TECH CAMPUS EMPLOYEE HANDBOOK

2025-2026

TABLE OF CONTENTS

GENERAL INFORMATION

DOCUMENT ROUTING
(Who Gets What First)

Principal
- Absence/Travel Requests & Travel Reimbursement Requests
- Tuition Reimbursement Requests
- Professional Development Requests/Documents
- Professional Dues Forms
- Mentor Forms
- Keys (E-Mail Requests)
- Dual Credit Enrollment Forms
- Curriculum Development Requests
- Agenda/Minutes of Advisory Meetings
- Equipment and Supply/Text/AV/Software Requests
- Fundraiser Approval/Form
- Timesheets

Associate Principal/ Grant Coordinator
- Field Trip Request
- Agenda/Minutes of Advisory Meetings (per evaluation schedule)
- Student of the Quarter
- Student Awards/Highlights
- Student Industry Certifications Reports (PowerSchool)
- Future Quest

Assistant Principal of Curriculum & Instruction
- Curriculum
- Syllabus/Training Plans
- Pre/Post/ test submissions

Assistant Principal of Student Services
- Adult Cosmetology Applications
- Cosmetology Internships/Cosmetology Summer School
- Scholarships received by students
- Grade & Grade Changes, Schedule Changes
- Special Education
- Student Ambassadors

Dean of Student Services
- Conduct Reports/Student Discipline
- Security/Driving Permits
- SkillsUSA Membership/Registration

Business Office
- Purchase Orders – Skyward System

Business Office Coordinator
- Payroll Information & Insurance Documents/Information
- TRS/IMRF Enrollment Forms

Accounts Payable Clerk
- Expense Reports
- Reimbursement/Payment Requests
- Student Fees

Technology Director
- Technology Work Requests (IT tickets)

Executive Assistant
- Donation Request Forms
- Personnel changes

Administrative Assistant for Principal
- Substitute Teacher Protocols

Director of Building and Grounds
- Work Requests (Maintenance tickets)

Marketing and Special Projects Coordinator
- Room reservations: Dining Room, Triple Classroom, Board Room, Conference Room
- Student Success Stories
- Social Media Updates

College and Career Pathway Endorsement Coordinator
- Internship and Job Shadow Forms
- Career Expo Information
- Team Based Challenge Paperwork
- Outside Speaker Approval Forms

LAKE COUNTY TECH CAMPUS
EMPLOYEE CODE OF PROFESSIONAL CONDUCT

All Tech Campus employees are expected to demonstrate high professional standards and to maintain appropriate relationships with each other and with students at all times. Standards for professional conduct include, but are not limited to the requirements and guidelines below. Violation of this Employee Code of Professional Conduct may subject an employee to disciplinary action up to and including dismissal. Furthermore, failure to report a violation of this Employee Code of Professional Conduct may also subject an employee to discipline up to and including dismissal from employment.

1.   Compliance with the Code of Ethics for Illinois Educators. Tech Campus educators shall fulfill the responsibilities set forth in the Code of Ethics for Illinois Educators, established by the Illinois State Board of Education at 23 Ill. Admin. Code §22.20. These responsibilities include:

   A. *Responsibility to Students*:
      The Illinois educator is committed to creating, promoting, and implementing a learning environment that is assessable to each student, enables students to achieve the highest academic potential, and maximizes their ability to succeed in academic and employment settings as a responsible member of society.
   B. *Responsibility to Self*:
      Illinois educators are committed to establishing high professional standards for their practice and striving to meet these standards through their performance.
   C. *Responsibility to Colleagues and the Profession:*
      The Illinois educator is committed to collaborating with school and district colleagues and other professionals in the interest of student learning.
   D. *Responsibility to Parents, Families, and the Community:*
      The Illinois educator will collaborate, build trust, and respect confidentiality with parents, families, and communities to create effective instruction and learning environments for each student.
   E. *Responsibility to the Illinois State Board of Education:*
      Illinois educators are committed to compliance with the School Code (105 ILCS 5/) and its implementing regulations, and to State and federal laws and regulations relevant to their profession.

2.   Prohibition Against Sexual Misconduct. Tech Campus employees and agents shall not engage in sexual misconduct, defined in Section 5/2-3.188 of the Illinois School Code as any act, including, but not limited to any verbal, nonverbal, written, or electronic communication or physical activity that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:

   a. A sexual or romantic invitation;
   b. Dating or soliciting a date;
   c. Engaging in sexualized or romantic dialog;
   d. Making sexually suggestive comments that are directed toward or with a student;
   e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and
   f. A sexual, indecent, romantic, or erotic contact with a student.

3.	Guidelines for Professional Relationships with Students. Employees and agents of Tech Campus shall adhere to the following guidelines concerning relationships and boundaries with students:

A. *Transporting a Student*:
1. Tech Campus employees and agents shall not transport a student in a personal or school vehicle without prior authorization from the Tech Campus Executive Director or Building Principal and informed consent of the parent of a student under the age of eighteen.
2. If an employee or agent transports a student, another Tech Campus employee must accompany the student during transportation.

B. *Taking or possessing photographs or videos of students*:
1. Photographs and/or videos may be taken only of students who consent to be photographed. Parents or Guardians of students under eighteen must also provide consent.
2. Photographs and/or videos shall be taken only for educational purposes.
3. Employees and agents shall not store photographs or videos on a personal cell phone or other personal device and shall not publish photographs or videos of students on social media.
4. No photograph or video of a student may be published, disclosed, or transmitted, except in conformity with the Family Educational Rights and Privacy Act, 20 USC §1232g, and the Illinois School Student Records Act, 105 ILCS 10/1 *et. seq.*
5. No photograph or video may be published on the Tech Campus website or in other school publications without prior permission from the Executive Director or Building Principal.

C. *Meeting with or contacting a student outside of the employee's or agent's professional role*:
1. Tech Campus employees and agents shall not meet with a student off campus without the knowledge and permission of Tech Campus administration and the student's parent or guardian. All meetings with students must be necessary and appropriate for educational purposes.
2. Employees and agents shall not invite students to their home or meet with students in isolated or private settings.
3. Employees and agents shall not become involved in situations which could be construed as posing a risk to a student or as facilitating an inappropriate relationship with a student.
4. Employees and agents shall use only methods approved by Tech Campus for communicating with students. Employees and agents shall not use personal phone calls, personal emails, or personal text messages for communicating with students.

5. Employees and agents shall not add students as contacts on personal social media and networking sites or communicate with students through these personal accounts.
6. Tech Campus employees and agents shall not share personal information with students.
7. All communications with students shall be professional and transparent.

4. <u>Abused and Neglected Child Reporting.</u> In accordance with Policy 5:90, any Tech Campus employee who suspects or receives knowledge that a student may be an abused or neglected child, or for a student aged 18-22, an abused individual with a disability, shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline and follow DCFS directions to file a written report within 48 hours with the nearest DCFS field office. The employee shall promptly notify the Executive Director or Building Principal that a report has been made.

5. <u>Reporting of Sexual Harassment.</u> Employees shall report all incidents of sexual harassment promptly to the Tech Campus Title IX Coordinator as described in Policy 2:265. Any employee who fails to report or forward a report of sexual harassment to the Title IX Coordinator may be disciplined, up to and including dismissal.

6. <u>Employee Training Related to Child Abuse and Educator Ethics.</u> Pursuant to Policy 5:100 and Illinois law, all Tech Campus employees shall receive training on educator ethics, teacher-student conduct, and school employee-student conduct at least once every two years. Pursuant to Policy 5:90 and state law, every Tech Campus employee shall receive mandated reporter training within three months of initial employment and at least every three years thereafter. By January 31, 2023, and every year thereafter, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors and boundary violations.

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PROCEDURES

ABSENCE REPORTING

ALL ABSENCES REQUIRE A SKYWARD SUBMITTAL. This includes work related activities, i.e., field trips, student recruitment at other schools and advisory committee meetings**. If the absence is anticipated, you must submit a Skyward Request before your absence, and include AATTENDANCE from drop down name menu of who to notify.** If you call in an illness or emergency the morning of your absence**,** Login to Skyward and enter absence information **by 12:00 p.m. of the following day.** Support Staff will also submit their request to their immediate supervisor, as well as, Skyward. If you will need a substitute, it is important to submit your request as soon as possible so that there is time to contact a substitute. **In the event of an unanticipated absence, (illness or an emergency) you need to do the following:**

- ☐ Instructors/Aides text Administrative Assistant to the Principal (Christine Faust) **before 6:00 a.m.** the morning of your absence**.** The Administrative Assistant to the Principal can be reached by **cell 847-917-4104** which you can call or leave a text message**, text preferred**
- ☐ When reporting an absence please follow the below protocol:
- ☐ During the school day enter your absence into Skyward
  - ▪ You may also enter absences into Skyward from the link on our website
- ☐ ***If reporting an absence between hours of 10:00 pm and 5:00 am please use Tech Campus email or Skyward to communicate your needs with Christine at cfaust@techcampus.org You may text anytime.***
- ☐ Instructors are required to call their teaching partner, especially if he/she will be subbing for you.
- ☐ Support Staff needs to call their instructional supervisor **and** Administrative Assistant to the Principal (Christine Faust)
- ☐ You may call Administrative Assistant to the Principal (Christine Faust) at her work phone if you cannot call by 7:00 a.m. and **only if you do not need a sub or if you are support staff**.
- ☐ **By Illinois School Code, Tech Campus Policy Number 5:330. A sick leave absence of three days or more requires a physician's approval to return to work.**

SUBSTITUTE TEACHER INFORMATION

Instructors are required to prepare a substitute folder when unable to come to work due to an unforeseeable circumstance. The **substitute folder should be made readily available at all times** and **be labeled "SUBSTITUTE INFORMATION".** Substitute materials should include the following items:

- Lesson Plan
- Class Record
- Student Roster for all sessions.
- Seating Chart
- OFF LIMITS Areas
- Names of Student Leaders (optional)

- Student instructional activities to be presented by the substitute teacher covering at least three days of student work in your program. Specific information concerning books, materials, lessons, tests, etc., need to be included in directions to the substitute teacher.

Teacher certification and tort liability laws dictate that hands-on activities requiring certified teacher supervision should not be included in your activities for students when you are absent. A certified teacher familiar with equipment and safety rules for your program area may supervise hands-on types of student learning activities.

INTERNAL SUBSTITUTION

See Union Contract for Internal substitute rate.

Staff must complete and return time sheets to the Administrative Assistant to the Principal. It is the responsibility of the employee to complete and submit all time sheets within two weeks of the subbing.

ADVISORY COMMITTEES

Advisory committees need to be established for each program at the Tech Campus by the program instructors. Advisory committee members are representatives from business and industry related to each respective program. Members should include former alumni, students, parents, as well as local business partners. The purpose of the committees is to provide advice and guidance regarding curriculum, current technology and equipment, and placement of students in jobs or internships**.**

An advisory committee meeting will be scheduled once during first semester and as a school wide event. This meeting will be on a school day and third session will be cancelled for students. Tech Campus will provide lunch and an overview of CTE to all advisors. Upon completion of this activity, instructional staff will conduct their advisory meetings from 1:00 pm to 3:00 pm. Tech Campus will hold a scheduled staff meeting on these days for extended time and debriefing as necessary.

Instructors are responsible for planning and holding at least one additional advisory committee meeting during each school year. Full time instructors are required to hold a minimum of two advisory committee meetings per year. Instructors are to develop meeting agendas and provide agendas and meeting notices to advisory committee members and Administration a minimum of one week in advance. Meeting minutes and a copy of agenda are to be prepared and distributed to advisory committee members and Administration. Meeting notices, agendas and minutes will be typed and checked to ensure that there is no spelling, punctuation or grammatical errors.

It is important that instructors update advisory committee lists at the beginning of each school year and as new members join. This is accomplished by having all members complete an Advisory Board member application, for either renewal or new. Instructors are encouraged to call advisory committee members two to three work days in advance of a meeting, to ensure that a quorum will be present.

ACCIDENT OR INJURY (Employees)

Each employee involved in an accident or injury during the work day in the performance of the employee's duties is to report to the First Aid Office. In the event of serious injury, **911** should be called immediately.

State law requires that injuries requiring treatment other than the Tech Campus first aid, or resulting in lost time from work, must be reported to the Business Manager's office within 24 hours and an accident report must be filled out. See the Business Office for Accident or Injury Form: 4:170-API, EI.

FIRST AID/EMERGENCY PROCEDURES FOR STUDENTS

If a student is ill or injured, immediately notify the First Aid Office, 6800 (EMERGENCY) or 6700, (NON-EMERGENCY) who will respond to the call. In the event of a serious injury or emergency, the instructor will call **9-911 or 8-911 or 911** and notify the school first aid person. **Instructors may not administer first aid to students**. Students should be escorted to the first aid office by their instructor or other available staff member. Parents will be notified if illness or injury makes it necessary for a student to be sent home or to be taken from the Tech Campus for medical treatment. The school first aid person will initiate the accident/incident report and the instructor will complete that report and return it to the school first aid person within 24 hours.

The Tech Campus first aid person is on duty to treat injuries and provide emergency first aid. The first aid person does not diagnose or treat illnesses and **DOES NOT** dispense medication of any kind, including aspirin or Tylenol.

ADMINISTRATION OF MEDICATION TO STUDENTS

Medication required by a student shall not be administered at school, during regular school hours or during school related activities, unless absolutely necessary to maintain the continued attendance of the student. This policy shall apply to both prescription and non-prescription medication. Medication shall be administered to a student only by a first aid provider, an administrator, or by the student himself/herself pursuant to parent/physician authorization, and only when such medication is required during school hours. If it is determined that the student shall receive medication at school, the procedures in the Tech Campus policy manual shall be followed. The form is available in the Student Services Office. It must be completed by a physician and the parent/guardian then returned and placed on file.

SCHOOL EMERGENCIES

For school-wide emergencies such as fire, weather threat, bomb threat, etc., consult the **TECH CAMPUS CRISIS PLAN** for procedures.

EMPLOYEE DRESS

All staff of the Tech Campus will dress in attire that is safe, appropriate, and models a high standard of professionalism to our students and partners.

BOARD POLICY FORMS

Board Policy Forms can be found on the school website at www.techcampus.org

EMPLOYEE HEALTH FORM

All employees will complete or update an Emergency Medical Information Sheet to be maintained on file in the First Aid Office.   The Emergency Medical Information Sheet will be used in the event of a health emergency.

UNIVERSAL PROTECTION TRAINING/HBV VACCINE

New employees are required to attend a brief training session on universal protection measures for blood borne pathogens. At the conclusion of the training, employees will be given the opportunity to receive a three-step vaccination against the HBV virus. The Hepatitis B vaccination is optional and provided at no cost to new employees. New employees not receiving the vaccination must sign a statement indicating that they do not wish to receive the vaccination.

HEALTH EXAM RECORD

For the protection of all students, the Board of Control shall require **new** employees to have a medical history and examination form completed by a physician authorized to practice medicine under the laws of this State. The health form, to be furnished by the Board, upon completion shall be filed in the office by the Executive Director. These requirements **MUST BE MET PRIOR TO THE FIRST DAY OF EMPLOYMENT.**
Legal Reference: School Code of Illinois 122-24-5 Physical fitness and professional growth Health records of Lake County High Schools Tech Campus personnel are to be kept by the administrative secretary. Health records are not public records.

LEAVING THE BUILDING

If it is necessary for employees to leave the building during the work day the following procedures must be followed:

1. submit and have approved in advance an absence request through Skyward;
                                    OR
2. In the event of an emergency, obtain verbal approval from the Principal or other available administrator as soon as possible.

LEAVE PRIOR TO A HOLIDAY

Requests for leave on the day before or the day following a holiday may not be granted. In the event of illness, a doctor's certificate will be required. Any final decision in this matter will be made by the Executive Director/designated Administrator.

TRAVEL EXPENSE PROCEDURES

A. Travel Procedure

1. At least 14 days prior to the date of travel for in-state travel, 45 days prior for out-of-state travel or an approved timeframe by the Principal or Immediate Supervisor, the employee will submit a *Time Off Request* through Skyward with the *Work-Related* time off code
2. Submit a program schedule, bulletin, or brochure to the Principal or Immediate Supervisor once the time off request has been submitted
3. The employee will be notified via Skyward if the travel has been approved or denied
4. If approved, the employee will do the following:
   a. Schedule travel arrangements
   b. Notify the Administrative Assistant for Principal a substitute teacher is requested for the travel dates

B. P-Card Sign-Out, Payment Request Form, and Expense Reimbursement Form Procedure
   1. The traveler will complete a P-CARD Sign-Out Sheet for travel expenses that requires a P-Card transaction i.e. airfare, registration, hotel, etc. After charging travel expenses on the P-Card charges, all documentation needs to be provided to the Bookkeeper in the Business Office
   2. The traveler will complete a Payment Request Form and provide backup documentation for travel expenses requiring a check to be processed at least 14 days prior to the date of travel i.e. registration fees
   3. The traveler will complete an Expense Reimbursement Form and provide backup documentation i.e. Google Maps for mileage, receipts for food, etc. for travel expenses that will be reimbursed **after** travel i.e. mileage, meals, baggage fees, etc.

P-Card Payment Request Form, Payment Request Form and Expense Reimbursement Form will need signatures by the Principal or Immediate Supervisor prior to submitting the form and documentation to the Bookkeeper in the Business Office.

BORROWING EQUIPMENT

Employees shall be allowed to use school equipment from their program area at home for the purpose of doing work related to the employees' job at the Lake County High Schools Tech Campus, provided the employee is competent in the use of such equipment. **Equipment must be signed out through the Principal or designee prior to removal of such equipment.**

FIELD TRIP PROCEDURES

Instructors are encouraged to use field trips to supplement their curriculum. **Field trips must be arranged at least three weeks in advance**. The procedure for organizing a field trip is as follows:

1. Submit *Field Trip Request Form* to Principal or designee.
2. After field trip is approved, the Assistant Principal for Student Services will arrange for transportation and the white copy of the Field Trip Request form will be returned to the instructor.
3. Students must then complete the *Parent Consent for Field Trip*

Card. **Under no circumstances will a student be allowed on the field trip without a Parent Consent showing ALL signatures.**
4. Instructor submits *Absence Request* to Principal in Skyward.
5. *Parent Consent for Field Trip Cards* are turned into Student Services immediately after returning from the field trip.

The instructor **must** bring the following documents on the field trip:
1. Parent/Consent forms for each student
2. Leave a list of students on field trip with student services

*If a student cannot attend the field trip, THE INSTRUCTOR must request a substitute and provide appropriate assignments for the student.

- All day field trips returning prior to the end of third session – students must follow regular early release procedures found in student handbook. Students should not be dismissed upon returning to Tech Campus without written permission.

NON-SCHOOL RELATED FIELD TRIP GUIDELINES

The Tech Campus does not endorse or support non-school sponsored field trips. To see a complete list of regulations regarding non-school related field trips, please go to our webpage at www.techcampus.org for more information on guidelines.

WORK REQUESTS

Maintenance and technology requests should be made through **Support Center Ticket System**, the on-line electronic system on your computer. If you don't have access to your computer you may call the Tech Dept. Help Desk at ext. 7900.

PRODUCTION AND SERVICE WORK
POLICY

Commensurate with the Tech Campus instructional system of simulating work situations, appropriate CTE programs may operate as a business for profit. (Legal reference - Conduct of Business for Vocational Training, School Code of Illinois, Chapter 122-10-23.3a)

CLASSROOM PRODUCTION WORK

- Persons requesting service or production work are to complete applications for such work on the appropriate forms provided by the Tech Campus.
- The individual program instructors shall have the authority to approve or deny any production work or service done by the students in a particular program area.
- Service charges shall be agreed upon and set by the Executive Director and the instructor.
- Payment for production work or services shall be paid for in advance if the estimate of materials and service charges total less than one hundred dollars ($100.00). If the estimate amount is more than one hundred dollars ($100.00), then a fifty

percent (50%) down payment is required before work shall begin. The balance of the total charges shall be paid before such production or service work is removed from the property of the Tech Campus.

- In no case shall the Tech Campus or its employees violate the statutes listed in the **School Code of Illinois** Chapter 122-10-23.3a, "Conduct of Business for Vocational Training."

CLASSROOM/LAB SERVICE WORK

Employee storage of personal vehicles is not allowed without prior consent from Administration. Approval is based on training application of the vehicle.

TEACHER RESOURCES

Laminating
Instructors may request materials to be laminated. Please allow for a 2-3 day turn around. See Administrative Secretary.

Copy Room Management
Students may not use copy machines. Problems with the copy machines should be referred directly to Tech Department Help Desk, ext. 7900.

STUDENT ATTENDANCE/GRADING PROCEDURES

Instructors will enter student absence via their computer by the end of 1st and 2nd session and by 1:30 p.m. 3rd session. Absences are sent daily to the home high schools so it is important that attendance data is correct and entered on time. Member schools frequently call throughout the day to verify student attendance. **Daily attendance must be entered in PowerSchool as it remains the primary legal record of attendance. Student gradebook updates must be done at least once per week in PowerSchool/Schoology.**

TELEPHONE/E-MAIL/INTERNET USAGE AND KEYS/KEY FOB DISTRIBUTION

Every effort should be made to limit telephone and e-mail usage to non-instructional time. Employee use of the Internet during work hours should be work related.

Requests for keys are as follows: E-mail your request to the Principal. The Director of Building & Grounds will distribute the keys and keep an inventory.

The purpose of the key fobs is to provide building staff keyless access into the building during the hours of 6:00am to 12:00am Monday through Friday and 7:00am through 10:30pm Saturday and Sunday.

Doors
The LCTC has utilizes Key Fob doors in addition to traditional lock and key Main Door
- Child Care Door
- Two Side Gates for the rear parking lot Enter at the North Gate (Maintenance side) Exit at the East Gate (Child Care side) One way traffic

- o Gates will remain closed Monday through Friday and need a key fob for entrance
- o Video call box connected to the security office
- o Maintenance and building trades will have remotes
- o Student ID's (The ID's will work from 9:00am to 3:00pm)
- o Collision Repair (Two IDs per program)
- o Auto Services (Two IDs per program)

Key Fobs
- Each Staff Member will receive a Key Fob attached to their school ID.
  - o You need to sign for the Key Fob with Ken Ellefson in IT Department.
  - o Each Key Fob code is personalized to each user.
- If you damage or lose your Key Fob ID please let Technology Team know so they can cancel the old Key Fob ID and issue a new one.

POLICY FOR AUTHORIZATION FOR INTERNET ACCESS

All use of the Internet shall be consistent with the Lake County High Schools Tech Campus goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

EQUIPMENT INVENTORY

An inventory of all instructional equipment over $500.00 will be kept by the Business Office and updated as additional equipment is received on a yearly basis. Inventory of all texts, audio visual materials, software, and equipment under $500.00 should be kept by the instructor for each program area. Textbooks are inventoried by individual classroom teachers before they are distributed to students. Inventories will be maintained in the Business Office.

STUDENT FUND RAISING

Fund raising activities will be permitted to help cover expenses incurred in SkillsUSA, and other Tech Campus student activities. Request for approval of fundraising forms must first be submitted to the Principal for approval before the activity is initiated. Account of all sales and expenditures will be submitted to the Business Office at the completion of each fund raising activity using the Financial Report for Fundraising Activity form. Outside banking accounts for the Tech Campus activities or student organizations will not be permitted and are in violation of Tech Campus operation policies. **NO FUNDS MAY BE HELD IN PROGRAM AREAS. ALL FUNDS MUST BE DEPOSITED IN THE BUSINESS OFFICE WITHIN 8 HOURS OF RECEIPT.**

SAFETY

The safety of students and visitors to the classroom and laboratory/shop is the instructor's responsibility. The instructor is responsible for conducting a regular safety inspection of the classroom and laboratory/shop, tools and equipment.

The instructor must be present in the classroom and laboratory/shop whenever students and/or visitors are present, and when tools or equipment is being used. Visitors should never be permitted to operate equipment or use tools, unless they have received proper safety instruction, provided by the instructor.

Before students operate equipment or use tools the instructor must provide, as a minimum, safety instruction that addresses:

- Clothing and personal appearance
- Safe operation, care and maintenance of tools, equipment, materials, the classroom, laboratory/shop, and conduct
- Cleanliness of the laboratory/shop and classroom
- Proper use of protective eye devices and other safety apparel/apparatus
- Emergency procedures
- The instructor shall post safety rules in the classroom and laboratory/shop and provide each student with a copy of the rules and **test all students on the rules and on safe operation and maintenance of each tool and piece of equipment in the laboratory/shop and classroom until they attain 100% proficiency, prior to allowing students to work in the classroom and laboratory/shop.** Safety tests will be maintained throughout the year
- The instructor shall model good safety practices and procedures at all times
- The aforementioned complies with state and federal law

COMPUTER, LAB, CART USE PROCEDURES

- Staff is expected to shut down computer(s) each night before departing.
- If you have a computer lab, you are responsible for those computers as well.

If you are using one of the computer labs or computer carts, please observe the following:
- Remind students that they are not to share login information (per student handbook)
- Have your students notify you of any problems or vandalism as soon as they are seated
- When leaving the lab all computers should be off, monitors all facing forward and not tilted, chairs pushed in, projection system off. The *instructor* is ultimately responsible for the condition of the lab.
- When returning computer carts, make sure each laptop is plugged into their port
- Report any problems to the Technology Department immediately

EMPLOYEE/STUDENT SEXUAL HARASSMENT POLICY

STATEMENT OF POLICY

It is the policy of the Tech Campus that no staff member or student shall be subject to sexual harassment. Sexual harassment is a form of sexual discrimination and is intolerable. A working environment that is free from any form of sexual harassment is essential and shall be maintained.

Any staff member or student engaging in such prohibited activity shall be subject to disciplinary action up to and including termination from this institution, as determined by administrative or Board action.

Any employee who believes that he or she has been subjected to sexual harassment may submit a complaint to the Title IX Coordinator, Derrick Burress, in accordance with the Tech Campus grievance procedures outlined in the Agreement between the Board of Control and the Tech Campus Teachers' Union. Students who believe that he or she has been subjected to sexual harassment may submit a complaint to the following:
Danielle Friedlieb, Associate Principal – female students, Derrick Burress, Principal – male students.

This policy applies to acts of sexual harassment of any member of one sex against a member of the opposite or the same sex at all levels of the Tech Campus community (i.e., Supervisor-Subordinate, Faculty-Student, Employee-Peer, Student-Peer).

A copy of the policy will be given to you when you begin employment at Tech Campus, along with a signature form to show that you have received, read and understand the policy. Faculty and staff will print out the signature form and submit to the Director's Office.

NON-DISCRIMINATION

All certified, non-certified and supportive personnel shall first be interviewed by the Executive Director, Principal, and/ or his/her designee and then recommended to the Board of Control for action. There will be no discrimination on the basis of race, creed, color, sex or age.

EQUAL EDUCATION OPPORTUNITIES

It is the policy of the Tech Campus not to discriminate on the basis of race, color, age, sex, religious beliefs, creed, ancestry, national origin, physical and mental handicap or disability, sexual orientation, status as homeless, or actual or potential marital or parental status, including pregnancy with respect to its educational programs, enrollments, activities or employment policy. This policy of non-discrimination is in compliance with Titles IX and VI and Section 504. Inquiries concerning compliance may be directed to the Principal, Lake County Tech Campus, 847-223-6681, or 847-543-6003 or the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.