

Pickaway-Ross Career & Technology Center



Adult Education Employee Handbook School Year 2021-2022

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Section 1: Introduction to PRCTC

1.1 Welcome to PRCTC

Welcome to Pickaway-Ross Career and Technology Center! We are delighted to have new employees joining our organization in the Adult Education Department. Each role is critical in fulfilling the mission of our organization.

We will do our best to help each new employee become a productive member of our staff through orientation and training. New employees will meet many co-workers eager to assist them. Feel free to ask coworkers for assistance to enable new employees to accomplish new responsibilities. New employees receive a great deal of written information. Refer to it often. Whenever questions arise, new employees should ask their Supervisor/Coordinator.

Congratulations! We are looking forward to a long-term relationship and employee success at PRCTC!

1.2 Welcome to Adult Education (AE)

Welcome to the Adult Education Department. We look forward to you becoming a part of our team. Please feel free to refer to this document whenever necessary. It is updated annually and is located in the New Employee Orientation Classroom located in the PRCTC Google platform or can be obtained from the Employee Relations Coordinator.

1.3 History of PRCTC

The Pickaway-Ross Career & Technology Center opened in September 1974 with programs in Business Education, Trade and Industry, Agriculture, and Home Economics. The major emphasis in 1974 was secondary training with students enrolled from 10 area high schools. Adult Education began with short-term evening classes. Adult educational programming has grown steadily since 1974. We now serve several thousand adults annually, in both short- and long-term formats, in various courses and activities. The programming now includes both full time and part-time options in the areas of Business & Industry, Technology, Assessments, Skilled Trades, Health Care and Public Safety.

Pickaway-Ross Career & Technology Center is a state and local supported institution offering post high school education in full-time program areas as well as other specialized courses and services. Certificates are issued to students completing a program or course.

Adult vocational education programs allow students to prepare for a new career or upgrade their present skills in their current job. Students gain both theoretical knowledge and practical experience through well-equipped laboratories that provide up to date “hands-on” experience.

1.4 Campus and Facilities—Locations & Primary Assignment

The Pickaway-Ross Career & Technology Center has three primary locations as well as other office space to serve students.

Chillicothe Campus: The Chillicothe Campus is located at 1410 Industrial Drive, Chillicothe. This campus serves as the adult education main campus. It has 22,000 square feet of floor space with 12 classrooms/labs, conference rooms, and office space. A testing center and computer lab are available for students as is a student resource room and break area.

Crouse Chapel Road Campus: The Crouse Chapel Campus is located at 895 Crouse Chapel Road, Chillicothe. It has approximately 160,000 square feet of floor space. The center has over 25 modern, well-equipped labs and over 30 related classrooms with a maximum capacity of 25 students each. A large multimedia area is available for faculty and student use and houses a variety of audio-visual equipment and library materials. A cafeteria is also available for students/staff during daytime hours and a vending break area for students during the evening hours.

Circleville Campus: The Circleville Campus is located at 424 E. Mound Street in Circleville. This location has 23,000 square feet of floor space, which includes 13 classrooms/labs, a multi-purpose room, and a student break area.

<p>PRCTC – Crouse Chapel Road Campus 895 Crouse Chapel Road Chillicothe, Ohio 45601 (740) 642-1200 or (740) 474-3331 Adult Ed. Fax #: (740) 642-1398</p>	<p>PRCTC – Chillicothe Campus 1410 Industrial Drive Chillicothe, Ohio 45601 (740) 642-1388 or (740) 474-3331 ext. 31388 Adult Ed. Fax#: (740) 642-1398</p>
<p>PRCTC – Circleville Campus 424 E. Mound Street Circleville, Ohio 43113 (740) 642-1440 Fax #: (740) 420-0809</p>	<p>OhioMeansJobs - Pickaway County 1005 S Pickaway Street Circleville, Ohio 43113 (740) 420-7339 Fax #: (740) 420-7369</p>
<p>Pickaway-Ross Aspire 40 West Fifth Street Chillicothe, Ohio 45601 (740) 779-2035 Fax #: (740) 779-9609</p>	<p>Pickaway-Ross Aspire 424 E. Mound Street Circleville, OH 43113 (740) 642-1294 Fax #: (740) 420-0809</p>

1.5 Administration

Pickaway-Ross JVSD Board of Education

Byron M. Lloyd, President	Mike Throne
Jeff Hartmus, Vice-President	Tony Reeser
Todd Stahr, Treasurer	Andrew Vitatoe
Todd Stevens	Sue Hopkins
Michelle Bowdle	Matt Kim
Jon Saxton	Greg Tipping

Administration

Jonathan Davis, Superintendent
Carrie Fife, Adult Education Director
Jason Veasey, Secondary Director

Adult Education Leadership Team

Tonya Bess	Employee Relations
Debbie Wipert	Personal Development/Mound St. Bldg. Spvr.
Lane Patrick	Aspire
Britany Freeman	Marketing
Anthony Southworth	Business Office
Rhonda Lawless	Business Services
Tina Canini	Skilled Trades
Avonia Dearth	Health Technologies
Amy Raike	Public Safety Services
Janet Barrows	Assessments
Mandy Quinn	Enrollment/Recruitment/Industrial Dr. Bldg. Spvr.
Debra Schiff	Coordinator/Crouse Chapel Building Supervisor

1.6 Accreditations and Affiliations

The Pickaway-Ross Career & Technology Center (PRCTC) is chartered by the Ohio Department of Higher Education and is accredited by the Commission for the Council on Occupational Education (COE). Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, www.council.org. Employees may also access a presentation on COE in the corresponding section of the New Employee Orientation Classroom located in the PRCTC Google platform.

Individual programs boast additional accreditations and affiliations as appropriate:

The PRCTC Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350, www.caahep.org.

The PRCTC Paramedics Program is also accredited by CAAHEP (www.caahep.org) upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). CoAEMSP, 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088, 214-703-8445, fax 214-703-8992, <https://coaemsp.org/index.htm>

1.7 School Mission Statement, Philosophy, and Objectives

PRCTC Mission Statement: The Pickaway-Ross Career and Technology Center delivers unique and progressive academic and career educational opportunities that empower individuals to achieve their goals.

PRCTC Philosophy: The employment demands of our modern technological society and the needs and interests of adults demand educational programs designed to prepare persons for productive citizenship in the world of work. Adults must be prepared to accept changes and challenges in their chosen vocations and to possess the necessary skills to adapt to new requirements and demands of their vocational endeavor throughout life.

The Pickaway-Ross Career & Technology Center assumes the responsibility of preparing adults in the area of skill training. It also provides the opportunity for adults who are already employed to advance in their chosen vocation and retrain those who are temporarily unemployed.

Since its inception, PRCTC has striven to meet the diverse needs of its citizenry. PRCTC endorses the tenants of Title IV of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and PL-94-482, Section 503. Programs and services are available without regard to race, color, national origin, sex, disability, religion, military status, ancestry, age, genetic information, or any other legally protected characteristic.

PRCTC is mindful of the fact that, for millions of Americans, entry into a career technical center can make the difference between well-paying jobs or the unemployment lines. Therefore, the school will strive continuously to extend opportunities to those it serves on a non-discriminatory basis.

We proudly join ranks with the many fine educational institutions in Pickaway and Ross Counties in full cooperation to provide a truly comprehensive educational program for adults in the area.

PRCTC Objectives:

The general objectives of the Pickaway-Ross Career and Technology Center are as follows:

1. To provide activities that will enable adults to become competent and employable in an occupational skill.
2. To provide instruction in areas of knowledge related to a student's training program, which will permit each person to progress on the job and enable them to upgrade their skills.
3. To help adults in their attempts to become increasingly successful persons economically, socially, and personally.
4. To provide an educational setting that attests to the belief in the worth of every individual and attaches dignity to all socially useful labor.

1.8 Organizational Charts

PRCTC has multiple organizational charts. Upon request, the AE Employee Relations Coordinator will provide the charts to employees. Updated charts are also provided during annual all-employee in-service meetings and can be accessed in the corresponding section of the New Employee Orientation Classroom located in the PRCTC Google platform.

Section 2: PRCTC Adult Education (AE) Employee Relations

2.1 Job Classifications

PRCTC Adult Education has three Job Classifications: Casual Part-Time, Regular Part-Time, and Full-Time. Classification definitions and information:

Casual Part-Time: Work as needed. Coordinator assigns hours. Maximum number of work hours per year is 1461. No fringe benefits. May not work more than 29 hours per week.

Regular Part-Time: No minimum number of hours and maximum number of hours is 1461. May not work more than 29 hours per week. All benefits are available for a cost. Sick Leave – Can accrue no more than 4.6 hours per month (At least 80 hours worked).

Full-Time: Work hours and benefits according to contract.

Designated staff are required to hold a teaching certificate/license issued through the Ohio Department of Education. In addition, all staff are required to submit a criminal history background check at the time of employment. It is the employee's responsibility to renew the appropriate background check every five years.

2.2 Job Descriptions

Individual job descriptions are initially provided to new employees. Employees may request their individual job descriptions from their supervisor/coordinator or Employee Relations Coordinator.

2.3 Technology Specifics

All employees will be assigned a Pickaway-Ross email account as well as a specific one for the Google platform. Logon credentials will be assigned per Supervisor/Coordinator requests.

Help with technology issues should first be discussed with the respective Supervisor/Coordinator to determine if a technology request should be completed in FMX.

The Acceptable Use and Internet Safety Policy should be read and acknowledgment provided for your personnel file. Employees may access this document and the Technology Specifics documentation in the corresponding section of the New Employee Orientation Classroom located in the PRCTC Google platform.

2.4 Staff Appraisals/Evaluations

As stated in PRCTC Board of Education policy, the administrative and supervisory staff have the responsibility of developing and conducting an appraisal or evaluation plan for all employees. Appraisals shall be annual, shall be in written form, and shall provide for a cooperative review by the supervisor/coordinator and the employee. All evaluations become a part of the employee's permanent record.

2.5 Staff Absences

Notification of Absence:

When it is necessary for an employee to be absent from work due to illness or other emergency, the employee shall notify his/her supervisor/coordinator as early as possible (preferably the evening before). Regular PT and Causal PT employees will follow the direction of their immediate supervisor with regard to the acceptable means for notification of absence. If the supervisor/Coordinator is not available, the Director of Adult Education should be contacted.

Reporting Reason for Absence:

Upon the return to work from absence (per the Regular PT staff member's work schedule), the Regular PT and full-time staff members will complete the Leave Application form in mySCView and submit it for processing and approval.

Absence Due to Travel Difficulties:

Weather conditions not serious enough to cause the closing of the building shall not be considered cause for absence. Absence resulting from travel difficulties between an employee's place of residence and his place of employment shall be considered an absence and handled pursuant to policy. Employees may discuss this with their supervisor/coordinator.

2.6 Termination of Appointments Procedure

The majority of faculty and staff employed at Pickaway-Ross CTC enjoy long, successful careers. Most retire or resign as life changes occur. Unfortunately, there are times when it is necessary to terminate a specific employee or their position.

The notification or timing of the termination will be based on the employee's classification. A full-time classified or certificated employee will be notified as per their contract and the PRTA agreement. Regular part-time employees will be notified at least two weeks prior to July 1st unless the situation requires immediate action. Casual part-time employees will be given at least two weeks' notice unless the situation requires immediate action. A specific employee may be terminated for poor performance or for just cause.

Employees who exhibit poor job performance will have the opportunity to have a conference with their direct supervisor/coordinator to gain a better understanding of the expectations of the job by reviewing the job description and discussing the points therein. Should unsatisfactory performance continue to exist, the employee will receive a written evaluation documenting the unsatisfactory performance along with an improvement plan. Should the unsatisfactory performance continue, the employee may be terminated.

Employees may be terminated for just cause. Such terminations may be warranted due to factors such as:

- Incompetence, dishonesty, or neglect in teaching, scholarship, or duty;
- Personal conduct that impairs the faculty/staff members ability to fulfill his/her responsibilities in the best interest of the school;

- and/or conduct that directly disrupts the work of PRCTC and the experience of the students, faculty, and/or staff.

Positions may be eliminated due to program changes or reduced need. Employees in this situation would be eligible for rehire should they apply and be selected for other positions.

While the above procedures detail the typical practice of the department, any part-time employee is considered at will. As such, regular part-time employees may be dismissed at the end of the school year for any reason or no reason. Casual part-time employees can be dismissed any time for any reason or no reason.

2.7 PRCTC Campus or Class Cancellation

Campus or Class Cancellation - Weather

Decisions regarding the operation of the adult education classes and other activities on days that have bad weather potential, water main breaks, etc. will NOT correspond with that of the high school. Therefore, please disregard any announcement made via the automated call system notification or on local radio, television or our social media pages that PRCTC is closed and classes canceled.

Because Adult Education's goal is to help students finish programs as quickly as possible and weather closures cause completion delays the following procedure will be observed:

On inclement weather days, adult education will only close if the county is on a level 2 emergency. Adult Education does not recognize delays called by the high school.

Having multiple campuses in different counties, closing and delays can affect each department differently. Please discuss the specific instructions of your position/area with your immediate supervisor/coordinator.

REMIND Notifications for Staff and Students

Remind® is our chosen method of communication for emergency situations and weather closures. In an event such as a lock down or the need for a rapid evacuation of a building, it is extremely important that staff and students know that we will be using Remind (and any other location specific resources available) to send notifications and give timely instructions.

Staff and students should sign up for Remind for emergency notifications and closures by texting @praestaf to the number 81010. Most notifications will come from the AE Director, Carrie Fife, but other building specific supervisors and coordinators will also be able to use Remind in an emergency situation.



Pickaway-Ross
Career & Technology Center
Adult Education

Emergency Notification Sign-up Information

In the event of an emergency situation, the administrators of Pickaway-Ross CTC Adult Education will issue valuable information through our Remind service. All students and staff should sign-up via one of the methods below in order to receive emergency notifications and weather-related closure information.

This service provides updates for all four (4) Adult Education campuses.

Pick a way to receive messages for **PRAE19**

If you have signed up for our emergency notifications in Remind in the past, you do not need to again.

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/prae19

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message **@prae19** to the number **81010**.

If you're having trouble with **81010**, try texting **@praeemerg** to (740) 231-1422.

* Standard text message rates apply.



2.8 Meetings

General school meetings which staff should attend may be called at the discretion of the Director of Adult Education. An example is the in-service meeting for all staff typically held at the beginning of a school year and midway throughout the year. Every effort should be made to attend as many departmental topics are discussed at that time.

Service area meetings (such as departmental staff meetings) may be established by the supervisor/coordinator throughout the year.

An effort will be made to provide the staff with advance notice of the date and time for these meetings. If an individual cannot attend one of these scheduled meetings, then they assume the responsibility to notify the person convening the meeting prior to the meeting.

Special committee meetings such as program advisory meetings will be held with the membership determined by the Director of Adult Education and the meeting convened by the chairperson.

2.9 Workshops/Professional Development Attendance

Attendance to educational workshops and other professional development events pertinent to an employee's position are encouraged. Please discuss these opportunities in advance with your immediate supervisor. Fees for some educational opportunities may be covered or reimbursable. Upon approval and completion, provide a completion certificate to the supervisor/coordinator for your personnel records.

Expenses for attendance at an educational workshop or other professional development event may be approved for travel, food, and lodging up to a maximum established by the Board of Education. Attendance will be approved on the basis of the value to the school program and the upgrading of the instructor. Requests for attendance must be made in advance. Requests are made by completing and submitting a Leave Application form through mySCView. Expenses are reimbursed by completing a Requisition Request form and/or a Mileage Request form in mySCView. Employees **must** maintain expense(s) receipts to submit to their supervisor/coordinator or in the event they are given instructions to submit directly to the Treasurer's Office as verification.

2.10 Emergency Telephone Calls

Only in case of an emergency will a student receive an incoming call. If possible, the instructor will be notified of the incoming call. Messages will be taken and forwarded to the class instructor for distribution.

2.11 Public School Works

Staff members are required to complete mandatory training on an annual basis per our regulatory compliance program. Training assignments are completed through our online training system, Public School Works.

Staff will be contacted via email when training requirements have been assigned. The email will contain a listing of required courses, due dates, and staff login information. Compliance with this requirement will be reviewed during annual performance evaluations. Some courses may include, but are not limited to the following:

- Bloodborne Pathogens
- Hazardous Communications
- Ohio Ethics Law
- Reporting Fraud – Ohio
- First-Aid – Choking
- Discriminatory Harassment
- Social Media
- Student Privacy (FERPA)
- AED Use
- Drug-free Workplace
- Protecting Student Data
- Violence Against Women (VAWA)

Section 3: Payroll/Treasurer's Office

3.1 Adult Ed's Employee Relations Coordinator

The role of Employee Relations Coordinator is to assist in the onboarding process of new employee's and act as a liaison to the Treasurer's Office (payroll department). If you have a question regarding your position, payroll, benefits, etc., please inquire with your immediate supervisor/coordinator. The supervisor/coordinator will determine if the situation can be solved with the assistance of the Employee Relations Coordinator or will contact the Treasurer's Office directly on your behalf.

Please send any change in contact information (such as name, address, telephone, or email) in an email to the Employee Relations Coordinator to update the personnel files and notify the Treasurer's Office.

3.2 Background Checks

All staff are required to submit a criminal history background check at the time of employment. Background checks must be renewed every five years. If at that time, your background checks have not yet expired AND you have not moved out of Ohio within the past five years, only the FBI check needs to be renewed, not the BCI.

It is up to each employee to know when his/her background check will expire. Employees can access the information on the OH ID portal.

The background checks can be completed at PRCTC's Industrial Drive location. Employees may access additional information in the corresponding section of the New Employee Orientation Classroom located in the PRCTC Google platform.

For reimbursement of a successful background check, please submit your receipt to your supervisor/coordinator for processing.

3.3 Licensure

An Adult Ed permit must be issued and kept current for all instructors. The Department of Education has provided handbooks to help navigate the process. Adult Education instructors must obtain licensure in one of the following fields:

Teaching Field Codes:

- Agriculture 010000
- Marketing Education 040000
- Health Occupations 070000
- Family & Consumer Science 090000
- Office Operation 140000
- Industrial & Engineering Technologies 170000
- Personal Living 091064
- Emergency Medical Technician* 070907
- Firefighter Training* 172801

***Note:** EMT and Firefighter Training require a valid instructor card issued by the Division of Emergency Medical Services through the Ohio Department of Public Safety.

Aspire teachers who already possess valid Ohio teaching certificates or licenses do not need to obtain one-year adult education teaching permits. Candidates must have a bachelor's degree from an accredited college or university. Candidates should choose one of the following teaching field codes:

- Mathematics 110000
- Speech/Communication 050504

Note: It is very important to keep your username and password in a safe place as it will be required to renew your licensure in the future.

For reimbursement of an approved Adult Ed permit, please submit your receipt to your supervisor for processing.

Employees may access training and other materials on the OHID Instructions and the CORE Manual in the corresponding section of the New Employee Orientation Classroom located in the PRCTC Google platform.

3.4 Pay Dates Schedule

The PRCTC Treasurer's Office provides a fiscal year pay date schedule to employees each year. Employees may access a current copy of the pay date schedule in the corresponding section of the New Employee Orientation Classroom located in the PRCTC Google platform.

3.5 Timesheet/Pay Request Info

All full-time staff members will receive checks during the regular payroll cycle. Payment for part-time courses is not automatic. The Timesheet form (pay request) must be submitted documenting the course taught, and dates/times classes were held. An email address must be included on this paysheet. The first pay request must be completed on an initial timesheet form and subsequent requests will be completed electronically on the mySCView portal. New employees may access the initial timesheet form via their supervisor/coordinator or the employee relations coordinator.

3.6 MySCView Timesheet Access

Timesheets are completed and submitted every week by Sunday in the mySCView electronic system. MySCView training and instructions are provided to new employees during new employee orientation. Each pay request will cover one week of work. Paychecks are distributed on the 15th and 30th of each month, unless notified otherwise by the Treasurer's Office. Hours worked must be in 15-minute increments (ex. 9:15 a.m. to 3:45 p.m.). Final payment upon resignation will not be made until all required forms, grades, etc., are submitted to close out the course.

Employees may access additional training materials in the corresponding section of the New Employee Orientation Classroom located in the PRCTC Google platform.

Note: Board approval, adult education licensure and a successful background check are required for the issuance of payroll.

3.7 MySCView Mileage Reimbursement

PRCTC AE employees typically consult with their supervisor/coordinator to gain understanding if the training, off-site meetings, or other PRCTC related activities are eligible for employee mileage reimbursement.

Employees access Mileage Request Forms in the mySCView system. Employees submit mileage request forms for processing by the Treasurer's Office for reimbursement through mySCView.

Employees may contact their supervisor, coordinator, or employee relations coordinator for any clarification or additional assistance with mileage requests.

Employees may access additional training materials in the corresponding section of the New Employee Orientation Classroom located in the PRCTC Google platform.

3.8 Purchasing Guidelines

The purchasing guidelines are as follows:

- \$50,000 or more: Requires Board approval and sealed bids.
- \$7,500 or more: Requires Board approval. Must submit at least two competitive bids.
- \$2,500 to \$7,500: Must submit at least (2) formal written quotes.
- \$2,500 or Less: Buyer's judgment. No quotes required, but Treasurer's Office recommends obtaining at least two informal quotes.

3.9 Requisitioning Materials and Equipment

The requisitioning of customer supplies, educational supplies, supplies to be sold to students, books, audio-visual materials, and laboratory equipment will be done by the instructors and submitted via a completed Requisition Request form in mySCView. Instructors should consult with their supervisor/coordinator when submitting requisitions to be approved or disapproved. All requisitions will then be processed through the mySCView system. Instructors should contact their supervisor/coordinator when instructors need assistance with the requisition form in the mySCView system. No instructor is to purchase, without prior approval, anything for the school and expect reimbursement.

The following will show the proper procedure for requisitioning approved materials and equipment:

- Instructor receives approval from their program coordinator or Adult Director.

- The program coordinator or Adult Director seeks board approval, if necessary, and submits requisition form in mySCView.
- Treasurer's Office processes requisition and sends to the supplier.
- Payment will be made upon receipt of the item(s) and properly invoiced.
- Notify coordinator of supplies and services not passing through central receiving.
- Instructors responsible for assigned open accounts need to submit on a requisition the items and cost being charged against the account. Items or services can then be ordered with prior approval. Balances in the accounts are to be included.

Employees access Mileage Request Forms in the mySCView system. Employees submit mileage request forms for processing by the Treasurer's Office for reimbursement through mySCView.

Employees may contact their supervisor, coordinator, or employee relations coordinator for any clarification or additional assistance with mileage requests.

Section 4: Personnel Guidelines

4.1 Policy Manuals

All staff members are requested to read and make themselves knowledgeable with the information contained in the PRJVSD Board of Education policy manuals. The Board policies and administrative guidelines are available at:

<https://go.boarddocs.com/oh/pwayr/Board.nsf/Public?open&id=policies>

4.2 Employees' Use of Social Media

Staff members serve as role models in this community and are responsible for modeling and teaching high standards of decency and civic values. As such, they are expected to display model character both on and off the worksite; this includes any material they post on personal websites and other social media networks, such as Facebook and Instagram. Teachers are responsible for maintaining professional standards in their public use of social media just as they are any other public conduct. Public content on social media can affect and/or undermine an educator's effectiveness. Employees who use social media for personal purposes are responsible for the content on their personal pages, including content added by the employee, the employee's friends, or members of the public who can access and/or contribute to the employee's page. Employees are further responsible for website links on their pages. Employees are cautioned to maintain privacy settings that are appropriate to the content and intended audience.

Under all circumstances employees must comply with Federal and State law and Board policies and administrative guidelines. This is true regardless of whether the employee is using a personal or District-issued device to communicate through social media.

If a staff member posts messages or pictures that diminish the employee's professionalism or discredits the employee's capacity to maintain the respect of students and parents, the employee's ability to effectively perform his/her job may be impaired.

Employees should avoid posting text, images, photos, or videos that involve hate speech, nudity, obscenity, or that encourages or depicts bullying, discrimination, sexually explicit or violent conduct, or other illegal conduct/activity, including the inappropriate use of alcohol or drugs. They should also refrain from engaging in communication or conduct that is harassing, threatening, libelous, or defamatory.

An employee whose personal use of social media interferes with the employee's ability to effectively perform his/her jobs may be subject to disciplinary action, up to and including termination of employment.

Employees may not use their District-issued e-mail address for communication on social media platforms/sites that are not approved by the District or for creating and/or managing social media accounts/sites that are for personal use.

If an employee identifies the District as his/her employer on a personal social media site, the employee is advised to make it clear that any views expressed on the site are the employee's alone and do not necessarily reflect the views of the District.

Employees may use personal social media at work so long as it does not interfere with an employee's job performance and completion of work responsibilities, and occurs during their personal time (e.g., breaks, mealtimes, before/after stated work hours, etc.).

Employees are reminded that the District may monitor the use of District technology resources.

Employees may not use or post the District's logo or other copyrighted or trademarked materials without the express written consent from the Superintendent; it is not a violation of this provision, however, if the District's logo auto-fills on sites such as Facebook or LinkedIn.

Teachers are prohibited from posting students' names, photographs and/or videos in which students appear, on personal social media sites, except when the images of the students were taken in a public arena, such as at sporting events or fine arts public performances.

4.3 ADA

Americans Disability Act: SECTION 504/ADA - COMPLAINT PROCEDURES RELATED TO DISABILITY DISCRIMINATION IN EMPLOYMENT

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

The following person is designated as the PRCTC Section 504/ADA Compliance Officer:

Jason Veasey
Special Services Supervisor
895 Crouse Chapel Rd.
Chillicothe. OH 45601
740-642-1233

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint and offer possible solutions to the dispute. The complaint must be filed with the PRCTC Compliance Officer within the time limits specified below. PRCTC's Compliance Officer is available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the PRCTC Compliance Officer.

If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the PRCTC Compliance Officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the PRCTC Compliance Officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the PRCTC Compliance Officer for good cause.

The PRCTC Compliance Officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The PRCTC Compliance Officer will provide the complainant with a written disposition of the complaint within ten (10) workdays. If no decision is rendered within ten (10) workdays, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The PRCTC Compliance Officer shall maintain the school's files and records relating to the complaint.

The Superintendent will, within ten (10) workdays of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint. The Superintendent will render his/her decision within ten (10) workdays of the hearing.

The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case in the appropriate Federal District Court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the Americans with Disabilities Act, as amended ("ADA"), the individual may also file a complaint with the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov.ocr>.

4.4 Equal Employment Opportunities

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex (including sexual orientation and transgender identity), disability, military status, ancestry, age, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

The Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex (including sexual orientation and transgender identity), disability, military status, ancestry, age, and genetic information.

COMPLAINT PROCEDURES FOR NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY/ACCESS

If a person believes that s/he has been discriminated against or denied equal opportunity or access to school's programs, activities or services, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter. The following person is designated as PRCTC's Civil Rights Coordinator:

Jason Veasey
Pickaway-Ross CTC
895 Crouse Chapel Road
Chillicothe, OH 45601
740-642-1223

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov.ocr>.

Internal Complaint Procedures

A person who believes s/he has a valid basis for a complaint may discuss the matter informally and on an oral basis with the school's Civil Rights Coordinator, who will investigate the complaint and reply with an answer to the complainant. If the informal procedures do not resolve the matter to the complainant's satisfaction or s/he skips the informal process, s/he may initiate formal procedures according to the following steps:

Step 1: Investigation by the PRCTC Civil Rights Coordinator: A person may initiate a formal investigation by filing a written complaint (Form 4122 F1) with the PRCTC Civil Rights Coordinator. The complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant and describe the alleged discriminatory action in sufficient detail to inform the Civil Rights Coordinator of the nature and date of the alleged violation and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the Civil Rights Coordinator for good cause.

The Civil Rights Coordinator will conduct an impartial investigation of the complaint. As part of the investigation, the Civil Rights Coordinator shall permit the complainant to present witnesses and other evidence in support of his/her complaint. The investigation shall be completed within fifteen (15) business days of the written complaint being filed. The Civil Rights Coordinator will notify the complainant in writing of his/her decision and will maintain PRCTC's files and records relating to the complaint.

Step 2: Appeal to the Superintendent: If the complainant is not satisfied with the Civil Rights Coordinator's Step 1 decision, s/he may submit, in writing, a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's response. The Superintendent will review the case, may conduct an informal hearing, and will notify the complainant in writing of his/her decision within ten (10) business days of receiving the appeal.

Step 3: Appeal to the Board of Education: If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

The complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case in the appropriate Federal District Court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

The Civil Rights Coordinator will provide a copy of PRCTC's complaint procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.

Prohibition Against Retaliation

The Board will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice made unlawful by any Federal civil rights law, or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under those laws or because that individual exercised, enjoyed, aided, or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

4.5 Sexual Harassment

Policy Statement

PRCTC is committed to creating and maintaining a learning and work environment where all individuals are treated with respect and dignity. Each student and each employee have the right

to learn and work in an environment free of sexual harassment. At PRCTC, sexual harassment—whether verbal, physical or environmental—is unacceptable and will not be tolerated. Sexual harassment is unlawful and hurts all people. Sexual harassment has no legitimate educational purpose. Any employee or student, male or female, who engages in such conduct, shall be disciplined as provided by the law, and school policies.

What is Sexual Harassment

Sexual harassment is any unwelcome behavior by peers, teachers, administrators, or anyone you must interact with to pursue school activities. For purposes of this policy, sexual harassment is defined as unwelcome advances, requests for special favors, and any other verbal, written, visual, or physical conduct of a sexual nature when:

Submission to or rejection of such conduct is used as a factor in decisions affecting a student's ability to learn or participate in school activities or when used as a factor in hiring, evaluation, retention, promotion, or any other aspect of employment. Such conduct substantially interferes with an individual's ability to learn or work or creates an intimidating, hostile, or offensive school or work environment.

Prohibited Conduct

Conduct prohibited under this policy includes, but is not limited to, the following:

Physical assaults of a sexual nature, such as, rape, sexual battery or attempts to commit these assaults; physical conduct that is sexual in nature, such as, touching, pinching, patting, grabbing, poking, or brushing against another employee or student; sexual advances, propositions, or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality; display of sexually suggestive objects or pictures; preferential treatment or promises thereof to any employee or student for submitting to sexual conduct; and/or any type of retaliation for making or filing sexual harassment complaints.

Reporting a Complaint

Any student or employee who believes he or she has been or is being sexually harassed should report the alleged harassment. Complaints will be accepted orally or in writing. The report can be made to any adult education staff member. The staff member receiving the complaint must report the incident in writing to the Adult Director or the PRCTC Title IX Coordinator within 24 hours of receiving the complaint. Complaints should contain a description of the offending behavior; date, time and location of the incident(s); name of the harasser; and names of any witnesses.

Resolving Complaints

Complaints may be resolved formally or informally. With formal resolutions, the Adult Director or the Title IX Coordinator will thoroughly investigate the complaint. Confidentiality will be maintained throughout the investigation to the extent practicable and appropriate. Based upon the investigation, a report will be issued that will contain the findings and recommendations of the investigating staff person. This report will be forwarded to the Superintendent for review and further action if warranted. Depending on the circumstances and severity of the behavior, an individual may elect to pursue an informal resolution to the matter. Generally, this would entail the individual confronting the harasser in-person or by letter and telling them that their behavior is inappropriate and/or offensive and they want it to stop. However, some behaviors such as

sexual assaults and other behaviors of a serious nature should never be resolved informally. Furthermore, all cases of employee-student harassment should be resolved formally.

4.6 Staff Conduct

All staff members have a responsibility to make themselves familiar with, and abide by, the laws of the State of Ohio, the policies of the Pickaway-Ross JVSD Board of Education and the administrative guidelines designed to implement them.

In the area of personal conduct, the Board desires that staff conduct themselves in a manner that not only reflects credit to the school, but that sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern. Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

- Faithfulness and promptness in attendance at work;
- Support and enforcement of policies of the Board and regulations of the school administration in regard to students;
- Diligence in submitting required reports promptly at the times specified;
- Care and protection of school property and;
- Concern and attention toward their own and the school's legal responsibility for the safety and welfare of students, including the need to assure that students are under supervision at all times.

4.7 Ethics Policy

Policy Statement

It is the policy of the Board of Education of the Pickaway-Ross JVSD to carry out its mission in accordance with the strictest ethical guidelines and to ensure that the Pickaway-Ross JVSD Board of Education members and employees conduct themselves in a manner that fosters public confidence in the integrity of the Board of Education, its processes, and its accomplishments.

General Standards of Ethical Conduct

The Board of Education officials and employees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102 and 2921 of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio courts. (A copy of the laws is provided by the Board of Education, and receipt acknowledged, as required in ORC 102.09(D)). Members and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety. A general summary of the restraints upon the conduct of all members and employees include, but is not limited to, those listed below. No member or employee shall:

- Solicit or accept anything of value from anyone doing business with Pickaway-Ross JVSD;

- Solicit or accept employment from anyone doing business with Pickaway-Ross JVSD, unless the official or employee completely withdraws from Pickaway-Ross activity regarding the party offering employment, and the Board of Education approves the withdrawal;
- Use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;
- Be paid or accept any form of compensation for personal services rendered on a matter before, or sell goods or services to, the Board of Education;
- Be paid or accept any form of compensation for personal services rendered on a matter before, or sell (except by competitive bid) goods or services to, any state agency other than Pickaway-Ross JVSD, unless the member or employee first discloses the services or sales and withdraws from matters before the Board of Education that directly affect officials and employees of the other state agency, as directed in ORC 102.04;
- Hold or benefit from a contract with, authorized by, or approved by, the Pickaway-Ross JVSD Board of Education, (the Ethics Law does except some limited stockholdings, and some contracts objectively shown as the lowest cost services, where all criteria under ORC 2921.42 are met);
- Vote, authorize, recommend, or in any other way use his or her position to secure approval of a Board of Education contract (including employment or personal services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;
- Solicit or accept honoraria (see ORC 102.01(H) and 102.03(H));
- During public service, and for one year after leaving public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the official or employee personally participated while serving with the Pickaway-Ross JVSD Board of Education;
- Use or disclose confidential information protected by law, unless appropriately authorized; or
- Use, or authorize the use of, his or her title, the name “Pickaway-Ross JVSD” or “PRJVSD” or the Pickaway-Ross JVSD’s (CTC’s) logo in a manner that suggests impropriety, favoritism, or bias by the Pickaway-Ross JVSD Board of Education or the official or employee.

For purposes of this policy:

“Anything of value” includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. “Value” means worth greater than de minimis or nominal.

“Anyone doing business with the Pickaway-Ross JVSD” includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before the Board of Education.

Assistance

The Ethics Commission is available to provide advice and assistance regarding the application of the Ethics Law and related statutes. The Commission can be contacted at (614) 466-7090.

The Commission's web site address is: www.ethics.ohio.gov Pickaway-Ross JVSD counsel and counsel for the Governor's Office are available to answer questions involving this policy.

Penalties

Failure of any Pickaway-Ross Board of Education official or employee to abide by this Ethics policy, or to comply with the Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

4.8 Alcohol and Drugs

In the interest in school safety and the maintenance of a sound educational environment, no alcohol or illegal drugs are permitted on school property at any time. Evidence of possessing or consuming alcohol and/or illegal drugs on school property or evidence of being under the influence of alcohol and/or illegal drugs while on school property is a violation of Board policy and/or state law. Staff members in violation of this rule are subject to sanctions ranging from arrest to termination.

4.9 Theft and/or Destruction of School Property

Theft and/or destruction of school property are actions that will not be tolerated. Instructors who observe or hear of such activities are to notify the Adult Education Office immediately. Notification of the appropriate law enforcement agency, dismissal from the school and prosecution to the fullest extent of the law are all a possibility.

4.10 Staff Dress and Grooming

The Board of Education believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all professional staff members shall:

- Be physically clean, neat, and well groomed;
- dress in a manner consistent with their professional responsibilities;
- dress in a manner that communicates to students a pride in personal appearance;
- be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

4.11 Staff Attendance—Sign-in/Sign-Out Procedures

It is the instructor/staff member's responsibility to keep supervisors advised of daily schedule deviations. This includes whether the instructor/staff member is in the building or has left for the

day. Regular PT and Causal PT employees will follow the direction of their immediate supervisor/coordinator regarding acceptable sign-in and sign-out procedures for their work area.

4.12 Class Roster

Each instructor is required to take class attendance on a class roster—this is mandatory. Employees may access a blank class roster in the corresponding section of the New Employee Orientation Classroom located in the PRCTC Google platform

4.13 Weapons

The Board of Education prohibits staff members, students and visitors from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall refer individuals who violate this policy to law enforcement officials, regardless of whether they possess a valid concealed weapon license. Staff members will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

Exceptions to this policy include:

- Weapons under the control of law enforcement personnel;
- Items approved by a director as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (Working firearms and ammunition shall never be approved.);
- Theatrical props used in appropriate settings;
- Starter pistols used in appropriate sporting events.

Staff members shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the Director's office. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

Pickaway-Ross JVSD will grant written authorization to approved individuals, so that they may convey deadly weapons or dangerous ordnance in a school safety zone of the District for the welfare and safety of the students.

Staff members must inform PRCTC if they are commissioned officers and will have weapons in their possession. Those individuals are required to immediately contact their supervisor/coordinator and complete the Acknowledgement of Resolution Conveying Deadly Weapons. The form is located in Section 7 of the Employee Handbook. Employees may also access the form in the corresponding section of the New Employee Orientation Classroom located in the PRCTC Google platform

4.14 Staff Concerns/Complaints

In the event one or more staff members have a concern about the behavior of a fellow professional or about some aspect of the operation of the school that is not functioning as it should, or in accordance with an agreed-upon plan, or because an informal commitment by the administration is not being fulfilled, the staff member(s) should make arrangements to discuss the matter with the Adult Director as soon as feasible.

If the matter is not or cannot be rectified satisfactorily by the Adult Director, the staff member(s) may request a meeting with the Superintendent. The request should be in writing and include:

- The specific nature of the problem and a brief statement of the facts giving rise to it;
- A brief statement explaining how the staff member(s) are being affected by it;
- -the action which the staff member(s) wishes to be taken and how such action would rectify the problem.

The Superintendent, after reviewing the request, will either meet with the staff member(s) or provide a written decision explaining the school's position on the matter.

The Superintendent's decision will be final and may not be appealed to the Board.

4.15 Public Announcements

All staff members are encouraged to promote news releases which project a positive image of our students, staff, and school. These are to be channeled through the appropriate coordinator who will then forward the news release to the PRCTC Community/Marketing Coordinator.

4.16 Liability Insurance

Liability insurance is provided for all staff by the Board of Education. You may want to supplement this coverage with insurance available at minimum cost from the teachers' professional organizations such as Ohio ACTE, OEA, or NEA.

Section 5: Security

5.1 Health and Safety of Students, Staff, and Guests

Even though PRCTC does not maintain a health services center, the health and safety of student, staff, and guests is paramount.

5.2 School Security

The Ross County Sheriff's Office provides law enforcement coverage for the Pickaway-Ross Career and Technology Center at the Crouse Chapel Road Campus. A deputy from the Sheriff's Department is assigned daily at this location during normal school hours. This deputy also provides on-site coverage at the Crouse Chapel Road Campus during evening school hours on a regular, but varied, schedule. The grounds of this location are patrolled by the Ross County Sheriff's Department after hours, on weekends, and holidays. Law enforcement services are provided to the Circleville Campus by the Circleville Police Department and to the Chillicothe Campus by the Chillicothe Police Dept.

PRCTC staff and most adult education students have been issued access cards for entrance into the various adult education campus locations. All three campuses are equipped with door access systems. Therefore, please do not open the doors for non-students or visitors. Direct them to enter the building through the main entrance doors to the adult education area where they are to check-in with staff in the Adult Education Office/Front Office, who will direct them as needed.

5.3 Injury/Illness Procedures and Incident Reports

Injury/Illness Procedures

Students and staff, who are experiencing an illness of a non-serious nature during class, should excuse themselves from the class and return home. Guests who become ill should also excuse themselves from their visit to the school and leave school property. If the ill student, staff member, or guest is not able to return home or leave school property on their own, then arrangements will be made for someone to pick them up at the school. For students, staff, and guests who become seriously ill and are in need of emergency care, the instructor or other staff member will immediately notify the Adult Education Office/Front Desk and calls for 911 assistance will be made by the staff of that office.

Whenever a student, staff member or guest becomes injured in a laboratory or elsewhere on school property, the injured person is to be given immediate attention. Only properly trained staff members should provide assistance to the injured person. In cases of serious injury where emergency care is needed, the instructor or other staff member will make immediate notification to the Adult Education Office/Front Desk and calls for 911 assistance will be made by staff of that office.

Medical contact information for students is maintained in the student file. Medical contact information for staff is maintained in their personnel file which is kept in the Adult Director's office.

All incidents of serious illness or injury shall be reported immediately to the Adult Education Office regardless of which campus the illness or injury occurs.. Instructors and/or other staff

members are to complete an Incident/Accident Report Form and submit the completed form to the Adult Education Office and their program Coordinator prior to leaving work for the day.

Reports of injury and/or serious illness are reviewed by the appropriate program Coordinator. Should the incident warrant, the program Coordinator will conduct an investigation of the incident to determine cause, accountability, and the need for updating injury/illness procedures. Injury and illness reports are kept on file in the Adult Director's Office

Incident Reports

An employee is required to complete an Incident/Accident Report Form when any unusual incident occurs. The form should be completed before leaving work for the day and submitted to the Adult Director and the employee's supervisor/coordinator.

The Incident/Accident Report Form may be found in Section 7 of the Employee Handbook. Employees may also access the form in the corresponding section of the New Employee Orientation Classroom located in the PRCTC Google platform.

5.4 Inappropriate Relationships, Bullying, and Other Forms of Aggressive Behavior

As Adult Education staff, we work with adults, but nonetheless, sexual conduct/relationships with students by school employees or any other adult member of the school community is prohibited. Inappropriate relationships of this nature between a student and any teacher, administrator, coach, or other school authority may result in termination, license revocation/suspension, and/or criminal charges for violation of Ohio Revised Code 2907.03 Sexual Battery. Ohio is one of a few states where age is not mentioned as part of the definition for Sexual Battery (ORC 2907.03) when the victim is a student, and the offender is a teacher, administrator, coach, or other person in authority employed by or serving in a school. Please review PRJVSD Policy #4362 regarding Anti-Harassment pertaining to all staff.

Furthermore, anyone who holds an educator's license or any other certification with ODE (such as aides, substitutes, etc.) is additionally held to the State's "Licensure Code of Professional Conduct for Ohio Educators" rules. These rules are available for your review on the ODE website at www.education.ohio.gov.

Finally, PRJVSD Board of Education policy #po8141 requires the school to report such instances of misconduct to ODHE Division of Licensure. Do not put yourself in a situation like this. We are here to provide our students with a high-quality education, not to enter into inappropriate relationships with them. Review and make yourselves aware of the information in the aforementioned documents, particularly the code of conduct and the first three pages of the anti-harassment policy.

The Anti-Harassment Policy prohibits the following: Harassment, intimidation, or bullying toward a student, whether by other students, staff or third parties is strictly prohibited and will not be tolerated. This prohibition also includes aggressive behavior, physical, verbal, and psychological abuse and violence within a dating relationship. The Board does not tolerate any gestures, comments, threats, or actions which cause or threaten bodily harm or personal

degradation. Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior applies to all activities in the District, including activities on school property or while en route to or from school, and those activities occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function.

Harassment, intimidation, or bullying means: Any intentional written, verbal, graphic, or physical act that causes mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment, or violence within a dating relationship.

Aggressive behavior means: Any inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cell phone, or wireless handheld device that causes mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior toward a student. Reports can be made to instructors, administrative school personnel or other school staff.

5.5 Emergency Procedures

The primary consideration in any emergency situation must be the safety of the students, staff and guests.

5.6 Cooperation with Law Enforcement Agencies

A cooperative effort shall be maintained between officials of PRCTC and law enforcement agencies. It is paramount that the rights of the school, the home, the civil authorities, and of the individual be clearly understood and protected.

The Superintendent or his specifically designated agents will expend all possible efforts to ensure that proper cooperation between the school and these agencies is maintained with full respect for the individual rights of students.

5.7 REMIND App Info—Emergency Notification System

REMIND Notifications for Staff and Students

Remind is our chosen method of communication for emergency situations and weather closures. In an event such as a lock down or the need for a rapid evacuation of a building, it is extremely important that staff and students and staff know that we will be using Remind (and any other location specific resources available) to send notifications and give timely instructions.

Staff and students are encouraged to sign up for Remind for emergency notifications, closures and delays by texting @prae19 to the number 81010. Furthermore, staff members should sign up for @praestaf to receive additional staff-centered messages. Most notifications will come from the AE Director, Carrie Fife, but other building specific supervisors and coordinators will also be able to use Remind in an emergency situation.



Pickaway-Ross
Career & Technology Center
Adult Education

Emergency Notification Sign-up Information

In the event of an emergency situation, the administrators of Pickaway-Ross CTC Adult Education will issue valuable information through our Remind service. All students and staff should sign-up via one of the methods below in order to receive emergency notifications and weather-related closure information.

This service provides updates for all four (4) Adult Education campuses.

Pick a way to receive messages for **PRAE19**

If you have signed up for our emergency notifications in Remind in the past, you do not need to again.

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/prae19

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message @prae19 to the number 81010.

If you're having trouble with 81010, try texting @praemerg to (740) 231-1422.

* Standard text message rates apply.



5.8 Clery Act and Safety Report

In compliance with the Student's Right to Know and Clery/Campus Security Act, PRCTC must publish and distribute annually a school security and safety statistical report. This report is required to be made available to all students, all staff, and the public. A hard copy of the report is available in the Adult Director's Office, Health Occupations Programming Coordinator's Office, and in the Financial Aid Office. The report is also available online through the PRCTC website.

Employees may access additional materials in the corresponding section of the New Employee Orientation Classroom located in the PRCTC Google platform.

5.9 Lockdown Procedures

During a lockdown the administrator responsible will determine the level of threat and whether or not your class takes up a shelter-in-place (lockdown in your room or lab) or evacuation to an alternate site. The following announcement will be made, varying in some degree: "lockdown, lockdown, gather students from hallways, etc...."

Instructor and student procedures: Shelter-In-Place

- All interior doors and lab doors are locked.
- All classroom and office doors will be locked by a designated staff member from the Adult Education Office/Front Desk or the Instructor.
- All classroom and office windows should have tinted window coverings or blinds affixed. If they do not, then windows should be covered with cardboard or construction paper.
- Staff and students should remain quiet and away from doorways and windows.
- Persons in each room and/or office are to take cover along non-visible walls if unable to cover the windows (all windows should be covered) and remain quiet.
- You will be alerted if evacuation is necessary.
- Ignore all requests at doors (even "This is the police"). Entrance to your classrooms/labs/offices will be granted by administrators' keys or other school personnel, if needed.
- If evacuation is necessary, Instructors should take their class rosters with them. The rosters will be needed should the lockdown or evacuation last for an extended period of time.

5.10 Evacuation Procedures

When an emergency occurs, the Adult Director shall consult, when feasible, with the Superintendent and local law enforcement concerning whether to evacuate the school. An announcement will then be made to inform staff, students, and guests of the emergency procedures that will be followed (i.e., fire threat, severe weather threat, or school safety threat). The staff on duty will supervise the orderly evacuation of the school. Instructors will review evacuation procedures with their students. Evacuation routes are posted in each classroom and/or lab.

When the alarm sounds:

- Remain Calm.

- If you are an instructor, take class roster with you.
- Follow the evacuation route map designated for your classroom, lab or work area. This map is posted on the wall of your classroom, lab or work area.
- Close all windows and doors, turn off lights.
- Students and staff should walk briskly, but do not run.
- Once at your designated outdoor location, if you are an instructor, take attendance to account for all your students.
- Report any missing students to an administrator.
- Stay with your students at all times, never leave them alone.
- Listen for updates from an administrator in case there is a need to evacuate the school grounds.
- When you receive the all clear from an administrator you will then be able to return to your classroom.

5.11 Tornado Warning Procedures

When the alarm sounds:

- Remain calm.
- If you are an instructor, take your class roster with you.
- Close all windows and doors, including large shop/lab doors, turn off lights.
- Students and staff are to move orderly, but quickly to the designated area for your classroom, lab or work area.
- Students and staff are to assume a sitting position against the wall with their knees drawn up and their hands clasped behind their necks and arms around their faces looking downward.
- When you receive the all-clear by an administrator you will then be able to return to your classroom, lab or work area.

5.12 Fire/Tornado/School Safety Drills

Fire Drills:

Fire drills will be conducted on a regular basis during the school year. Students, staff and guests will be alerted to a fire drill or an actual fire by the activation of the school's fire alarm system. Instructors will review fire drill procedures with their students.

Tornado Drills:

Tornado drills will be conducted during the tornado season in the spring. Students, staff and guests will be alerted to a tornado drill or an actual tornado warning. Instructors will review tornado drill procedures with their students.

School Safety Drills:

School safety drills will be conducted during the school year. During the school safety drill, the instructors will review the appropriate procedures to follow in situations where students must be secured in their classrooms or labs, rather than being evacuated. Students, staff, and guests will be alerted to a school safety drill or an actual school safety threat.

The Health and Safety of Students, Staff, and Guests Plan is reviewed on an annual basis. Staff and/or students wishing to have input into the plan, should put their recommendations in writing and send them to the Adult Director.

5.13 Family Education Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory information". The PRCTC Board of Education designates the following as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. Students may refuse to allow PRCTC to

disclose any or all of such "directory information" upon written notification to the Adult Director within fourteen (14) days after receipt of the FERPA notice.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. PRCTC will notify parents and eligible students of their rights under FERPA at the time of enrollment. For periods of enrollment beyond 12 months in length, PRCTC will notify parents and eligible students of their rights under FERPA annually.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Health and Safety Exemption

FERPA permits non-consensual disclosure of education records, or personally identifiable, non-directory information from education records, in connection with a health or safety emergency under § 99.31(a)(10) and § 99.36 of the FERPA regulations. The health or safety exemption permits the disclosure of personally identifiable information from a student's education record without the written consent of the student in the case of an immediate threat to the health or safety of students or other individuals.

Employees may access additional materials in the corresponding section of the New Employee Orientation Classroom located in the PRCTC Google platform.

5.14 GLBA (Safeguarding of Confidential Financial and Personal Information)

Pickaway-Ross Career & Technology Center (PRCTC) is committed to the ongoing protection of confidential financial information that it may collect from faculty, staff, students, alumni and others. The Gramm-Leach-Bliley Act* ("GLBA") addresses the privacy of non-public identifying information and describes the necessity for administrative, technical and physical safeguarding of that type of information. GLBA mandates that PRCTC develop, implement and maintain a comprehensive information security program (the "Plan") to insure the safeguarding of Confidential Financial Information ("CFI").

PRCTC obtains CFI from students, faculty, staff and others that may include, but is not limited to:

- Names
- Social Security Numbers
- Date and location of birth
- Gender

- Driver's license information
- Salary history
- Tax or financial information from a student or a student's parents

Employees may access additional materials in the corresponding section of the New Employee Orientation Classroom located in the PRCTC Google platform.

5.15 Documents and Records

Public Records

"Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District.

Electronic Records

"Electronic records" are defined as records created, generated, sent, communicated, received, or stored by electronic means. "Public records" do not include medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43.

5.16 Retention of Documents and Records

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties. Public records may only be disposed of pursuant to the District's "Schedule of Records Retention and Disposition – Form RC-2," which must be approved by the Ohio Historical Society and the State Auditor.

"Public record" includes any document, device, or item, regardless of physical form or characteristic, including an electronic record, created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District.

"Public record" does not mean any of the following: medical records; documents containing genetic information; trial preparation records; confidential law enforcement investigatory records; and other records the release of which is prohibited by State or Federal law, including, but not limited to, student personally identifiable information and student directory information when the student's parents have affirmatively withdrawn consent for release of it in writing.

"Electronic record" includes any record having been created, generated, sent, communicated, received, or stored by electronic means.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District). E-mail

shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts are subject to disclosure if their content relates to public business, and all employees or representatives of the District are responsible for retaining e-mails that meet the definition of public records and copying them to their District e-mail account(s) and/or to the records custodian.

The records custodian shall treat such e-mail/records from private accounts as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

Private e-mail, electronic documents, and documents ("private records") that do not serve to document the District's organization, functions, policies, decisions, procedures, operations or other activities are not public records. Although private records do not fall under Policy 8310 – "Public Records" or this guideline, they may fall under Policy 8315 – "Information Management" or AG 8315 – "Litigation Hold Procedure."

"Documents" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any medium from which information can be obtained or translated if necessary.

Electronically Stored Information ("ESI") includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. It includes, but is not limited to, e-mails, e-mail attachments, instant messages, word processing files, spreadsheets, pictures, application program and data files, databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, TIFF files, PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voice mails, phone logs, faxes, internet histories, caches, cookies or logs of activity on computer systems that may have been used to process or store electronic data.

"Electronic media" includes, but is not limited to, hard drives (including portable hard disk drives "HDD's"), floppy drives, disaster recovery media, and storage media (including DVD's, CD's, floppy discs, Zip discs/drives, Jazz discs/drives, USB memory drives, jump disc/drives, flash discs/drives, keychain discs/drives, thumb discs/drives, smart cards, micro-film, backup tapes, cassette tapes, cartridges, etc.), accessed, used and/or stored on/in/through the following locations: networks and servers; laptop and desktop work computers; home and personal computers; other computer systems; backup computers or servers; archives; wireless devices such as a cellular phone, tablet PC, etc.); pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media shall also include any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if

privately owned by the Board member or employee) from the date this policy is adopted into the future.

Section 6: Building Guidelines

6.1 Access to Buildings

PRCTC staff and most adult education students have been issued access cards for entrance into the various adult education campus locations with specific timeframe restrictions. Therefore, please do not open the doors for non-students or visitors. Direct them to enter the building through the main entrance doors to the adult education area where they are to check-in with staff in the Adult Education Office/Front Office, who will direct them as needed.

Employees leaving Pickaway-Ross must return the access card and door keys to the Building Supervisor.

6.2 Building Supervisors

Building Supervisors are located at all locations. All concerns or questions should be addressed to the named individual.

6.3 Instructor Keys

At the end of the school year, instructors will be required to return all assigned keys. Instructors who need their keys at any other time must receive permission from their supervisor/coordinator or the Adult Director.

Please adhere to the following guidelines:

- Do not duplicate any keys. If you need a duplicate made contact your supervisor/coordinator who will submit the request to the Building Supervisor or Director of Adult Education.
- If a key is lost, contact your supervisor immediately.
- Contact the Building Supervisor or Adult Director if it becomes necessary to transfer keys from one staff member to another. You have been issued your keys and are responsible for them. Do not transfer a key to someone else without approval.
- Students should not be permitted access to your keys under any circumstances.
- Tool rooms and supply storage areas should be unlocked by the instructor, the needed items removed and then locked. Students should not be securing supplies and tools without supervision.

6.4 Work Requisition (Maintenance Request)

All requests for work to be performed by the Maintenance Department must be submitted through FMX. Click the Maintenance Service Request button and complete the request form. Your request will automatically be forwarded to your supervisor/coordinator and others for approval. Once received by the Facilities Manager, the work will be scheduled for completion.

6.5 Building Policies

Theft and/or Destruction of School Property

These actions will not be tolerated. Instructors who observe or hear of such activities are to notify the Adult Education Office immediately. Notification of the appropriate law enforcement

agency, dismissal from the school and prosecution to the fullest extent of the law are all a possibility.

Staff Parking

Employees must secure a parking pass from the secondary Director's Office for parking at the Crouse Chapel location. Lab teachers are not to park beside their labs unless they are temporarily unloading materials from their cars.

Food and Drinks

Food and drinks are not to be consumed in the computer labs. Consumption of food or drinks in all other areas shall be permitted at the discretion of the instructor and with the approval of the Coordinator. When food or drinks are consumed in an area other than a designated Break Room, staff and students are to clean-up after themselves and dispose of all trash in the waste receptacles.

Smoking – Staff/Student

Under no circumstances shall smoking take place inside the building or outside the building by the main/front doors at any campus. Smoking is permitted only in the designated areas.

Materials and Copier

The materials you need to complete your duties will be provided by PRCTC. If the materials are not available, talk with your Coordinator about ordering what is needed. Copiers (printers) are available at all locations.

Pictures, Posters, and Bulletin Boards

Employees are not permitted to install or mount pictures, posters, bulletin boards, etc. on walls, except as approved by the appropriate supervisor. Temporary pictures or posters may be placed on the metal walls with magnetic discs or on the brick and/or cement block walls with masking tape. The type of material displayed should be relevant to the course taught.

6.6 Use of Facilities

The facility may not be used by staff for personal gain. No students should be admitted to classrooms or labs without an instructor present. Staff is encouraged to use school facilities for Advisory Committee meetings and other types of educational events. Should a staff member wish/need the use of a facility after normal school hours or on weekends, requests for this usage need to be made to and approved by the Adult Director.

6.7 Loan or Rental of Equipment

PRCTC has instructional equipment and supplies available for staff use at all three locations. Furthermore, PRCTC has a centralized Media Center located at the Crouse Chapel Road location from which staff may borrow instructional equipment. The Adult Director can authorize the rental of needed instructional equipment from an outside source when needed. No equipment belonging to the school shall be rented, leased, or loaned to any individual, organization, or company on or off the school premises. Any exceptions must be approved through the Superintendent's Office.

6.8 Inventory

Instructors are responsible for inventory control. Instructors must have adequate procedures to identify repair needs, to project replacement needs, and to complete annual inventory reports as requested by the administration. This may need to be done in cooperation with the secondary instructors.

6.9 Visitors

All adult visitors to any of the locations must report to the Adult Education Office/Front Desk. To minimize problems, the following guidelines will be utilized for all school visitors:

- With the exception of relatives, no visitors will be allowed to see students unless it is an extreme emergency.
- Relatives of students will be allowed to meet with the students at the Adult Education Office/Front Desk area or in the designated Break Room. The appropriate supervisor and/or Director of Adult Education will be knowledgeable of this meeting.
- A visitor to see staff personnel will be admitted only upon contacting and gaining approval from the individual staff member.
- All visitors must sign in.
- Students should not bring children or other relatives to class. Childcare is not available at any of our locations.

6.10 Telephone Specifics

- To access an outside line, dial 8.
- To call internally, dial the 5-digit extension. All extensions start with the number 3.
- Long distance calls may be placed only to conduct business pertaining to your position.
- Retrieving Voice Mail – A red light displayed on the handset indicates a voice message. To retrieve, push the message button (envelope symbol), enter your PIN number, and then follow the prompts in order to hear your message(s).
- Personal Device usage should be kept at a minimum and should not interfere with job performance/productivity.

6.11 Mail

All outgoing mail will be processed through the Crouse Chapel Road Campus. Staff from the Circleville and Chillicothe Campuses have been designated that will transport inter-office and outgoing mail to Crouse Chapel Road.

Staff mailboxes are located at each site and designated staff at each location are responsible for sorting and distributing the mail.

Section 7: Forms and Other

Employees may also access the attached forms in the corresponding section of the New Employee Orientation Classroom located in the PRCTC Google platform.

The phone directory, school calendar and schedule of pay dates is updated annually. Employees may contact their supervisor/coordinator for a current copy.

7.1 Form: Acknowledgement of Resolution Conveying Deadly Weapons

WHEREAS, the Pickaway-Ross Joint Vocational School District Board of Education believes that the safety of their students is paramount, that the ability of teachers, school support staff, administrators, and others to be prepared and equipped to defend and to protect our students is essential in creating and preserving a proper learning environment.

BE IT RESOLVED that the Pickaway-Ross Joint Vocational School District Board of Education, pursuant to Ohio Revised Code Section 2923.122(D)(1)(a), will grant written authorization to approved individuals, so that they may convey deadly weapons or dangerous ordnance into a school safety zone, or to possess a deadly weapon or dangerous ordnance in a school safety zone of the Pickaway-Ross Joint Vocational School District for the welfare and safety of the Students.

BE IT FURTHER RESOLVED that any such person(s) designated by the Superintendent must be permitted under Ohio law to carry a concealed handgun and must undergo response to active shooter training and re-certify each year prior to being authorized to convey and/or possess deadly weapons or dangerous ordnance in a school safety zone of the Pickaway-Ross Joint vocational School District.

Employee

Date

Superintendent

Date

Treasurer

Date

7.2 Form: Incident/Accident Report Form

**Pickaway-Ross Career & Technology Center
Adult Education Department
INCIDENT/ACCIDENT REPORT FORM**

Name of Employee/Injured: _____
Date & Time of Incident/Accident: _____
Location of Incident/Accident: _____

Witnesses: _____

Complete Description of Incident/Accident:

Signature of Person Submitting Report

Date

Distribution: Original to Adult Director

Copy to Manager

Report is to be completed and distributed before you leave work for the day.

