

**Fayette County
Career & Technical Institute**

2021 - 2022



TEACHER HANDBOOK

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Equal Rights and Opportunities Policy

To comply with Federal Laws (including Title IX of Education Amendments of 1972, Title VI (Civil Rights Act of 1964) and Section 504 of Rehabilitation Act of 1973), state laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our school, the Fayette County Career & Technical Institute declares itself to be an Equal Rights and Opportunities Agency. It does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status or non-relevant handicaps and disabilities as defined by law. The Fayette County Career & Technical Institute's commitment to non-discrimination extends to students, employees, prospective employees and the community.

If you have any questions or concerns regarding Equal Rights and Opportunities, contact:

Guidance Counselor, OCR Compliance Officer for FCCTI

Phone: 724-437-2721, Ext 206

Middle States Accreditation

The Fayette County Career & Technical Institute is accredited by the Commission on Secondary Schools of the Middle States Association of Colleges and Schools, 3624 Market St., Philadelphia, PA 19104. (267-284-5000)

INTRODUCTION

This **HANDBOOK** is an accurate and ready reference to all faculty members for general information, policies and regulations of the Fayette County Career & Technical Institute. It is your obligation to use it as the point of reference in fulfilling your responsibilities in a manner consistent with your colleagues.

Where the **PROCEDURES AND GENERAL INFORMATION** create concern, please discuss them with the administration. Improvements are made through concerned positive action.

In education our teachers decide whether we win or lose. Are our students prepared? You are the first line where education is won or lost, student by student. It is important that you keep this focus as your responsibility.

Our purpose is to provide quality vocational technical education to the students of the Albert Gallatin, Brownsville, Laurel Highlands, and Uniontown School Districts. You must keep yourself mentally and physically prepared to provide for the education of your students that will lead to their success. Our success is a direct reflection of the success of our graduates.

PREFACE

Vocational education has given the American educational system new directions and priorities. Efforts in vocational guidance emphasize making all of the students' educational experiences more relevant to their eventual career choice and providing education recognizing that every student hopes for a fulfilling life and that a satisfying career is a most important component.

Increased emphasis on vocational education has resulted from attempts to deal with rising, widespread dissatisfaction with the end products of the American system of education. Parents and teachers have pushed students to concentrate on academic studies to enter college, in spite of some grim facts: only two in ten actually graduate from college, only one job in five requires a baccalaureate degree or higher education and unemployment among college graduates is at its highest level in ten years.

About half the students in American high schools have neither prepared for college nor taken vocational courses to give them saleable job skills. As a result, some take uninteresting jobs to earn a living, while many join the growing ranks of young unemployed workers (in this country, five young people lacked jobs for every unemployed older worker). Even among students entering college, one-third drop out and more and more have difficulty finding jobs after finishing the four-year stint.

Mounting evidence indicates that far too many young people rather randomly "fall into" a career, making a poorly informed choice rather than a carefully, considered one. And the major part of too many "School Career Days" or occupation units consists of speeches mostly from professionals, physicians, lawyers, dentists and perhaps a policeman or fireman. Educators consider their commitment to career information and counseling fulfilled by this incomplete effort, failing to give consideration to approximately 20,000 careers existing in the United States today.

One of the large educational areas that often receive little or no treatment is the wide range of vocational and technical education programs that prepare students for a wide range of occupations.

Vocational Technical Schools are having record gains of enrollment which educators view as an indication of a re-evaluation of educational priorities. Our Higher Education Programs are turning out more graduates than the economy can absorb. In many cases people are spending four years in colleges and aren't prepared to do any specific job when they finish.

It's clear that vocational training gives people an edge in the job market compared with those who lack formal training. The Office of Education estimates that 85% of those high school graduates who complete vocational programs find jobs in the field for which they were trained.

FAYETTE CTI PROFILE

VISION

FCCTI will be the hub of workforce development in our area, a partner in economic development in our region, and will graduate students with the competitive edge in pursuing their career path.

MISSION

The mission of the Fayette County Career & Technical Institute is to prepare all students for career success and continuing education by empowering them with high levels of technical skill, academic competence, and professionalism.

PHILOSOPHY

We believe that in a democracy each individual should be given the opportunity to develop his or her own abilities to the maximum potential within his/her own capacities, interests and initiative.

We believe that if our country is to continue to lead and even maintain membership in the free world, vocational technical education must prepare technically trained and skilled workers.

We believe that students need to maintain their identity with the home school and to be able to participate in home school activities. Vocational Technical offerings should be provided as an enhancement of the high school program.

We believe that the dignity and feelings of personal worth of the individual student increase in relation to their ability to perform a useful service to society. Academic and technological knowledge will enable each person to compete successfully in society today and in the future.

We believe that the Vocational and Technical programs offered through the Career & Technical Institute should be flexible in order to be tailored to the present and future needs of the students and community. Course offerings must be regularly updated, expanded, improved, or eliminated as needs are identified.

We believe that vocational technical courses should be patterned after the needs and practices of industry as suggested by the professional advisory committee, the general advisory committee of representatives from business and industry, and the craft committee of representatives from occupational fields.

We believe that this specialized and intensive training cannot be adequately provided in the local comprehensive high school. Vocational and technical education should be provided in a special facility.

We believe there is a need for continued study of the employment patterns of our graduates so that we may reliably determine how the skills, knowledge, and attitudes acquired have served our students beyond the point of initial employment.

We believe that the school should provide occupational and guidance information and experience that will help a student make valid decisions concerning vocational and educational plans.

We believe that the services of follow-up and placement are a responsibility of our school in assisting students to obtain employment and/or additional education. With the technological advances inherent in today's modern industry, we believe that it is our responsibility to provide adult education programs to upgrade skills that are in demand. We believe that vocational technical education is an integral part of education that is closely related to the social and economic development of our state and community. Planned and managed wisely it can make a significant contribution to government at all levels, and to each of us.

OBJECTIVES

Today we live in a world that depends on technology. Scientists and engineers are constantly producing more and better products that contribute to our rising standard of living. Therefore, the need for technicians and skilled workers is a very real and urgent need in our society for the new decade.

It has become the responsibility of the secondary and the vocational technical schools to prepare our young people for the role they will play in our rapidly changing world. The acceptance of this responsibility is the basic reason for the establishment of the Fayette County Area Vocational School.

The Fayette County Career & Technical Institute will provide intensive training in the basic fundamentals of an occupation, keeping the standards of performance of the trade or technical skill constantly up-dated to the current requirements of the occupations being offered in the school.

1. To provide up to date facilities for the training of the students and adults of the participating school districts in trade and technical occupations.
2. To motivate and guide the secondary students of the attendance area toward the fullest development of their potentialities and abilities within the occupation offerings of the school.
3. To give the students of the attendance area a thorough education in the skills of the vocational area of their choice, in a safe environment within the curriculum, so that they can be prepared to accept employment in a trade or technical field upon graduation.

4. To help the students of the attendance areas improve and develop the desirable physical, social and mental traits that will lead to the development of good citizenship. Through this, the student will be prepared to accept appropriate employment in the trade or technical field of their choice.
5. To develop work experience programs for students in cooperation with business and industry.
6. To develop a sense of pride in workmanship for the students of the school through the development of their highest potential in the field of their choice.
7. To provide facilities for the training of the out-of-school youths and adults within the attendance area so that they may be upgraded on their present job or retrained so they may be better equipped to enter the competitive job market of the area.
8. To provide a placement service for all students who attend the Fayette County Career & Technical Institute.
9. To maintain advisory and craft committees within the attendance area of the school along with rapport with industry in each area being offered in the Fayette County Career & Technical Institute.
10. To provide the leadership in the continued development of the philosophy of the School in cooperation with the professional staff of the Fayette County Career & Technical Institute and the participating school districts.

PENNSYLVANIA'S GOALS FOR VOCATIONAL EDUCATION

In order to provide all persons throughout the Commonwealth equal access to high quality vocational education, the State Board of Education adopts the following goals, which will guide vocational education:

GOAL 1 Develop, expands, or modify quality vocational education so that by every public secondary student will have had the opportunity to:

- (1) Enter the labor force with a marketable skill
- (2) Learn a useful vocational skill, or
- (3) Acquire a basic vocational skill and continue at the post-secondary level

SUBGOALS:

- 1.1 Promote the development of new secondary vocational education programs based on present and projected labor market needs and in accordance with expressed student demand.

1.2 Foster the expansion of existing vocational education programs on the basis of projected labor market needs and student demand.

1.3 Promote efforts to modify and/or combine selected vocational education programs to reflect changing occupational requirements.

1.4 Foster the improvement of students learning in existing vocational programs.

1.5 Provide leadership to assist schools to develop opportunities for students to explore occupational/vocations prior to entering vocational programs.

1.6 Seek to maintain vocational programs in those local educational agencies, which do not have the financial resources to continue programs independently.

GOAL 2 Promote the Expansion, Range and Diversity of adult and post-secondary occupational education opportunities to facilitate:

- 1) The entry/re-entry of persons into the labor force and
- 2) To provide upgrading or retraining for persons already employed/unemployed.

GOAL 3 Encourage alternative forms of vocational/occupational education to broaden the options available to students.

GOAL 4 Intensify articulation efforts among secondary and post-secondary vocational/occupational education programs.

GOAL 5 Support a greater understanding of educational/career options by expanding vocational guidance, counseling and job placement services, and providing occupational experiences for students.

GOAL 6 Foster a concerted effort to achieve equal educational opportunities by eliminating sex, racial/ethnic and linguistic bias, stereotyping and discrimination.

GOAL 7 Strengthen the development and implementation of comprehensively planned programs to meet the needs of and demands for competent professional vocational teachers, counselors, supervisors and administrator.

GOAL 8 Develop and expand vocational education opportunities for the disadvantaged and handicapped.

THE NATIONAL EDUCATION GOALS

ALL CHILDREN in America will start school ready to learn.

THE HIGH SCHOOL graduation rate will increase to at least 90 percent.

ALL STUDENTS will leave grades 4, 8, and 12 having demonstrated competency over challenging subject matter including English, mathematics, science, foreign languages, civics and government, economics, the arts, history, and geography, and every school in America will ensure that all students learn to use their minds well, so they may be prepared for responsible citizenship, further learning, and productive employment in our nation's modern economy.

UNITED STATES students will be first in the world in mathematics and science achievement.

EVERY ADULT American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship.

EVERY SCHOOL in the United States will be free of drugs, violence, and the unauthorized presence of firearms and alcohol and will offer a disciplined environment conducive to learning.

THE NATION'S teaching force will have access to programs for the continued improvement of their professional skills and the opportunity to acquire the knowledge and skills needed to instruct and prepare all American students for the next century.

EVERY SCHOOL will promote partnerships that will increase parental involvement and participation in promoting the social, emotional, and academic growth of children.

BELL SCHEDULE

AM SESSION

7:20 a.m.	Teacher to classroom
7:25 a.m.-7:35 a.m.	Student Arrival
9:45 a.m.	Albert Gallatin Departure
10:10 a.m.	Brownsville Departure
10:10 a.m.	Laurel Highlands Departure

PM SESSION

11:25 a.m.	Teacher to classroom
11:30 a.m.-11:35 a.m.	Student Arrival
1:50 p.m.	Albert Gallatin Departure
2:05 p.m.	Laurel Highlands Departure
2:20 p.m.	Uniontown Departure
2:50 p.m.	Teacher Sign Out

NOTICE

Before teachers leave:

1. Turn off all lights and power.
2. Lock all offices, tool rooms, and storage areas.
3. Lock all windows.
4. Lock all doors.
- 5. Place keys in mailbox daily.**
6. Report any custodial repair request using the classroom repair form.

DAILY SCHEDULE

Teachers Sign-in	7:20 a.m.
Lunch Period (Unless otherwise announced) (Teachers must sign-out if they leave the building)	10:10 a.m. – 10:40 a.m.
Professional Development / Staff Meetings	10:40a.m. – 11:30a.m.
Professional Development/Staff Meetings	2:20 p.m. – 2:50 p.m.
Teachers Sign-out	2:50 p.m.

DISTRICT BUS SCHEDULE

Morning Session

Albert Gallatin – Bus Arrives	7:30 a.m.
Brownsville – Bus Arrives	7:25 a.m.
Laurel Highlands – Bus Arrives	7:30 a.m.
Albert Gallatin – Bus Departs	9:45 a.m.
Brownsville – Bus Departs	10:10 a.m.
Laurel Highlands – Bus Departs	10:10 a.m.

Afternoon Session

Albert Gallatin – Bus Arrives	11:35 p.m.
Laurel Highlands – Bus Arrives	11:40 p.m.
Uniontown – Bus Arrives	11:40 p.m.
Albert Gallatin – Bus Departs	1:50 p.m.
Laurel Highlands – Bus Departs	2:05 p.m.
Uniontown – Bus Departs	2:20 p.m.

FIRST DAY OF SCHOOL

Your attitude and action on the first day of school will set the pattern for the rest of the school year. Be business-like, courteous, helpful but firm in your expectation of proper behavior.

There shall be a regular schedule on the first day of school. All teachers will receive a roster. Only students on this roster will be admitted to classes.

- A. Pupils whose names are not on the roster should be sent to the Cafeteria where the Administration will verify the student's shop assignment.
- B. No teacher may change the roster or change students to other shops.
- C. Students are not to be sent to the office for course changes.
- D. Each student must fill out a registration card and an emergency medical card. This card must be completed accurately and neatly with all the information required.

SECTION I TEACHER REQUIREMENTS

A. GENERAL REQUIREMENTS

Before entering upon the work of teaching, every holder of a permanent, special, or state certificate of any kind shall present the original certificate for registration to the Director's office. Whenever new areas are added to any certificate, these shall be added to the record upon presentation of said certificate to the Director.

Any applicant for a certificate shall have completed, in addition to all legal requirements, a program of teacher education approved by the Department of Education and shall have received the recommendation of the preparing institution.

B. PHYSICAL EXAMINATIONS

1. All new employees must undergo a medical examination by a certified physician before their employment. Furthermore, the Board may require a special medical examination for any school employee at any time.
2. Each professional employee, following a leave of absence of thirty days or more due to illness, must have his physical condition certified by a qualified physician before returning to duty.

C. WORKER'S COMPENSATION

All school personnel are covered by Worker's Compensation insurance.

All instructors who are injured during their working hours at Fayette County CTI must **immediately** report the accident to the Director's office. Within the next **twenty-four hours**, the instructor should visit the Business Managers office to complete a worker's compensation accident report, unless disability prevents it.

Any injury to an eye must be seen and cared for immediately by a qualified **ophthalmologist**. This is a part of the workmen's compensation law and should, in no instance, be violated.

The instructor should make no payment to the attending physician. An approved list of healthcare providers is posted on the employee bulletin board by the mailboxes and is also available in the Business Office.

Extreme caution should be used when heavy objects are lifted to avoid back injury, as a high percentage of claims involve back strain.

D. PERSONAL LEAVE

In order that arrangements may be made for a substitute teacher, the request for personal leave must be submitted to the office **three days** in advance. Upon approval, **a copy will be returned to the instructor** and one will be placed on file. Upon return to work, the teacher shall immediately fill in a "Teacher's Absence Report." This form will be placed in the mailbox and is to be completed and returned to the office immediately. Restrictions on personal leave are outlined in the teacher's contract. Refer to this document when planning your personal days.

E. FACULTY MEETINGS – PROFESSIONAL GROWTH

Teachers should play a very active role in faculty meetings. Whenever faculty meetings are called, attendance of all staff members is mandatory unless absence has been prearranged with the administration. Special meetings will be called as the need arises or as determined by the current contract. The staff will be notified of the time to report.

F. RESIGNATION

The School Code (Section 1120) provides that a teacher must give **sixty days** written notice before a resignation becomes effective, unless otherwise mutually agreed. Professional status requires that the administration be given every consideration if the instructor is planning to resign. A violation of this section could affect the instructor's certification with the Department of Education.

G. TEACHER CERTIFICATION

Each individual teacher is responsible for maintaining proper current and valid certification at all times. **Teachers are not be permitted to work in the Fayette County Career & Technical Institute without proper certification.** Teachers must notify the Administration if they are in danger of losing their certification. Contact Indiana University of PA Vocational Education Training Department for assistance with your certification.

H. TEACHER PLANNING AND STUDENT RECORDS

Planning is a necessity for a well-organized teacher. Time management is always an important factor in accomplishing established goals. Planning of a specific nature ensures intelligent understanding of the program and continuity of teaching when a substitute teacher is required. All of these factors make careful and continuous planning necessary.

Lesson plans will be submitted by email to Lisa Patterson. The lesson plan form will be recommended by the curriculum committee and approved by the Administration. We also require that each program develop and maintain **three packets of information** that can be used by a substitute in case of the extended absence of the instructor.

For proper tracking of students in our competency-based system, each student's current competency levels are available for review by a member of the administration on a **weekly basis. Records of competency level must be maintained for each student by the student's instructor.** It is understood that the necessary instruction sheets and or plans should be on file and available to the students as they progress from one competency to another.

I. STUDENT GRADES AND RECORD KEEPING

The purpose of grades must be kept in mind. The teacher evaluation of pupils is to indicate scholastic achievement and as such is reported to the parents and to potential employers.

All teachers are required to record their students' grades and competencies in Classmate weekly. The teacher must have evidence to substantiate the grade in the form of specific marks earned during the grading period. (See Safety) Students will be told at the beginning of a course how the grade will be determined. All teachers will use competency-based records for tracking their students' progress. **IEPs, including the students Specially Designed Instruction (SDI), are maintained for all special needs students. The Special Education student files are in one location in a locked file cabinet. No copies are to be distributed. IEP's are available for teachers to review upon request. Each student's SDI is entered in Classmate and is accessible to the teacher at any time.**

J. OCCUPATIONAL ADVISORY COMMITTEE MEETINGS

The Pennsylvania Department of Education mandates that each shop must have an Advisory Committee and that two meetings are held each school year. Meeting dates will be announced by the Administration. Any requests for date changes must be approved in advance. A standard agenda will be provided. Invitations will be mailed to members, but faculty may need to follow up to insure adequate attendance. **Minutes of the meeting must be submitted electronically no later than two weeks after the date of the meeting using the forms developed by Pennsylvania Council of Vocational Education.**

NOTE: Public Law 94-482, mandates the establishment of advisory councils for each vocational offering. Standard 339.13 additionally states that Advisory Councils, "Shall file their minutes in the administrative office of the Career & Technical Institute", and that Advisory Committees, "Shall meet at least twice each year." Further, "The lay Advisory Committee shall be composed of executive and non-executive personnel, homemakers, vocational education students and recent graduates of the curriculum." The lay Advisory Council shall concern itself with planning and evaluating the curriculum, provide advice and counsel relative to such things as standards of work, adequacy of facility and equipment, course content, communications and up-grading instruction. **(SEE FORMS TAB)**

K. SMOKING/TABACCO POLICY

As of April 1, 1996, by State and Federal Regulations the Fayette County Career & Technical Institute has become a smoke free building. Under these regulations no tobacco use is permitted inside this facility or within 50 feet of the building. This law covers faculty, students, staff, administration and visitors to the FCCTI. A violation of the law will result in a \$50 fine.

L. MANAGEMENT OF BLOOD AND BODY SECRETION SPILLS

Fill out an accident report for all body fluid spills and secretions.

At the beginning of the year, check your classroom for the emergency kit dealing with blood and body secretions. If your classroom does not have this kit, see the Administrator's Office at once. This kit contains rubber gloves and a chemical compound for containing these spills. It is for you and your students' protection. Replace this kit immediately after use.

Remember: The HIV virus that causes AIDS and the Hepatitis B Virus is found within body fluids such as: blood, saliva, and other body secretions. Avoid direct exposure. However, if accidental exposure occurs, wash hands immediately with soap and water. Also, wash hands after removal of gloves. A break in the skin--no matter how small--can make you a victim for these infections if blood/body secretion to blood contact occurs! If you think you have been exposed to any of the above, check with your family doctor.

During an incident or accident where blood/body secretions are present, caution your students and have them clear the affected area. After containment of the incident, the janitorial staff is to be contacted for cleanup and to disinfect the area.

Remember viruses can be transmitted by: sexual contact, shared drug needles, needle stick injuries from infected needles, and direct contact between broken or chafed skin and infected body fluids. Fights where blood is present, or shop injuries of the same nature must be treated with the same procedures. Make all your students aware of these dangers. The videotape regarding blood borne pathogens is available for your use in training students about these types of infections.

Hepatitis B can also be transmitted through caked, dried blood, and contaminated surfaces. Attend your Hepatitis In-service and consider the Hepatitis Vaccine. Protect your good health.

Observe the safety procedures as outlined to assure the maximum safety for you and your students when these types of incidents occur.

SECTION II TEACHER ABSENCE

A. REPORTING A TEACHER ABSENCE

Any professional employee unable to report for duty because of illness or emergency has a **PROFESSIONAL OBLIGATION TO NOTIFY KATHY WINKLER, (724) 570-1464, NO EARLIER THAN 6:00 A.M. AND NO LATER THAN 6:45 A.M. THE DAY OF THE ABSENCE. IF YOU ARE NOTIFYING THE EVENING BEFORE, PLEASE CALL NO LATER THAN 10:00 P.M.**

1. The School Office ***must be notified before 2:00 P.M.*** on the day of absence by the teacher to report their status for the next day. If a teacher reports for duty without properly notifying the school office, ***the teacher will be charged*** for the pay of the substitute. The number of the school office is 724-437-2721.
2. The teacher, upon returning to work, shall immediately complete a Teacher's Absence Report. This form will be placed in the mailbox and is to be completed and returned to the office immediately.

B. PROVISIONS FOR ABSENCE

1. SICK LEAVE

The sick leave policy shall follow the provisions of Section 1154 of the School Code as amended by the 1961 Legislature as adjusted by the Board.

2. DEATH

Governed by School Code Section 1154.

C. SUBSTITUTE TEACHERS

When it becomes necessary to secure the services of a substitute teacher, certain responsibilities and obligations that must be observed:

1. All substitute teachers are to be treated with respect by teachers and students. Any disrespect is an undesirable reflection on the school.
2. A substitute teacher should have the benefit of good organization set up by the regular teacher and will conduct the class so that progress shall result, **based upon the teacher's lesson plan.** This information is to be located in the substitute file located in the office or at the Teachers desk.
3. The substitute teacher shall have access to:
 - a. Roster
 - b. Lesson Plans
 - c. Three assignments that can be used by the Substitute for a three-day period.

4. The substitute teacher will leave a written report of work done for the information of the regular teacher.
5. The regular teacher should never criticize the work of a substitute teacher to the students. If there is a problem regarding a substitute, the regular teacher will report the problem to the Director.

SECTION III GENERAL INFORMATION

A. DISBURSEMENT OF MAIL

Mail is delivered to the school office by the post office, usually by 9:30 a.m. After sorting by the office, the mail is placed in the mailboxes to be picked up by the instructors during their lunch period or after school. Students are not permitted to pick up instructor's mail.

B. ENERGY CONSERVATION/SAFETY

To eliminate undue expenses and wear on our equipment, and for safety reasons, instructors shall shut all power and lights off and close windows whenever they leave their assigned areas. Exhaust fans and thermostats should be adjusted accordingly.

C. FIELD TRIPS

Pupils may participate in field trips requiring bus transportation as a part of the educational program. Parents are required to sign a parental permission slip at the beginning of the semester for any field trip. All trips must be of an educational nature, carefully planned, and adequately supervised. **A request for field trip form must be submitted to the office by the instructor two weeks before the regular board meeting and approved by the board before completing plans.** Upon approval, one copy will be returned to the instructor. **(SEE FORM TAB)**

D. INVENTORY

Each instructor will be responsible for all equipment; tools and supplies assigned to the program and maintain a current inventory. The inventory must agree with what is currently on record in the office. Any tools and equipment purchased during the school year should be added to the inventory list. If an item is lost or broken, it should be reported immediately to the Director so that appropriate action may be taken to repair or replace it. A thorough inventory is required each year for each shop. Any changes to the current inventory list should be recorded on an inventory change form and sent to the Business Office.

No equipment is to be moved from one shop to another without the expressed permission of the Administration. No equipment is to be released or removed from the school without permission. For the purpose of establishing inventory levels of shop

supplies and tools each instructor must supply the office with an end of year inventory.

E. TEACHER ARRIVAL AND DEPARTURE

Punctual and reliable attendance by instructors is essential for the proper operation of school programs. Employees are required to sign-in by 7:20 a.m. and be in their assigned when their students arrive. **Shop areas must not be left unattended at any time other than the duty-free lunch period.**

The 30 minutes at the end of the day is intended for teachers to make phone calls, complete clerical duties, attend meetings, and have training. Teachers should be working up till dismissal time at 2:50 p.m.

F. LEAVING THE BUILDING

Instructors must have permission from the Director before being permitted to leave the building during the workday. The example set by the professional staff with regard to punctuality sets the educational climate of the school.

G. KEYS

TEACHERS ARE NOT PERMITTED TO GIVE STUDENTS SCHOOL KEYS AT ANYTIME. ALL SHOP KEYS MUST BE PLACED IN THE INSTRUCTORS MAILBOX AT THE CLOSE OF EACH DAY. UNDER NO CURCUMSTANCES ARE SCHOOL KEYS TO BE TAKEN FROM THE BUILDING.

H. OBSERVATION TEACHERS

It is the policy at this school to welcome observation teachers to the school. However, they are required to let the school know the date and time of visitation, which in turn is passed on to the class or classes which will be visited. Observation teachers are not to drop in unannounced. All observation teachers will be treated as visitors and must report to the office and complete visitor sign-in procedures, before making any visitation.

I. STUDENT TEACHERS

It is a professional responsibility to accept student teachers when possible. All requests will be communicated through the main administrative office. The instructor determines if the time is acceptable.

J. SECURITY

It is the responsibility of all FCCTI employees to see that students do not abuse, break, or steal consumable items, tools or equipment. Report all missing tools or materials to the office immediately. All personal teacher tools, equipment, parts, etc. are the

responsibility of the teacher. FCCTI will not be responsible for the employees' personal tools or equipment stored in the school.

K. DAILY ATTENDANCE

Daily attendance must be entered in Classmate by 8:15 a.m. and 12:15 p.m. each day.

L. AUTHORITY OF A TEACHER

The school has jurisdiction over a pupil from the time he leaves home until the time he returns after school. Teachers have the same authority as parents where pupil behavior is concerned. **Use it!**

M. TEACHER RESPONSIBILITY FOR STUDENTS

Under no circumstances are students to be left in a shop or classroom without a teacher or teacher's aide. If it becomes necessary for a teacher to leave the shop or classroom, notify the office at once if a teacher's aide is not available. If a teacher must leave, all power must be shut off.

Unfortunately, each year more and more court cases are settled proving negligence on the teacher's part because the teacher was absent from the classroom or shop.

N. PHONE CALLS AND HATS

Hats and outerwear are not permitted to be worn in the halls, café, or office during the school day. Hats and necessary outerwear are permissible upon dismissal. Students must dress appropriately for their area of training. **Hats/caps and bandanas are not to be worn in the cafeteria, hallways, or main office area.**

Any use of a school phone must be pre-approved by a school administrator. The shop phone is for emergency purposes only and not for student use. Student's may answer the phone when appropriate and by instructor discretion using proper phone etiquette.

Students must have permission from a school administrator/instructor and a written pass to report to the main office. **Students are not to leave their respective shop without the instructors' written permission.**

O. CARE OF THE SHOPS

A clean and attractive fully functional shop creates a favorable impression on a visitor as well as the students occupying it. A dull or untidy shop with broken equipment has the opposite effect. It raises doubts as to the teacher's interest in their profession, in their students, and in their work. All teachers are to maintain shops and equipment in a manner appropriate to the shop itself. It is of the utmost importance that every teacher

put forth effort to have a well-kept fully functional shop. Any markings on or damage to school property must be reported immediately, as well as any custodial or maintenance problems in your shop. This is a teacher's responsibility. All teachers' offices are to be kept clean and neat at all times. Offices are not to be used as storage areas. Do not stack items on the window seals.

P. HEALTH AND SAFETY

The health and safety of each child is the responsibility of each teacher during school time. The teacher must set the example for safety in his/her shop. Be certain that all safety equipment is available and properly used and safety procedures followed. Make a safety check sheet for each machine's operation. The school should contribute as much as possible to happy and useful living. Health and safety factors are part of the educational program. Instruct students in relation to safety. **In case of an accident, a report must be filed at once with the office. (SEE FORMS TAB)**

NOTICE

Where machinery is used, all proper **safety devices (guards)** must be used at all times. Any machinery not equipped with proper **guards** or **wiring** and not in good condition will be shut off by the instructor and reported to the Administration. The machinery will not be permitted to be used until all corrections have been made and approved by the Administration.

Q. REPORTING SUSPECTED CHILD ABUSE

Instructors are mandated reporters of suspected child abuse. Failure to report is a criminal offense that will prohibit you from working with children in the future. Child abuse reporting is coordinated at the FCCTI by the Guidance Counselor. Contact the Counselor for assistance.

R. SUPERVISION

The purpose of supervision is improvement of instruction. Supervision includes more than class visitation for the purpose of rating a teacher. It includes suggestions offered by means of bulletins, teacher meetings, conferences, demonstrations, institutes, workshops, and professional development opportunities. All teachers should strive to develop their teaching techniques to the highest degree. You should not let down your teaching efforts at any time. Supervisory visits shall not be announced. Be at your very best at all times.

S. DISCIPLINE

Demonstrate to your students from the beginning that you mean business and expect them to be orderly. Be firm, fair, courteous and understanding. Establish favorable conditions, free from distractions and misbehavior. Establish habits, interests and skills conducive to good citizenship. Guide pupils into activities that are desirable.

Keep pupils focused on tasks.

Have a definite, clear-cut program for each class.

Maintain your professional role.

Dress properly and present a good example.

Do not permit running in halls.

DO NOT PERMIT STUDENTS TO SMOKE OR USE TOBACCO IN ANY FORM ON SCHOOL PROPERTY.

Disciplinary problems should not be magnified and should be dealt with in a dignified manner with no embarrassment to the parties involved.

A student will not be disciplined in front of the class. Use your office when possible and follow the discipline policy as indicated in the student handbook.

Should it be necessary to refer a student to the office for discipline, teachers must complete a **STUDENT CONDUCT REPORT (SEE FORMS TAB)**. This report **MUST ACCOMPANY** any student that has been referred to the office. A follow-up referral must be entered into Classmate.

T. AUDIO VISUAL AIDS

It is important to education in general that all teachers recognize the materials available to them for interesting and attractive displays in their classrooms. Be aware of the audiovisual equipment and materials at your disposal. Please realize that all instructors must share the limited equipment available.

Our school is a member of the South-Western Materials Center, which is part of the Intermediate Unit I in California, PA. Every week DVDs and other resource materials can be delivered to the school from the center.

Material purchases can be submitted for approval at any time, but this results in delay. The best method of assuring delivery at the time needed is to submit a list for the order periods suggested by the center. Only those materials dealing with your course content are to be used.

U. SCHOOL PROPERTY

Teachers should instill in students a respect for property, school property in particular. Defacing desks or other school property is a practice that will not be tolerated. Movement of the teacher about the shop area and observation of the students is a great deterrent to this type of negative behavior. Students will be held accountable for any damage to school property.

V. SCHOOL SUPPLIES

While it is the responsibility of the school to provide work materials for teachers and students, it is fitting to expect that economy should be taught in the shops in such a manner as to prevent waste. Nominal fees will be charged for school materials used in projects for personal use.

W. STUDENT EVALUATION

All grades will be reported to the student's home high school for each nine-week grading period. The following grading system will be used:

<u>Letter Grade</u>	<u>Percentage Range</u>	<u>Competency Grade</u>	<u>Criteria</u>
A	90% to 100%	3	Advanced
B	80% to 89%	2	Proficient
C	70% to 79%	1	Basic
D	60% to 69%	0	Did not complete tasks as instructed
F	59% and below	Blank	Not yet instructed
I	Student did not complete required work		

An incomplete "I" grade will become a failing "F" grade after seven calendar days following the end of those nine weeks, if the student has not completed required assignments or made alternative arrangements.

X. CITIZENSHIP GRADES

Since the primary purpose of the public schools is training of citizenship, it is of the utmost importance to impress youngsters with respect for persons, property and society. Beginning with the first grade and continuing through the twelfth grade, pupils receive citizenship ratings. The Fayette County Career & Technical Institute teachers will be giving the citizenship grade.

The citizenship grade is the result of social behavior of a pupil. It denotes favorable or unfavorable progress in relation to manners, respect, appearance, attitudes, etc. **The citizenship grade should not be involved in scholarship determination.** A pupil's subject grade should never be lowered because of poor citizenship and vice versa, except in the instance of citizenship affecting the quality, quantity or performance of work.

Citizenship grades are as follows:

0	Class Absenteeism/Tardiness (Excessive)
1	Poorly prepared for class
2	Inappropriate dress
3	Outstanding class participation or excellent
4	Conference requested (Call for appointment)
5	Disruptive behavior
6	Does not make up classroom work/tests
7	Low test scores
8	Satisfactory citizenship
9	Does not follow instructions

Y. HOMEWORK

If homework assignments are given, the teacher should be certain that students understand the process or concept involved in the assignment. Teaching students how to study a subject is the responsibility of the teacher of that subject. **All homework should be collected and evaluated by the teacher.** To be a good salesperson of the subject, the teacher must be sincere in showing the practicality of their work. Most students will respond to inspirational leadership and high ideals. The purpose is to achieve results through motivation, continued practice, sustained enthusiasm and interest, thoroughness, and respect.

Z. BUILDING TRAFFIC DURING DISMISSAL

When the dismissal bell rings, classes must be dismissed promptly in order to prevent unnecessary delays or congestion. Teachers will supervise traffic flow in and about the vicinity of their shop. When a class leaves a shop, students should move in single file and keep right.

STUDENTS SHOULD NOT LEAVE THE ROOM WHEN THE BELL RINGS WITHOUT THE TEACHER'S PERMISSION. STUDENTS SHOULD BE DISMISSED FROM WITHIN THE CLASSROOM NOT FROM THE HALL.

AA. TELEPHONES

The telephones in the school building are installed primarily for the convenience of the school administration and employees in the transaction of school business. Instructors are not permitted to make phone calls during class time except in an emergency. Only important messages may be communicated through the office to pupils and employees. The telephone may be used prior to the instructor's assigned duties during the lunch period and after dismissal of students.

BB. CHARGES FOR SERVICES

The Administration will inform all instructors of the procedure that will be followed in charging for sale of items or repair of items.

CC. OFFICE EMAIL / MEMO

Your prompt attention to requests from the office and the meeting of deadlines will be greatly appreciated. You are required to check your email once in the A.M. Session and once in the P.M. Session.

DD. ERRANDS

Students are not permitted to leave the school premises during school hours under any circumstance without permission from the Main Office.

EE. ATTENDANCE

Teachers should stress the importance of good attendance. Future employers do check on student attendance records, a student with poor attendance faces the possibility of failing the course, and finally a student's attendance is compulsory to State Law.

A written excuse must be presented to the office on the first day back to school. The student's parent or guardian must sign this excuse. Should the student fail to present a legal excuse within three school days, the absence will be recorded as illegal or unlawful. The instructor must contact the student's parent once the student has accumulated ten days absence.

Teachers must send all students to the office for a slip upon returning to school from an absence.

Teachers should have a definite individual plan for each student making up work that has been missed because of absence from class.

FF. AUTOMOBILE PARKING

No parking is permitted between the buildings or next to the buildings. The parking areas in the front and right side of the building are for staff members, and faculty should use that area only.

GG. USE OF SCHOOL BUILDING

The building will not be open to anyone after school hours. All keys must be left in the instructor's mailbox at the end of each day. **School keys are not to be taken from the building.** Teachers are to keep their mailbox key on their personal key ring and put their shop keys in their mailbox at the end of each day.

HH. SCHOOL VISITORS

All individuals entering the Fayette County Career & Technical Institute must register in the school office as visitors regardless of the reason of the visit. No visitors are permitted during class time without approval from Administration. Do not allow visitors in your shop without a pass. No work is to be done in the shops for any outside source without approval from Administration and completion of the Live Work form.

II. FIRE DRILLS/EMERGENCY DRILLS

Fire drills and/or emergency drills shall be held at least once a month and shall be under the direction of the Administration. These drills are required by law and must be timed and reported. All persons in the building during a fire alarm must participate in the evacuation. Exit routes must be posted in each shop. Teachers should know alternate exit routes in order to re-direct students due to some emergency.

Teachers, study this check list as a guide in fire drills or an actual occurrence of fire:

1. Know the exit to use. (Signs in your room indicate this.)
2. See that windows are closed, lights out, door closed to prevent draft and all students out. Then exit the building with your record book.
3. Know where the alarm is, how to operate it if necessary.
4. Be aware of all exits in the building.
5. Group students at a safe distance from the building so that fire equipment and firemen are not hampered. Take attendance, report any missing students.
6. Stay with your group until safely accounted.
7. Know the procedures established regarding fires in the building, and follow them to the letter.
8. Read directions on fire extinguishers in and near your shop so that you can operate it properly if necessary.
9. If you become aware of a fire, don't wait to inform the office. Sound the fire alarm at once. Every second is important.
10. Keep calm. Good judgment is important in any emergency. The Administration will organize these drills so that the building may be evacuated quickly, orderly and safely. Each teacher must stress to the students that fire drills are to be taken seriously. No foolish or boisterous behavior is tolerated. For emergency drill procedures, refer to the emergency drill handout provided with this handbook.
11. See disaster drill attachment for emergency weather plan.

JJ. PURCHASING OF SUPPLIES

Under no circumstances are purchases to be made or charged to the name of the Fayette County Career & Technical Institute without a purchase order from the office, which must be signed by the Director.

All purchase requests must be submitted through Budget Sense. Your request will be reviewed and approved by the Director. Purchasing is not done daily; therefore, plan ahead for the supplies and materials you will need to insure you receive them when needed.

KK. EXPENSE REPORTS AND TIME SHEETS

All expense reports must be submitted to the Business Office by the end of the day on the Thursday before each JOC meeting. Any submission after this day will be processed for the next month's meeting. Refer to the school calendar for meeting dates.

All time sheets must be submitted to the Business Office by the end of the day on the Monday following the end of the pay period. Late submissions will be processed in the next pay period.

LL. ATTENDANCE AT CONFERENCE OR CONVENTIONS

Attendance of Teachers at Vocational Workshops, Conferences and Conventions:

1. The teacher may be allowed to attend Vocational Workshops, Conferences, Conventions, Club Activities and Field Trips provided that:
 - a. The trip is recommended and approved by the Director of Vocational Education.
 - b. A written request is presented to the Vocational Director at least two weeks in advance of the regular meeting of the Operating Committee. The request must also include estimated expenses. **(SEE FORMS TAB)**
 - c. Adequate substitutes can be obtained in advance for their classes.
 - d. Budget limitations are not exceeded.
2. If the request has been approved by the Vocational Director subsequent approval must be received from the Operating Committee at its next regular scheduled meeting.

MM. TEACHER - PARENT RELATIONSHIPS

Parents are vitally interested in the progress of their children at school. If a parent is requested to visit the school or requests a conference, a meeting will be scheduled at a time of mutual benefit. Confer with the Guidance Counselor or Director in arranging a parent-teacher conference.

Teachers should at all times and in all ways try to build understanding and cooperation with the school and should meet criticism with open-mindedness and courtesy. Do not criticize the school or your fellow teachers to pupils and parents. **Be a professional employee at all times.** Bring complaints to the proper authority. Teachers should not discuss the physical, mental, moral, or financial limitations of their students or the student's family.

NN. PUBLIC RELATIONS

Good public relations should rest on the foundation of sound classroom accomplishment. No amount of interpretation can conceal the shortcomings and failures of misdirected or ineffective teaching. The attitudes of students toward their school and teachers, the intrinsic value of what is done at school, the extent to which the school meets the needs of every student, and the relationships of teachers with parents are the foundations of good will. It must be remembered that the best of school public relations programs are of little value if it does not receive the complete and continuing attention of each teacher. The students in the classroom virtually represent every media of communication and they will with certainty carry the message home. Be alert at all times to what message you are communicating. Inappropriate remarks, expressions, gestures, suggestions, etc. will not be tolerated at any time for any reason.

OO. PROFESSIONAL ETHICS

It is expected that professional and personal relations of every teacher should follow the highest standard of conduct becoming the teaching profession. Good manners and courteous relationships among all persons are a requirement for the entire school system.

1. Takes full responsibility for the results of his/her efforts and actions.
2. Continually seeks self-improvement.
3. Contributes to the skill and knowledge of the profession.
4. Respects the confidence, opinions and abilities of his/her fellow workers.
5. Avoids rumor and hearsay.
6. Adjusts his grievances through the proper channels.
7. Meets his/her professional obligations.
8. Is sensitive to the problems of his/her fellow workers.
9. Possesses a primary and sincere desire to render a service.
10. Is proud of his/her profession.

PP. LOST AND FOUND

Lost articles will be kept in the office, and students may stop there to identify their property. All articles that are found in the school should be sent to the office. All articles will be kept through June 30 of the school year. Unclaimed articles will be disposed of after June 30.

QQ. HALL PASSES

Students are not to leave their assigned classrooms for any reason **WITHOUT A PROPERLY COMPLETED STUDENT PASS**. The following points concerning hall pass procedures should be helpful:

1. Much of the hall travel by students could be done on their own time. Advance planning by teachers will do much to control the number of students in the halls.
2. A student on an errand from the class must carry a note from the instructor with the time of release and the instructor's signature.
3. **ONLY ONE** student is to be sent on the pass.
4. **NO HALL PASSES ARE TO BE ISSUED TO STUDENTS TO MAKE PERSONAL TELEPHONE CALLS.**
5. If work has been assigned in another area of the building whereby students are working, it must be approved by the office. No students should be traveling through the school on small individual jobs without the prior approval of the office.

RR. VISITATIONS TO OTHER CLASS AREAS

No student shall be permitted to visit or call another student from a class. Students found loitering outside the door of a classroom, which is in session, will be sent to the office for disciplinary action.

SS. ROOM CHANGES

No partitions, changes, additions, deletions, or installations in shop areas or equipment may be made without the prior approval of the Administration.

TT. SCHOOL PARTIES: AUTHORIZED ONLY

No shop is permitted to have parties other than those approved by the Administration.

UU. FUND RAISING

All fund raising must be approved in advance. Only fund raisers for the Fayette County Career & Technical Institute will be approved, and items sold must comply with School's Wellness Policy. The sale of home school fundraisers will not be approved. (SEE FORMS TAB).

VV. LIVE WORK

All Live Work must be approved by the Director prior to beginning the work. Projects will be approved according to board policy (**SEE POLICY TAB**). A three-part Live Work form must be completed and signed by Administration. One copy will stay in the Main Office. Two will be given to the instructor. Once work is completed, the instructor will write the amount due on the yellow form and give it to the Requester. The Requestor will pay fees in the Main Office. All live work must relate to the students' competencies.

SECTION IV STUDENT POLICIES

WW. STUDENT DRESS

PLEASE REFER TO THE STUDENT HANDBOOK

The instructor **IS ASKED TO** set the example for appropriate attire.

XX. ATTENDANCE/ENROLLMENT POLICY

PLEASE REFER TO THE STUDENT HANDBOOK

YY. STUDENT RECORD RETENTION

The length of time records are kept and the location of stored records depend on whether the record is permanent or temporary.

Permanent records are kept in the main office file room and are organized by student name. These records are those that need to be accessed by office staff when they receive requests from students and potential employers. The student's permanent record includes final grades, attendance, address, the completed competency list, NOCTI/NIMS assessment results, and copies of any industry certifications earned.

Temporary records are those that an individual teacher has kept documenting the students' grades. These records include any tests, checklists, papers, or projects, etc., that the teacher graded. These records should be kept in the teacher's classroom files for a minimum of three years. After that time, they should be destroyed. IEPs should be destroyed upon the students' graduation.

ZZ. ACCIDENT FORM

An accident form should be completed by the instructor immediately following the emergency and sent to the office and given to **main office**. The form can be found in **Forms** section of this handbook.

AAA. POLICY FOR THOSE STUDENTS DRIVING TO SCHOOL

In order to reduce increasing absenteeism, tardiness and students leaving school early, as well as maintaining safety standards the following student driver's rules are to be adhered to. Only these students who meet the following criteria will be permitted to drive to school.

1. Students on Work Experience or students with a job immediately after school may drive to school. **Such students must submit a pay stub, work permit and weekly schedule that show the student needs to drive to be at work directly after school.**
2. A Student in a school-sponsored activity may have a temporary parking permit for his or her activity. The student may drive only on the days practice is scheduled or the day of the activity. If the student does not meet the academic guidelines to participate in the activity, the student will lose the privilege of driving. After the activity/season ends the parking permit will lapse, and a new permit will be issued if the student is beginning a new activity.
3. **Any driver who comes tardy to school will lose their driving privileges for nine weeks after their fourth unexcused tardy. A student that has lost his or her privilege to drive may reapply.**
4. Anyone leaving school without permission will be suspended and lose his or her driving privileges for nine weeks. After nine weeks the student may reapply for a driving permit. If the student leaves school without permission a second time, the student will lose the permit for the year.
5. Students who drive are NOT allowed to have passengers in their vehicle unless the passenger also obtains a permit to be transported in the student driver's vehicle.
6. Students who drive should report directly to the FCCTI, and also not arrive at their home schools before that school's dismissal time. A violation of this rule shall constitute a warning the first time and loss of driving privileges for any subsequent violations.
7. Any student who is a behavioral problem will not be permitted to drive.
8. Students may, in advance, apply for and receive a temporary permit to attend appointments (Doctor, Dentist, Hearing, etc.).
9. Students who have driven to school due to an emergency or extremely extenuating circumstance must immediately report to the office and request an emergency permit. Missing a school bus is not an emergency or extremely extenuating circumstance.
10. A parent or guardian of the student driver must sign the application for a driver's permit. A parent or guardian of a student passenger must likewise sign the application to have a child transported to and from school by a student driver.

11. The requesting student shall sign the application to be a student driver or a student passenger.
12. A student vehicle parked on school property for which a driver's permit has not been issued will receive a written warning. A second occurrence will result in the vehicle being towed and stored at the owner's expense.
13. Copies of the student's driver's license, the vehicle registration card, and the vehicle insurance card shall accompany the application.
14. Students driving to school will park their vehicle in the designated areas immediately upon arriving on school grounds. Students are not permitted to leave the school grounds or drive around the building. On the school grounds the speed limit is 15 miles per hour and traffic regulations are to be followed.
15. Students driving to school will be dismissed at their regularly scheduled dismissal time, unless other approval is given by administration
16. Students are not permitted to park in front of the building.
17. Upon arriving on school grounds, students are not permitted to loiter in the parking lot. Students are to immediately enter the building.

BBB. CAPSTONE CO-OP PROGRAM

Students who qualify may be permitted to participate in the capstone program. Before any student can work on this program permission must be received from the parents or guardians and the prospective employer. After a review of the student's scholastic standing, final approval must be given by the Fayette County Career & Technical Institute Administration.

CCC. POLICY CONCERNING CHANGING OF COURSES

Students wishing to make a change in their course selection, after the beginning of school, must present a written request, from their parent or guardian, to the Administration of the Fayette County Career & Technical Institute before ten days of school have been completed. After ten days of school, **no changes** will be made.

DDD. JOB PLACEMENT

The Fayette County Career & Technical Institute will offer assistance in job placement to its students. Students who are qualified will be referred to job openings in industry and business.

The placement program will work in close cooperation with the State Employment Service, in serving and referring students to job openings for which they qualify. To increase job placement and student work experience, it is the goal of the Fayette County Career & Technical Institute to have each student participate in one or more of the following work-based learning activity:

1. Job Shadowing

2. Job Internship
3. Cooperative Education Placement

EEE. ACCIDENT PROCEDURES

1. At the beginning of the school year, and periodically thereafter, each instructor is to inform all students that they are to report all minor and major accidents to the instructor immediately.
2. Upon notification of an accident to the instructor, the accident is to be reported to the office immediately. Parents or guardians must be notified for ***all accidents***.
3. On the same day, as soon after the accident as practical, the instructor is to complete an accident report in ink. One copy of the report will be kept in the instructor's file and one copy will be kept in the office.
4. Students with minor injuries are sent to the office with an accident report completed by the instructor. When necessary, the student may be accompanied by one student.
5. When a serious accident occurs, the instructor should remain with the injured student at all times to do what is necessary until help arrives. In the meantime the instructor should direct another student to call the office or go to the office for help.
6. When a student reports that an accident or injury has occurred somewhere other than the Fayette County CTI, that student should be sent to the office immediately so that a parent may be notified.

FFF. STRATEGIC PLAN

Our Strategic Plan for the period 2014-2017 has been finalized and approved. Every individual as an employee of the Fayette County Career & Technical Institute has ownership in this plan and should be active in its implementation. A copy of the plan is available on the school's website. You may request a printed copy through the Administration Office.

GGG. NATURAL DISASTER WARNINGS/DRILLS

New Federal Regulations require that all schools, hospitals, nursing homes and other public areas post and maintain an emergency weather plan at each location, building, etc. To implement this plan, we have surveyed the school with the help of the local Emergency Management Agency.

Our biggest concern is with **Tornadoes**. Most tornadoes come from the west/southwest and occur in the afternoon during March, April and May. Tornadoes are fast moving, extremely destructive, isolated storms. Because of this, they are very hard to predict and when a tornado warning is issued, we must take immediate action to save lives.

1. When a warning announcement is made, all instructional areas should move to the hallway, adjacent to their shop.
2. Once all students are in the hallway adjacent to their shop, they should be located away from areas of the hallway that lend themselves to flying debris: glass from door panels, etc.
3. All people should kneel and cover their heads, because most injuries and deaths occur from projectile wounds to the head.

DISASTER DRILL

In the event of a pending weather emergency or other similar situation requiring the movement of students from classrooms to more protected areas of the building the following plan will be followed:

1. An announcement of a Disaster Drill will initiate the plan:

FACULTY

- a. Blinds should be lowered in classrooms and windows closed.
- b. Evacuate students to the hallway nearest to their classrooms and along the hallway walls.
- c. Account for all students present that day, when assembled in the hall.
- d. Maintain order and class integrity.
- e. Report any missing students.
- f. Shop teachers turn off all equipment.
- g. Teachers not conducting a class, assist teachers with classes in session.
- h. If the warning system should fail and the teacher determines action needs to be taken, the disaster plan should be followed.

STUDENTS

- a. Remain calm, do not run, push or try to pass others when exiting.
- b. Remain quiet so that instructions can be heard.
- c. Join the nearest line of students moving to the hallway.
- d. Assist in maintaining class integrity.
- e. Follow school official's instructions.
- f. Assist mobility impaired students.
- g. Students should move to the hallway nearest to their classrooms and along the hallway walls.
- h. Students should stay out of classroom doorways to prevent injury from flying debris.
- i. In the case of a severe threat, students should crouch along the hall wall and cover their heads with their hands.
- j. Upon the "**ALL - CLEAR**" announcement, students should return to their classroom and teachers should take roll.

FURTHER ANNOUNCEMENTS, AS NEEDED, MAY FOLLOW THE "ALL- CLEAR".