cooperation with others, performance in academic courses, and adherence to the dress code of the occupation.

Students will not be scheduled for Cooperative Education until a completed Cooperative Education Training Agreement and a signed Rules and Regulations Form is approved by the teacher of Cooperative Education. Teachers will receive a copy of the completed forms.

CO-OP GRADES

Cooperative Education students receive a combined grade from the Co-op Coordinator and teacher each grading period. The program teacher records the final nine-week grade on the student's grade report.

JOB PLACEMENT

It is the responsibility of each teacher to work with the Co-op Coordinator and local employers to assist students in obtaining job placement.

RELATED THEORY CLASSES

Cooperative Education students are required to attend related theory classes as scheduled by the Co-op Coordinator. Co-op students are to remain in school for the entire day on related theory days. The remaining class period is spent in the career & technology and academic (if applicable) programs.

STUDENT RELEASE FOR INTERVIEWS

All student job interviews are to be scheduled by the Co-op Coordinator.

CERTIFICATE OF COMPLETION

A Certificate of Completion will be awarded only to program completers. Program requirements are listed in the "Criteria for Completers" chart in the student handbook.

Any student who receives a final failing grade in their final year will receive no credit for the year and will not receive a certificate of completion.

Certificates of Completion are issued only at the Senior Recognition Ceremony.

COSMETOLOGY SERVICES

Teachers are to limit students to one visit to Cosmetology per month contingent upon permission from their career and technology instructor and, if applicable, their academic instructor. Students who have poor attendance, discipline issues, or below average a "C" grade in their academic and career and technology program will not be granted approval.

The Cosmetology teacher(s) will maintain a list of students who receive services to ensure that the one visit per month rule is observed.

CLUSTER ROTATION

First-year students in cluster programs should rotate into their next program areas according to the following schedule:

Automotive Cluster

October 23, 2025	January 13, 2026	March 20, 2026

Construction Cluster

October 23, 2025	January 13, 2026	March 20, 2026

CURRICULUM

The Pennsylvania School Code, Chapter 4, Section 4.31 Academic Standards and Assessment, states that:

A. Career & Technology courses, including applied science and technology, shall be developed in the planned course format and shall be accessible to all high school students attending those grades in which career & technology courses are offered.
B. Career & Technology education programs shall consist of a series of planned academic and career & technology education courses that are articulated with one another so that knowledge; skills, attitudes, and behaviors are taught in a systematic manner.
C. Under state requirements for program approval, career & technology programs consist of a series of planned courses, with certification based on students' successful completion of those planned courses.

The components of a planned course at Parkway West CTC include POS Competencies to be completed by students; the technical, academic and workplace competencies taught within those projects; and the methods used to assess student achievement of those competencies.

Student progress toward program objectives must be fully documented in both the career & technology and academic courses.

DAILY ATTENDANCE REPORTING

In addition to maintaining accurate attendance records in the attendance books, teachers are responsible for completing daily student attendance in CSIU by 7:50 AM in the morning session and by 11:50 AM in the afternoon session.

Teachers are to mark students absent, tardy, or Co-op. With the exception of students who are on approved Cooperative Education, any student who is not present in class should be marked absent. If a student who was marked absent arrives in class after the attendance is submitted without a pass, the student should be sent to the office to obtain a pass. The office will make any appropriate changes in the attendance program at that time.

PARENT PORTAL

Teachers must set technical, academic, and employability performance requirements to determine whether students are making satisfactory progress in each grading period. The Parent Portal allows parents to access their child's grades, attendance, and discipline records from home, or anywhere they have computer access 24 hours a day. Teachers are responsible for updating their grade book on a weekly basis. All teachers are required to enter all grades into CSIU no later than 2:35 PM every Friday or the last work day of every week. If a teacher has a pre-approved leave day on a Friday, their grades are required to enter no later than 2:45 PM on Thursday.

Any other written communications to parents regarding student progress, or any other aspect of the student's behavior or performance, must be approved by the Assistant Director.

GAS ORDER REQUESTS

All gas cylinders must be requested through the Welding Program at least one day in advance. No gas cylinders will be ordered unless an empty cylinder is available for return.

EMERGENCY CARDS

Teachers are not to permit students to work in labs or shops, or to operate any tools and machinery, until a properly completed emergency card is on file in the main school office.

GRADING POLICIES

The purpose of grades is to inform the student and parent of the student's progress toward the program objectives. Grades should not be used to punish or discourage a student, nor as a consequence for disciplinary problems.

Teachers must submit an explanation of program grading procedures including a breakdown of the weighting system for quizzes, tests, performance grades, etc. to the administration prior to implementation. Records must be maintained that will substantiate the student's grade at the end of each grading period.

If a student receives a quarterly grade of 59% or lower, the teacher shall contact the parents of said student and document in CSIU that contact occurred. This procedure is to be done each quarter.

While grades may not be automatically reduced because of absenteeism, class participation is an integral part of the instructional process and will necessarily be reflected in the student's grade. Up to 20 percent of the nine-week grade may be based on daily performance, including daily points for production, class preparation and participation, and proper dress.

Any student who receives a final failing grade in a non-final year will not receive credit and may be scheduled for a full day of classes at the home school or transfer to another program.

In order to assure that grades accurately reflect the student's progress, the following method is used to calculate quarterly, semester, and final grades:

PERIOD	CRITERIA
1st, 2nd, 3rd& 4th Quarter Grades	The weighted average of all scores or grades in that grading period.
1st Semester Grade	The percentage scores from the 1st and 2nd quarters are averaged to determine the second semester grade.
2nd Semester Grade	The percentage scores from the 3rd and 4th quarters are averaged to determine the second semester grade.
Final Grade	The percentage scores from all 4 quarters are averaged to determine the final grade.

The following grading scale is used to determine letter grades:

Letter Grade	Percentage
A	90 - 100
B	80 - 89
C	70 – 79
D	60 – 69
F	Below 60
I	Incomplete

NOTE: A "D" grade, even though considered below average, is a passing grade and warrants full credit for the program. Teachers should strive to develop a grading system that fairly and accurately reflects students' performance in light of real-world standards.

INCOMPLETE GRADES

An Incomplete or "I" grade may be issued when a student fails to complete a substantial portion of the course requirements for a nine week grading period. Most frequently, an "I" grade is used to avoid a failing grade for students who have been absent due to serious, ongoing medical problems which are being treated by a healthcare provider.

A student receiving an incomplete grade will be given a reasonable period of time, as determined by the teacher, to complete the required work. If the student fails to complete the required work within the specified time period, the incomplete grade will be changed to an "F." Absent extreme circumstances, no student should be given more than one grading period to make up uncompleted work.

PRE-GRADUATION PLACEMENT REPORT

At the end of each school year, teachers must submit a pre-graduation placement report to the Cooperative Education Coordinator. A final report will be completed indicating the placement record of the past year's graduating class.

STUDENT HANDBOOK

Teachers are responsible for reading and explaining the rules and regulations in the Student Handbook to every student in their program, including late entries.

The program teachers will review the student handbook which is available online. The teachers will share with the students the location of the on-line student handbook. It can be found at www.parkwaywest.org under the "Student Tab." The teacher will have one hard copy of the handbook which must be signed by each student. This acknowledges that each student has read and understands the contents of the student handbook.

STUDENTS OF THE MONTH/YEAR

The Student of the Month is selected from the nominees by members of the Student Support staff based on attendance, disciplinary record, grades, and evidence of leadership, positive attitude, and work ethic. Teachers nominate students for Student of the Month.

The freshman, sophomore, junior, and senior Students of the year are selected from the field of nominees for Student of the Month for the entire year based on the same criteria.

STUDENT YOUTH ORGANIZATIONS

Teachers are encouraged to initiate a student youth organization in their program. All organization charters must be approved by the Board. The activities of these youth organizations should become a part of the regular instructional programs. Policies and procedures for implementing school youth organization activities are available in the school office.

TEACHER'S OFFICE

In order to maintain security and confidentiality of the teacher's grade book and other student records, and to limit unauthorized use of the telephone, students are not permitted to enter the teacher's office unless the teacher is present or specifically directs the student to do so.

VENDING AREA

Students are permitted to use the vending areas only under the direct supervision of teachers. Teachers are not permitted to sell soda, chips, or other items sold in the vending machines.

COLLECTIVE BARGAINING AGREEMENT

In any situation where there is a conflict between the language in the faculty handbook and the language in an applicable Collective Bargaining Agreement, the Collective Bargaining Agreement shall control.

ACKNOWLEDGMENT OF RECEIPT OF FACULTY HANDBOOK

I, the undersigned, acknowledge and understand my duties and responsibilities as stated in this Faculty Handbook. I agree to abide by the guidelines and regulations stated herein at all times while in the employ of Parkway West Schools.

Teacher	**Date**	**Teacher**	**Date**
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