

SCHOOL OF  
CONSTRUCTION  
TECHNOLOGY



SCHOOL OF  
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COMPUTER SCIENCE



SCHOOL OF  
HEALTH &  
BIOSCIENCES



SCHOOL OF  
HOSPITALITY, TOURISM  
& HUMAN SERVICES



SCHOOL OF  
LOGISTICS, DISTRIBUTION  
& TRANSPORTATION

# DCTS

# EMPLOYEE

# HANDBOOK

## 2023-2024

# Table of Contents:

## Schoolwide Policies and Procedures

Accident Forms	8	Production Control Accounts	16
HIV Infection Policy	8	Safety Data Sheets (SDS)	17
Asbestos Management Plan	9	Tobacco & Vaping Products Policy	17
Building Security	9	Statement of Safety	17
Compounds	10	Video Surveillance	18
Copier	10	Supplies	18
Copyrighted Material	10	Daily Schedule	19
Drug and Substance Abuse Policy	10	Unlawful Harassment Policy	19
Emergency Closing/Delay	13	Nondiscrimination in Educational	
Emergency Evacuations	14	Programs/Services Policy	22
Emergency Plans	15	Expectations for Conduct	
Faculty Meeting	15	Towards Students Policy	29
First Aid Kits	15	Maintaining Appropriate	
Hallway Supervision	15	Adult/Student Boundaries Policy	30
Health & Emergency Information	15	Student Abuse by School	
Internet Access, E-Mail & Network		Employees Policy	31
Resources Acceptable Use Policy	15	Conduct/Disciplinary Procedures Policy	32
Building Key Access Procedures	16	Use of School-Owned Vehicles	34

---

## Personnel Related Policies and Procedures

Attire for Teachers	37	Log Sheet – Sign In/Out	46
Certification	37	Parking	46
Confidentiality	38	Mail Boxes/E-mails/Voicemail	46
Goals, Supervision & Evaluation	38	Professional Organizations	46
Reporting Off Work	44	Sick Leave Policy	47
Kelly Staffing/Insight Guidelines	45	Tardiness	47
Leave Requests	46	Telephones	47
Leaving School Grounds		Job Related Expenses Policy	48
During the Workday	46		

---

## Instructional Related Policies and Procedures

Books	50	Instructional Media	60
Class Roster	50	Occupational Advisory Committee	61
Competency-Based Curriculum	50	Opening Exercises/Flag	61
Occupational Program Requirements	50	Safety Regulations	61
Classroom Management	52	Career & Technical Student	
Restraint	52	Organizations	62
Grading Policy	54	Maintain Student Data	62
Interim Progress Reports	60		

### **Equipment/Supply Related Policies and Procedures**

Disposing of Surplus or		Purchasing Through a Production	
Outdated Equipment	64	Control Account	66
Donations	64	Receiving Funds/Use of Work Orders	66
Inventory of Classroom Equipment		Repair and Work Orders	67
and Supplies	64	Repairing Instructional	
Purchasing Procedure of Item(s)		Equipment or Tools	67
Through Quote or Bid Process	64	Staff Use of Equipment and Facilities	68
Purchasing Procedures	65		

---

### **Student Related Policies and Procedures**

Arrivals & Departures	70	Student Driving/Passengers/	
Leaving School Grounds	70	Parking/Speed Limit	70
		Student Conduct on Field Trips or	
		School Sponsored Activities	71

---

### **Classroom Responsibilities Policies and Procedures**

Progressive Discipline	73	Lesson Plans	77
Contingency Funds	73	Special/Alternative Assignment	78
Class Activities	73	Lockers	78
Classroom Keys	74	Personal Property & Valuables	78
Classroom Maintenance (Repairs)	74	Recording of Students	78
End of Year Closing Responsibilities	74	Storing Equipment/Material around	
Field Trips	75	the Perimeter of the Building	78
Fundraising or School Project Involving		Student Attendance	79
the Sale of Goods or Services	76	Student Lateness	80
Hazardous Waste	77	Student Supervision	81
Illegal Entry/Theft/Destruction		Student Welfare	81
of Property	77	Visitors	82
Custodial Services	77		

---

### **Appendices**

ClassMate Teacher Attendance	ClassMate Teacher Report Card Comments
ClassMate Work Ethics Grading	Electronic Leave Request
ClassMate Knowledge Bank	Creating a Basic Absence
ClassMate Knowledge Grading	DCTS Student Work Expectations
ClassMate Skill Grading	DCTS Work Ethic Rubric
ClassMate Teacher Grading	DCIU-DCTS Board Policies
ClassMate Teacher Progress Reports	

## **Delaware County Intermediate Unit Mission Statement**

The mission of the Delaware County Intermediate Unit, a regional educational service agency, is to provide leadership in the development and delivery of quality, cost-effective programs and services to school communities.

## **Intermediate Unit Shared Beliefs**

- We believe in our commitment to provide diverse and flexible educational programs and services within a safe environment by fostering the development of learning communities of integrity and excellence.
- We pledge to promote forward-thinking, creativity, partnerships, and to encourage positive change.
- We will seek to maintain our entrepreneurial spirit while developing meaningful goals that indicate the success of our mission.

## **Intermediate Unit Vision Statement**

The Intermediate Unit empowers partnerships that *Drive, Create, Inspire, and Understand* excellence in education.

- *Drives* strategic forward movement
- *Creates* dynamic innovative solutions
- *Inspires* limitless possibilities
- *Understands* challenges and aspirations

## **Intermediate Unit Strategic Goals**

- Financial Stewardship – The Intermediate Unit delivers exceptional bottom-line value to its districts to address the financial pressures they face. We watch district and partner budgets like we watch our own. Our budgeting and financial practices are based on program and service needs, accounting integrity, and transparency within and outside of The Intermediate Unit.
- Student-Centered Learning – The Intermediate Unit provides student centered learning for students of all ages. The Intermediate Unit models seamless, student-centered educational experiences from birth through adulthood in its niche areas of alternative, career and technical, early childhood, ESL and special education. It also provides research based professional development activities including continuous professional education and university-based coursework.
- Market-Based Business Model – The Intermediate Unit is attuned to the current and future needs of districts and other customers. It operates using an enterprise, market-driven business model to achieve purposeful social and educational outcomes. Through the creation of an Innovation Fund, The Intermediate Unit innovates and grows responsibly, functioning as an educational engine for Delaware County. We recognize staff for providing quality services at competitive pricing.



## **DCTS Mission Statement**

Guided by industry professionals, Delaware County Technical High Schools prepare today's students for tomorrow's opportunities by providing innovative, meaningful technical training, a foundation for lifelong learning and marketable credentials for high wage, high demand careers.

## **DCTS Vision**

In preparing today's students for tomorrow's opportunities the Vision of Delaware County Technical Schools is to provide a high level of competency-based career and technical education, high level of academic integration within each CTE program, and articulated and/or dual enrollment postsecondary pathways options for all students.

## **DCTS Student Outcomes**

- To equip every student at DCTS for success today and in the future career pathways.
- To emulate the world of work and set expectations for responsible behavior that are considered standards for professional employment.
- To develop in every student at DCTS a positive attitude toward self-discipline, regular attendance, and socially acceptable behavior.
- To ensure that every student is provided with a high-quality technical education that nurtures and challenges students to achieve their highest level.

## **Purpose of Employee Handbook**

The purpose of the Employee Handbook is to provide a summary of the policies and procedures of the Delaware County Technical High Schools. This handbook is meant as a resource and guide for staff.

- Administrative regulations, procedures and guidelines are provided herein so that every employee is aware of his or her responsibilities at Delaware County Technical High Schools.
- It is the responsibility of every employee of Delaware County Technical High Schools to become familiar with and follow the administrative regulations, procedures, and guidelines set forth in the handbook as well as any revisions thereto.
- This Handbook provides guidance, but by no means covers every possible situation. If there are sections that are unclear, please feel free to ask questions of the administration.
- It is absolutely necessary that all staff read this handbook before the school year begins. This handbook should be easily accessible during the school year so that all business may be handled in a professional manner in accordance with DCIU Board Policies.
- It is the expectation that the Policies and Procedures in this manual will be followed with fidelity by all staff members. Deviations from the administrative regulations, procedures, and guidelines set forth in this personnel manual will only be acceptable if approved in writing by the Director or his/her designee.
- This Handbook is not designed to have the force of a contract of employment, and the Administration reserves the right to change the administrative regulations, procedures,

and guidelines at any time within its management prerogative. Revisions will be published as needed. As new administrative regulations are formulated, inserts will be distributed to you to be added to this Handbook.

- It is the expectation that board policies, administrative regulations, and federal/state regulations are fully implemented and adhered to by all employees. Disciplinary action against the employee or employees involved may result for actions which violate these policies and regulations. The personnel disciplinary action will depend on the circumstances involved but may consist of all appropriate consequences including the termination of employment.

### **Foundational Framework -- School Wide Positive Behavior Intervention and Support (PBIS)**

- Our students will be taught expected behaviors.
- Students should be reinforced when they succeed and corrected when they make a mistake.
- All staff at DCTS must take the responsibility of learning and using the PBIS model.
- It is critical that all DCTS staff work collaboratively to create a safe and respectful learning environment for the DCTS school community.
- Expected behaviors must link directly with the work ethic and employability skills students need to be successful in the workforce.
- DCTS utilizes a multi-tiered system of support for all students in the school.
- Universal (Tier 1) supports include:
  - Clearly defined behavioral expectations (Professional Expectation Matrix)
  - Direct teaching of the expectations to students
  - Reinforcing appropriate behavior
  - Correcting inappropriate behavior
- Monthly analysis of the Office Discipline Referral data will occur in order to identify trends in the data and implement school wide interventions.
- Monthly Students at Risk meetings occur to support and intervene with individual students who require more support than the School Wide Interventions can provide.



# School Wide Policies & Procedures



## **Accident/Injury**

All accidents causing injuries (cuts, scratches, etc.) must be reported to the nurse. This includes injuries to staff members. All injuries are recorded in the logbook in the Nurse's Office and on student/staff member health cards.

For physician referred injuries, an accident form will be filled out by the nurse and co-signed by the teacher and an administrator. Copies of the form are forwarded to the student's home school, DCTS insurance carrier (DCIU Building, Morton) and student's file.

## **HIV Infection Board Policy 314.1**

**Revised February 7, 2018**

### **Purpose**

The Board is committed to providing a safe, healthy environment for its students and employees and adopts this policy to safeguard the health and well-being of students and employees while protecting the rights of the individual. This policy shall apply to all administrative, professional and support staff in all programs and services conducted by the Intermediate Unit.

### **Definitions**

**AIDS** - Acquired Immune Deficiency Syndrome.

**HIV Infection** - refers to the disease caused by the HIV or human immunodeficiency virus.

**Infected employee** - refers to Intermediate Unit employees diagnosed as having the HIV virus, including those who are asymptomatic.

### **Authority**

The Board directs that the established Board policies and procedures and administrative regulations relative to illnesses among Intermediate Unit employees shall also apply to infected employees.

The Board shall not require routine screening tests for HIV Infection in the school setting, nor will such tests be a condition for employment.

### **Delegation of Responsibility**

The Executive Director or designee shall be responsible for developing and releasing information concerning infected employees.

All Intermediate Unit employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including infected employees.

Intermediate Unit administrators shall notify employees, students and parents/guardians about current Board policies concerning HIV Infection and shall provide reasonable opportunities to discuss the policy and related concerns.

Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be

informed by the appropriate administrator of benefits, leave, and alternatives available to them through state and federal laws, Board policies, collective bargaining agreements, individual contracts and the retirement system.

## **Guidelines**

### **Confidentiality**

Intermediate Unit employees with knowledge of an infected employee's condition shall not disclose that information without prior written consent of the employee, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.

### **Infection Control**

Universal precautions shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.

The Intermediate Unit shall maintain reasonably accessible equipment and supplies necessary for infection control.

Employees shall notify the nurse of all incidents of exposure to bodily fluids.

### **Staff Development**

The Intermediate Unit shall provide opportunities for employees to participate in training for education of HIV Infection.

Designated Intermediate Unit employees may receive additional, specialized training appropriate to their positions and responsibilities.

## **Asbestos Management Plan**

An asbestos management plan has been formulated for our facility. In any instances in which asbestos was present in a dangerous form, it was removed. Please be advised that the Principal is responsible for monitoring the asbestos management plan. If you should have any concerns over the possible existence of asbestos in your classroom, please contact the Principal.

## **Building Security**

1. For the 2023-2024 school year employees signing into the building is not necessary, however the notification of absence or lateness to the supervisor AND attendance secretary is mandatory.
2. Close and lock windows upon leaving.
3. Lower blinds to one inch above lock (as appropriate).
4. Turn lights off.
5. Shut gas and electric off.

6. Lock all doors (exterior and interior) & maintain personal control over Access Cards.
7. Put keys in designated areas.
8. All staff are expected to work their full contractual day, Any emergency issue that impacts the regular work schedule must be reported to and reviewed by your supervisor.

### **Compounds – (Outside controlled storage area)**

Control of material and equipment stored in the outside compounds of the building is difficult. Your cooperation is needed. Automobiles should be locked inside the gates in designated areas and are not to be touched/removed only by the teacher responsible for a specific automobile. **Due to limited space, we cannot allow storage of personal cars or equipment on the school property. No student or staff parking in compound/lab areas or undesignated parking spaces.**

### **Copier**

The copy machine is available for instructional use. Teachers are not to be in the office using the copier during class time.

### **Copyrighted Material**

The administration expects that all staff will abide by all pertinent copyright laws pertaining to media used in the school. Specifically, this includes written material, computer software, videos, cassette tapes, films, or other reproducible media.

Any staff member who violates a copyright law is doing so on his/her own accord and, as a result, will assume total responsibility for the consequences.

Staff members who need copies of copyrighted material are encouraged to submit a requisition.

### **Drug and Substance Abuse Board Policy 351**

**Revised October 4, 2017**

#### **Purpose**

The Board recognizes that the misuse of drugs by administrative, professional and support employees is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems that may be caused by drug use by Intermediate Unit employees, especially as the use relates to an employee's safety, efficiency and productivity.

The primary purpose and justification for any action by the Intermediate Unit will be for the protection of the health, safety and welfare of students, staff and Intermediate Unit property.

## Definitions

**Drugs** - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.

**Conviction** - a finding of guilt, including a plea of nolo contendere, an imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute.

**Criminal Drug Statute** - a federal or state criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.

**Drug-free Workplace** - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.

**Illicit Drugs** - shall mean but not be limited to any substance that is declared by the Commonwealth of Pennsylvania or any other applicable law to be a controlled substance that is not used or possessed pursuant to lawful prescription.

**Reasonable Suspicion** - shall mean conduct or a course of conduct on the part of an employee that is symptomatic of drug or alcohol use. Such suspicion may occur either by first-hand observation or by a credible report and shall be cause for testing any employee with respect to drugs or alcohol. Reasonable suspicion may arise from the following appearances, behaviors, occurrences, accidents or incidents, including but not limited to the following:

1. Slurred speech.
2. Disorientation.
3. Odor of alcohol on breath.
4. Unsteady or unbalanced walk.
5. Glassy eyes.
6. Dulled reaction.
7. Drowsiness.
8. Confusion.
9. Extreme irritability.
10. Aggressiveness.
11. Dilated pupils.
12. Progressive deterioration in job performance.
13. Other behavior indicative of intoxication.
14. Other behavior indicative of the chronic and withdrawal effects of controlled substances.

**School Premises** - shall mean any property whether owned, leased or used in any other manner under the control of the Delaware County Intermediate Unit Board.

**Under the influence of drugs or alcohol** - shall mean a person who has, prior to coming to, or while at school premises or a school activity, used alcohol or illicit drugs in a manner such that the presence of the alcohol or illicit drug can be detected by others, including those trained to identify probable drug and/or alcohol use.

## **Authority**

The Board requires that each administrative, professional and support employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the Intermediate Unit of any criminal drug statute conviction for a violation occurring in the workplace immediately, but no later than seventy-two (72) hours, after such conviction.

Any employee convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the Intermediate Unit.

## **Delegation of Responsibility**

A statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the employee's workplace shall be provided by the Executive Director or designee and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution.

Within ten (10) days after receiving notice of the conviction of an Intermediate Unit employee, the Intermediate Unit shall notify any federal agency or department that is the grantor of funds to the Intermediate Unit.

The Intermediate Unit shall take appropriate personnel action within thirty (30) days of receiving notice against any convicted employee, up to and including termination, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.

In establishing a drug-free awareness program, the Executive Director or designee shall inform employees about:

1. Dangers of drug abuse in the workplace.
2. Board's policy of maintaining a drug-free workplace.
3. Availability of drug counseling, drug rehabilitation, and employee assistance programs.
4. Penalties that may be imposed for drug abuse violations occurring in the workplace.

The Intermediate Unit shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.

## **Guidelines**

It is absolutely prohibited for any employee to engage in the possession, use or distribution of alcohol or illicit drugs on school premises or as part of any of the Intermediate Unit's program activities, or for any employee to be under the influence of illicit drugs or alcohol on the Intermediate Unit premises or while attending any Delaware County Intermediate Unit activity.



The Executive Director or designee shall immediately report incidents involving the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act by any employee while at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate Unit or on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit to the local police department that has jurisdiction over the school property of the Intermediate Unit, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

In accordance with state law, the Executive Director shall annually, by July 31, report all incidents of possession, use or sale of controlled substances or drug paraphernalia to the Office for Safe Schools on the required form.

### **Reasonable Suspicion Testing**

If, in the opinion of a Delaware County Intermediate Unit official who has received training covering the indications of probable drug and/or alcohol use, there is reasonable suspicion that an employee is under the influence of drugs or alcohol, Delaware County Intermediate Unit reserves the right to direct that employee to undergo immediate testing. Any reasonable suspicion observations resulting in a referral of an employee to a testing site must be documented.

The employee will be escorted to the collection site by an agent of the Delaware County Intermediate Unit for a specimen collection. An employee who is directed to take a “reasonable suspicion” test will be placed on administrative leave pending the test results.

## **Emergency Closing/Delay**

### **General Information**

During severe weather conditions, school closings will be announced on the following radio station: **KYW – 1060 AM/103.9 FM.**

DCIU Blackboard Connect System will notify staff of school closings and delays. **The school snow code number is 469.**

Delaware County Technical High Schools will close only if the School Districts are closed due to inclement weather conditions. If participating school districts do not provide transportation due to weather conditions, students not in attendance should be marked as an administratively ‘excused’ absence. Parents should write a note, as with any absence, indicating that the student was absent due to transportation not being provided by their home district.

When participating school districts have a two (2)-hour delay: generally, some school districts will not provide transportation in the morning. If several districts are on delay, teachers should adjust lesson plans accordingly if new material is being introduced.

Districts operating on a one (1)-hour delay will provide transportation; however, these students will be arriving late.

## Reporting on School Days When Opening is Delayed

*Teachers and Office Staff* - If the students are on a two (2)-hour delay, teachers and office staff are to report no later than one and a half (1-1/2) hours from their regular start time, arriving by 9:00 a.m. If the students are on a one (1)-hour delay, teachers are to report no later than one-half (1/2) hour from their regular start time arriving by 8:00 a.m.

## Emergency Evacuations

To provide for the safety of all Delaware County Technical High School faculty, staff, students, and visitors, an emergency evacuation plan is listed below. Please review and respond to any emergency evacuation accordingly.

In the event of an evacuation, teachers are responsible for checking their lab/classroom and bathrooms to ensure that all students and visitors are evacuated from their lab area. The administration checks the hallways, main bathrooms, and office areas to make certain that everyone is evacuated. ***All building lights are left on and doors closed.***

Students will file out in an orderly manner. After all students have gathered in their designated areas outside the building, the teachers will check their student attendance to make certain that all students are accounted for. All teachers are accountable for their students in the event of an emergency.

1. Emergency procedures for students with disabilities:
  - a. All hearing or visually impaired students should be assigned a staff member for emergency drills. Be sure to assign a back-up in case of an absence.
  - b. Wheelchair students should be assigned a staff member with back-up. If you have wheelchair bound students, please discuss evacuation procedures with your Principal.
2. Exit through the nearest **"Fire Exit Door."** The overhead garage doors are to remain closed during a fire drill, and students should not be permitted to exit through the overhead doors.
3. The students and all other school personnel will remove themselves at least 60 feet from the building. Do not stand on blacktop; this area has to be cleared for emergency vehicles.
4. Any student on a hall pass during the time of a fire drill should exit through the nearest fire exit and go immediately to the area where his/her class will assemble.
5. The teacher will take the roll book. **Attendance is to be taken.** Names of the students who are not accounted for must be reported immediately to the Principal.
6. Students are to remain in the designated area with the teacher and are not to mingle with the students from other classes.
7. Students are not to re-enter the building until the return bell has rung. The bell will ring three (3) times.
8. The re-entering of the building should be conducted in the same manner as leaving the building.
9. If a building evacuation takes place before 7:45 am or between 10:30 am and 11:30 am, students and teachers in the building should exit through the nearest door and assemble in the nearest collection area.

## **Emergency in Building (See Crisis Manual Provided August Inservice Days)**

### **Faculty Meetings**

Faculty meetings will occur once each month and begin at approximately 2:20 PM at the discretion of administration. Faculty meetings may be needed more frequently as determined by administration. The meetings begin at 2:20 PM and are generally held the 3rd Wednesday at Aston and the 3rd Thursday at Folcroft.

### **First Aid**

Each teacher will be provided with a First Aid Kit for emergency first aid treating of small cuts and abrasions. Any student or teacher that is injured during the school day must be sent to the school nurse for treatment and documentation. All accidents must be reported on the proper form. The nurse will review individual teacher first aid needs early in September and a medical alert list will be developed to inform the staff.

### **Hallway Supervision During Arrival and Dismissal Times of Students**

All staff are to assist in the orderly transition of students into and out of the building during class changes by locating themselves in assigned areas. It is important to note that all staff are expected to enforce all school policies related to headwear and electronic devices. Students are to enter and exit through the designated entrance in the front of the building. Staff are expected to reinforce this with students and immediately report any students who enter or exit through another door and/or students who open doors to allow students entrance through another door.

Teachers are responsible for ensuring all students leave at the appropriate dismissal time.

### **Health and Emergency Information**

All new employees of Delaware County Technical High Schools are required to obtain a physical examination from a licensed physician prior to employment starting date. Also, all employees are required to maintain accurate, up-to-date emergency information in the health office.

## **Internet Access, Email, and Network Resources Acceptable Use Board Policy 815 Revised August 3, 2022**

### **Purpose**

The Board supports use of the computers, Internet and other network resources in the Intermediate Unit's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The Intermediate Unit provides students, staff and other authorized individuals with access to the Intermediate Unit's computers, electronic communication systems and

network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the Intermediate Unit as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **Professional Development on Acceptable Use of Internet, Computers and Network Resources - Policy 815 at Beginning of School Year**

**All employees will review policy and sign required forms related to policy.**

**Policy 815 Available on DCIU Website and in Appendices**

### **Building Key Access Procedures**

The Delaware County Intermediate Unit issues keys to certain essential staff to control building admittance to enhance the safety of students and staff.

The Facilities Supervisor, along with the Building Supervisor, will determine the need for staff members to have a key (or keys) based on position, program requests, or other circumstances as necessary.

When the Building Supervisor determines that an employee will require a key:

1. The Building Supervisor and their appointed person of record/contact shall procure and distribute the key.
2. Upon distribution of the key(s), the Building Supervisor and/or the appointed person of record/contact shall have the recipient review this procedure and sign off.
3. The Building Supervisor will be responsible for keeping these records and the key inventory for their site. All changes to the inventory must be *immediately* shared with the DCIU Facilities Department. The Facilities Supervisor is responsible for the maintenance of the DCIU Master Key Inventory. All Final building level reports must be submitted to the Facilities Supervisor annually, by June 15<sup>th</sup>.
4. Upon transfer or termination of an employee, the Facilities Supervisor or designee will notify the immediate supervisor to collect the key(s) issued to the staff member, per the *"Collection of DCIU Property from Terminating/Transferring Employees Administrative Directive."*

### **Production Control Accounts**

Production Control accounts have been established for individual programs to manage the flow of funds for the sale of goods or services. The teachers are responsible for maintaining all procedures related to these accounts. It is important to note that the activity involving the sale of goods or services by Delaware County Technical High Schools programs shall be limited to only those activities that are deemed to be of educational value for students. Obtain approval from your supervisor prior to initiating any activity in which goods or services are sold. Your supervisor will assist you in setting up a Production Control Account.

## **Safety Data Sheets (SDS)**

As a result of state and federal legislation and the safety of all occupants of our facility, all technical teachers must make certain that all pertinent Safety Data Sheets (SDS) are posted in the area under their direct supervision for all hazardous material located in their room. In addition, all technical teachers must make certain that students are aware of the location and purpose of all SDS documentation.

## **Tobacco and Vaping Products Use Board Policy 323**

**Revised July 7, 2021**

Please see Board Policy 323 for complete policy available on website and Appendices.

### **Purpose**

The Board recognizes that tobacco presents a health and safety hazard that can have serious consequences for the user, non-user and the school environment.

### **Definition**

For purposes of this policy, **tobacco products broadly encompass not only tobacco but also vaping products and other electronic cigarettes (e-cigarettes)**. Please see board policy 323 for full definition.

### **Authority**

The Board prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by DCIU-DCTS employees and contracted personnel at any time in a DCIU-DCTS building; on school buses or other vehicles that are owned, leased or controlled by DCIU-DCTS; or on property owned, leased or controlled by DCIU-DCTS.

The Board prohibits tobacco or vaping product use by DCIU-DCTS employees at any time while responsible for the supervision of students during DCIU- DCTS sponsored activities that are held off DCIU-DCTS property.

This policy does not prohibit possession of tobacco and vaping products by DCIU-DCTS employees and contracted personnel of legal age.

Please see board policy 323 for the complete description of authority, responsibility, and safe schools reporting.

## **Statement of Safety**

Each teacher shall stress the importance of being a safe worker to each individual and the entire class. The school provides safety goggles. If a student loses or breaks these glasses, she/he will be supplied with another pair and will be required to pay for them.

Each lab has unique conditions, which demand different safety procedures. Shop safety is a required component of all classroom instruction. It is recommended that the Occupational Safety and Health Act (OSHA) and Pennsylvania General Safety Law and Regulations be included as a part of the instructional program.

Since Pennsylvania state law requires the wearing of eye protection in hazardous areas, it is the responsibility of the teacher to require that students and visitors wear eye protective devices whenever the possibility of eye injury exists. For students who wear prescription glasses, forms are available in the main office for their eye doctor to complete stating their glasses meet OSHA standards. If the student's glasses fail to meet these standards, additional protection (such as visor goggles) must be worn over their prescription glasses.

Fire extinguishers should be checked daily. Teachers should check the fire extinguishers in the confines of the shop and report to maintenance if the seals have been broken, extinguishers are undercharged, or have recently been discharged. If any are found to be faulty or recently discharged this shall be reported to the office immediately. Extinguishers should be considered as shop equipment and checked as such. Extinguishers that are for use on welding carts should be checked and arrangements made to have them recharged before they are completely empty.

Every teacher must provide students with a safety lesson(s) on each piece of equipment, hand tools, handling material etc. Each student must be tested on the lesson and actual use of equipment. All students who meet the criteria should be checked and signed by both the teacher and student. Records must be dated and kept on file.

A safety and maintenance check should be conducted on a monthly basis and kept on file by the teacher.

## **Video Surveillance**

Pursuant to Board Policy 709 and Administrative Directive 709-AD, all DCIU-DCTS staff are hereby provided the following notice:

Please be advised that DCIU has a responsibility to maintain order and discipline on DCIU-DCTS property and in buildings operated by DCIU-DCTS. Consequently, DCIU recognizes the value of video surveillance for monitoring activities on DCIU/DCTS operated properties and uses video surveillance to monitor activities to assist in protecting the health, welfare, and safety of students and staff and to safeguard DCIU buildings, facilities, equipment, buses and property. Accordingly, video surveillance may occur at any time in any DCIU-DCTS building, facility, vehicle, and property.

## **Supplies**

Submit office supply requisitions to the secretary at the beginning or end of the day.

Contact the custodian to obtain supplies located in receiving. This includes cleaning supplies, solvents, and some trade-related supplies.

## Daily Schedule

### AM Session

7:30	Teachers in their Areas with classroom doors open
7:40	Cafeteria Dismissal of Students
7:45	Classes Begin/Attendance Recording
10:30	End of AM/PM Session
10:30-11:30	Prep/Duty, or half hour duty free lunch
	Teacher Day Ends

### PM Session

11:20
11:25
11:30
2:15
2:15
3:00

Due to the need to adequately supervise students, a teacher's schedule may be modified to an earlier start time and/or end time. The modified schedule will be mutually agreed to by teacher and administration whenever possible, however administrators have the right to modify a teacher's schedule as necessary within any limits of the negotiated Association agreement.

All students arriving prior to 7:40 am and 11:25 am are to assemble at the various designated areas. The 7:40 am and 11:25 am bells will signal confirmation of dismissal of all students to their instructional areas. All teachers must be in their assigned areas to assist in the orderly transition of students into and out of the building, as assigned by the administration. *Students are late after 7:45 am/11:30 am and must report to Main Office for a pass to class. Do not allow students to enter class without a pass.*

## Unlawful Harassment Board Policy 348

**Revised April 4, 2018 available on website and Appendices**

### Authority

The Board strives to provide a safe, positive working climate for its administrative, professional and support employees. Therefore, it shall be the policy of the Intermediate Unit to maintain an employment environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of employees and third parties by all Intermediate Unit students and staff members, contracted individuals, vendors, volunteers, and third parties in Intermediate Unit programs. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.

The Board directs that complaints of harassment shall be investigated promptly, and corrective action taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the Intermediate Unit's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.



## Definitions

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, religion or genetic information when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.
3. Otherwise adversely affects an individual's employment opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.
2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.
3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.

## Delegation of Responsibility

In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Assistant Executive Director as the Intermediate Unit's Compliance Officer.[7]

The Compliance Officer, or designee, shall publish this policy and the complaint procedure in conjunction with the Director of Human Resources at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and Intermediate Unit employees regarding unlawful harassment.

Each employee shall be responsible to maintain a working environment free from all forms of unlawful harassment.

The Compliance Officer, or administrator designee, shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the employee or third party of the right to file a complaint and the complaint procedure.



2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
3. Refer the complainant to the Executive Director if the Compliance Officer is the subject of the complaint.

## **Guidelines**

### **Complaint Procedure – Employee/Third Party**

#### **Step 1 – Reporting**

An employee or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Compliance Officer, or administrator designee.

If the Compliance Officer is the subject of a complaint, the employee or third party shall report the incident directly to the Executive Director.

The complainant is encouraged to use the report form available from the Compliance Officer, but oral complaints shall be acceptable.

#### **Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the Compliance Officer, or administrator designee, shall immediately notify the Executive Director. The Executive Director shall authorize the Compliance Officer, or administrative designee, to investigate the complaint, unless the Compliance Officer is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

#### **Step 3 – Investigative Report**

The investigator shall prepare and submit a written report to the Assistant Executive Director within five (5) working days after the conclusion of the investigation. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation.

#### **Step 4 – Intermediate Unit Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Intermediate Unit shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Intermediate Unit

staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with Board policies, administrative regulations and procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action.

### **Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Executive Director within fifteen (15) days,
2. The Executive Director shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Executive Director or designee shall prepare a written response to the appeal within ten (10) working days of the conclusion of the review. Copies of the response shall be provided to the complainant, the accused and the Compliance Officer.

## **Nondiscrimination in Educational Programs/Services Board Policy 103**

**Revised November 4, 2020; available on website and Appendices**

### **Authority**

The Board declares it to be the policy of the Intermediate Unit to provide an equal opportunity for all students to achieve their maximum potential through the programs offered by the Intermediate Unit without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The Intermediate Unit strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the Intermediate Unit and is prohibited on Intermediate Unit or school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The Intermediate Unit shall provide programs and services to all eligible students without discrimination. The Intermediate Unit shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they, or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from Intermediate Unit or school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when

allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the Intermediate Unit's legal and investigative obligations.

### **Retaliation**

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

### **Definitions**

**Actual Knowledge** means notice of possible sexual harassment or allegations of such to the Title IX Coordinator or any official of the recipient who has authority to institute corrective actions, or to **any employee of an elementary and secondary school**.

**Education program or activity** includes locations, events, or circumstances over which the recipient exercised substantial control over the respondent and the context in which the sexual harassment occurs.

**Formal Complaint** means a document (including signature or otherwise indicates the complainant is the person filing) filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting the recipient investigate.

### **Discriminatory Harassment**

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, and handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

**Harassment** shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

### **Sexual Harassment**

Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, **sexual harassment** shall consist of conduct that satisfies one or more of the following:

An employee of the recipient conditioning the provision of an aid, benefit, or service of the DCIU-DCTS on an individual's participation in unwelcome sexual conduct;

Unwelcome conduct that is determined by a reasonable person to be so severe or pervasive that, based on the totality of the circumstances and evaluated subjectively and objectively, denies or limits a person's ability to participate in or benefit from the DCIU-DCTS program (i.e., creates a hostile environment); or

Sexual assault (defined in 20 USC 1092(f)(6)(A)(v)), dating violence (defined in 34 USC 12291(a)(10)), domestic violence (defined in 34 USC 12291(a)(8)), or stalking (defined in 34 USC 12291(a)(30)).

**Supportive measures** means non-disciplinary, nonpunitive individualized services offered as appropriate and reasonably available, and without fee, before or after the filing of a formal complaint. Such measures are designed to restore or preserve equal access to the recipient's education program/activity without unreasonably burdening the other party.

### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Executive Director as the Intermediate Unit's Compliance Officer. The Human Resources Director shall be its Title IX Coordinator. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer and Title IX Coordinator.

The Compliance Officer, in conjunction with the Director of Human Resources, shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees, employee unions and professional organizations, and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the Intermediate Unit's nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.

2. Training - Provision of training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and services to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. Support - Assurance that like aspects of the educational program receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Complaints - Monitor and provide technical assistance to building administrators and program supervisors in processing complaints.

The building administrator or program supervisor shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:

1. If the building administrator or program supervisor is the subject of the complaint, refer the student to the Compliance Officer to carry out these responsibilities.
2. Inform the student or third party about this policy including the right to an investigation of both oral and written complaints of discrimination.
3. Obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians and students who are complainants or accused of violating this policy that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
4. Provide relevant information on resources available in addition to the complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building administrator or program supervisor, another Intermediate Unit employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.
6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim supportive measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

## **Guidelines**

### Response to Title IX Sexual Harassment

General –

When the DCIU-DCTS receives Actual Knowledge, it must respond promptly and reasonably in light of the known circumstances. The response must treat complainants and respondents equitably by offering supportive measures to the complainant, and following the grievance process before imposing disciplinary sanctions or other actions that are not supportive measures, against the respondent. The Title IX Coordinator must promptly contact the complainant to discuss the supportive measures, consider complainant's wishes, inform the complainant of the availability of supportive measures with/without filing a formal complaint, and explain the process for filing a formal complaint.

#### Formal Complaint/Grievance Procedure

##### **Step 1 – Reporting**

A student or other party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator or program supervisor. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building administrator or program supervisor.

An Intermediate Unit employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator or program supervisor, as well as properly making any mandatory police or child protective services reports required by law.

If the building administrator or program supervisor is the subject of a complaint, the student, other party or employee shall report the incident directly to the Compliance Officer/Title IX Coordinator.

The complainant or reporting employee may be encouraged to use the Intermediate Unit's report form, available from the building administrator or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Supportive measures should be put in place where practicable.

The respondent must be presumed to be not responsible until a determination is made.

Upon receipt of a formal complaint, the DCIU must give written notice of the allegations of sexual harassment and the DCIU's grievance procedure to the complainant and the respondent.

## **Step 2 – Investigation**

Where an attorney is not used to conduct an investigation into a discrimination complaint, only unbiased individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy. The parties shall be treated equitably.

The investigator shall work with the Compliance Officer/Title IX Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from Intermediate Unit or school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the respondent, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The investigator may obtain voluntary written consent from an employee, student, and/or parents/guardians to obtain confidential records not otherwise available to the DCIU. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the incident is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the Intermediate Unit's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.



### **Step 3 – Investigative Report**

The investigator shall prepare and submit a written report to the Compliance Officer within five working (5) days after the conclusion of the investigation. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further Intermediate Unit action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

In matters under Title IX, prior to finalization, the findings of the investigation shall be provided to the complainant and the respondent. The parties shall have 10 calendar days to submit a response to be considered by the investigator before the report is finalized. After the report has been finalized, it will be provided to the complainant, respondent, and Compliance Officer/Title IX Coordinator. In all other matters, the parties shall be informed of the outcome of the investigation, within a reasonable time of the submission of the written report. The respondent shall not be notified of the individual remedies offered or provided to the complainant.

### **Step 4 – Intermediate Unit Action**

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the Intermediate Unit shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The Intermediate Unit shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or program environment. Intermediate Unit staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. Corrective actions may include but need not be limited to supportive measures previously put in place.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.



Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, Intermediate Unit procedures, applicable collective bargaining agreements, and state and federal laws.

If it is determined that the conduct alleged in the formal complaint would not constitute sexual harassment, did not occur in the DCIU's program or activity, or did not occur against a person in the United States, then the DCIU must dismiss the formal complaint.

#### Appeal Procedure

1. The DCIU must offer both complainant and respondent an appeal from a dismissal or determination of responsibility, respectively, only on the following bases: (1) a procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available previously; and (3) the Title IX Coordinator or investigator had a conflict of interest or bias for or against complainants or respondents that affected the outcome. The DCIU shall notify the other party if an appeal is taken.
2. The party wishing to take an appeal may submit a written appeal to the Compliance Officer within ten (10) working days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Executive Director.
3. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
4. The person handling the appeal shall prepare a written response to the appeal at the conclusion of the review. Copies of the response shall be provided to the complainant, the respondent and the investigator who conducted the initial investigation. This shall be the final step in the process.

#### **Responsibility for Student Welfare Board Policy 340**

**Adopted August 4, 2021**

Professional Development at Beginning of School Year

Policy Available on website and Appendices

#### **Expectations for Conduct Toward Students Board Policy 347**

**Adopted June 14, 2021, available on website and Appendices**

When interacting with students, staff members are required to consider their actions, including, but not limited to, the following:

1. All conduct must be in accordance with applicable law, including, but not limited to laws, regulations and policies pertaining to such things as sexual harassment, racial intimidation, unlawful hostile environment, hazing, the child abuse and reporting laws, and Chapter 235 (22 Pa. Code, Chapter 235) of the State Board regulations pertaining to professional conduct, a copy of which is attached hereto and incorporated herein by this reference as if fully set forth herein.

2. All conduct must promote positive behavior support and in accordance with IDEA and Chapter 14 (22PA Code, Chapter 14)
3. All students shall be treated with equality and fairness. Advantages to selected students shall not be provided.
4. Disclosure of information about students obtained in the course of professional service shall be kept confidential, unless disclosure is required to fulfill professional duties owed to the student or is required by applicable law.
5. The use of insult, sarcasm, humiliation, bullying, intimidation or physical aggression against students (even as a means to enforce compliance with requirements or expectations) is unprofessional and shall not be tolerated. Communication, verbal and nonverbal (including e-mail, letters, notes, etc.) and the demeanor of staff members towards students shall be professional in nature and shall not encourage students to regard staff members as peers. Considering the staff members privileged professional positions; staff members are encouraged to be “appropriately friendly” with students without becoming social peer “friends” with the students.
6. Any sexual or romantic relationship, contact, or sexually nuanced behavior or communication (verbal or nonverbal) between a staff member and a student, regardless of age, while the student is enrolled in any intermediate unit program or service is prohibited. The prohibition extends to students of the opposite sex or the same sex as the staff member and applies regardless of whether or not the student or staff member is the initiator of the behavior and whether or not the student welcomes or reciprocates the attention.
7. Employees are required to use the DCIU-provided email address (dciu.org) for email communications between themselves and students or their parents and must follow established protocols of intermediate unit departments. The administration shall be responsible for ensuring that staff members are informed of this policy, including insertion in any appropriate handbooks. It shall be the responsibility of each member of the intermediate unit community to report any suspected violations of this policy to the appropriate administrator. Any violation of this policy may result in discipline, up to and including discharge, and possible criminal investigation by the appropriate law enforcement agency.

## **Maintaining Appropriate Adult/Student Boundaries Policy 824**

**Adopted August 4, 2021**

Professional Development at Beginning of School Year  
Policy Available on website and Appendices

The Board has the highest regard for all staff employed by the DCIU and expects the staff to recognize the privileged position entrusted to them by the districts and the community and, most of all, the students, and requires staff to conduct their relationships with students in a manner that maintains the authority, appropriateness and respect necessary in an educational environment.

The Board expects staff to use best professional practices when interacting with students and to respond properly to the multitude of situations confronted by students and staff with compassion, respect and authority.

Nothing herein shall be construed in a manner that would be violative of the constitutional, legal or contractual rights of any employee.

As used herein, unless the context clearly indicates otherwise, the following terms shall have the following meanings:

the phrase “applicable law” shall mean any state, federal or local law, regulations, ordinance or policy that governs or is applicable to the particular situation, including applicable intermediate unit policy, intermediate unit administrative regulations, intermediate unit handbooks and an applicable collective bargaining agreement.

### **Student Abuse by School Employees Board Policy 352.1** **Revised on March 5, 2014**

The Delaware County Intermediate Unit (DCIU) Board of Directors is concerned with the physical and mental well-being of DCIU pupils and has determined that the DCIU will cooperate in the identification and reporting of suspected student abuse by school employees in accordance with applicable law.

In furtherance of this policy, the Executive Director shall develop procedures for compliance with the statutory requirements (Act 151 of 1994) that instances of student abuse be reported. Such procedures shall:

- Inform all staff members of their legal responsibility to report whenever they have reasonable cause to suspect that a school employee has either sexually abused or sexually exploited or caused bodily injury to a student.
- Designate the Assistant Executive Director as the staff member who shall report suspected instances of student abuse to the appropriate county child protective services agency, and also law enforcement and/or district attorney, when warranted.
- Designate the administrative staff member who will begin an internal investigation consistent with the employee’s legal and contractual rights.
- When applicable, coordinate efforts with the District Attorney’s office, law enforcement authorities and the county child protective services agency to minimize disruptions to the educational process.
- Cooperate with Children and Youth Services and/or the Department of Human Services in conducting their investigation into reports of child abuse, sexual exploitation, and/or sexual misconduct.
- Adhere to the confidentiality requirements of the Act.
- Advise staff members of their immunity from liability for making a good faith report of suspected student abuse.

**NOTE:** Refer to Child Abuse Policy to address incidents of suspected child abuse by persons other than school employees.

In addition, the Executive Director has developed procedures for compliance with the statutory requirements that official Pennsylvania and FBI criminal background checks and child abuse clearance statements from the Department of Human Services be obtained. Such procedures shall:

- Require all applicants for DCIU employment to submit Official Clearance Certificates.

- Prohibit the hiring of any applicant whose Clearance Report reveals a founded or an indicated report on the Register.
- Prohibit the continued employment of any IU employee whose Clearance Report reveals a founded report on the Register.
- Require all employees to report to their supervisor within 72 hours (about 3 days) if they are arrested and/or convicted of any of the offenses listed in 24 Pa.C.S.A. § 1-111(e).

### **Conduct/Disciplinary Procedures Board Policy 317 and 317.1**

**Revised July 7, 2021, available on website and Appendices**

All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of Intermediate Unit programs and services requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.

The Board requires employees to maintain professional, moral and ethical relationships with students at all times.

The Board directs that all Intermediate Unit employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Non-certificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.

All Intermediate Unit employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. Intermediate Unit employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.

When engaged in assigned duties, Intermediate Unit employees shall not participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students.
3. Causing intentional damage to Intermediate Unit property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of Intermediate Unit facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.
6. Use of profane or abusive language.

7. Breach of confidential information.
8. Failure to comply with directives of Intermediate Unit officials, security officers, or law enforcement officers.
9. Carrying onto or possessing a weapon on Intermediate Unit or school grounds without authorization from the appropriate administrator.
10. Violation of Board policies, administrative regulations, rules or procedures.
11. Violation of federal, state, or applicable municipal laws or regulations.
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the Intermediate Unit, or any activity sponsored or approved by the Board.

The Executive Director or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal and pursuit of civil and criminal sanctions. However, in the case of serious infractions, progressive penalties may not be instituted.

### **Title IX Sexual Harassment and Other Discrimination**

Whenever the allegations underlying a report of educator misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to policies and procedures specific to such conduct, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the Intermediate Unit of educator misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the Intermediate Unit of educator misconduct.

### **Arrest or Conviction Reporting Requirements:**

Employees shall use the designated form to report to the Executive Director or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.

Employees shall also report to the Executive Director or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.

An employee shall be required to submit a new criminal history background checks if the Executive Director or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Executive Director or designee.

An employee shall be required immediately to submit a new child abuse history certification if the Executive Director or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.

#### **Reporting under the Educator Discipline Act:**

Certificated employees shall be required to report to their supervisor, and the Executive Director, within 15 days, knowledge of any action or inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act and shall file a mandatory report with PDE on approved forms.

The Executive Director, or designee, shall submit to PDE all reports mandated by the Educator Discipline Act.

#### **Use of School-Owned Vehicles**

Only Delaware Technical School staff members are permitted to operate school-owned vehicles with prior approval from the administration. Except for instructional purposes such as drivers' education classes, under no circumstances shall students be permitted to operate school-owned vehicles at any time.

It is also important to note that staff members who operate school vehicles must submit a Motor Vehicle Violation Report (MVVR) on an annual basis. The administrative office will obtain MVVR's for any staff interested or who must use school vehicles at no cost to the employee. Staff members who have a marginal or poor report will not be permitted to use school vehicles. The standards for a marginal or poor report are as follows:

- Three or more accidents (regardless of fault) in the last three years.
- One or more Type A violations in the last three years.
- Any combination of accidents and Type B violations that equal four or more in the past three years.

Designation of Type A and Type B violations is based on a survey of state point systems. Violations receiving the higher number of points are classed as Type A.

##### **Type A Violations**

- Driving while intoxicated.
- Driving under the influence of drugs.
- Negligent homicide arising out of the use of a motor vehicle.
- Using a motor vehicle for the commission of a felony.
- Aggravated assault with a motor vehicle.
- Permitting an unlicensed person to drive.

- Reckless driving.
- Speed contest.

**Type B Violations**

All moving violations not listed as Type A violation

# Personnel Related Policies & Procedures





## **Attire for Teachers**

The DCIU Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process.

Employees of the Delaware County Technical High School represent the school while in their classrooms, at meetings with the public, and at meetings at other school locations. Professional dress provides a “first impression” that conveys the image of DCTS as a place where students are valued as individuals, academic and career and technical education skills are taught in an effective manner, and employability skills are taught and consistently modeled by staff.

### **For typical day-to-day dress:**

- A lab coat with school logo
- Business Casual (pants, skirt, long or short sleeve collared shirt or blouse, crew neck shirt with school logo, sweater)
- Business dress (shirt and tie, dress pants, suit)

There are some forms of dress that are not appropriate at DCTS, including any distracting, unprofessional, or unsafe attire. These include, but are not limited to:

- Suggestive or revealing attire
- Tee shirts
- Pajamas
- Shorts
- Sandals, slippers
- Blue Jeans/ Denim Fabric (Pants)
- Piercings, other than in ears, must be covered or removed; tattoos must be covered

### **For IEP meetings, OAC meetings and parent night:**

Staff members are required to dress in a more business-like fashion. More formal, business-like clothing is one way of fostering the reputation of DCTS as a first-class school where students can find technical and academic success. Adequate time will be provided so that teachers can change to attend IEP or other during-the-day meetings when necessary.

If a teacher feels that an exception to this policy because of special circumstances would enable him/her to carry out assigned duties more effectively, a request must be made in writing to the Principal and approved by the Director.

## **Certification**

All teachers shall check with the DCIU Human Resource Department to make certain that their certificate has been registered and a copy of their current certification sent to the Director.

Any applicant for a certificate must complete all the requirements and a program of teacher education approved by the Department of Education. It is important to note that it is the sole responsibility of each individual professional employee to initiate and complete this process.

Verification of all degrees, equivalents, or certificates must be submitted to the Director of Career and Technical Education as they are earned or awarded to ensure proper salary or compensation adjustments.

**Teachers are responsible for keeping certificates current, which includes maintaining Act 48 hours.** Because of the mandated requirement for certification, the administration encourages all staff to remain in contact with Temple University's Center for Professional Development to monitor their certification status.

**Maintaining certification is the sole responsibility of each professional staff member. Failure to maintain certification will result in suspension or termination of employment.**

### Confidentiality

All Delaware County Technical High Schools staff members must uphold the rights of all students as guaranteed in Title 22, Chapter 12, of the Pennsylvania Code (1984), and the Family Education Rights and Privacy Act (FERPA).

Confidential information regarding students may not be disclosed to any person outside of the Delaware County Technical High School staff and parents/guardians. Information from IEPs or other data related to special needs students may be shared with appropriately certified teachers, counselors, administrators, or other agencies with an educational interest. **If in doubt, please ask an administrator.** Student confidentiality does not apply in instances of parental physical or mental abuse, situations where a student's life is endangered, an instance in which the welfare of the employees or the students of the Delaware County Technical High School is endangered. Nothing in this section shall be deemed to abrogate any confidentiality established by law, including the counselor/student privilege.

*All IEP information will be maintained in the student services area. Teacher information must be kept in a locked file. Please refer to Board Policy 113.4 Confidentiality of Special Education Student Information adopted March 2018 for the full policy.*

### Goals, Supervision and Evaluation Overview

The Delaware County Intermediate Unit mission statement is clear about its primary focus. It is about creating leadership and providing leadership in the development and delivery of quality, cost effective programs and services to school communities. Our three primary beliefs are:

- A commitment to providing diverse and flexible educational programs in a safe environment.
- Promoting forward thinking, creativity, partnerships, and encouragement of positive change.
- To maintain an entrepreneurial spirit of developing meaningful goals that indicates the success of our mission.

These three primary beliefs underscore the focus of DCIU on supporting and promoting the ongoing growth and development of all employees. The overriding purpose and focus of GSAP is to:

- a) Identify a variety of components essential in a comprehensive supervision and evaluation plan;
- b) Identify specific training and professional development opportunities essential to the success of the implementation of a plan;
- c) Develop specific mechanisms to ensure the institutionalization of the model including annual reviews of processes and procedures so it can be effectively implemented and utilized as part of the organizational thinking and planning.

Legislation defined in Act 13 of 2020 guides the evaluation of educators serving in positions requiring a license. This evaluation system affects temporary professional and professional employees, including Principals, classroom teachers, non-teaching professionals, and educational specialists who provide services other than classroom instruction. It also requires the rating system to base 50 percent of evaluations on multiple measures of student performance including, but not solely, test scores. Classroom observation and practice will comprise the remaining 50 percent of evaluations.

This model of supervision incorporates Charlotte Danielson's rubrics, a focused model of supervision, and a differentiated model of supervision. A core belief of DCIU's GSAP is that educator performance has a direct impact on student learning, and as such, DCIU's supervision and evaluation plan has a primary focus on teaching and learning activities that have the greatest opportunity to impact student learning. The GSAP model of supervision was designed to incorporate the best research and thinking regarding supervision and evaluation.

The GSAP Evaluation System is aligned to DCIU's strategic goals. Educators and professional staff will collect evidence and present data on the outcomes of their performance, progress on their goals or Student Learning Objectives (SLO), impact on student learning, growth, and achievement. At the center of the GSAP is the focus on collecting and analyzing evidence to support decisions related to educator and related service personnel performances.

### **Beliefs and Assumptions**

The Delaware County Intermediate Unit believes the following about supervision and evaluation:

- Great teachers and education leaders are critical to advancing student learning. In fact, research has demonstrated that an effective teacher is the single most important factor impacting student achievement.
- All students deserve to be educated by effective teachers. To achieve this requires a quality evaluation system that is designed with the goal of improving teacher performance and increasing student access to effective instruction. Such a system recognizes exceptional educators, helps those in need of improvement, and results in a better understanding of what practices drive student achievement.

***All students deserve to be supported by effective related and pupil services personnel. To achieve this requires a quality evaluation system that is designed with the goal of***

***improving staffs' performance and increasing effective supports for teaching, improved student learning, facilitation of collaboration among school staff, families and the community, providing prevention and intervention services in schools that promote effective classroom learning and teaching, and working together with teachers and administrators to develop a positive school climate, improve classroom management skills and provide behavioral interventions to reduce discipline, improve school safety, and remove barriers to learning.***

Two decades of research have consistently told us that teachers matter more to student learning than any other in-school factor. Improving the effectiveness of teachers as well as other professional staff are critical to student success, as well as creating safe, nurturing school environments based on the premise of high expectations for all. Through the Educator Effectiveness Project, Pennsylvania is actively engaged in improving teaching and learning by implementing better teacher, educational specialist, and Principal evaluation systems and providing these professionals with the feedback they need to improve their practice. DCIU is committed to this model.

- The Danielson Framework for Teaching is based on core principles that reflect our own vision of a good evaluation system:
- That evaluation must be centered on professional learning and professional growth,
- That for a good system of evaluation to take root, schools must build cultures of professional inquiry which encourage self-reflection and promote rich conversations about teaching practice, and
- That a good system of evaluation requires, as its foundation, a school environment of trust and collaboration among all educators.

The following points can summarize Danielson's rationale for use of a framework for teaching:

- Acknowledges the complexity of teaching.
- Offers guidance for professional conversation about excellence.
- Provides a roadmap for novices.
- Provides guidance for experienced professionals.
- Offers a structure for focusing improvement efforts.
- Offers a structure for communication with the larger community.

The Framework for Teaching the Framework for Teaching is a research-based set of components of instruction that is grounded in a constructivist view of learning and teaching. The complex activity of teaching is divided into 22 components (and 76 smaller elements) clustered into four domains of teaching responsibility:

Domain 1 - Planning and Preparation

Domain 2 - Classroom Environment

Domain 3 - Instruction

Domain 4 - Professional Responsibilities

Each component defines a distinct aspect of a domain; two to five elements describe a specific feature of a component. Levels of teaching performance (rubrics) describe each component and provide a roadmap for improvement of teaching. The Framework may be used for many purposes, but its full value is realized as the foundation for professional conversations among practitioners as they seek to enhance their skill in the complex task of teaching. The Framework may be used as the foundation of an intermediate unit or district's mentoring, coaching, professional development, and teacher evaluation processes, thus linking all those activities together and helping teachers become more thoughtful practitioners.

The Frameworks for Other Professional Positions PDE has also developed additional rubrics for other professional positions. These rubrics are similar to the Teaching Framework; however, there are some slight variances. These frameworks consist of a set of components which provide competencies of the professional positions. The competencies are clustered into four domains of responsibility:

Domain 1 - Planning and Preparation

Domain 2 - Educational Environment

Domain 3 - Delivery of Service

Domain 4 - Professional Responsibilities

Similar to the Framework for Teaching, the domains and defined domain components establish a roadmap for professionals in their job performance. It can be used for many purposes, but its full value is realized as the foundation for professional conversations among practitioners as they seek to enhance their skills. The Framework may be used as the foundation of a school or district's mentoring, coaching, professional development, and professional evaluation processes, thus linking all those activities together and helping the professional become more thoughtful practitioners.

Throughout the history of education, supervision and evaluation of staff has been a critical component...not because of the focus on teacher performance, but because of the importance of that teacher's actions on student learning. Unless teacher performance is directly impacting student learning, no change and therefore no real learning may be occurring. It is the belief of our supervision and evaluation planning team that a comprehensive plan focused primarily on 6 teaching and learning activities will have the greatest opportunity to impact student learning. Therefore, this model is designed to incorporate the best research and thinking regarding supervision and evaluation.

**The DCIU GSAP model incorporates six steps:**

1. Goal Setting and Annual Supervision Plan (Focused Observation Cycle or Differentiated Cycle). It is important to note that goal setting for some staff will be via the Student Learning Objectives (SLOs) while other will be the DCIU Goal Setting process. The GSAP Guide for Professional Evaluations chart delineates which positions will be required to have SLOs and which positions will use the GSAP Goal Setting Process.
2. Pre-Observation Conference
3. Formal Observation
4. Post-Observation Conference

5. Performance Review
6. Walkthrough(s)

**The implementation of the steps above will vary slightly for employees who participate in a Differentiated Cycle of evaluation (for permanent employees who have exhibited proficient skills on previous evaluations).**

GSAP Goal Setting or Student Learning Objectives (SLOs) is a critical first step for every employee regardless of whether participating in a Focused Observation Cycle or a Differentiated Cycle. Integral to the resources of the organization is the creation of a vision with clearly defined annual goals. Each member of the organization contributes to success by carefully assessing individual and program/organizational needs and initiatives or student mastery and growth and setting relevant goals or develops SLOs. All GSAP goals will be grounded in one or more of Danielson's domains for teaching and DCIU's Strategic Goals. The thoughtful projection of goals will be aligned with a clear action plan and measurable outcomes. SLOs will be used in guiding instruction and determining student mastery and/or growth as part of the educator effectiveness system.

Another important aspect of DCIU's GSAP model is the overall Performance Review. For each of the four domains mentioned previously, the GSAP Frameworks identify skills necessary for mastery. Each component within each domain of the rubric will be assigned one of four performance levels: Distinguished, Proficient, Needs Improvement, and Failing.

### **Supervision vs. Evaluation**

DCIU also acknowledges the distinct differences between supervision and evaluation and are committed to providing a supervision and evaluation model that supports the ongoing growth and development of all employees.

#### **Supervision**

- Is supportive, collegial, collaborative, and consultative.
- Is developmental and differentiated, leading to reflective self-direction and empowerment.
- Includes mentoring and modeling with communication and feedback based on data collection, research, and best practices.
- Improves instruction and classroom management skills, yielding increased learning time.
- Increases the ability to implement educationally appropriate programs and maintain procedurally correct documentation.
- Coordinates appropriate staff development to encourage and assist professional growth and development.

#### **Evaluation**

- Utilizes an established criteria and expectations for satisfactory performance
- Provides for multiple observations in varying professional contexts
- Utilizes varied and numerous sources of evidence to ensure performance measures are objective
- Provides specific feedback about professional performance

- Follows a clearly established evaluation timeline
- Delineates the Improvement Plan process for teachers who are deemed to be “failing” or “needs improvement”

### Cycles of Supervision

The Cycles of Supervision provide professional staff and administrators options in modes best suited for their professional development needs. From year to year, staff members may be involved in different cycles. This will be determined at the beginning of each year during a conference with the employee and his/her supervisor with the intent to rotate permanent employees who have exhibited proficient skills on previous evaluations through a 4-year cycle comprised of 3 years of differentiated and 1 year of focused supervision.

### Formal Observation Cycle

The Formal Observation Cycle is a process of supervision that allows employees and administrators numerous opportunities for consultation and support regarding the skills identified in the GSAP Frameworks. Staff members are placed in this mode if they are:

- Non-Tenured Employee: has fewer than three years of service in Pennsylvania and has not yet received six satisfactory approved PDE (IU) ratings. All non-tenured employees stay in the Formal Observation Cycle until attaining tenured status.
- New Employee: a tenured, but new, employee with less than one year of employment with DCIU. All tenured, but new employees to DCIU stay in the Formal Observation Cycle for a minimum of one year. The cycle for the next year will be determined at the goal setting conference the following year and will be based on the formal observation conducted during the first year.
- “At-Risk” Employee: an employee whose supervisor has identified and noted one or more significant need(s) on their most recent observation/evaluation or at any time at the discretion of the supervisor should a need arise. They have a rating of Failing or Needs Improvement in at least one component of the approved rubric. **All “at risk” employees stay in the Formal Observation Cycle until they have attained the necessary skills to become proficient in all areas of Needs Improvement or Failing.**
- Proficient employee: participates in a formal observation cycle at least once in every four years.

### Differentiated Supervision Cycle

The Differentiated Supervision Cycle is a process that allows proficient/distinguished employees to expand knowledge and grow professionally in a project-based approach. Differentiated Supervision can be either self-directed (individual) or collegial (one or more colleagues). Employees may participate in this cycle:

- If tenured and permanently certified;
- With the approval of the Supervisor; and



- If they have received Proficient or Distinguished ratings on the approved PDE form for at least three years prior to participation and have been employed at least one year at the Intermediate Unit;
- With the understanding that they will be asked to share their project with others and the IU.
- Important Note: Individuals on Differentiated Supervisor Model shall have either Goals or SLOs.

### **Improving Professional Performance**

Performance Improvement Plan If an employee's performance does not meet the expectations established by the DCIU, the employee may be placed on a Performance Improvement Plan. A Performance Improvement Plan is designed to support an employee in addressing areas of concern through targeted supervision and additional resources. A Performance Improvement Plan may be required if either of the following ratings is given on an employee's Classroom Teacher Rating Form or any other form developed by PDE:

- A rating of "Needs Improvement" on one or more performance domain, or
- A rating of "Failing" on one or more performance domain,
- An overall rating of "Unsatisfactory". This level of performance may also lead to termination, or if the supervisor deems a Professional Performance Plan is warranted based on issues as outlined in the Pennsylvania School Code or any other laws and regulations promulgated by the program regulations.

All GSAP Professional Forms, Materials and Rubrics can be found on the DCIU website, [www.dciu.org](http://www.dciu.org) under IU Staff, Evaluation Systems for Staff.

### **Reporting Off Work**

Please adhere to the following guidelines when you are unable to report to work:

1. **ALL STAFF MUST** call Veronica Gravely at 610-583-7620 x3405 AND email [dctsattendance@dciu.org](mailto:dctsattendance@dciu.org) no later than 6:30 am, and leave a message on voicemail and provide the following information when calling off: a) anticipated length of absence due to illness/emergency, b) phone number where you can be reached in an emergency, and c) any additional instructions for the substitute teacher. In addition, you must inform the building administrative assistant and your immediate supervisor of your absence via email or phone call.
2. **ALL TEACHERS/INSTRUCTORS WHO REQUIRE A SUBSTITUTE MUST FOLLOW THE FRONTLINE GUIDELINES BELOW.**
3. The following staff do not need to contact substitute service for coverage: Teacher Assistants, Counselors, Lead Teachers, Academic Teachers, Special Education Teachers, Health and Phys Ed teachers and COOP Coordinator.
4. Provide the following information when calling off: a) anticipated length of absence due to illness/emergency, b) phone number where you can be reached in an emergency, and c) any additional instructions for the substitute teacher.
5. In order to ensure that learning in your program continues during your absence, it is required that each teacher have a substitute plan on file in the office for use by the substitute. The Sub Plan should contain the following:

- a. A detailed description of group and/or individual activities for your students. These activities must be linked to specific activities/tasks that are part of your curriculum, List all needed resources and their location for carrying out the activities.
- b. A list of specific safety procedures or rules for your class to be followed by the substitute.
- c. A description of all pertinent laboratory procedures (e.g., tool room control, distribution of supplies, clean up, attendance, etc.) to be followed by the substitute.
- d. Dismissal instructions for students.
6. Upon returning:
  - a. Review student evaluation and follow through with appropriate reinforcement and document any problems.
  - b. Inspect your facility and document any problems.
  - c. Replace substitute plan with a new one.
7. If you know that you will be absent the following day, please call the office by 2:30 PM and follow the procedures for contacting ESS (Attached with the handbook).

### **ESS Guidelines**

If you need to call out sick, or get coverage for a professional or personal day, you must report out to both ESS and Veronica Gravely. If you know in advance when you will be out, please contact first, then report out to ESS substitute service in advance so coverage can be arranged for you.

Staff need to contact Veronica at **(610) 583 – 7620 ext. 3405**. Also, email [dctsattendance@dciu.org](mailto:dctsattendance@dciu.org). Staff need to tell Ms. Gravely:

- Your name
- Date and reason for absence
- That you have contacted ESS Substitute Service
- Instruction for the substitute concerning where your lesson plans will be.

After you contact Ms. Gravely, contact ESS. ESS Substitute Services is available 24 hours a day by phone our website. These are your options for reporting out:

1. Log into Frontline <https://login.frontlineeducation.com/> Frontline was formally AESOP Online. Follow Instructions for reporting an absence (Attached with the handbook)
2. Call ESS substitute services at 1-877-983-2244. Provide them with the following information:
  - Your Name
  - School
  - Location
  - Class/Subject
  - Date and reason for absence
  - And if a substitute is required

Please give sufficient notice to find a sub to handle your class for that day. If you need to speak to Veronica directly, she will be in the Folcroft office between the hours of 6:30 am until 2:30 pm. She will also check the answering machine daily on the off hours for call outs or unexpected tardiness.

**Please note: you must document your absence (sick, personal and professional) in the Electronic Leave Request in the Employee Access Center on the DCIU website under IU staff.**

### **Leave Requests**

All sick, Personal and professional leave requests are to be submitted as an Electronic Leave Request in the Employee Access Center of the DCIU website under IU staff. You must sign into the website to view the IU staff tab. Please see full reporting instructions at the end of the handbook. When completing a Professional Leave Request, you must also complete the paper form and submit all backup documentation to your immediate supervisor. Please be advised that there are cut off dates for certain leaves. Refer to the professional contract for specific requirements related to leave requests. It is up to the individual to ensure all leave requests are submitted in a timely matter. CTE teachers are responsible for providing lesson plans to building Principals before professional leave is approved.

### **Leaving School Grounds during the Workday**

During the half-hour lunch period (within the time indicated), staff are permitted to leave school grounds. Obtain approval from the Principal if you need to leave at times other than the half hour lunch period.

### **Sign In/Out on Professional Development Days**

- All staff must sign-in on all Professional Development days in order to receive Act 48/Paraprofessional Hours.

### **Parking**

Staff will park in designated parking areas only. A parking permit should be displayed in your vehicle at all times if implemented during the 2022-2023 school year. Parking off campus in local neighborhood streets is not permitted.

### **Mailboxes/Email/Voicemail**

It is your responsibility to check your mailbox, email and voicemail before school, at lunch and at the end of the school day.

### **Professional Organizations**

Teachers are encouraged to join and take an active part in Professional Organizations. Professional dues may be tax deductible.

## **Sick Leave Board Policy 334**

**Revised May 2, 2018**

### **Authority**

Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution. Unused leave shall be cumulative.

Board policy for non-certificated administrative and support employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution. Unused leave shall be cumulative.

The Board reserves the right to require any employee claiming sick leave pay to submit sufficient proof, including a physician's certification, of the employee's illness or disability.

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.

The Board shall consider the application of any eligible employee for an extension of sick leave, pursuant to law and Board policy where applicable, when the employee's own accumulated sick leave is exhausted.

### **Guidelines**

Sick leave time shall only be utilized when the employee is suffering illness, or when required to quarantine due to COVID-19 exposure and/or symptoms.

Whatever the claims of illness, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

### **Tardiness**

All employees are expected to report to work on time. If an employee is late, the employee must contact their supervisor and building specific administrative assistant. If you are responsible for students and will be later than the beginning of the student session, you must call the building supervisor and administrative assistant to report your lateness so that coverage may be obtained for your classroom. The administration may request an explanation for your tardiness.

### **Telephones**

Employees are NOT permitted to use personal cell phones during instructional time.

## **Job Related Expenses Board Policy 331**

### **Revised May 2, 2018**

#### **Authority**

The Board shall reimburse administrative, professional and support employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the Intermediate Unit, in accordance with Board policy.

#### **Delegation of Responsibility**

The validity of payments for job related expenses for all Intermediate Unit employees shall be determined by the Executive Director or designee.

#### **Guidelines**

Reimbursement of travel expenses for an administrative, professional or support employee shall be made in accordance with the terms of an administrative compensation plan, applicable collective bargaining agreement, individual contract or Board resolution.

The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the program supervisor.

Use of a personal vehicle for approved purposes is reimbursable at the IRS rate per mile approved by the Board that is current at the time reimbursement is sought.

Use of a personal vehicle requires that liability insurance be provided by the employee.

Actual and necessary expenses incurred when attending functions outside the Intermediate Unit shall be reimbursed to an employee if approval has been obtained in advance from the Board or Executive Director.

Attendance at approved events outside the Intermediate Unit shall be without loss of regular pay, unless otherwise stipulated prior to attendance.

Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.

Travel shall be by the most direct and economical route.

For official travel by other than automobile, the Intermediate Unit may arrange the advance purchase of transportation tickets.

In all instances of travel and job-related expense reimbursement, full itemization with receipts attached shall be required, and shall be submitted in a timely manner.

# Instructional Related Policies & Procedures



## **Books – New**

All textbooks and other books must be stamped with the school name and number. A “received” date stamp is available in the office to identify year of receipt. All textbooks must be inventoried and turned into the office as part of the year-end checkout.

## **Class Roster**

Each teacher receives a class roster prior to the first day of school. The Student Information System (SIS) ClassMate will be used to record daily attendance. Attendance must be entered within 30 minutes of the start of each session.

During the first week of school, each teacher should forward any discrepancies to Student Services. Please submit this information promptly at the conclusion of the first week so that corrections in the school attendance system can be made in a timely fashion.

No changes should be made to the class roster without official notification from the office.

## **Competency-Based Curriculum**

All curricula at Delaware County Technical High Schools shall be competency-based and developed and maintained by the program teacher in accordance with recommended advice of all advisory committees.

## **Occupational Program Requirements**

The primary objective of a career and technical education program is to provide job information and help students acquire specific occupational skills, efficient work habits and positive attitudes about the personal, social, and economic significance of work. Career and technical education programs include CTE health occupations, Career and Technical Education, industrial and technical education. Career and technical education programs are competency-based, meet licensure requirements, if required, provide extended classroom experience and meet minimum time requirements. The specific requirements of the foregoing elements are as follows:

1. *Competency-Based:* Competency-based instruction utilizes an instructional system that is planned and managed by the teacher based upon an occupational analysis and clearly stated performance objectives which have been approved by an occupational advisory committee. Students work in an individualized curriculum consisting of a series of competencies and tasks related to specific careers. The students’ skills in performing each task are evaluated and tracked so that at the conclusion of the students’ training experience at Delaware County Technical High Schools, the overall skills and knowledge of each student is readily available.
2. *Performance Objectives:* Career and technical education programs shall identify performance objectives in accordance with criteria developed by the teacher in cooperation with the Occupational Advisory Committee (OAC). The performance objectives shall consist of the following three parts:



- a) The conditions under which the task will be performed-- the materials/supplies provided.
  - b) A description of the task.
  - c) The standard for how well the task shall be performed.
3. *Monitoring Performance* – Student performance will be monitored in the following manner:
- a) Quizzes, Tests, Projects and Assignments.
  - b) Competency/Task Tracking using **CLASSMATE**.
  - c) Portfolio Assessment – Each student is required to compile an electronic Portfolio related to his or her training experiences at Delaware County Technical High Schools. Portfolio progress is to be monitored by the CTE Teacher with the support of the Literacy Coach.

### **Industrial Certifications**

Programs designed to provide students with the background to meet certification, registration and licensure requirements shall meet the standards of the licensing agency and shall be supervised or administered according to the certifying or licensing agency, Part I (relating to State Board of Education) and Part II (relating to standards). Information on legal requirements or limitations relating to the occupations for which they are preparing shall be given to all students in writing. All programs must pursue Industry Certification as mandated by Program of Study in Chapter 339. If National Certification is not available for a program, the most appropriate industrial certification is required

### **Work-Based Learning**

This program provides students with an opportunity to acquire training and skills in an appropriate work experience. Work-Based learning opportunities include Cooperative Education, Apprenticeship, Internships and Job Shadowing. In all instances, staff are expected to coordinate program curriculum with employers.

### **Program Planning**

- 1. In a performance-based approach to teaching and learning, planning becomes important in individualizing and organizing for maximum student learning.
- 2. The process for planning is as follows: At the beginning of the school year, every student must have his/her career objective on file. **Competencies should be completed on an ongoing basis** and must be included in each marking period grade. If a decline in student performance is noted, this should be shared with the appropriate staff member.
- 3. Teachers are required to prepare lesson plans on a weekly basis. Teachers are required to submit lesson plans to the Principal by 2:45 PM each Friday.

### **Duty Task List/ Competency Profiles**

Curriculum development is an ongoing process. It is a teacher's responsibility to maintain current curriculum and the duty task needs to be reviewed annually by the fall

OAC Meeting. The technical school uses task lists for each course to monitor a student's progress in the technical skills of the program.

1. The teacher maintains the student duty/task list in Classmate. As a student is assessed on a task, the teacher marks his/her progress. A review by the Principal of the task lists should be expected at least four (4) times each year to assess student progress and course efficiency.
2. If a student switches programs during the school year the teacher must update the duty and task list prior to the student moving to the new class. A copy of the duty task list should be printed and sent to the student services office and a new career objective form must be completed.
3. If a student who moves from one teacher to another teacher, during the school year the same procedure for duty and task sheet should be followed as indicated above.

## **Classroom Management**

The Delaware County Technical High Schools administration believes that instruction and learning can only be achieved in a safe and orderly work environment. Therefore, every Delaware County Technical High School teacher is to be always in control of his/her class.

DCTS is committed to implementing PBIS. The DCTS Professional Expectations must be taught to all students and reinforced throughout the school year. In the event a student violates a policy or code of conduct, the Delaware County Technical High Schools Student Code of Conduct will be enforced. Students in violation of school and/or classroom rules and regulations will be dealt with through disciplinary action as printed in the Delaware County Technical High Schools Student Code of Conduct found in the Student Handbook. Every student enrolled at Delaware County Technical High Schools will receive a copy of the Student Handbook at the beginning of the school year and/or upon admission.

Every Delaware County Technical High School teacher will be responsible for reviewing the Delaware County Technical High Schools Student Code of Conduct with his or her class within the first full week of school at the beginning of each school year and with every new student upon entrance to the technical education course.

For further information, please refer to the Delaware County Technical High Schools Student Code of Conduct.

## **Restraints**

Teachers are required to secure a safe learning environment for all students. Chapter 14 includes specific language regarding procedures that must take place if a student with and IEP is restrained.

In the event that a teacher needs to use physical force for the purpose of restraining free movement of a student's body, only, when the student is acting in a manner as to be clear and present danger to himself, to other students, or to employees, the staff member needs to take prudent measures in which he/she has been trained as necessary, and after the situation is stabilized, the building Principal needs to be notified.

The use of prone restraint is prohibited in educational programs. Prone restraints are those in which a student is held face down on the floor.

The building Principal will contact the Supervisor of Student Services to determine if the student has an Individual Education Program. The Supervisor of Student Services will send a written notice regarding the incident to the sending school's Director of Special Education.

It is important to note that Delaware County Technical High School staff shall not use physical force to discipline a student. If a student engages in behavior that poses a threat to the safety of self or others, staff may use physical force to restrain the student. However, if a student becomes disruptive in class, the teacher shall contact an administrator or lead teacher to have the student removed from the classroom. Again, unless the student poses a threat to the safety of self or others, instructional staff is not permitted to use physical force with the student(s). Security and administrative staff have the authority to physically restrain a student who disrupts the educational process in the school. In these situations, security/administrative staff is permitted to physically restrain and, if possible, move the student into an isolated area.

## Grading Policy

### Purpose

The intent of the grading procedure is to provide a student grade that accurately reflects the student's proficiency in each marking period. All grades are maintained and calculated in ClassMate.

There are three components of students' grades as described below:

### Knowledge Grade 40%

Throughout each marking period, a student's cognitive knowledge and theory regarding specific CTE program topics will be evaluated and recorded by the instructor. Examples of knowledge activities that comprise this grading area would include tests, quizzes, quarterly assessments, projects, portfolio assignments, research activities and homework assignments.

### Skill Grade 40%

Students' performance on the practical application of skills are also reflected in the knowledge grade. Students are evaluated on practical assignments using rubrics, checklists and teacher observation. Students perform assigned activities at their own pace with the expectation they continue to make constant progress during the marking period and that they are productive. The actual grade assigned to a task is the result of the instructor's evaluation of the student's work.

Specific criteria will be used to evaluate each task, with students demonstrating mastery of the activity as evidenced by the grade received. The Skills grade range is based on a 1 to 10 model that students may earn for each task. Points have been assigned for each number to calculate an accurate Task Percentage Grade.

### Skill Grading Rubric

The student can perform near the journeyman level. He/she can analyze problems, evaluate and make decisions relative to the task. He/she can readily identify tools and accurately demonstrate to others how to perform the operation. (Advanced)	9-10 points
The student requires routine supervision. He/she is able to identify and resolve most problems related to the task. He/she is able to select appropriate tools and materials as needed to complete the task and performs the task at an entry level. (Competent)	7-8 points
The student has been introduced to the task but needs the direct supervision of a teacher to perform the task in order to be successful. Independence is displayed on a limited basis. The student needs close supervision. (Basic)	5-6 points

The student displays cursory knowledge of the task. As appropriate, he/she is able to name tools utilized, identify parts, and display an understanding of general simple facts about operation and materials. The student needs constant supervision to successfully complete the task.	3-4 points
Made no effort	0-2 points

### **Work Ethic Grade 20%**

Each school day, every student receives a Work Ethic grade. Work ethic grading takes into account a student's "soft skills" related to the three professional expectations categories (Be Safe, Be Respectful, Be Responsible) that are essential employability skills for success in their chosen careers. These expectations must be defined and taught to students in each area. Students may earn up to 10 points each day for demonstrating essential soft skills and meeting professional expectations. The Work Ethic grade comprises 20% of their overall grade earned. Below are the DCTS Work Ethic Expectations based on the Professional Expectations.

#### **DCTS STUDENT WORK ETHIC EXPECTATIONS**

##### **BE RESPECTFUL**

Student uses positive communication with peers and staff.

Student attentive

Student alert and on task

Student is a team player; works well with others

##### **BE RESPONSIBLE**

Student arrives on time or excused lateness ready to work

Student arrives with all necessary supplies to work

Student in full uniform

Student on-task; work completion

##### **BE SAFE**

Student uses appropriate behavior

Student follows policy for cell phone use/ear buds

Student in assigned area

Student in proper safety equipment

Teachers have the ability to adjust points based on the Work Ethic Rubric below. Each day teachers are required to adjust points for the following reasons.

	0 to 2 points	3 to 5 points	6 to 8 points	9 to 10 points
<b>Respectful</b>	<p>Student uses profanity and does not comply with 3 or more redirections.</p> <p>Student uses cell phone/ear buds</p> <p>Student asleep/head down during class</p> <p>Student refuses to work with others</p>	<p>Student uses profanity and does not comply with two redirections.</p> <p>Student uses cell phone/ear buds; complies after two redirections</p> <p>Student needs two or more redirections to focus and attend</p> <p>Student refuses to work with others; back on task after 2 prompts.</p>	<p>Student uses profanity and complies after one redirection.</p> <p>Student uses cell phone/ear buds; complies after one redirection</p> <p>Student needs one redirection to focus and attend</p> <p>Student refuses to initially work with others; back on task after one redirection</p>	<p>Student uses positive communication with peers and staff.</p> <p>Student attentive</p> <p>Student alert and on task</p> <p>Student is a team player; works well with others</p>
<b>Responsible</b>	<p>Student late unexcused; refuses to work</p> <p>Student not prepared to work (supplies)</p> <p>Student not in uniform; refuses to do assigned work.</p> <p>Student off task; refusing to work</p>	<p>Student arrives late unexcused; needs two redirections to start working</p> <p>Student somewhat prepared</p> <p>Student does not have full uniform; requires two redirections</p> <p>Do assigned work.</p> <p>Student minimally on task-poor work completion</p>	<p>Student arrives late unexcused; Gets to work</p> <p>Student mostly prepared</p> <p>Student does not have full uniform; takes responsibility</p> <p>Student on-task; could put more effort into work completion</p>	<p>Student arrives on time or excused lateness ready to work</p> <p>Student arrives with all necessary supplies to work</p> <p>Student in full uniform</p> <p>Student on-task; work completion</p>

	0 to 2 points	3 to 5 points	6 to 8 points	9 to 10 points
<b>Safe</b>	<p>Student uses aggressive behavior (fighting/Physical horseplay)</p> <p>Student uses cell phone/ear buds in shop area (unauthorized)</p> <p>Refuses to stop</p> <p>Student is in unassigned area; Disregards redirection</p> <p>Student w/o proper safety equip. in shop</p>	<p>Student involved in horseplay. Needs more than one redirection before stopping behavior.</p> <p>Student uses cell phone/ear buds; removes after 2 redirections</p> <p>Student in unassigned area; requires more than one redirection</p> <p>Student w/o proper safety equip. in shop area; requires 2 redirections.</p>	<p>Student involved in horseplay; stops when redirected</p> <p>Student uses phone/ear buds; removes upon redirection</p> <p>Student in unassigned area; cooperates after one redirection</p> <p>Student w/o proper safety equipment in shop area; puts safety equip on after one redirection</p>	<p>Student uses appropriate behavior</p> <p>Student follows policy for cell phone use/ear buds</p> <p>Student in assigned area</p> <p>Student wears/uses proper safety equipment</p>

**\*\*If a student earns an 8 or below, teachers must document the reason for the grade in Classmate using the language in the rubric.**

Career and Technical program instructor must be able to substantiate all Work Ethic (daily) grades, Skill and Knowledge grades that are recorded for each of their students during every grading period. As an aid to substantiate quarterly grades, instructors are required to maintain a personal file for each student that contains the grades of all completed tasks, tests, assignments, and absence make-up work submitted during the school year.

Teachers will follow the progressive discipline policy for any Work Ethic infractions that becomes habitual or take place for three consecutive days.

### **Calculating Grades**

Students will receive quarterly grades and a final grade. Quarterly grades are based on the weighted averages of scores received in each of the three areas (Knowledge, Skill and Work Ethic). The final grade is based on the average of quarterly grades. All grades are reported in numerical form and sent to the student's sending school district. Sending schools will determine the weight and scale to be used to determine the final grade value.



The ClassMate student accounting system records Knowledge, Skill and Work Ethic grading information then uses a weighted mechanism for determining the overall quarterly grade for students. As a summary, the quarterly or marking period grade formula is listed below:

- Quarterly Grade = 40% Knowledge grade, 40% Skill grade; 20% Work Ethic
- At the end of each marking period, quarterly and/or final grading reports will be provided to the appropriate sending school district.
- Exceptions to these guidelines, due to extenuating circumstances, require administrative approval.
- Grade reports are issued four (4) times during the school year. Final grades will be an average of the four report periods. Senior grades consist of the average of the four (4) marking periods and the Senior Project.

Before a failing grade is assigned, a concerted effort must be made to inform parents, to include documented phone calls, direct meetings with the parents, email communication, and written parent/guardian communication. This communication documentation has to show ongoing/regular communication about the potential failure from as early as a DCTS staff member is aware of the potential failing grade and difficulty in the DCTS program.

**Communication with parents is a critical part of the instructional process and teachers are expected to have direct communication with parents both written and verbal to appropriately support students. Communication efforts MUST be documented in ClassMate.**

## **2023 – 2024 Marking Period Calendar**

### **Quarter 1**

September 5, 2023 – November 9, 2023

Interim Progress Reports – October 6, 2023

Grades Due in Classmate – November 9, 2023

Grades Sent to School Districts – November 9, 2023

### **Quarter 2**

November 10, 2023 – January 25, 2024

Interim Progress Reports – December 14, 2023

Grades Due in Classmate – January 25, 2024

Grades Sent to School Districts – January 25, 2024

### **Quarter 3**

January 26, 2024 – April 9, 2024

Interim Progress Reports – February 29, 2024

Grades Due in Classmate – April 9, 2024

Grades Sent to School Districts – April 9, 2024

### **Quarter 4**

April 10, 2024 – June 12, 2024

Interim Progress Reports – May 9, 2024

Senior Grades Due in Classmate – May 31, 2024

All Other Grades Due in Classmate – June 7, 2024

**\*\*Incomplete grades and medical excused grades can only be given with building principal's permission. Incompletes must be changed to number grades within the first ten (10) days of the following marking period.**

### **Students with IEP's who are failing CTE Programs**

If a student with an IEP is failing a Marking Period, the CTE teacher should indicate that the following steps have been taken prior to the student receiving the failing grade.

- The instructor has met with the student to discuss the student's grade and has documented a plan for improvement
- The instructor has contacted home and has documented the phone call in Classmate
- The instructor has spoken to the Learning Support teacher to discuss supports that may lead to improvement. The CTE and Learning Support teacher have discussed convening an IEP Meeting to discuss the student's progress
- The instructor has spoken to the guidance counselor to discuss additional concerns if necessary
- The instructor has filled out a Student Support Referral form. Forms can be acquired in the main office. Completed referral forms should be forwarded directly to the supporting special education instructor.

### **Interim Progress Reports**

Interim progress reports are issued at the mid-point of each marking period to describe performance and signal possible failures. They are mailed home from the student services department. Students may not receive a failing marking period grade without a prior interim report notifying both the student and his/her parents of the possible failure. These reports are intended to give students, parents and sending schools an accurate and regular indication of school progress. Exceptions to this procedure must be addressed to the building principal.

Teachers must send interim reports for students who are failing (F average) or are in danger of failing (D average) at the mid-point of each marking period. Interim reports may be sent for any student to report progress or problems regardless of their grade. Teachers must return the interim grading comment entry sheets to the student services department by the established deadline.

*After the interim point of the marking period, if a student is in danger of failing the marking period and did not receive an interim report or had received an interim report that indicated poor progress; arrange a parent conference involving your supervisor. **Delaware County Technical High Schools requires teachers to provide advance notification to parents of students in danger of failing.***

### **Instructional Media**

Books, software, and videos used for instruction must be administratively approved prior to student use. You must inform your supervisor of the name, rating, and purpose of the instructional material. In addition, make certain that all copyright laws are maintained. All videos and instructional materials must be aligned with the instructional purpose and program of study of the DCTS program. Students are permitted to view only G or PG videos while under the supervision of Delaware County Technical High School staff.

## Occupational Advisory Committee

All career teachers are responsible for establishing and maintaining an Occupational Advisory Committee. Teachers are responsible for holding at least two (2) meetings each school year with at least three (3) active industry representatives (individuals who are currently performing industry skills and are gainfully employed in the profession) present.

The occupational advisory committee shall be comprised of representatives from business and industry. Members can include management and labor personnel, homemakers, career and technical education students, recent graduates of the program, and members-at-large from the community. The occupational advisory committee shall evaluate the facility, equipment, and curriculum on an annual basis. A DCTS administrator and/or lead teacher should participate in the meeting whenever possible. The OAC meetings must be held on the date and time approved by the administrative team. Teachers are required to submit minutes signed by the chairperson of the committee no later than two weeks after the meeting date to their Principal.

## Opening Exercises/Flag

Opening exercises in the morning session only are to include a Pledge of Allegiance to the Flag. Every room must have a flag. See the Principal if you do not have one. Pennsylvania State Code requires a flag salute in the morning. We expect all teachers to adhere to this.

## Safety Regulations

Safety practices are a vital part of the learning experience. All students and teachers must adhere to safety practices. Safety violations will lead to disciplinary action. All students and teachers are to wear safety glasses in hazardous areas. Act 116: Clarification of act states, “If anyone is doing hazardous work in the career/lab area, then ALL students and the teacher must wear safety glasses.”

1. Proper Work Shoes:
  - a) Work shoes are required to have leather type uppers with neoprene or equal soles and heels.
  - b) Some areas require hard-toed work shoes. **Teachers are to make that determination, notify students and model the expectation.** In these areas, no one will be permitted to work without acceptable shoes.
  - c) Boots are acceptable in lieu of shoes at the teacher’s discretion.
  - d) Proper work shoes will be required in all other areas as specified by law, health regulations or teacher’s discretion for safe working.
  - e) All work shoes/boots must be fully laced and tied or fully zipped at all times.
2. Hard Hats:
  - a) Hard hats are required where work is being performed four (4) feet above floor area/ground where tools/objects/materials could fall and create a safety hazard. Usually construction areas of instruction: i.e. carpentry, masonry and building trades.

- b) Hard hats will be used in other areas at the teacher's discretion for safe working conditions.
- 3. Hair Restrictions:
  - a) Long hair must be tied back as it is deemed a safety hazard when in the work area.
  - b) A teacher's requirements regarding hair must be followed for safe working conditions.
- 4. Protective Equipment:
  - a) Students should not be permitted to work at any time without proper protective equipment.
  - b) Protective equipment requirements by OSHA laws, health regulations or teacher's discretion are to insure safe working conditions.
- 5. Safety Forms/Permission Slips:
  - a) Safety forms are to be kept up-to-date in the nurse's office.
  - b) No students are permitted to work on any equipment or use hazardous tools without completion of a shop permit. The permission slip will be on file in the office.
- 6. Safety Programs:
  - a) All industrial areas are required to participate in the safety program by sending a safety steward or alternate to building safety steward meetings.
  - b) Safety stewards are to act as liaisons by bringing back information and safety practices to share with the class.

Each teacher is expected to have a safety program developed for the instructional area to define how safety procedures and information will be disseminated.

### **Career and Technical Student Organizations**

The administration supports and endorses career and technical student organizations. The recognized organizations at Delaware County Technical High Schools include SkillsUSA, HOSA, CCAP and FCCLA. Chapter 339 requires leadership materials from these organizations be included into each career and technical education curriculum.

### **Maintaining Student Data**

Teachers are responsible for gathering and reporting various data as requested by the DCTS administrative team.

# Equipment/Supply Related Policies & Procedures



## **Disposing of Surplus or Outdated Equipment**

Use the following procedure for disposing of surplus or outdated equipment or supplies:

1. Submit in writing, a listing of all items that you would like to dispose. Include model & serial numbers, color, age, and condition.
2. The Director of Career and Technical Education will examine the item and determine how the item shall be disposed. This could include trash or sale.
3. Prior to disposal, the Director will make a recommendation to the DCIU Board of Directors. Upon approval from the Board, the school will dispose of the item(s).
4. All Perkins equipment including computers must be inventoried and cannot be disposed of without approval from the Director.

Some other issues related to disposing of equipment and supplies that all staff should know:

- Students or staff may not take items off school property without approval from the Director of Career and Technical Education or his designee. This includes items that are located in the school trash receptacles.
- Any items that have been donated to the school are considered to be school property and therefore, are subjected to the foregoing policy related to the disposal of school supplies.
- Any equipment purchased with federal funds must be labeled as such and disposed of in a manner consistent with federal regulations. The Director of Career and Technical Education will be able to make this determination and will establish an acceptable disposal procedure.
- The removal and disposal of any devices or attachments of a donated item must receive prior approval from the Director of Career and Technical Education. For example, if an individual removes a tire from a GM donated vehicle and installs it on his/her own vehicle, that person is subjected to laws governing theft of public property.

## **Donations**

Whenever an individual from the community offers a donation, a Donation Acceptance Form must be completed and submitted for approval to the Principal. The teacher must add the donated item to his or her program inventory.

**All donated items become the property of the Delaware County Technical High Schools and as a result must be inventoried, maintained, and disposed of in accordance with school policy regarding equipment and supplies.**

## **Inventory of Classroom Equipment and Supplies**

All teachers are responsible for maintaining a lab/classroom inventory of books, supplies, tools, and equipment. The inventories should be updated yearly. All up-to-date inventories shall be forwarded to the Principal prior to the last workday of each school year.



## **Procedure for Purchasing Item(s) Through Quote or Bid Process**

### **See Policies 610, 611, 612, and 613**

The Pennsylvania School Code allows schools to request at least 3 price quotations in writing or by telephone and to maintain a record of the price requests when the contracts exceed a base amount of \$11,500, subject to adjustment by the Consumer Price Index, and do not exceed the amount requiring advertisement and competitive bidding, which in 2023 is \$21,300.

Please use the approved form for written requests. Please complete the form neatly with complete specifications for the item(s) requested. Submit the form with at least 3 vendors (Full Address, Phone numbers, etc.) to your immediate supervisor for approval.

If you are requested to obtain telephone quotations instead of written quotations, please complete the form and state who gave you the quotation. In addition, list the name and complete address and telephone number as follows:

John Smith, XYZ Imports, E. Main St., Hometown, PA 19000

on May 3, 20XX received price of \$.....

This information is needed so that we may send out a confirmation letter.

**ANY ITEM COSTING \$21,300 OR MORE MUST BE COMPETITIVELY BID. THIS WILL BE DONE IN CONJUNCTION WITH THE SUPERVISOR OF OPERATIONS THROUGH THE DIRECTOR OF CAREER AND TECHNICAL EDUCATION'S OFFICE.**

## **Purchasing Procedures**

### **Classroom Supplies, Material, Tools**

Adhere to the following procedure for procuring supplies, tools, or instructional material for your program:

1. Submit all requests on an approved requisition form. Include item, description, current price, estimated shipping costs, and vendor's address. Please remember that the Principal must approve all textbooks and software prior to ordering. You must obtain three quotes by phone or in writing, for any items costing between \$11,500 and \$21,299.
2. The administration requests that you obtain prices from a number of vendors. Do not direct transactions to a friend, fellow employee, or relative! This is a direct violation of state laws governing public entities and could result in serious consequences.
3. Submit all requisitions to your supervisor.
4. After your supervisor reviews and approves, the requisition will be directed to the Director of Career and Technical Education for approval.
5. After the Director of Career and Technical Education approves the purchase, the Business Office shall issue a signed purchase order to the vendor. Please note the school has one official purchasing agent. If orders are placed with vendors without the official purchasing agent's approval and signature, the staff member

who initiated the transaction will assume total responsibility for the transaction. In this situation, the school has no legal responsibility for making payment or restitution. Again, the responsibility 'falls' on the individual who initiated the transaction.

6. Forward packing slips to the Main Office for appropriate processing.
7. Staff is responsible for all back orders. Notify the business office immediately if an order is canceled.
8. If the item ordered fails to meet specifications or standards, contact the supplier and business office immediately.
9. Once the order has been satisfactorily filled, notify the business office so that payment can be processed. Please note the business office makes payment upon receipt of an invoice and packing slips.

**Please note we are not permitted by school code to purchase items from companies that are owned by our employees or companies that employ our employees. This also applies to former employees for two years after termination of employment from Delaware County Technical High School.**

The Business Office will not issue Purchase Order numbers until the Director grants final approval. Staff shall not 'call-in' and order until the Business Office has assigned a purchase order number. Please indicate your desire to call in a purchase by indicating this on the requisition.

### **Purchasing through a Production Control Account**

Apply of the foregoing to the purchase of items through a program Production Control Account.

We cannot purchase supplies for work performed for the general public. In these instances, the owner of the item will purchase all necessary material. It should be noted that we could purchase supplies for a non-profit organization.

Any projects that the school sells to members of the general public are subject to taxes. The school business manager is responsible for submitting taxes along with the necessary documentation to the state. For this reason, it is imperative that you keep the business office apprised on any situations in which class-made projects are sold to members of the general public. Failure to follow-through on this policy could result in a violation of state tax laws and could result in serious consequences.

### **Receiving Funds/Use of Work Orders**

All payments made to the school shall take place in the office by the purchaser. All monies received where budgeted funds have been expended are included, such as:

- Sale of products and services.
- Payment of all student projects.

*Cosmetology and Culinary Arts are excluded, as money handling is part of their curriculum.*

Good accounting practices as well as auditing of budgeted funds require complete cooperation of all concerned with money handling. Benefits of this system include:

- Office receipts to all customers.
- Bonded secretary handles money.
- Relief to teachers of the responsibility of handling money (teachers are not bonded).
- Better fiscal accountability of budgeting funds.

## **Repair & Work Orders**

The repair order must be used for scheduling all work other than instructional that takes place in the automotive area.

- No work is to be scheduled without prior approval of the Building Principal (Principal must sign the work order).
- With this form, each teacher will be able to schedule outside work or schoolwork for another teacher. All forms are numbered in the upper right-hand corner.
- There is a place for the Teacher's and the Principal's approval. The Principal's disapproval would indicate that the work cannot be done or it is not of instructional value.
- There is a place for service charge. The charge 15% of the cost of the materials. The service charge would only apply for work removed from the school premises.

Teachers are reminded that all work done on the premises for anyone's personal use must be handled on the proper work order forms requiring administrative approval. **Teachers who do not follow this procedure assume full responsibility for any problems.**

- A properly filled-out work form assumes that all liabilities will be covered under our policies.
- All outside work must have this form if done in the laboratory. One copy will be returned to the teacher following payment. All funds received will be credited to the individual teacher's supply budget for purchase of needed materials.

## **Repairing Instructional Equipment or Tools**

Adhere to the following if you should require service for any tools or equipment in your lab.

If an item in your lab should require service:

1. Contact a vendor for an estimated cost of repair.
2. Submit a requisition form outlining the cost of repair.
3. Upon arrival from the Director, or his designee, contact the vendor and initiate the repairs.
4. If the repair costs exceed the value of the equipment, meet with your supervisor to discuss and make a recommendation for a replacement.
5. Scrap all damaged equipment in accordance with the school outdated surplus equipment & tool policy.

## **Staff Use of Equipment and Facilities**

School equipment and facilities may not be used by staff for personal reasons, either on or off school property, without administrative authorization.

### **Equipment Use**

An Equipment Sign-Out Book is located in the office. The employee is responsible for requesting approval from an administrator for borrowing a particular item from the school. Upon approval, the item must be recorded in the Sign-Out Book, dated, and signed by the teacher and administrator. It is important to note that the administration discourages the use of school equipment for personal reasons. Approval to use equipment is intended to provide the teacher with the opportunity to become familiar with the use of a specific piece of equipment. Long-term use of equipment will not be approved.

### **Facility Use**

The Delaware County Technical High School facilities shall be available to staff for acceptable purposes. Submit all requests in advance and in writing to the Principal for approval by the Director of Career and Technical Education.

The Delaware County Intermediate Unit Education Association (DCIUEA) shall have access to classrooms for the purpose of conducting association business after school hours. (DCIUEA officers shall give ample notice to the Principal prior to meeting.)

### **Personal Use of Telecommunication or Delivery Service through DCTS**

Staff that use school telecommunication services (phone calls, faxes, etc.) or delivery services (FedEx, US Mail, etc.) for matters unrelated to the operation of the school shall reimburse all costs for such service.

If a staff member should place a personal long-distance telephone call using DCTS equipment or services, he/she should record and submit a listing of these calls to the Business Office on a monthly basis. The listing should include the number called along with the date and time that the call was made. In turn, the Business Office shall notify the employee periodically of these costs so that the employee can reimburse the school.

### **School Vehicles (for school related activities)**

Contact the front office secretary for assistance to reserve a vehicle. Please be aware that vehicles are scheduled on a first-come first-served basis. Therefore, contact the secretary as soon as possible to make arrangements.

Please consider others when using school equipment. Many classes use this equipment for differing purposes. Therefore, make certain that you leave the vehicles in good condition for the next group. Remove all belongings and debris from the vehicles when you have returned. Notify the Maintenance Supervisor of any problems you encountered with a vehicle immediately upon your return. In the event of an accident, notify the school immediately.

Do not permit students to operate school equipment except for instances in which students are maintaining or servicing a vehicle.

**PLEASE NOTE: Only approved staff are permitted to operate school owned vehicles. Vehicles owned or leased by DCIU are not for personal use.**

# Student Related Policies & Procedures



### **Arrivals and Departures**

1. Students are required to enter and exit the building through the front entrance only. Teachers/staff are expected to report any students violating this policy with appropriate documentation in the Classmate Discipline Referral system.
2. Once a student arrives on school property, he/she is to remain on school property until dismissal or unless otherwise directed. Teachers are responsible for keeping students in the classroom area until the scheduled dismissal time.
3. Upon entering the building, students should report to the cafeteria or other areas designated by school administration where they will remain until the 7:40 am or 11:25 am bells.

### **Leaving School Grounds**

Students are not permitted to leave school grounds for any reason during school time, which includes lunch periods, before and after school. Students are not permitted to run errands leaving school property for any reason.

1. Students leaving school without permission from a DCTS administrator will receive disciplinary action.
2. Students leaving school property for approved activities must have permission slips signed by the Principal, Principal's designee and parent/guardian.

### **Student Driving/Passengers/Parking/Speed Limits**

Driving is a privilege – not a right: Permits are issued to students who have a valid reason for driving to school. Parking spaces are limited. Priority will be given to students in Cooperative Education Placements. Additional spaces will be provided on a first come, first serve basis to seniors. Any additional spaces will be open to juniors. Students interested in driving to DCTS are responsible for the following:

To obtain a permit, students must:

1. Obtain a student driving application from the main office.
2. If all is in order, a permit will be issued. There is a nominal fee.
3. In an emergency, a Daily Parking Permit will be issued. Please see the accounting secretary.

Staff members are expected to hold students accountable for maintaining the rules and regulations listed in the *DCTS Student Handbook and Discipline Procedures in Student Handbook*. If necessary, it is the responsibility of the teacher to inform administration of infractions when they occur.

### **Student Conduct on Field Trips or School Sponsored Activities**

All school regulations pertaining to student conduct as identified in the Student Code of Conduct in the DCTS Student Handbook, shall apply to students on field trips or other school sponsored activities. For this reason, any infractions of school rules while students are participating in a field trip or other school-sponsored activity will result in disciplinary action.

- Staff should notify the Principal as soon as possible about an incident. Specifically, the teacher must complete an Office Discipline Referral and submit it to the lead teacher or Principal.
- Notify students and parents of this policy prior to departure.

# Classroom Responsibilities Policies & Procedures





## Progressive Discipline

In cases of students violating handbook policies of minor offenses, teachers will follow the progressive discipline procedure as outlined below:

### 1<sup>st</sup> Minor Offense

-Verbal warning to student with review of handbook policy.

### 2<sup>nd</sup> Offense of a related nature

-Verbal warning posted in ClassMate with documentation of contact with parent.

### 3<sup>rd</sup> Offense of related nature-

-Final warning with student recording expectation per Student Handbook, documentation in ClassMate with record of contact with parent.

### 4<sup>th</sup> Offense of related nature

-Teacher will submit referral and contact lead teacher and principal to request support.

## Contingency Funds

If during the course of the school year, it becomes apparent that a program has an unanticipated need that cannot be met with allocated funds, the Director can use contingency funds to purchase the necessary supplies or books. These requests should be made as soon as a problem is identified.

## Class Activities

Special class activities are permitted during the week before a holiday break and at the end of the year. The administration will identify specific days for these activities. All class activities shall conform to the following:

1. All activities must be approved through your Principal by completing an alternate activity form. Requests must be made in writing to the Principal using the Alternative Activity Form and listed on the teacher's weekly plan.
2. All special class activities must be no longer than 45 minutes and whenever possible, not begin until 9:30 AM or 1:30 PM.
3. Students are not permitted to leave school property or come into class late in order to purchase refreshments.
4. All deliveries of food from outside vendors must have **prior approval of administration.**
5. Special class activities must be contained in one classroom area and include only one class unless joint activity is approved.
6. Teachers will be responsible for student conduct and clean up.
7. Only registered students and staff are permitted to participate.
8. The accounting secretary will collect funds for any special class activities. A record must be kept of all money spent, including receipts and a file kept.
9. All beverages and refreshments must be permitted based on state/DCIU policies and regulations. All bottles of liquid refreshments must be in original sealed container when brought into class. All food items must be reviewed and approved by teacher.
10. The Principal must approve any videos/movies shown.

## **Classroom Keys/ Key Cards**

Staff must keep all school keys in a safe, secure place. Do not entrust keys to students. Do not duplicate any of the keys issued by the school.

Teachers' keys will be signed out in September. Keys are to be placed in the designated area when teachers leave the building. Doors must be kept locked when not in use. Everyone who is authorized will be issued a key. Please check your key ring and make sure that all keys are up-to-date. Extra or unused keys should be turned into the Principal. **A spare key for all locks and cabinets must be kept in the office.**

## **Classroom Maintenance (Repair)**

Teachers must maintain a safe, clean and orderly lab or classroom. Use waste and recycling containers for their express purpose. Store all waste material in a proper container or area.

Instructional labs are expected to meet industry standards. If there is an unsafe condition in your lab, immediately notify the Principal.

All maintenance and repair requests during the school year must be written on the proper Custodial/Maintenance Repair Order and turned into the Principal for approval. The Principal will evaluate, prioritize and assign to maintenance for immediate repair or to the Director for required approval in some instances. Upon approval, a copy will be placed in the teacher's mailbox to indicate action has been taken.

Custodial supply requests are to be written on a Custodial Supplies Requisition Form and be placed in the custodial mailbox.

## **End of School Year Closing Responsibilities**

### **1. Outstanding Student Obligations**

Student obligations should be paid in the office. The names of any students who have not fulfilled their obligations by the deadline should be listed on the student obligation form.

### **2. Summer Mailing**

All teachers must share or hand their syllabus or program requirements necessary for the summer mailing.

### **3. Year-End Classroom/Laboratory Inspection**

All shop areas must be prepared for the summer. After preparing your shop, contact the Building Principal for final inspection.

### **4. Repair List**

Please use the "Maintenance Work Order" forms to request any repair work that should be done in your classroom/laboratory during the summer. This includes repairs to equipment, tools, and the facility itself. These are available in the Main Office.

5. Industry Certification Reports

Please submit any and all industry certifications achieved by each student.

6. Keys

Turn in your complete set of keys to the main office. *Please check the duplicate key set to be sure both sets are complete for all cabinets, cribs, etc.* All keys must be tagged with your program name.

7. Year-End Classroom/Laboratory Inventory

Use the inventory forms for books, supplies, tools, and major equipment. Forms are available in the office.

8. Summer Contact Information

Submit your updated summer contact information if different from the regular school year.

9. All teachers must turn in each item listed on the form to your Principal by the corresponding dates at the end of the school year.

**Field Trips (new Administrative Directive exists – reviewed at beginning inservice)**

The Board recognizes the potential beneficial aspects of well-planned Community Based Instruction (CBI) and organized field trips that are in line with program objectives. It shall be the policy of the Board to permit teachers to take their classes on planned field trips in support of program objectives. In obtaining approval the following will apply without exception:

1. A timely, completed Application for Approval of a Field Trip/CBI shall be submitted to the building Principal for approval. The Principal will approve or disapprove the trip and forward it to the Director of Career and Technical Education for his/her final approval. Once approved, the requesting supervisor will implement the request.
  - a. If trip is overnight, out of state or cost more than \$1000 Approval Form must be submitted 3 months prior to trip; ***these trips require board approval***. For Day trips that are under \$1000, approval forms must be submitted 2 months prior to trip.
2. One (1) week after approval the following information shall be filed with the building administrator:
  - a. Signed parental permission slips.
  - b. List of participating students.
  - c. Telephone number of students' contact person in case of an emergency.
  - d. List of students with special needs and the special provisions for those students.
3. Before the field trip the teachers must provide each parent:
  - a. The field trip contact person's name and telephone number case of emergency.
  - b. Field trip rules.
  - c. Field trip agenda.

4. Any volunteer chaperones must have obtained and presented to the administration Pennsylvania and FBI criminal background checks and Pennsylvania Child Abuse clearances that are less than 60 months old before he/she is permitted to go on the trip.
5. All field trips are subject to cancellation due to inclement weather or other emergencies.

#### General Rules for Students on Field Trips

1. Students must remain with group, particularly during tours where appropriate.
2. Use of controlled substances are strictly prohibited, unless prescribed to the student.
3. Students must attend all activities where appropriate.
4. No cars or motorcycles may be rented or driven.
5. Only public transportation or school buses may be used.
6. Students are responsible for any damage that may occur on buses or at places visited.
7. Students are expected to adhere to the DCTS Professional Expectations. The School Code of Discipline will apply, as stated in the student handbook.
8. Students must dress appropriately, as instructed.
9. Students must discuss any emergency situation that arises with teacher in charge.
10. Use of, or being under the influence of, illicit drugs and/or alcohol are strictly prohibited.

#### **Overnight Trips**

The following rules are in addition to the general regulations:

1. An evening curfew will be determined by the field trip sponsor/teacher of the trip after approval of the principal.
2. Periodic room checks will be made by chaperones whenever students are not involved in tours or activities.
3. All hotel rooms are not permitted as meeting places for mixed genders.
4. School rules apply and disciplinary measures will be taken when deemed necessary.

In the case of a serious problem, the field trip sponsor/teacher will:

1. Attend to the safety and welfare of the students.
2. Contact the building administrator.
3. If the building administrator is unavailable, contact the Administrative Director.
4. Students must dress appropriately, as instructed.
5. Students must discuss any emergency situation that arises with teacher in charge.

#### **Fundraising or School Project Involving the Sale of Goods or Services**

All fundraising or other revenue generating activity must receive prior approval from the Principal. It is important to note, that in all activities involving the sale of goods or services, all funds must be directed through the business office in the school. In addition, all pertinent

rules and regulations outlining the handling of money and/or student activity funds must be followed. Meet with your supervisor well in advance of any fundraising activity to make these arrangements and to become aware of any state or local regulations or policies that may apply.

It is imperative that no funds are to remain in the classroom overnight. All funds received must be deposited with the business office before the close of the workday.

### **Hazardous Waste**

Store all hazardous waste in approved, labeled containers in proper locations.

### **Illegal Entry/Theft/Destruction of Property**

Report all illegal entry, theft, and destruction of property incidents to your Principal immediately. Do not disturb any areas in which an illegal incident has occurred. This will enable law enforcement personnel to thoroughly investigate the incident.

### **Custodial Services**

Custodians will clean sinks, restrooms, and empty trash cans. Periodically, the janitorial staff will also thoroughly clean and wax floors. Teachers will involve students in the daily cleaning of the labs and classrooms. This includes sweeping and mopping floors (if appropriate), disposing of unneeded material, and proper storage of tools and material.

**Any special services required for the maintenance of labs and classrooms should be submitted to the Building Principal via the Maintenance Request Form.**

### **Lesson Plans**

All teachers are required to submit lesson plans on a weekly basis using the approved format. The lesson plans should indicate specific dates for the week and what will be accomplished on those dates. The lesson plan must be turned in by Friday at 2:45 PM the week prior to lessons plan delivery.

#### **Lesson plan implementation expectations**

An observer should see:

- Do Now
- Lesson objective
- Agenda for the day
- Closing Activity

**To insure continuity of instruction, lesson plans must be available at all times for substitute teachers. A minimum of six emergency lesson plans must be turned into the main office during the month of September.**

### **Alternative Assignment**

Students who have received a discipline referral for violating the DCTS Student Handbook may be assigned an Alternative Assignment to be served during the school day. This assignment may include a work-related assignment linked directly to their Program of Study. This may consist of an essay on positive work environment, workplace safety, general labor skills, etc.. The goal of the Alternative Assignment is to limit the amount of school days missed by the students due to inappropriate behaviors and to provide a public service to the school community. This positive approach to discipline is part of DCTS' desire to promote a positive and healthy work environment for all students, and to help teach them the life-long skills that will help ensure their ability to maintain employment throughout their careers. Assignments will be at the discretion of lead teacher/ Principals.

### **Lockers**

The Delaware County Technical High School Lead Teacher shall be responsible for issuing locks and combinations. If the need should arise, the administration, or their designee, shall assist students in gaining access to their locker.

### **Personal Property and Valuables**

Do not store money or valuables in your desk or classroom. Deposit any funds you collect in the Business Office on a daily basis.

In addition, the administration discourages staff from bringing personal property such as tools or equipment to the school for either student or staff use. All personal property that is brought into Delaware County Technical High School is the responsibility of the owner. Delaware County Technical High School will not be responsible for personal items that are lost or damaged.

### **Recording of Students**

All audio or visual recording of students by school staff requires prior approval from the Administration. Furthermore, depending upon the use of the recording, quite possibly the students' parents (students aged below 18) must also indicate their approval. *Check with your administrator before recording students to make certain that you are not violating any confidentiality laws.*

Do not share photos or videos of students on social media or otherwise distribute images of students without prior administrative approval. Sharing such images may violate FERPA.

### **Storing Equipment/Material around the Perimeter of the Building**

Do not store equipment or material around the perimeter of the building without the approval of the Director of Career and Technical Education.

## **Student Attendance**

In accordance with the school code and for auditing purposes, teachers are responsible for maintaining and submitting an accurate record of students enrolled and in attendance in their classes. Procedures for maintaining this information will be as follows:

- Each teacher will take a daily attendance each session by recording absent students in ClassMate. The attendance must be submitted within the first thirty minutes of the class period, so that the attendance officer can post absences in the daily attendance log.
- All students arriving after the bell must report directly to the office to sign-in and obtain a late pass before proceeding to class. The Attendance Secretary will reconcile all tardy issues in the system.
- Excuses are to be turned in by student within three (3) days after return from absence. The absence of any student failing to comply with this time period will automatically become unexcused and illegal and the school laws of Pennsylvania shall be applied accordingly.

### **Attendance Procedures**

The following procedure shall be followed in administering the Delaware County Technical High School's attendance procedures in regard to absences:

If a student has accumulated three (3) unexcused absences from school, in accordance with Pennsylvania law, the student is considered truant, and in violation of the compulsory attendance provision of the Pennsylvania Public School Code (24 P.S. 13-1327). The parents/guardian of a student who misses 3 unexcused days or more during any one marking period shall be promptly notified in writing of the student's absence record no more than 5 days after the third unexcused absence. The student's home district will be notified. A parents/guardian conference shall be held by the administration after a student has missed a total of 3 unexcused days during any one marking period and an invitation letter will be sent home and to the home school.

Six (6) unexcused absences is considered habitually truant under Pennsylvania law. If a student becomes habitually truant as defined in Pennsylvania law, the student's Home School District is required to refer the student to either a school-based or community-based attendance improvement program or to the Delaware County Office of Children and Youth for services or possible disposition as a dependent child if the student is under age 15. A citation may also be filed against the parent and/or the student in the office of the local magisterial district judge for prosecution. If the student is age 15 or older, he/she shall be referred to an attendance improvement program or a citation must be filed in court, and the student/family may be referred to CYS. Consequences stemming from truancy proceedings before the local magisterial district judge can include fines, community service, loss of driving privileges, required completion of a course or program designed to improve school attendance, or jail time.

When a student accumulates 10 consecutive unexcused days, he/she may be dropped from active enrollment by the student's home district, dependent upon the student's age for compulsory attendance. If extenuating circumstances have contributed to the pupil's absence pattern, a waiver may be granted to that pupil and the removal process shall not



be implemented. The decision of the technical school Principal as to the appropriateness of extenuating circumstances shall be final. Administrative absences are not calculated for student attendance.

Parents/Guardians will be notified daily via our Blackboard Connect System if a student is absent.

- Teachers should refer students with absentee problems to a Delaware County Technical High Schools Guidance Counselor or Lead Teacher.
- Instructors are required to notify parents of all attendance issues. It is required that instructors contact parents through phone or email after three consecutive absences. This contact must be documented in Classmate Anecdotal.
- Instructors are required to record students' attendance on the interim reports.
- Teachers should indicate student commendations or problems by checking the appropriate spot on the interim grade report form.
- Student absences will be automatically tallied by the computer program and recorded on each marking period grading report.
- Teachers are responsible for pursuing the acquisition of an excuse note from their students for each absence.
- Students shall be afforded two school days for each day of absence to make up missed work. Teachers are to advise their students and parents of the possibility of failure due to excessive absences and the lack of time available to accomplish the required number of competencies in a marking period.

Whenever a student is absent from class, the teacher is responsible for assisting office staff in making certain the absence is recorded properly. The student then has three (3) days to return the form signed by a parent/guardian. Upon receipt of the signed form, the teacher shall forward it to the main office. If the student does not return a signed form within three (3) days, the absence automatically becomes an unexcused absence.

*Teachers should make certain that the attendance officer receives all excuses. It is also important to note that teachers must keep a record documenting notification of parents after the third absence.*

### **Student Tardiness**

Tardiness does count as truancy. Unlawful tardy minutes accrue that equal to 3 school days equivalent or more. (i.e. unlawful 18 hours or 1,080 minutes). Tardiness means arriving to the classroom after the late bell has sounded. Students who arrive late to school must report to the Main Office to obtain a pass before reporting to their program. A parental note of explanation does not automatically excuse the lateness. Reasons such as personal illness, medical appointments and appearances in court will be considered excused lateness when verified by a note from home, the doctor/dentist, etc., court and/or another involved agency.



## **Student Supervision**

Listed below are administrative directives related to the supervision of students during the school day:

- Students shall be supervised during instructional time. This directive is issued for the purpose of maintaining a safe and secure environment.
- Students are not permitted to carry trash out to the dumpsters located at the rear of the building without proper supervision.
- Do not permit more than one student at a time to leave your class to use the restroom, visit the office, or for any other purpose (other than scheduled instruction in another classroom) that takes them out of your classroom.
- Do not permit students to leave your classroom for any reason five minutes prior to their actual dismissal time, unless called to the front office.
- Report any student that you know is in violation of any school regulation particularly with respect to driving privileges.
- Initiate and carryout instruction for the duration of the instructional period (bell-to-bell) with the exception of a reasonable amount of time for preparation and clean up.
- Do not admit any students who arrive after a session has started unless they have a pass.
- Report any student who is dressed inappropriately. Students who are wearing shirts with inappropriate graphics or lettering should be asked to reverse the garment.
- Power equipment may only be operated by students under direct supervision of the teacher.

## **Student Welfare**

The purpose of this policy is to establish guidelines whereby adequate consideration of student welfare is achieved. The Director shall prepare and promulgate guidelines to ensure the maintenance of the following standards

- Each teacher must maintain a standard of care and concern for supervision, control and protection of students commensurate with assigned duties and responsibilities.
- A teacher should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Such voluntary assumption carries the same responsibilities as assigned duties.
- A teacher must provide proper instruction in the safety matters presented in assigned curriculum guides.
- Each employee has the responsibility to immediately report to the Principal an accident or a safety hazard s/he detects.
- A teacher may not send students on any personal errands.
- A student shall not be required to perform work that may be detrimental to his/her health.

Students will be treated with dignity and respect at all times. Inappropriate language or demeaning statements made to students are unacceptable and will result in disciplinary action.

Teachers and other professional employees are responsible for the safety of students in their charge within the building and on school property. Each teacher must be in the classroom or at any other assigned station at all times or must make sure that another teacher is temporarily in charge

The following guidelines are provided to limit staff liability for regarding student supervision:

- Never leave class unattended while students are in the room.
- Never leave class with an unqualified person in charge.
- Accompany your class wherever it is assigned and remain with it until another responsible person assumes supervision.
- Do not permit students to use equipment in the classroom, which has not been approved for school use.
- Do not permit use of machinery except for the instructional purpose for which it was intended.
- Do not permit students to work in a lab, kitchen, or classroom at other than the regularly scheduled period, and then, only under qualified supervision and in accordance with the prescribed safety procedures.
- Report promptly unsafe equipment or conditions to your immediate supervisor.
- Do not permit students to use power tools or other dangerous equipment without first passing a specific safety test.
- Never permit equipment to be operated in an unsafe manner.
- Do not allow students whose recognized physical or mental condition makes them especially prone to accident to use dangerous equipment.
- Organize classroom materials and equipment so as to minimize danger of injury to students and to self.
- Ensure that proper safety gear is used wherever safety equipment is specified.
- In general, exercise good judgment when assigning tasks to students to prevent bodily harm and damage to property.

## **Visitors**

Please make certain that all visitors have registered in the main office and have a visitor badge. Do not permit individuals who are not registered into your classroom or lab. If a visitor, former student or an individual requiring services arrives at a back door to your classroom/lab area, direct them to the front office to sign in. Failure to do so is a breach of security.

The Delaware County Intermediate Unit and the Delaware County Technical High Schools do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities, or employment practices as required by Title VI, VII, IX, Section 504, the Americans with Disabilities Act, and the Genetic Information Nondiscrimination Act of 2008. Career and Technical Education program offerings include: Biomedical Technology & Laboratory Sciences, Dental Technology, Emergency & Protective Services, Exercise Therapy & Sports Science, Health Sciences, Medical Careers, Advertising Design & Commercial Art, Computer IT Programming & Software Development, Computer Networking & Digital Forensics, Engineering Technologies, Building Trades, Carpentry, Electrical Construction Technology, Heating, Ventilation & Air Conditioning/Plumbing, Welding, Cosmetology, Culinary Arts & Food Service Management, Culinary Arts & Hospitality, Early Childhood Education, Automotive Technology, Collision Repair Technology, and Logistics & Inventory Management. Inquiries may be directed to the Delaware County Intermediate Unit Director of Human Resources, Mr. Frank Salerno who is the Title IX Coordinator and the Section 504 Coordinator. Mr. Salerno can be reached at 200 Yale Avenue, Morton, PA 19070, 610-938-9000 or [fsalerno@dciu.org](mailto:fsalerno@dciu.org). For information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact the Supervisor of Facilities, Mr. Jason Glass at 200 Yale Avenue, Morton, PA 19070, 610-938-9000 or [jglass@dciu.org](mailto:jglass@dciu.org).

Admission to a technical program depends upon available space in technical program based on allotment of school district, random selection for programs with waiting lists, student interest and aptitude for program, grades, attendance, behavior, and transition/placement meeting with student's home district as needed. Limited English proficiency will not be a barrier to admission and participation in a technical program. A qualified representative from the school district may assist the applicant/guardian in completing the application and assist during the admission and technical placement process. Translation of all documents is available.

# Appendices



# ClassMate Web: *Teacher Attendance*



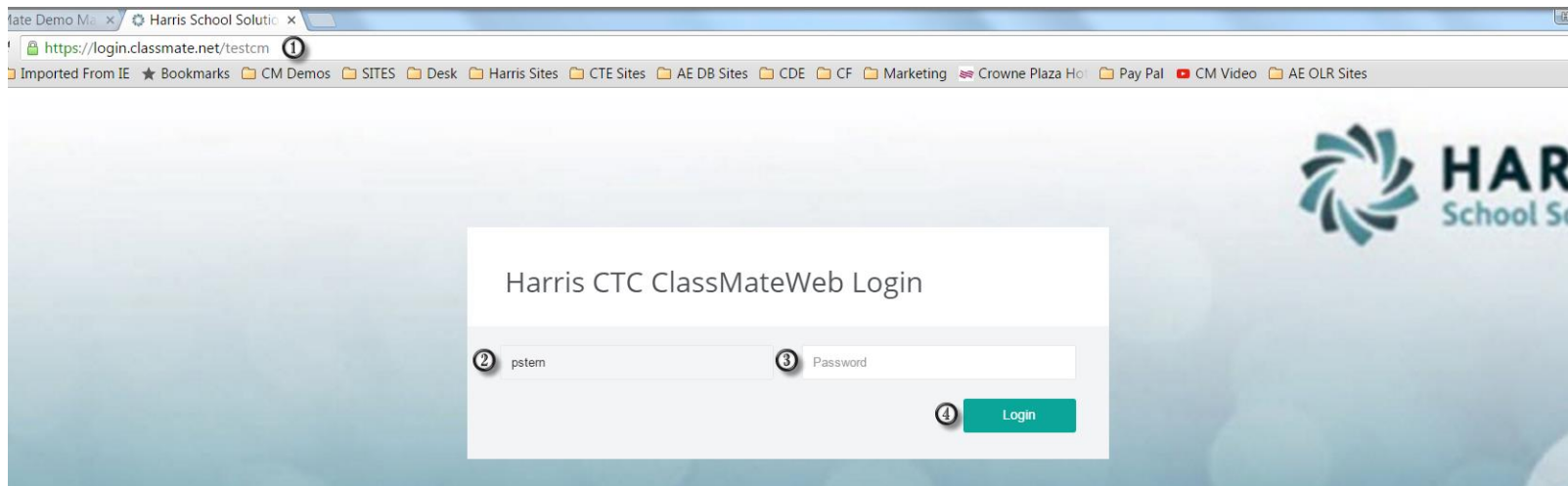
**STUDENT INFORMATION** | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

# ClassMate Web: *Teacher Attendance*

## Getting Started

ClassMate Web is available to users 24 hours a day, seven days a week. Accessing the site is as easy as logging into an internet enable computer and opening a browser

- ① Enter the **URL** provided to access your site
- ② Enter your **Username**
- ③ Enter your **Password**
- ④ Select the **GREEN** Login button

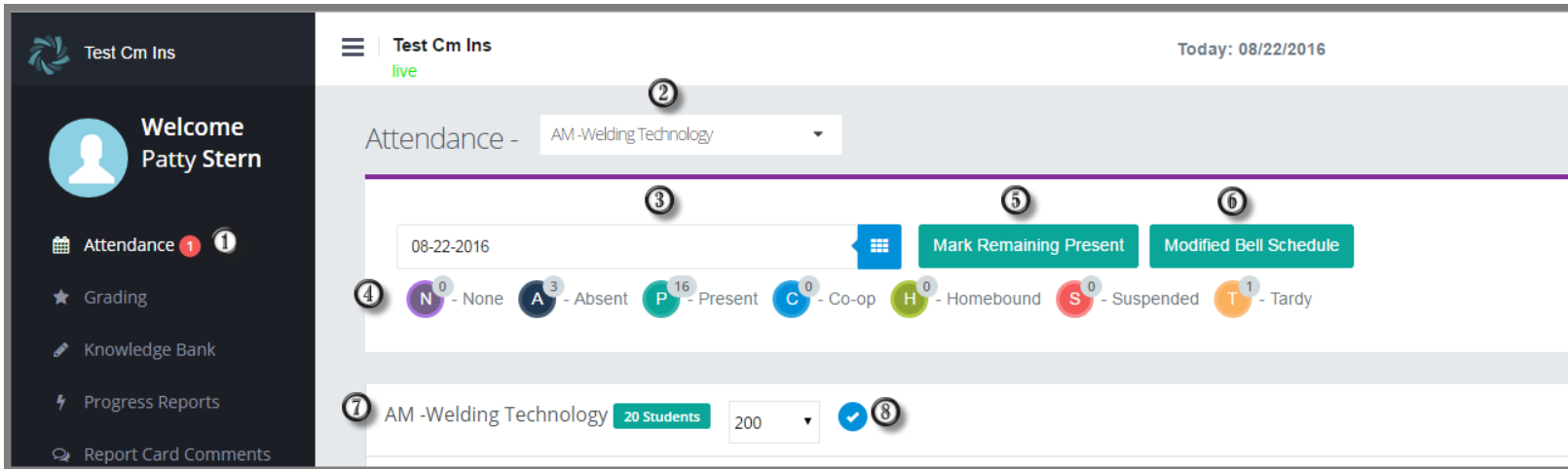


# ClassMate Web: *Teacher Attendance*

## Understanding the Attendance Dashboard

After logging into the ClassMate Web Site the system by default will open to the **Attendance Dashboard** for the current date

- ① **Attendance** Red bubble indicates the number of classes that still require attendance for this date
- ② **Class Selection** Drop Down menu will display all classes taught by the user. Will default to the proper class based on the time
- ③ **Calendar** Current date is displayed by default. Users can select alternate dates by selecting the blue calendar
- ④ **Bubbles** Attendance conditions are presented by bubbles. As attendance is recorded the system will display a count of each attendance condition recorded by class
- ⑤ **Mark Present** After marking the absent students users will select the Mark Remaining Present button to populate all remaining student with a “Present” attendance condition



The screenshot displays the ClassMate Web Attendance Dashboard for user Patty Stern on 08/22/2016. The interface includes a sidebar with navigation links: Attendance (1), Grading, Knowledge Bank, Progress Reports, and Report Card Comments. The main area shows the class selection dropdown (AM-Welding Technology) and the date selector (08-22-2016). The attendance status bubbles are: N (None) 0, A (Absent) 3, P (Present) 16, C (Co-op) 0, H (Homebound) 0, S (Suspended) 0, and T (Tardy) 1. The bottom section shows the selected class (AM-Welding Technology) with 20 students and a 'Mark Remaining Present' button.



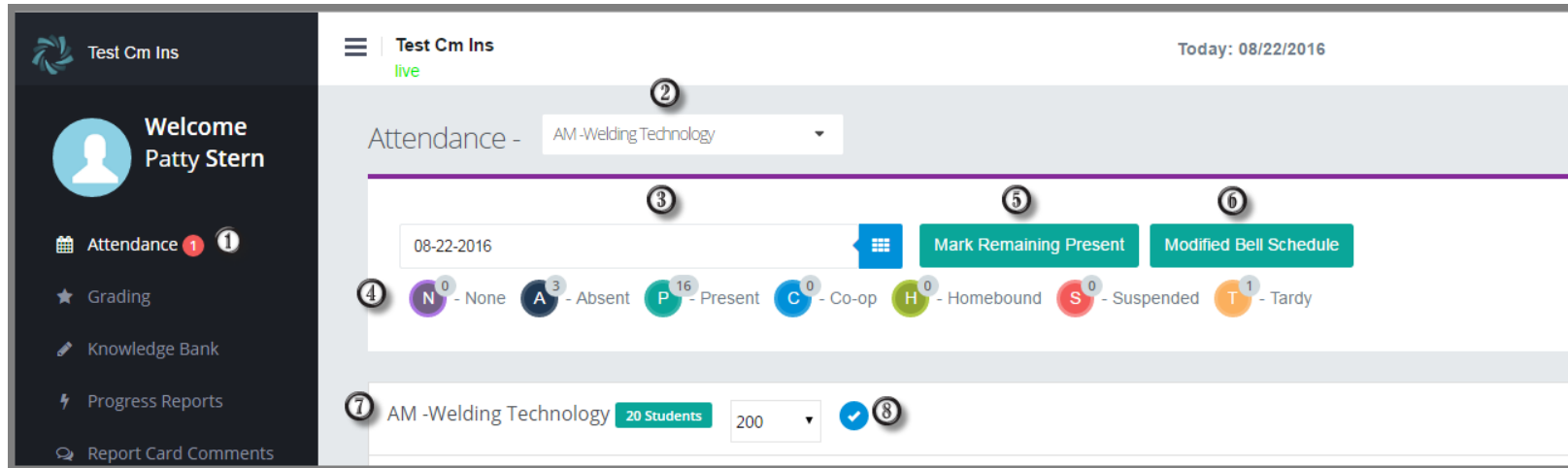


# ClassMate Web: *Teacher Attendance*

## Understanding the Attendance Dashboard

After logging into ClassMate Web by default the system will open to the Attendance Dashboard for the current date

- ⑥ **Modified Bell Schedule** When a modified attendance start and/or end time is needed for an entire class users can select the “**Modified Bell Schedule**” to edit **ALL** student records.
- ⑦ **Class Information** Verifies the class selected and the number of students in the class.
- ⑧ **Student View** Select the number of students available for viewing at one time



The screenshot displays the ClassMate Web Attendance Dashboard for user Patty Stern. The interface includes a sidebar with navigation options: Attendance (1), Grading, Knowledge Bank, Progress Reports, and Report Card Comments. The main content area shows the current date as 08/22/2016. A class selection dropdown is set to 'AM-Welding Technology'. Below this, there are buttons for 'Mark Remaining Present' and 'Modified Bell Schedule'. A row of attendance status buttons is shown with student counts: None (0), Absent (3), Present (16), Co-op (0), Homebound (0), Suspended (0), and Tardy (1). At the bottom, a section for 'AM-Welding Technology' indicates '20 Students' and a dropdown menu set to '200'.



# ClassMate Web: *Teacher Attendance*

## Attendance Helpful Hints

### Attendance Key:

Attendance Abbrev.	Description	
<b>N</b>	<b>None</b>	No Attendance condition has been recorded. <b>NO</b> “N” should remain after attendance has been taken
<b>A</b>	<b>Absent</b>	Student is not in class. Associated Work Ethic default grade will apply to this attendance condition
<b>P</b>	<b>Present</b>	Student is present in class. Associated Work Ethic default grade will apply to this attendance condition
<b>C</b>	<b>Coop</b>	Student is not in class but is scheduled to be onsite at a cooperative education experience
<b>H</b>	<b>Homebound</b>	Student is not in class due to a homebound condition. Instructors <b>DO NOT</b> have the ability to mark this attendance condition. “H” is a “View Only” condition. Associated Work Ethic default grade will apply to this attendance condition
<b>S</b>	<b>Suspension</b>	Student is not in class due to a disciplinary suspension. Instructors <b>DO NOT</b> have the ability to mark this attendance condition. “S” is a “View Only” condition. Associated Work Ethic default grade will apply to this attendance condition
<b>T</b>	<b>Tardy</b>	Student arrives to class after the start time of the class or the student leaves before the end time of the class. This option is available only if your school has enabled this functionality



# ClassMate Web: *Teacher Attendance*

## Taking Daily Attendance

- ① Select the **Class** from the dropdown menu
- ② Verify the **Date**. System will default to current date
- ③ Select the “A” for all **absent** students and select “C” for all **coop** students out for the day
- ④ Select the **Mark Remaining Present** button to populate remaining students with a “P” for present

Attendance - PM-Welding Technology ①

② 08-22-2016

Mark Remaining Present ④
Modified Bell Schedule

N<sup>17</sup> - None A<sup>2</sup> - Absent P<sup>0</sup> - Present C<sup>1</sup> - Co-op H<sup>0</sup> - Homebound S<sup>0</sup> - Suspended T<sup>0</sup> - Tardy

PM-Welding Technology 20 Students 200 ✓

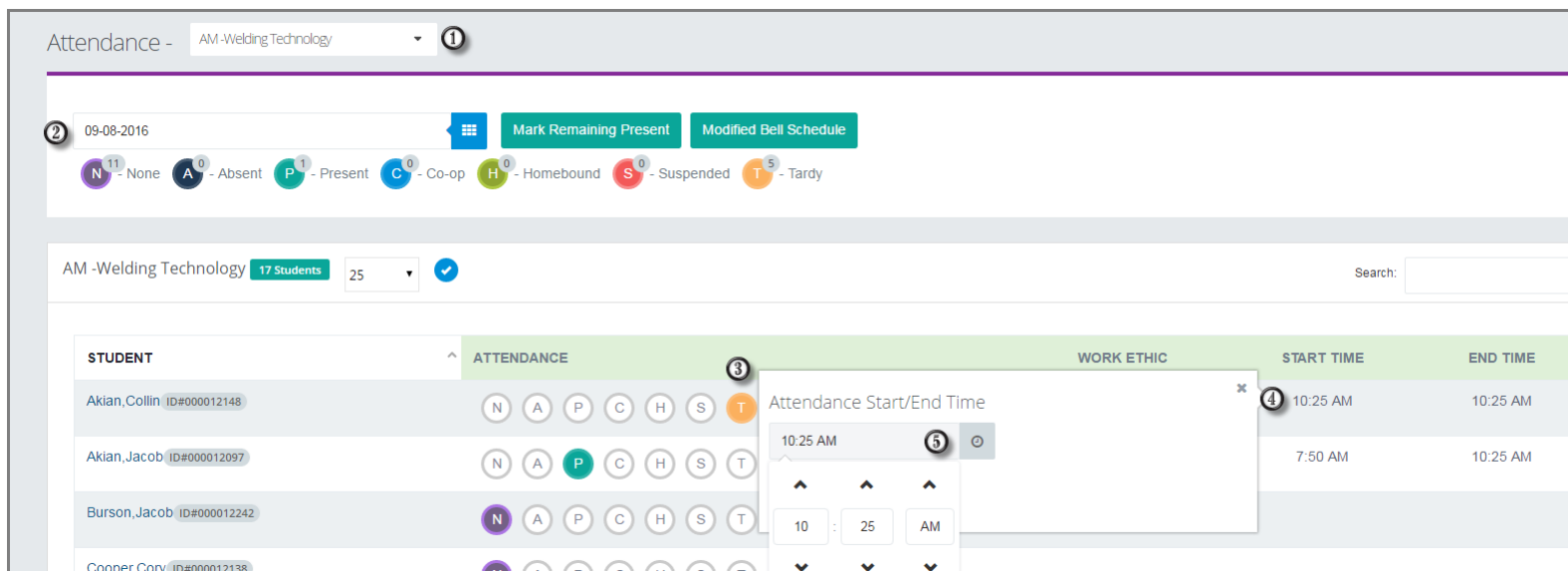
STUDENT	ATTENDANCE
Burson, Nathan ID#000010651	N A P C H S T
Cooper, David ID#000010640	③ N A P C H S T
Cooper, Evan ID#000010632	N A P C H S T



# ClassMate Web: *Teacher Attendance*

**Taking Tardy Attendance:** If a students arrive late to class or leaves early, users with enabled “Tardy” functionality can edit the start and end times students

- 1 Select the **Class** from the dropdown menu
- 2 Verify the **Date**. System will default to current date
- 3 Select the **“T”** for the **Tardy** student(s)
- 4 Select either the **Start Time or End Time**
- 5 Click in the field with the time (up and down arrows will display) use the arrows or enter the time desired.  
Click outside the box to preserve the newly entered time



Attendance - AM-Welding Technology 1

09-08-2016 2 Mark Remaining Present Modified Bell Schedule

N 11 - None A 0 - Absent P 1 - Present C 0 - Co-op H 0 - Homebound S 0 - Suspended T 5 - Tardy

AM-Welding Technology 17 Students 25 Search:

STUDENT	ATTENDANCE	WORK ETHIC	START TIME	END TIME
Akian, Collin ID#000012148	N A P C H S T 3		10:25 AM 4	10:25 AM
Akian, Jacob ID#000012097	N A P C H S T		7:50 AM	10:25 AM
Burson, Jacob ID#000012242	N A P C H S T			
Cooper, Cory ID#000012138	N A P C H S T			

Attendance Start/End Time 3

10:25 AM 5

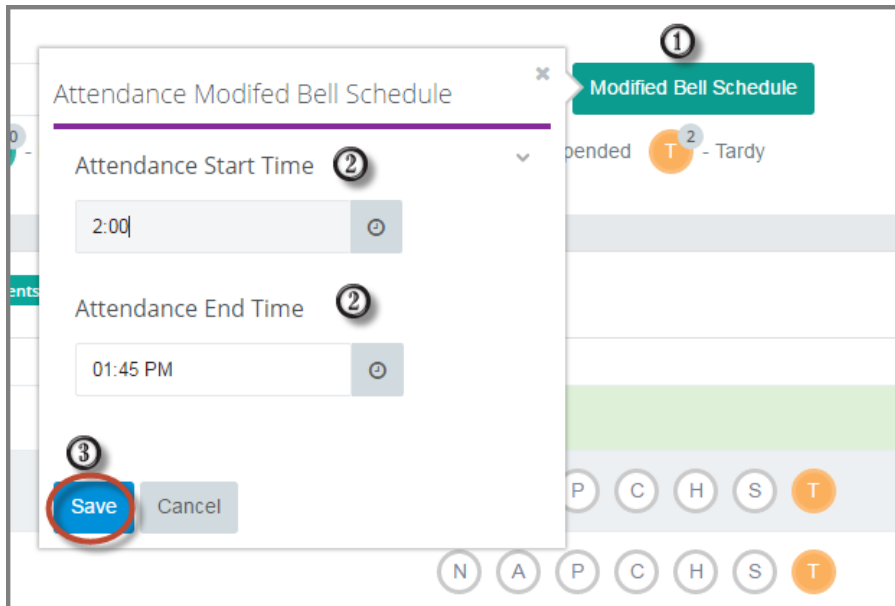
10 : 25 AM

# ClassMate Web: *Teacher Attendance*

## Modified Bell Schedule

For various reasons, it may be necessary to adjust the start and/or end time of the class for **ALL** students. Class times can be modified before or after attendance is taken.

- ① Select the **GREEN** Modify Bell Schedule button
- ② Change either the Start Time, the End Time or Both. Click in the field with the time (up and down arrows will display) use the arrows or enter the time desired
- ③ Select the **BLUE** “Save” button to preserve the modifications

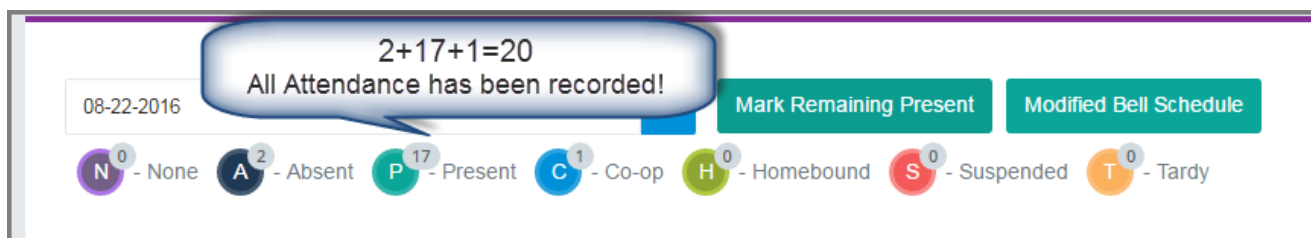


# ClassMate Web: *Teacher Attendance*

## Attendance Helpful Hints

### Attendance Summary

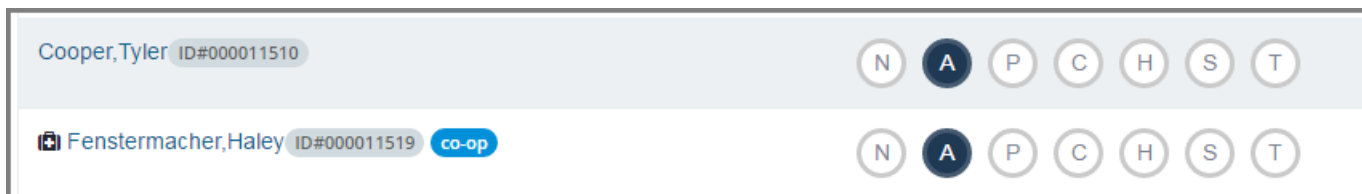
ClassMate will display a tally of each attendance category and the number of students in each! The Summary should equal the number of students in the class.



### Student Information

The students listed in the attendance roster for the class have a few items you will need to know.

<b>ID #</b>	The unique ClassMate student ID is displayed next to the student name
<b>COOP</b>	A coop tag will display next to the student if they are identified as a cooperative education student
<b>Medical Alert</b>	An alert will display in front of the student name to alert instructors that a medical alert exists for the student. Instructors should view the alert and take appropriate measures



Cooper, Tyler ID#000011510	N A P C H S T
 Fenstermacher, Haley ID#000011519 co-op	N A P C H S T

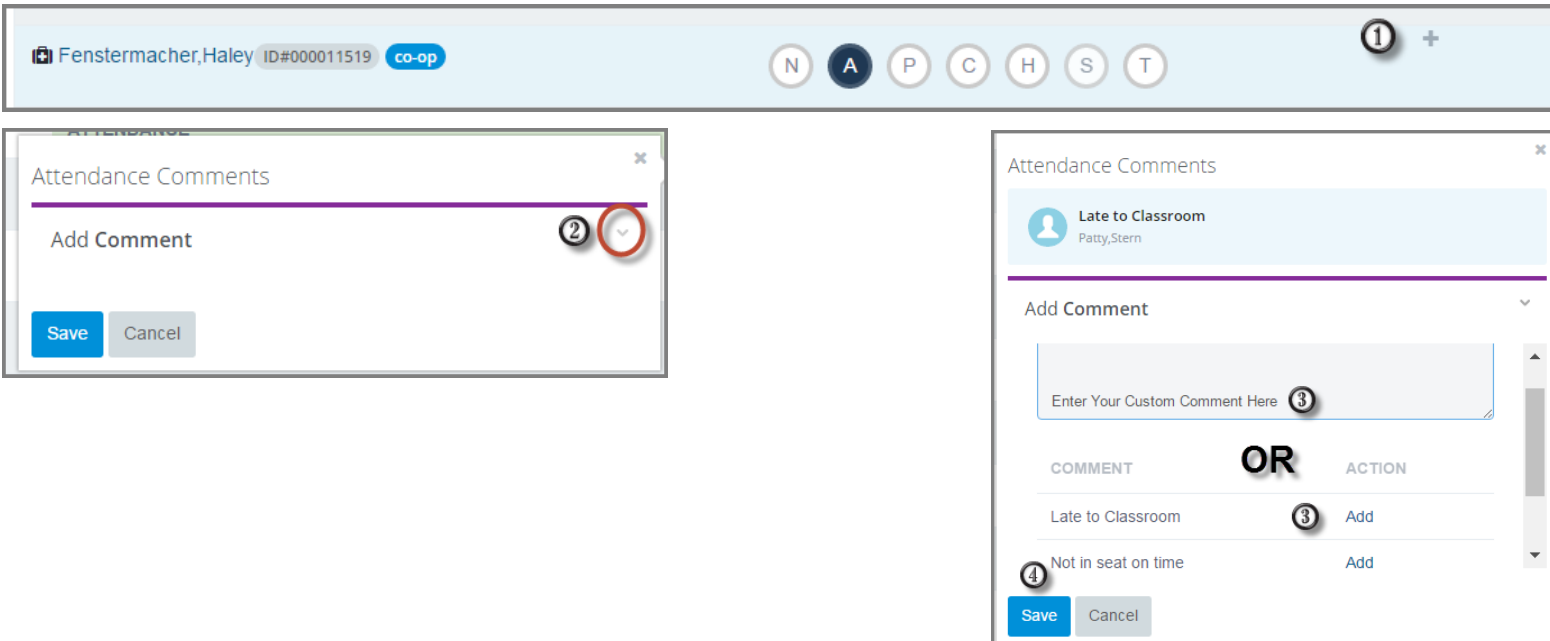


# ClassMate Web: *Teacher Attendance*

## Entering an Attendance Comment

After attendance has been taken, you may enter an attendance comment for the students. Attendance comments often consist of noting why a student was late to class, absent or leaving early.

- ① Verify attendance has been taken. Select the **+** that displays as you hover over a student attendance condition
- ② Select the **Downward Arrow** next to “Add Comment”
- ③ Enter a **Custom Comment** or select a comment from the **Pre-defined Comments**
- ④ Select the **BLUE** Save button to “**Save**” your **Custom Attendance Comment** or simply double click a **Pre-Defined Comment** to the student attendance record



The screenshot shows the ClassMate Web interface for a student named Fenstermacher, Haley (ID#000011519, co-op). The attendance status is shown as 'A' (Absent). A dropdown menu is open, showing the 'Add Comment' option. The 'Add Comment' dialog box is displayed, showing the 'Late to Classroom' pre-defined comment selected. The 'Save' button is highlighted in blue.

Attendance Comments

Add Comment

Save Cancel

Attendance Comments

Late to Classroom  
Patty Stern

Add Comment

Enter Your Custom Comment Here

OR

COMMENT ACTION

Late to Classroom Add

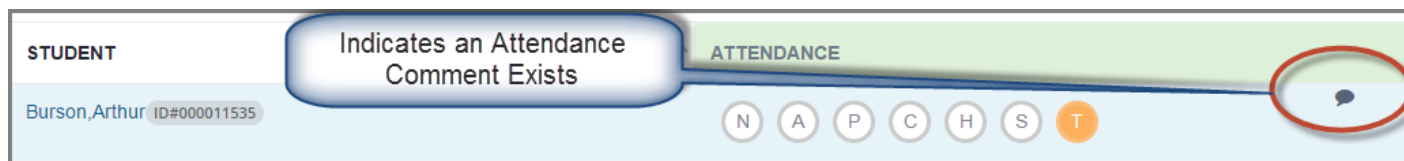
Not in seat on time Add

Save Cancel

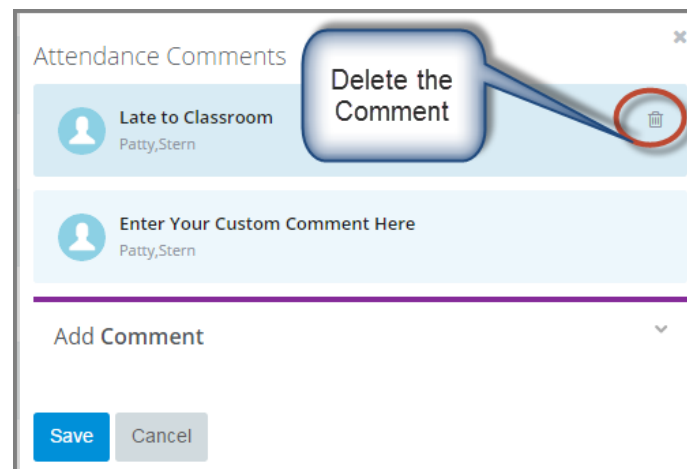
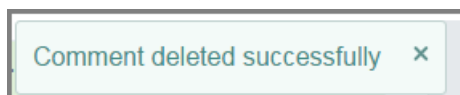
# ClassMate Web: *Teacher Attendance*

## Attendance Comments Helpful Hints

After an attendance comment has been saved a conversation bubble will display next to the student's attendance record.



Attendance comments can be deleted by selecting the conversation bubble and viewing the comments. Delete the desired comment by selecting the trash can in the row with the column. A message will display indicating the comment was successfully deleted.



**Helpful Hint:** Once a work ethic comment has been made a conversation bubble will display next to the work ethic grade



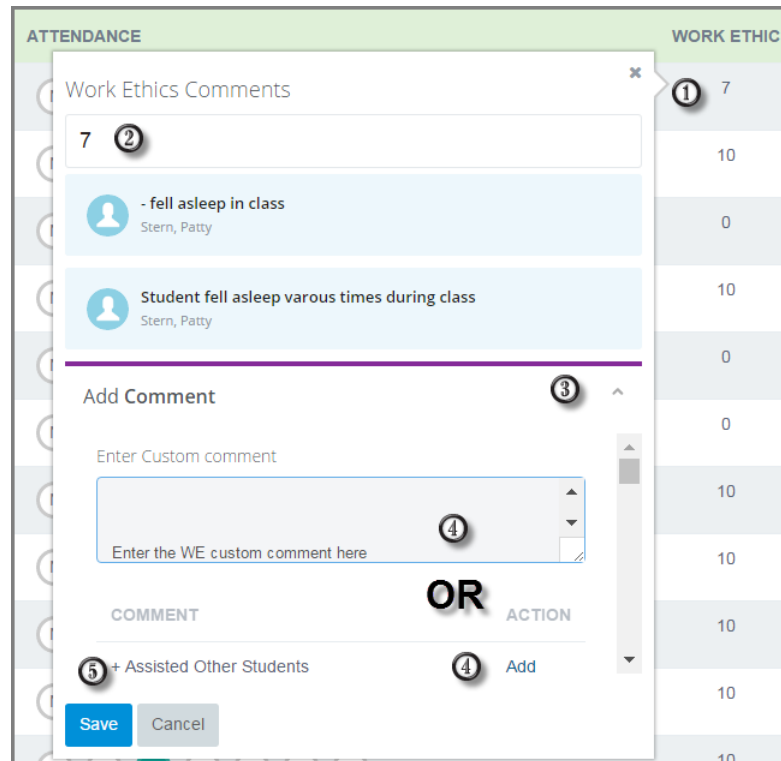


# ClassMate Web: *Teacher Attendance*

## Changing a Work Ethic Grade and Entering a Work Ethic Comment

After attendance has been taken by default a work ethic grade is applied to the student each day dependent upon the attendance condition. The default work ethic grades are established by the school administration based on school policy. Instructors may have the ability to adjust a student work ethic grade to reflect the student performance for the day (reduce or increase).

- ① Verify attendance has been taken. Select the **Work Ethic default grade** for the student requiring a grade adjustment
- ② Highlight the default grade and enter the new grade
- ③ Select the **downward arrow** next to "Add Comment"
- ④ Enter a custom comment or select a comment from the Pre-defined comments
- ⑤ Select the **BLUE** Save button to "Save" your custom **Work Ethic Comment** or simply double click a **Pre-Defined** comment to add the comment to the student work ethic record



The screenshot shows the 'ATTENDANCE' and 'WORK ETHIC' tabs. The 'WORK ETHIC' tab is active, displaying a list of students with their current work ethic grades. A modal window titled 'Work Ethics Comments' is open, showing pre-defined comments and a custom comment entry field. The modal includes a 'Save' button and a 'Cancel' button.

Student	Current Grade
1	7
2	10
3	0
4	10
5	0
6	0
7	10
8	10
9	10
10	10
11	10
12	10

**Work Ethics Comments**

7

②

① - fell asleep in class  
Stern, Patty

② Student fell asleep various times during class  
Stern, Patty

③ Add Comment

Enter Custom comment

④ Enter the WE custom comment here

COMMENT OR ACTION

⑤ + Assisted Other Students

④ Add

Save Cancel



# ClassMate Web: *Work Ethics Grading*

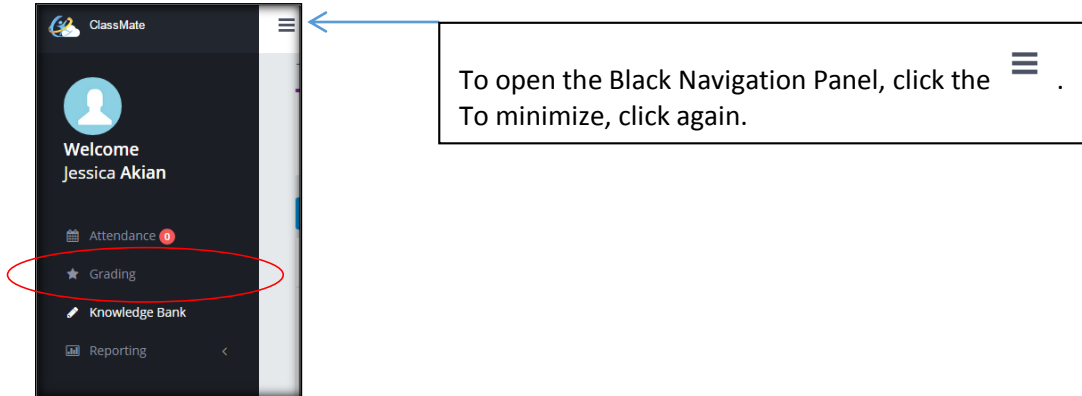


As of: September 23, 2015

## Adjusting a Work Ethic Grade

### Getting Started

Open Black Navigation Panel > Select Grading

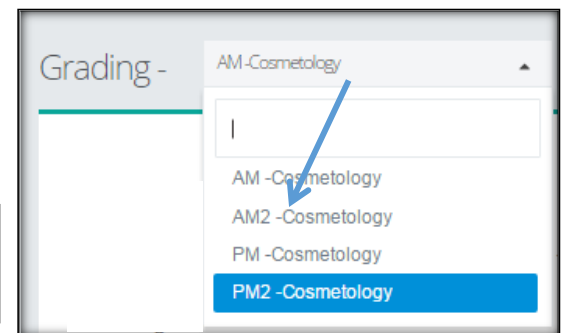
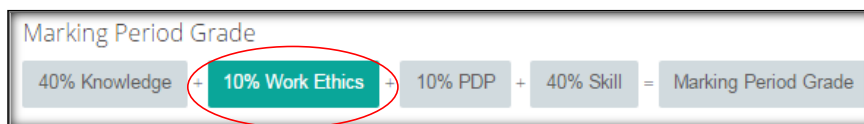


### Pre-Requisite for Adjusting a Work Ethic Grade

1. Attendance must be taken for that student, for that class, for that date.

### Adjusting a Work Ethic Grade

1. Click on the existing class dropdown, to select a class
2. Click on the Work Ethics Component of your Marking Period Grade



3. Find the student and WE (Work Ethic) Date you wish to adjust, update the rubric grade in the Grade column, from what the default grade was.
  - The listing of dates starts at the first day of school, it will show you every day of the school year.
  - You will want to use the Search box to find a specific date, format should be typed as: dd/mm/yy (you must use the / when entering the date)
  - The students overall WE Grade will be displayed.

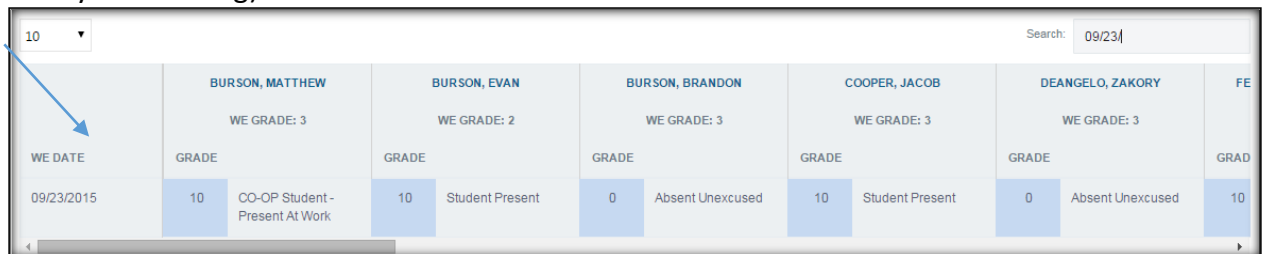
10	Search: 09/23/					
	BURSON, MATTHEW	BURSON, EVAN	BURSON, BRANDON	COOPER, JACOB	DEANGELO, ZAKORY	FE
	WE GRADE: 3	WE GRADE: 2	WE GRADE: 3	WE GRADE: 3	WE GRADE: 3	
WE DATE	GRADE	GRADE	GRADE	GRADE	GRADE	GRAD
09/23/2015	10 CO-OP Student - Present At Work	10 Student Present	0 Absent Unexcused	10 Student Present	0 Absent Unexcused	10

- To change the view of WE Dates & students to be reverse, click the blue reverse button.



#### Notes:

- You can sort by the left column in the grid; student or WE Date (depending on what view you are using).



WE DATE	GRADE	BURSON, MATTHEW WE GRADE: 3	GRADE	BURSON, EVAN WE GRADE: 2	GRADE	BURSON, BRANDON WE GRADE: 3	GRADE	COOPER, JACOB WE GRADE: 3	GRADE	DEANGELO, ZAKORY WE GRADE: 3	FE
09/23/2015	10	CO-OP Student - Present At Work	10	Student Present	0	Absent Unexcused	10	Student Present	0	Absent Unexcused	10

- Reminder, you cannot adjust a Work Ethic grade that does not exist yet, you must first take attendance so that the default work ethic grade appears, then you can adjust it.
- You can also use the Work Ethic column in the Attendance Screen to adjust WE grades. In the grading screen, though, it allows you to see the entire school year worth of grades for the students.
- No comments can be entered in the WE Grading screen.

# ClassMate Web: *Knowledge Bank*

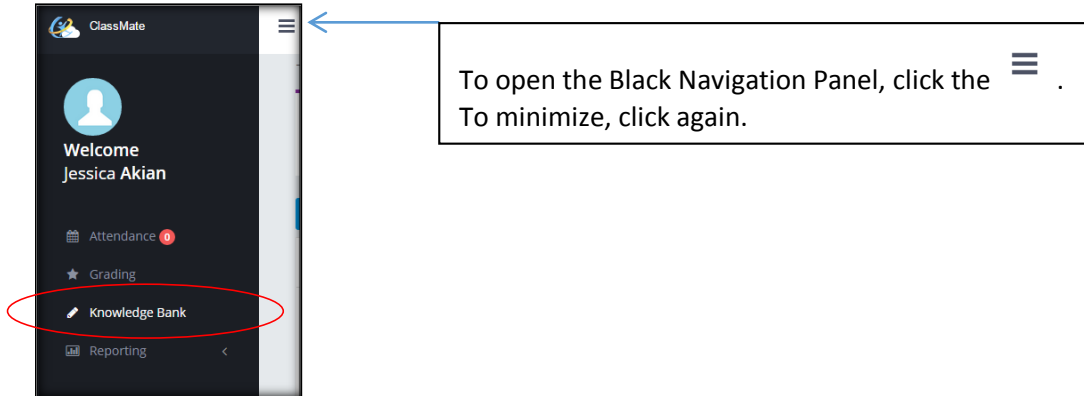


As of: August 23, 2015


## Setting up a Knowledge Bank

### Getting Started

Open Black Navigation Panel > Select Knowledge Bank

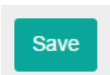


### Creating a Knowledge Activity

1. Click  button to create a new knowledge activity
2. Populate the fields from top to bottom. The **mandatory** fields are indicated in **red**.
  - **Activity ID** UNIQUE 6 digit alpha- numeric ID. NO DUPLICATE ID NUMBERS ARE ALLOWED
  - **Activity Name** The name of the activity (should be detailed)
  - Activity Description Extra details about activity. Example: From POS Task 101.2
  - Status Determine if this is an Active or Inactive activity (defaults to Active)
  - Required Determine whether or not the activity counts toward the students grade (defaults to True which means it WILL count toward students grade)
  - **Version** Best practice is to make this a 1, can be used to identify the version of the activity if there are multiple
  - **Category** Select the category that this activity falls into (if using Weighted Categories, be careful to select only categories that you have weighted)
  - **Points** Determine the total points the activity is worth (no limit)
  - **Sequence** Used to organize your activities. Determine where the activity will fall in the list by indicating like activities together. (Example – all activities under Unit 101 can have Sequence 101). You can use the Sequence # more than once. There is no limit for # of characters but would recommend keeping it less than 10 (so that it is all visible in the Knowledge Bank)

### Add New Activity

Activity Id	<input type="text"/>
Activity Name	<input type="text"/>
Activity Description	<input type="text"/>
Status	Active
Required	True
Version	<input type="text"/>
Category	Select a category
Points	<input type="text"/>
Sequence	<input type="text"/>

- Click the  button when completed with your entry.
- View your completed entry in the Knowledge Bank

<input type="radio"/> 1	0101HW	Unit 1 HW 1	100	1	Homework Assignment	True	active
-------------------------	--------	-------------	-----	---	---------------------	------	--------

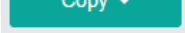
Helpful Hint: If you are creating an activity that will be used in both/multiple classes, create the activity in one class then copy to other class(es).

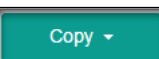
### Copying Knowledge Activities

In Knowledge Bank:

- Select an activity by clicking in the check box to the left of that activity

<input checked="" type="checkbox"/>	<input type="radio"/> 1	0101HW	Unit 1 HW 1	100	1	Homework Assignment
-------------------------------------	-------------------------	--------	-------------	-----	---	---------------------

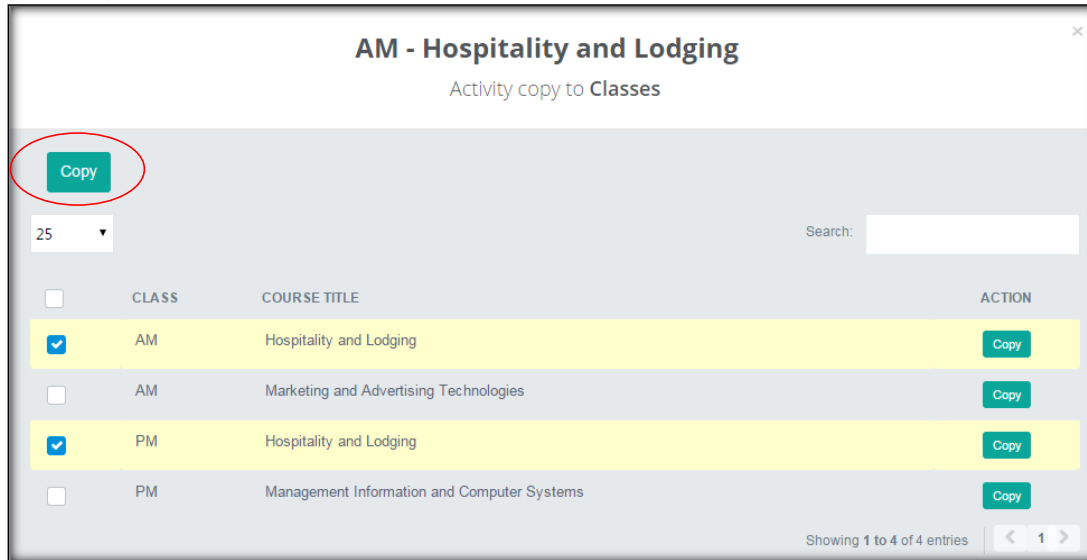
- Click the  button
- Determine which method you'd like to use



Copy Activity to Classes

Copy All Activities by Classes

- Make your copy selections in the new open window by clicking in the check boxes then click the green Copy button



**AM - Hospitality and Lodging**  
Activity copy to Classes

25 Search:

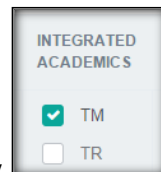
<input type="checkbox"/>	CLASS	COURSE TITLE	ACTION
<input checked="" type="checkbox"/>	AM	Hospitality and Lodging	<input type="button" value="Copy"/>
<input type="checkbox"/>	AM	Marketing and Advertising Technologies	<input type="button" value="Copy"/>
<input checked="" type="checkbox"/>	PM	Hospitality and Lodging	<input type="button" value="Copy"/>
<input type="checkbox"/>	PM	Management Information and Computer Systems	<input type="button" value="Copy"/>

Showing 1 to 4 of 4 entries < 1 >

### Identifying Integrated Academics for each activity

Your programs may offer integrated academics (sometimes referred to as Technical Academics), if so, you will notice the possible integrated academics display next to each activity.

<input type="checkbox"/>	SEQUENCE	ID	ACTIVITY	POINTS	VERSION	CATEGORY	DESCRIPTION	REQUIRED	STATUS	INTEGRATED ACADEMICS
<input type="checkbox"/>	1	000001	Bell Ringer Week of 8.28	20	1	Classroom Assignment/Materials		True	active	<input checked="" type="checkbox"/> TM <input type="checkbox"/> TR
<input checked="" type="checkbox"/>	1	0101HW	Unit 1 HW 1	100	1	Homework Assignment		True	active	<input type="checkbox"/> TM <input type="checkbox"/> TR



INTEGRATED ACADEMICS

☒ TM


☐ TR

- Check off the Integrated Academic that is included with that Knowledge Activity

### Assigning Knowledge Activities

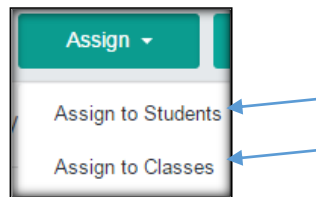
In Knowledge Bank:

- Select an activity by clicking in the check box to the left of that activity

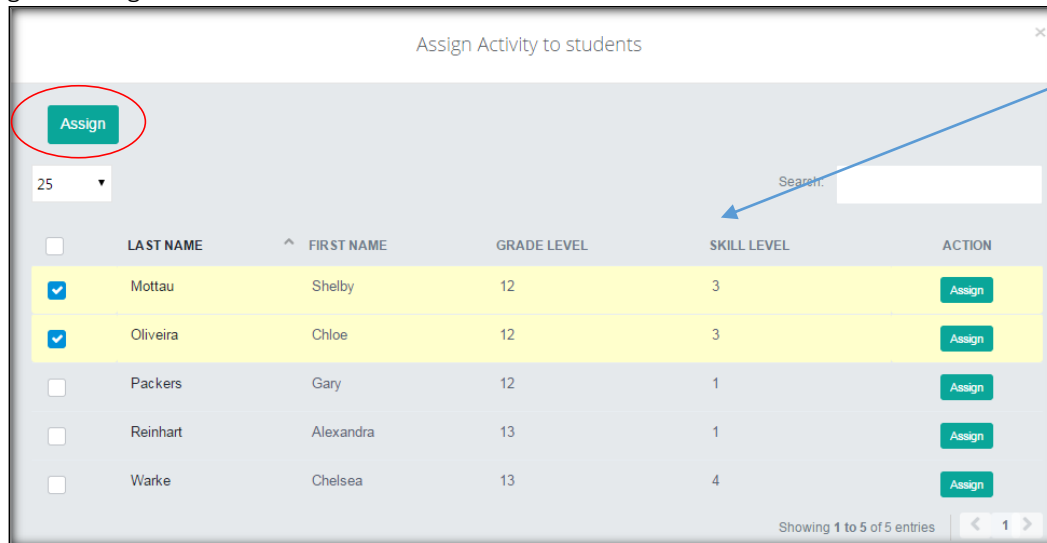


<input checked="" type="checkbox"/>	1	0101HW	Unit 1 HW 1	100	1	Homework Assignment
-------------------------------------	---	--------	-------------	-----	---	---------------------

- Click the  button
- Determine which method you'd like to use



4. Make your Assign selections in the new open window by clicking in the check boxes then click the green Assign button.

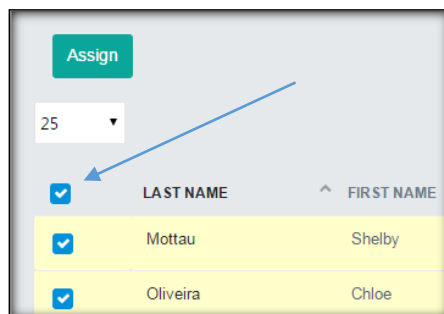


The column headings are sortable, so you can select the appropriate students.

The search bar can also be used to find appropriate students.

#### Helpful Tip:

1. You can “pick and choose” who you want to assign to
  - a. Example: if you want to only assign the activity to Skill Level 3 students (such as picture above), only check the box next to students with Skill Level 3.
  - b. Example: If you want to only assign the activity to 12 Graders, only check the box next to students in Grade Level 12.
  - c. Example: if you want to assign the activity to one student, you can use the Search box to type in their first or last name to show only that (those) students with that first/last name.
2. You can select all students at once by clicking the check box next to **LAST NAME**.





### Samples of Knowledge Bank Set Up

There is no “right” or “wrong” way to set up a Knowledge Bank. The purpose is to hold all of your activities that will require a numerical grade. It is best practice to set up the knowledge bank that makes sense to YOU so that you know where to find your activities when you need to assign them to the students. If you have no rhyme or reason in your Knowledge Bank you might not realize you have already created an activity because you couldn’t find it easily. The goal is to create a list of activities that you can easily identify and can be easily be found. Your knowledge bank will REMAIN from year to year, so you should be sure to be clear when naming your activities so you can find them again in the future.

Here are a few samples of “Set up” to consider before creating your own Knowledge Bank.

**Sample One** (disregard the different formatting, pay most attention to the SEQ & ID #'s):

*Organize by Marking Period, then by Unit*

SEQ	ID	Activity	PTS	VER	Category	Description
100	0102Q1	Knife Safety Quiz	10	1	Theory	knife test
100	0102R1	Knife Rubric	16	1	Performanc	Knife safety
100	0103C1	Lifting Checklist	21	1	Performanc	Individual and team lifting
100	0104Q1	Identify Injuries Quiz	10	1	Theory	list common caues of typical accidents and injuries
100	0106C1	Fire Exting Checklist	9	1	Performanc	Using a fire extinguishers
100	0107C2	Waste Disposal Checklist	7	1	Performanc	Disposal safety
100	0107C3	Mixer Checklist	22	1	Performanc	Mixer safety
100	0107C4	Slicer Checklist	21	1	Performanc	Slicer safety

Marking  
Period 1  
activities,  
Identified by  
a Sequence  
100 for all

ID is coded: The first 4 digits are the unit (0107 = Unit 107)

The 5<sup>th</sup> digit is the type of activity

Q = Quiz  
R = Rubric  
C = Checklist  
T = Test  
H = Homework

The 6<sup>th</sup> digit is the # of activity. The first homework would be identified as H1. The second homework would be H2.....

The first test would be T1, second test T2  
The first Quiz would be Q1, second test Q2  
And so on....

**Sample Two** (disregard the different formatting, pay most attention to the SEQ & ID #'s):

*Organize by Chapter, then Assignment*

SEQ	ID	Activity	PTS	VER	Category	Description
1010	QZ1010	Safety Quiz	100	1	CTE Tests/Exams	Safety Quiz
1011	QZ1011	Safety Quiz	100	1	CTE Tests/Exams	Safety Quiz II
1012	CT1012	Chapter Test	100	1	CTE Tests/Exams	Safety Chapter test
1020	PR1020	Practical/Performance	100	1	CTE Practical	Performance
1021	PR1021	Practical/Performance	100	1	CTE Practical	Performance
1030	WS1030	Work sheet assignments	100	1	CTE Assignments/C	Work sheet assignments
1031	WS1031	MSDS Sheet	100	1	CTE Assignments/C	MSDS sheet Assignment
1040	PF1040	Portfolio/Notebooks	100	1	CTE Portfolio/Notek	Portfolio/Notebooks
1041	PF1041	Portfolio/Notebook	100	1	CTE Portfolio/Notek	Portfolio/Notebooks
2010	QZ2010	Tools Quiz	100	1	CTE Tests/Exams	Tools Quiz
2011	QZ2011	Tools Quiz	100	1	CTE Tests/Exams	Tools Quiz Torque wrench
2012	CT2012	Tools Chapter test	100	1	CTE Tests/Exams	Tools chapter test
2013	MT2013	Quiz	100	1	CTE Tests/Exams	Quiz
2014	MT2014	Quiz	50	1	CTE Tests/Exams	Quiz

ID is coded: The first 2 digits are the type of activity

QZ = Quiz

CT = Chapter Test

PR = Practical/Performance

WS = Worksheet

PF = Portfolio

The last 4 digits are unique to the Instructor, made up of Unit #, Chapter # and Activity #

QZ2010 for example = Quiz Unit 2, Chapter 1

Chapter 1 activities, Identified with Sequence starting with 1 for all.  
Chapter 2 identified with sequence starting with 2....

You may want to use the optional "Description" field to make reference to a POS task or Curriculum task.

# ClassMate Web: *Knowledge Grading*

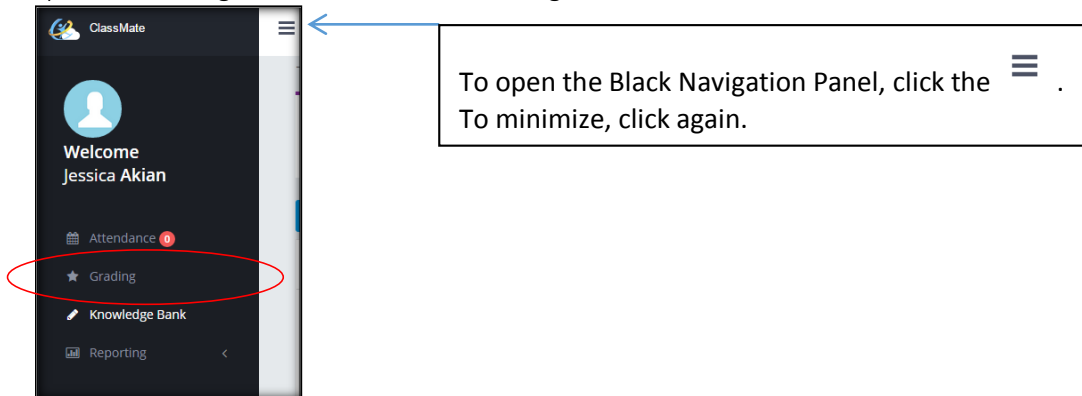


As of: September 23, 2015

## Entering a Knowledge Activity Grade

### Getting Started

Open Black Navigation Panel > Select Grading

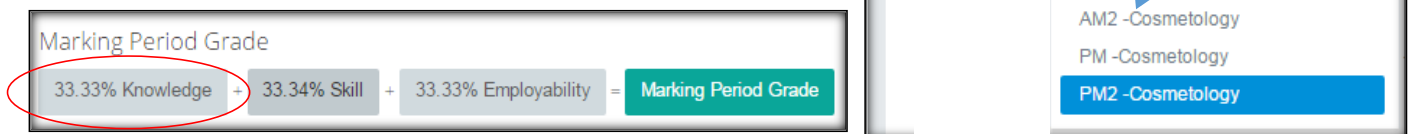


### Pre-Requisite for Entering a Knowledge Activity Grade

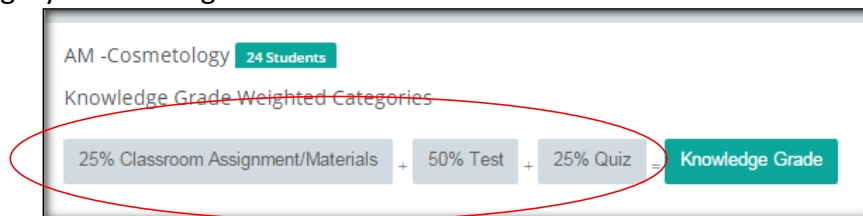
1. Create Knowledge Activities in the Knowledge Bank
2. ASSIGN activities to your students (this is the only area to assign activities to students)

### Entering a Knowledge Activity Grade

1. Click on the existing class dropdown, to select a class
2. Click on the KNOWLEDGE Component of your Marking Period Grade



3. Option A: If you are using WEIGHTED knowledge categories, you will need to click on a category to enter a grade within.



Option B: If you are not using weighted knowledge categories, you will need to click on the Earned Points button. Non weighted knowledge grading uses an Earned Points/Total Points equation.

AM2 -Cosmetology 20 Students

Knowledge Grade earned/total points

Earned Points /total points = Knowledge Grade

4. Find the student and Knowledge Activity you wish to grade, enter the numerical grade in the Grade column.

- The date will default to today's date, you may change the date.
- The REQ column is used to identify if this activity will count toward the knowledge grade. If it is for informational purposes only, change the T to an F.
- The Max Points for the activity will be displayed
- The students overall category grade or Knowledge Grade (depending if using weights or not) will be displayed

ACTIVITY NAME	MAX POINTS	BURSON, ALEXIS			BURSON, KRISTEN			DEANGELO, KARLEE			DEANGELO, SAMYYAH		
		TEST GRADE: 74			TEST GRADE: 92			TEST GRADE: 56			TEST GRADE: 73		
		GRADE	DATE TAKEN	REQ	GRADE	DATE TAKEN	REQ	GRADE	DATE TAKEN	REQ	GRADE	DATE TAKEN	REQ
History and Career Opportunities Test	100 TM TR TS	85	09/23/201	T	78	09/10/201	T	26	09/10/201	T	88	09/22/201	T
Shampooing, Rinsing, and Conditioning Test	100	87	09/23/201	T			T			T			T
Principles of Hair Design	100 TR			T			T			T			T
Hairstyling Test	100	67	09/23/201	T			T			T			T
Bloodborne Pathogens	100 TM TR TS	85	09/17/201	T	100	09/18/201	T		01/01/190	T	40	09/22/201	T

5. To change the view of Knowledge Activities & students to be reverse, click the blue reverse button.



#### Notes:

1. You can sort by the left column in the grid; student or Activity (depending on what view you are using) and also use the Search bar. Take advantage of this when grading so you can see all items in your screen without scrolling up and down continuously.

10 ▾

Search: history

		BURSON, ALEXIS			BURSON, KRISTEN			DEANGELO, KARLEE			DEANGELO, SAMYTA		
		TEST GRADE: 74			KEEPS ALL TOOLS IN SCHOOL AND IN A CLEAN AND ORDERLY CONDITION I			ST GRADE: 56			TEST GRADE: 73		
ACTIVITY NAME	MAX POINTS	GRADE	DATE TAKEN	REQ	GRADE	DATE TAKEN	REQ	GRADE	DATE TAKEN	REQ	GRADE	DATE TAKEN	
History and Career Opportunities Test	100 TM TR TS	85	09/23/201	T ▾	78	09/10/201	T ▾	26	09/10/201	T ▾	88	09/22/201	

Graded

Not Yet Graded

Not Assigned

Showing 1 to 1 of 1 entries (filtered from 12 total entries)

- If you are using Technical Academics, you can view which Technical Academics are attached to the assignment. Look for the Technical Academic codes: TM, TR, TS, etc.
- A legend appears on the bottom, which serves as a key to the colors you will see on the screen.

Graded	Not Yet Graded	Not Assigned
--------	----------------	--------------

- Reminder, you cannot assign from the Knowledge Grading screen, you must assign in the Knowledge Bank screen only.

# ClassMate Web: *Skill Grading*



As of: November 6, 2015

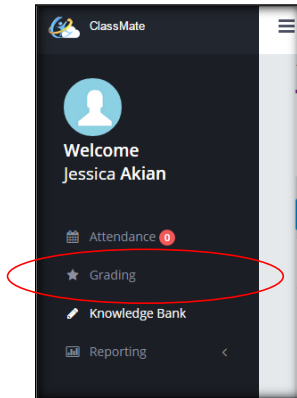



## Skill Grading

### Entering a Skill Grade

#### Getting Started

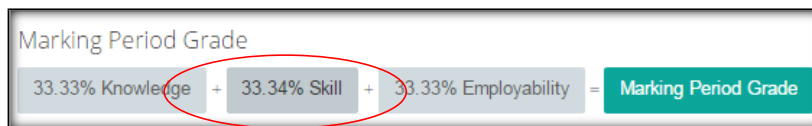
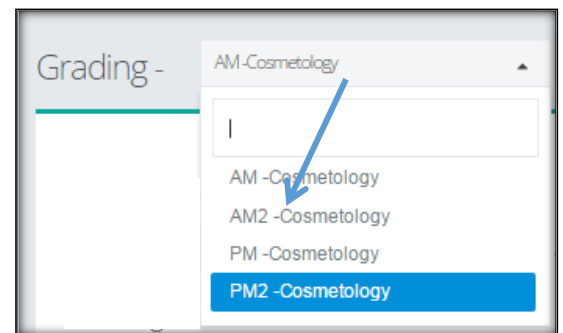
Open Black Navigation Panel > Select Grading



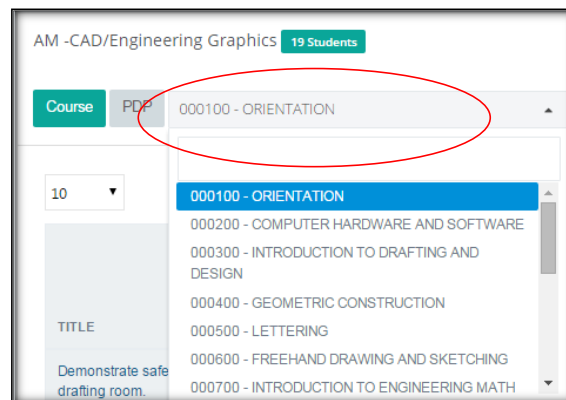
To open the Black Navigation Panel, click the . To minimize, click again.

#### Entering a Skill Grade

1. Click on the existing class dropdown, to select a class
2. Click on the SKILL Component of your Marking Period Grade



3. Select a DUTY from the dropdown, so that all the tasks within that duty will display





- Find the student and or Task/Skill/Comp you wish to grade, enter the rubric grade in the Grade box. The date will default to today's date, you may change the date.

STUDENT	SKILL GRADE	KEEPS ALL TOOLS IN SCHOOL AND IN A CLEAN AND ORDERLY CONDITION I			KEEPS ALL TOOLS IN SCHOOL AND IN A CLEAN AND ORDERLY CONDITION I		
		GRADE	DATE GRADED	POS	GRADE	DATE GRADED	
Burson, Alexis	50	02	08/21/2015	D	00	09/26/2013	
Burson, Kristen	55	04	08/21/2015	D	00	08/19/2015	
DeAngelo, Karlee	73	05	08/11/2015		09	08/12/2015	
DeAngelo, Samyyah	65	05	08/11/2015	P	08	08/19/2015	
Einstein, Jacqueline	75	08	08/13/2015	P	07	08/19/2015	
Einstein, Katie	80	08	08/19/2015	P	00	01/01/1900	
Garfield, Kaide	75	08	08/19/2015	P	09	08/19/2015	

- The rubric scale may differ depending on your schools policy.
- To change the view of tasks & students to be reverse, click the blue reverse button



#### Notes:

- You can sort by the left column in the grid; student or task (depending on what view you are using) and also use the Search bar. Take advantage of this when grading so you can see all items in your screen without scrolling up and down continuously.

10

Search: einstein

STUDENT	SKILL GRADE	KEEPS ALL TOOLS IN SCHOOL AND IN A CLEAN AND ORDERLY CONDITION I				GRADE	DATE
		GRADE	DATE GRADED	POS			
Einstein, Jacqueline	75	08	08/13/2015	P	07	08/19/2015	
Einstein, Katie	80	08	08/19/2015	P	00	01/01/2016	

- The students overall Skill grade is visible at all times.

When Tasks are listed in the far left column

BURSON, ALEXIS	BURSON, KRISTEN
61	70

When Students are listed in the far left column

STUDENT	SKILL GRADE
Burson, Alexis	61
Burson, Kristen	70
DeAngelo, Karlee	73
DeAngelo, Samyyah	65

3. A legend appears on the bottom, which serves as a key to the colors you will see on the screen.

 Graded	 Not Yet Graded
--	--

4. The POS column will only appear for your school if you have purchased the POS Grading add-on.

POS

▼

D ▼

# ClassMate Web: *Teacher Grading*

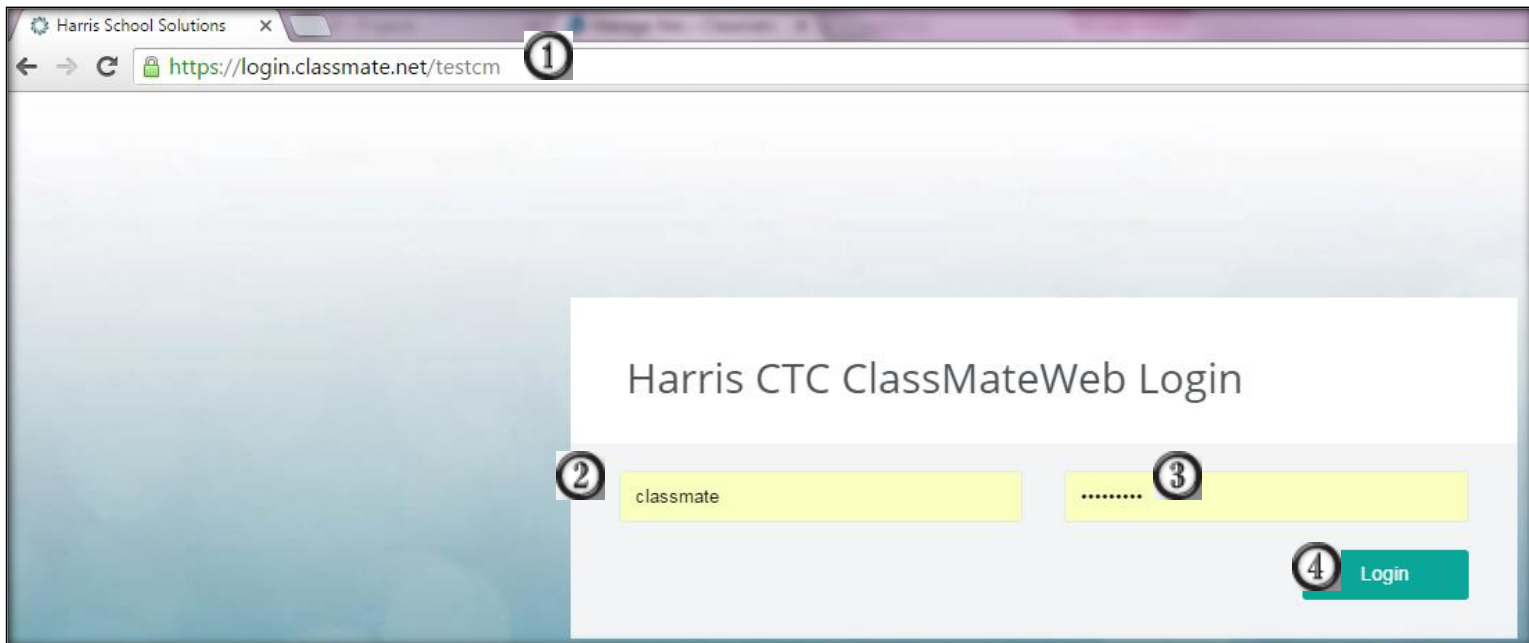


# ClassMate Web: *Teacher Grading*

## Getting Started

ClassMate Web is available to users 24 hours a day, seven days a week. Accessing the site is as easy as logging into a computer that has internet access and opening a browser.

- ① Enter the **URL** provided to access your site – [login.classmate.net/your schools acronym](https://login.classmate.net/your schools acronym)
- ② Enter your **Username**
- ③ Enter your **Password**
- ④ Click the **GREEN** Login button



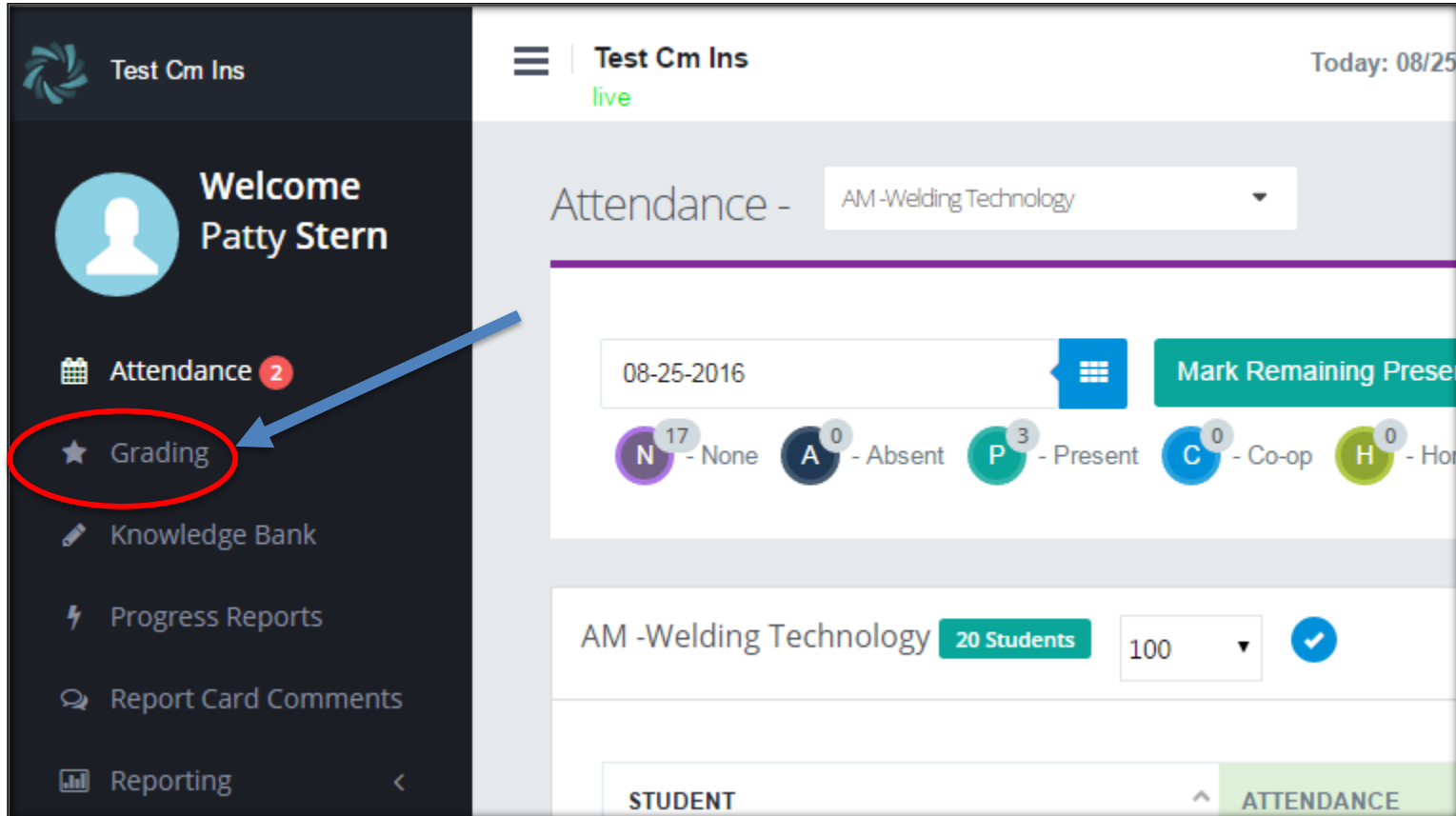
The screenshot shows a web browser window with the address bar displaying <https://login.classmate.net/testcm>. The page title is "Harris CTC ClassMateWeb Login". Below the title, there are two input fields: the first is labeled "classmate" and the second is masked with dots. A green "Login" button is located at the bottom right of the form. Numbered callouts 1 through 4 are placed over the browser address bar, the username field, the password field, and the Login button respectively, corresponding to the steps in the list above.



# ClassMate Web: *Teacher Grading*

## Navigating to the Grading Screen/Dashboard

After logging into the ClassMate Web Site by default the system will open to the Attendance Dashboard. To get to the Grading Screen, click on the Grading link in the black Navigation Panel.



The screenshot displays the ClassMate Web interface. On the left is a black navigation panel with the following items: a user profile for 'Welcome Patty Stern', 'Attendance' with a red badge showing '2', 'Grading' (highlighted with a red circle and a blue arrow pointing to it), 'Knowledge Bank', 'Progress Reports', 'Report Card Comments', and 'Reporting'. The main content area shows the 'Attendance' dashboard for 'AM-Welding Technology'. It includes a date selector set to '08-25-2016', a 'Mark Remaining Present' button, and a summary of student statuses: 17 None (N), 0 Absent (A), 3 Present (P), 0 Co-op (C), and 0 Honors (H). Below this, there's a section for 'AM -Welding Technology' with '20 Students' and a '100' score, accompanied by a blue checkmark icon. At the bottom, a table header is visible with columns for 'STUDENT' and 'ATTENDANCE'.

# ClassMate Web: *Teacher Grading*

## Understanding the Grading Dashboard

- ① **Grading** This screen is used to view your Final Formula, Marking Period Formula and each individual students progress overall. Each of the green interactive buttons will dig into the details for that particular component.
- ② **Class Selection** Drop Down menu with all classes taught by the user. This is a sticky field, so the class you select will “Hold” when moving through the website until you change the class again.
- ③ **Final Grade** This is the formula that is set up for the class selected. Each interactive button will bring you to the data included within that Marking/Grading Period.
- ④ **MP Grade** This is the formula that is set up for the class selected. These are the different components used to make up the students Marking/Grading Period Grade. Each interactive button will bring you to the data included within that Component and allow you to enter grades. By clicking the Green interactive Marking Period Grade button, this will always bring you back to the Grading dashboard.

Grading - 
 

AM -Welding Technology 
 ② 
 ▼

---

Final Grade 
 

25% Marking Period 1 
 + 
 25% Marking Period 2 
 + 
 25% Marking Period 3 
 + 
 25% Marking Period 4 
 = 
 Final Grade 
 ③ 
 ▼

MP Grade 
 

33.33% Knowledge 
 + 
 33.33% Work Ethics 
 + 
 33.34% Skill 
 = 
 Marking Period Grade 
 ④

AM -Welding Technology 
 

20 Students 
 100 
 ▼ 
 ✓

Search:



# ClassMate Web: *Teacher Grading*

## Understanding the Grading Dashboard

- 5 Student Listing** This is a list of all the students enrolled in your class. You will see the overall grade to date (MP), as well as each component grade (Knowledge, WE, Skill). Any grade in **RED** highlight is a failing component. Any student who does not have an MP grade is because they are missing a component grade.
- 6 Important Dates** These are the First and Last Dates of your Marking/Grading Periods, along with the dates that Progress Reports are due.

AM -Welding Technology 20 Students 100 ✓
Search:

**5**

STUDENT	MP	KNOWLEDGE	WE	SKILL
Burson, Arthur ID#000011535	72	78	65	73
Cooper, Edward ID#000011629	72	72	60	84
Cooper, Karina ID#000010887	58	45	50	79
Cooper, Seth ID#000011708	76	91	65	73
Cooper, Tyler ID#000011510	69	69	51	88
Fenstermacher, Haley ID#000011519 <span>co-op</span>	64	91	68	34

**6**

### Important Dates

MP	1ST DAY	LAST DAY	PROGRESS REPORT DUE
1	08/06/2015	10/29/2015	09/17/2015
2	10/30/2015	01/03/2016	12/04/2016
3	01/04/2016	05/16/2016	05/09/2016
4	07/20/2016	08/30/2016	



# ClassMate Web: *Teacher Grading*

## Entering Grades – Knowledge Grading

- 1 Click the Interactive [Knowledge Button](#) from the Grading screen.

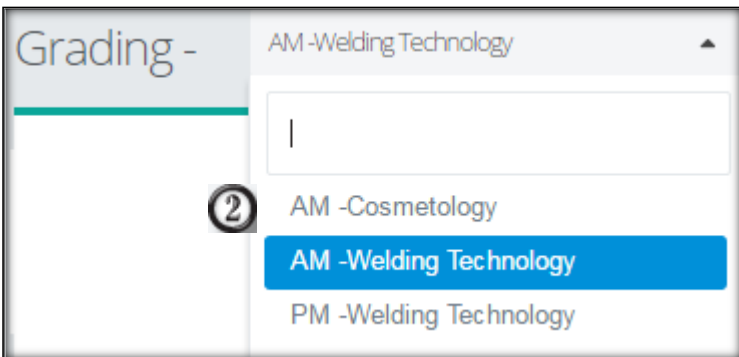


Final Grade: 25% Marking Period 1 + 25% Marking Period 2 + 25% Marking Period 3 + 25% Marking Period 4

MP Grade: 33.33% Knowledge + 33.33% Work Ethics + 33.34% Skill = Marking Period Grade

- 2 Select the class from the Class dropdown (this is a sticky field – this selection will stay until you choose another class)
- 3 Click on the Knowledge Category dropdown to select a pre-defined Knowledge Category, and to show all the activities that were created under that category. (These activities are all set up in your Knowledge Bank)

Note: The below caption is NOT USING Knowledge Category Weights. Therefore the Knowledge Grade is calculated using a Earned Points / Total Points calculation.

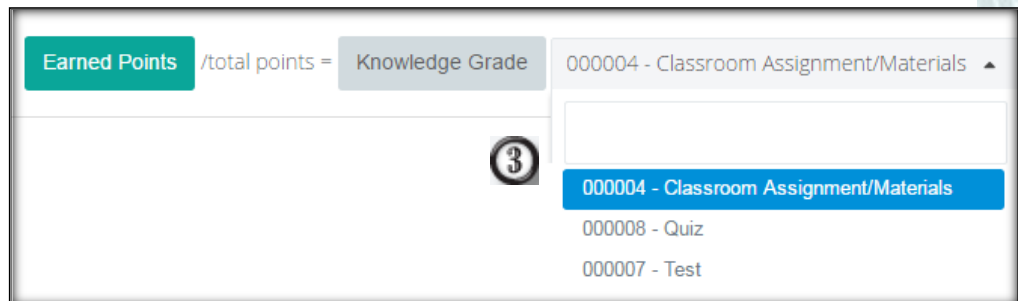


Grading - AM -Welding Technology

AM -Cosmetology

**AM -Welding Technology**

PM -Welding Technology



Earned Points /total points = Knowledge Grade

000004 - Classroom Assignment/Materials

**000004 - Classroom Assignment/Materials**

000008 - Quiz

000007 - Test



# ClassMate Web: *Teacher Grading*

## Entering Grades – Knowledge Grading

## Non Weighted Knowledge Grading

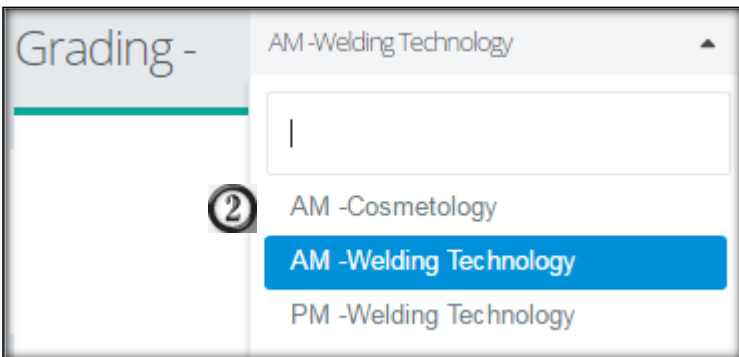
- 1 Click the Interactive [Knowledge Button](#) from the Grading screen.



Final Grade: 25% Marking Period 1 + 25% Marking Period 2 + 25% Marking Period 3 + 25% Marking Period 4

MP Grade: 33.33% Knowledge + 33.33% Work Ethics + 33.34% Skill = Marking Period Grade

- 2 Select the class from the Class dropdown (this is a sticky field – this selection will stay until you choose another class)
  - 3 Click on the Knowledge Category dropdown to select a pre-defined Knowledge Category, and to show all the activities that were created under that category. (These activities are all set up in your Knowledge Bank)
- Note: The below picture is NOT USING Knowledge Category Weights. Therefore the Knowledge Grade is calculated using a Earned Points / Total Points calculation.

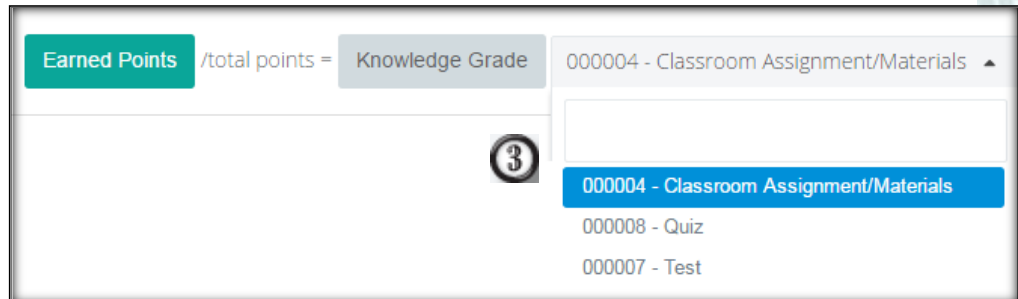


Grading - AM -Welding Technology

AM -Cosmetology

**AM -Welding Technology**

PM -Welding Technology



Earned Points /total points = Knowledge Grade

000004 - Classroom Assignment/Materials

**000004 - Classroom Assignment/Materials**

000008 - Quiz

000007 - Test

# ClassMate Web: *Teacher Grading*

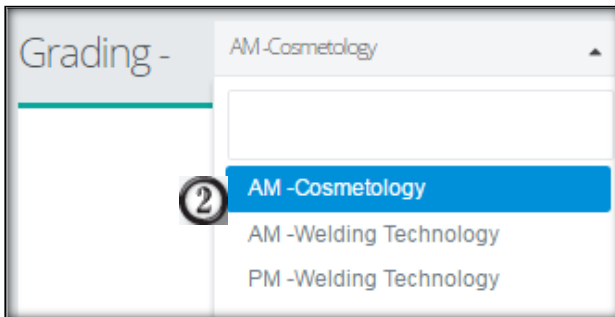
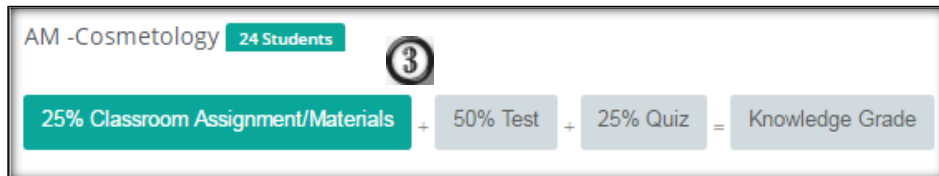
## Entering Grades – Knowledge Grading

## Weighted Knowledge Grading

- 1 Click the Interactive [Knowledge Button](#) from the Grading screen.




- 2 Select the class from the Class dropdown (this is a sticky field – this selection will stay until you choose another class)
- 3 Click on the Weighted Knowledge Category button to view Weighted Knowledge Activities that were created under that category. (These activities are all set up in your Knowledge Bank)  
 Note: The below picture is USING Knowledge Category Weights.






# ClassMate Web: Teacher Grading

## Entering Grades – Knowledge Grading

- ④ Find the activity that needs a grade entered (you can use the search field!).
- ⑤ Click in the box for the correct student and enter grade.

Search:  

ACTIVITY NAME	MAX POINTS	<div>④</div> <div>           BURSON ARTHUR KNW : 78            COOPER KARINA KNW : 45            COOPER TYLER KNW : 69            COOPER EDWARD KNW : 72            COOPER SETH KNW : 92         </div>				
		GRADE	GRADE	GRADE	GRADE	GRADE
reducing fractions	100	+	50		80	0
add fractions	100	96	88	1.5	90	95
add fractions change to mixed	100					

 Graded
  Not Yet Graded
  Not Assigned
  Not Assigned in Selected MP

## LEGEND

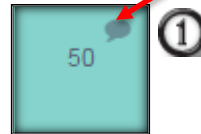
	Switches the student name and activity names
	Max number of points the activity is worth
	Activity has been Graded within the current Marking Period
	Activity is assigned but not yet graded.
	Activity has been either assigned and/or graded but NOT within the current Marking Period. Does not count toward the current MP.
	Activity not yet assigned.
	Click the + sign to Assign the activity and enter a grade right away.
	Allows you to enter a comment, change the date taken, and indicate whether or not the activity counts.
	Displays the current Knowledge Grade for that student.

# ClassMate Web: Teacher Grading

## Entering Grades – Knowledge Grading

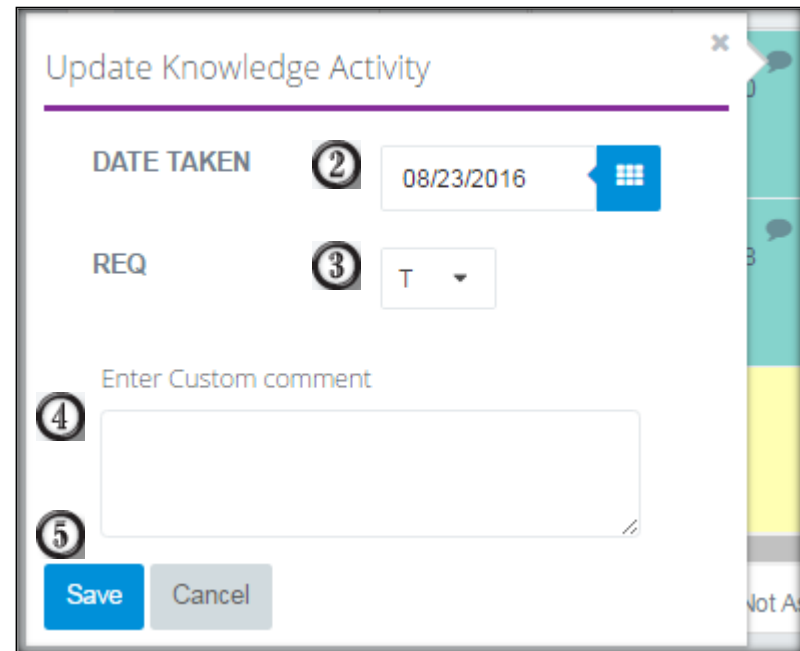
### Inside the Knowledge Grading Comment Bubble

- ① Click the comment bubble next to a grade.



A smaller screen will open with some options to update the Knowledge Activity:

- ② Change the Date Taken to the appropriate date if necessary
- ③ Change the REQ from a T (True – Included), to a F (False – Not Included) if you do not wish to count this grade.
- ④ Enter a Custom Comment in the box if you wish
- ⑤ Click the Blue Save button to save any/all changes



Update Knowledge Activity

DATE TAKEN ② 08/23/2016

REQ ③ T

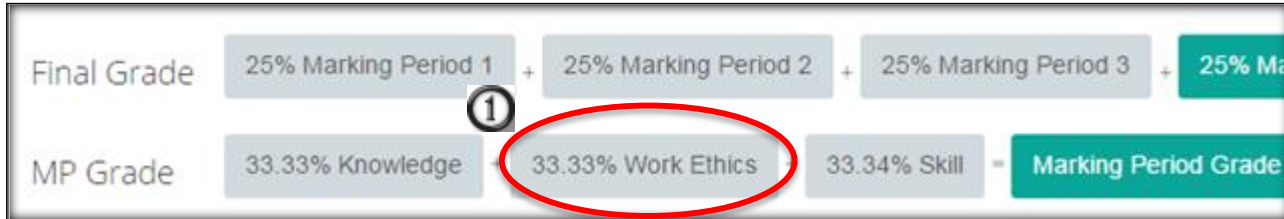
Enter Custom comment ④

⑤ Save Cancel

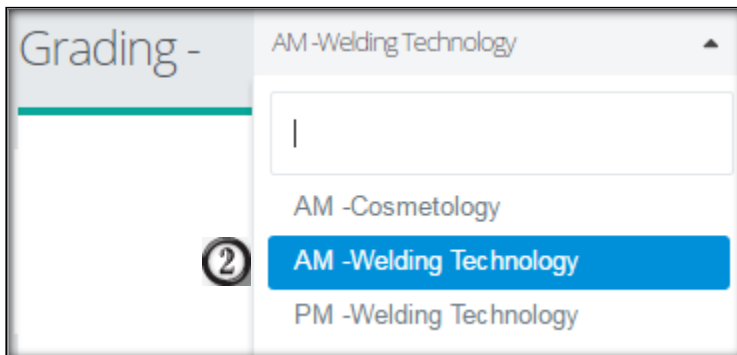
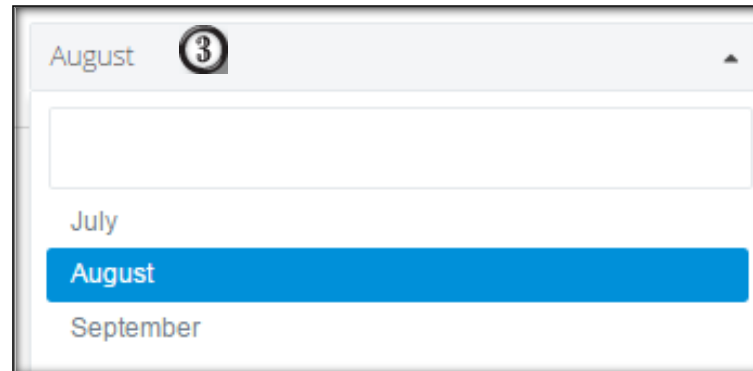
# ClassMate Web: *Teacher Grading*

## Entering Grades – Work Ethic Grading

- 1 Click the Interactive [Work Ethics Button](#) from the Grading screen.



- 2 Select the class from the Class dropdown (this is a sticky field – this selection will stay until you choose another class)
- 3 By default, the current month will display, however you can change the month by clicking on the month dropdown and selecting a new month. Each date within the month will display.


# ClassMate Web: Teacher Grading

## Entering Grades – Work Ethic Grading

This screen will allow you to visually see any “holes” or missing attendance for students.

























① View and/or update students Work Ethic Grades for each day.

② Notice on 8/3/16 and 8/5/16, no attendance has been taken!

③ By clicking on the WE grade, you can adjust from this screen

④ By clicking on the comment bubble you may also enter and/or adjust a WE comment.

Note: Attendance CANNOT be taken from this screen.

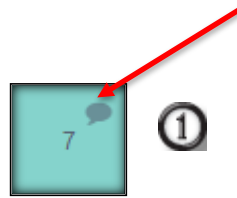
	BURSON ARTHUR WE : 63		COOPER EDWARD WE : 67		COOPER KARINA WE : 59		COOPER SETH WE : 74	
WE DATE	GRADE		GRADE		GRADE		GRADE	
08/02/2016	10 	C	10 	P	10 	P	10 	P
08/03/2016								
08/04/2016	10 	P	10 	P	10 	P	10 	P
08/05/2016								
08/08/2016	0 	A	10 	P	0 	A	10 	P
08/09/2016	10 	P	5 	P	0 	A	4 	P



# ClassMate Web: Teacher Grading

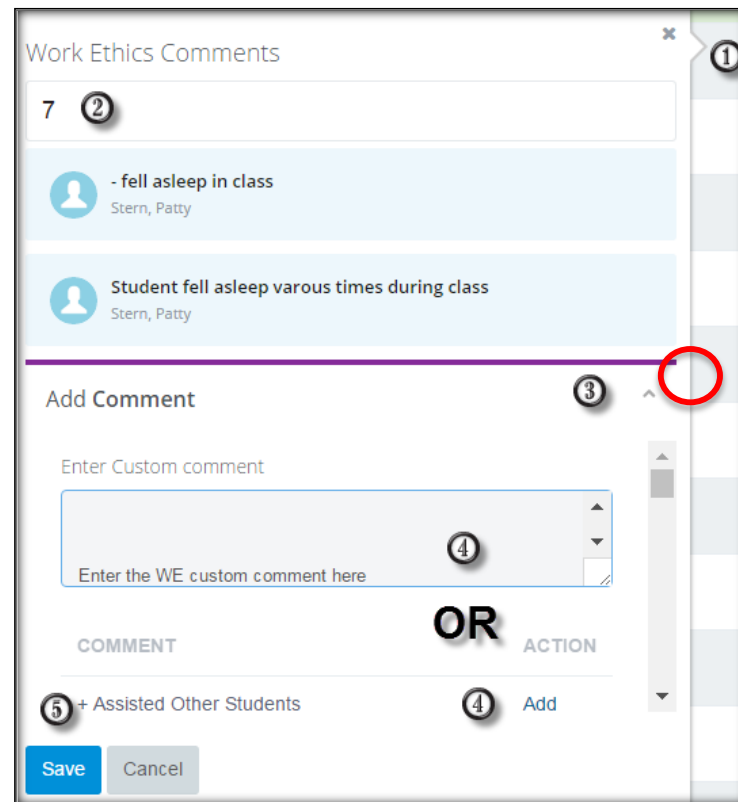
## Entering Grades – Work Ethic Grading *Inside the Work Ethic Comment Bubble*

- ① Click the comment bubble next to a grade.



A smaller screen will open for you to enter comments:

- ② Adjust the WE Grade if necessary
- ③ Click the small arrow to Add a Comment
- ④ Enter in a Custom Comment OR select a comment from the pre-defined comments list by clicking the “Add” button.
- ⑤ Click the Blue Save button





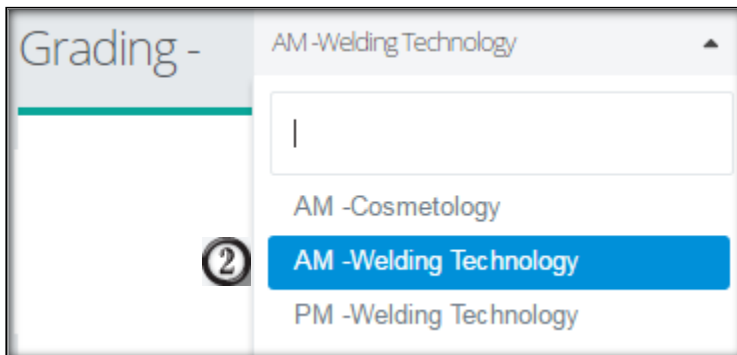
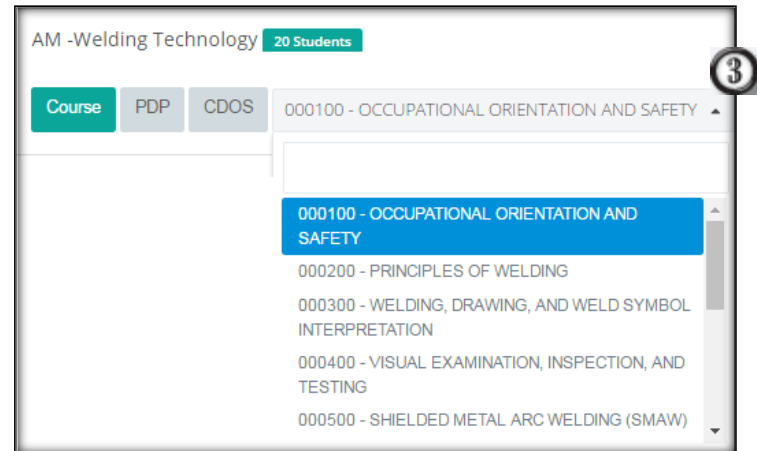

# ClassMate Web: *Teacher Grading*

## Entering Grades – Skill Grading

- 1 Click the Interactive [Skill Button](#) from the Grading screen.



- 2 Select the class from the Class dropdown (this is a sticky field – this selection will stay until you choose another class)
- 3 By default, the first Duty Folder will populate with all the corresponding tasks listing below. Select the Duty folder to find the appropriate tasks to grade.






# ClassMate Web: Teacher Grading

## Entering Grades – Skill Grading


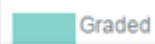


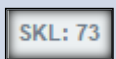


- ① Find the task that needs a grade entered (you can use the search field!).
- ② Click in the box for the correct student and enter grade

Search:

	BURSON ARTHUR SKL: 73	COOPER EDWARD SKL: 84	COOPER KARINA SKL: 79	COOPER SETH SKL: 73	COOPER TYLER SKL: 88
TITLE	GRADE	GRADE	GRADE	GRADE	GRADE
Perform housekeeping duties daily. ① L1	9  ②	00	00	8  F	00

Note: 00 means that the task is not graded and does not count for or against the students grade.

## LEGEND

	Switches the student name and activity names.
	Task has been Graded.
	Task has not been graded.
	Allows you to enter a comment, change the date taken, indicate whether or not the activity counts and identify a POS Grading code (if this was purchased).
	Displays the current Skill Grade for that student.
	Displays the Level for the specific task
	Identifies this task is not counting toward the students grade.

# ClassMate Web: Teacher Grading

## Entering Grades – Skill Grading

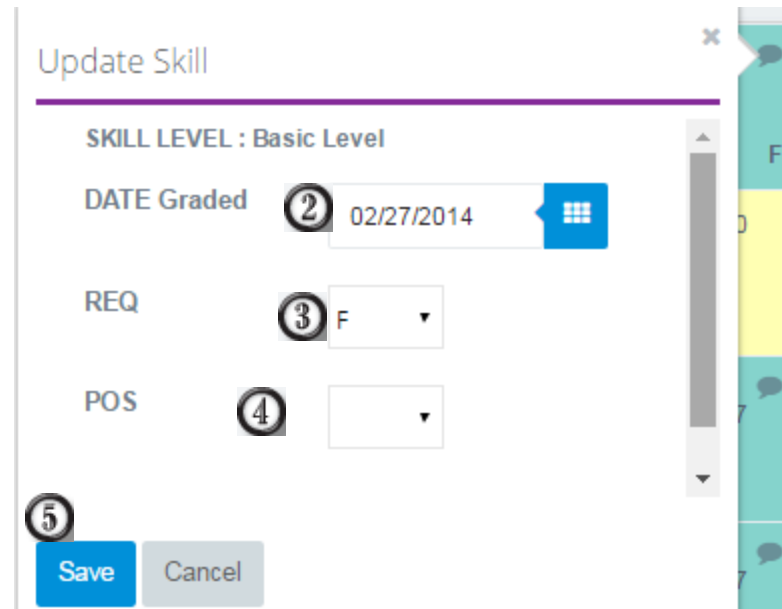
### Inside the Skill Grading Comment Bubble

- ① Click the comment bubble next to a grade.



A smaller screen will open with some options to update the Task grade:

- ② Change the Date Taken to the appropriate date if necessary
- ③ Change the REQ from a T (True – Included), to a F (False – Not Included) if you do not wish to count this grade.
- ④ Enter in a POS Task Code (if purchased)
- ⑤ Click the Blue Save button to save any/all changes



Update Skill

SKILL LEVEL : Basic Level

DATE Graded ② 02/27/2014

REQ ③ F

POS ④

⑤ Save Cancel

# ClassMate Web: *Teacher Progress Reports*



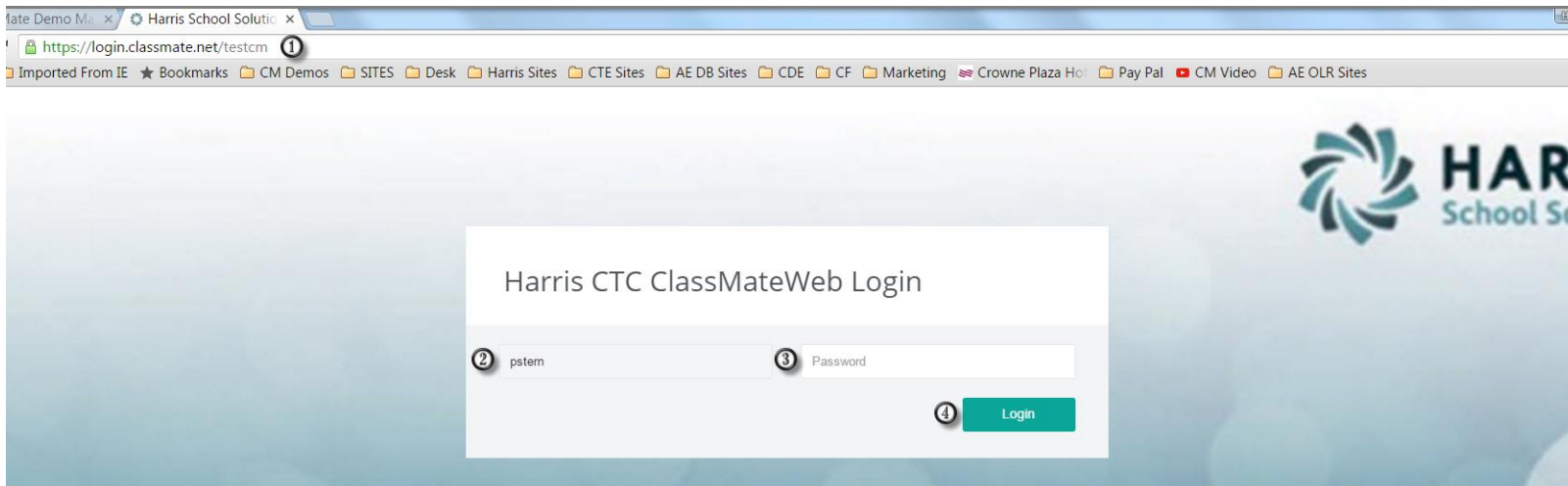
**STUDENT INFORMATION** | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

# ClassMate Web: *Teacher Progress Reports*

## Getting Started

ClassMate Web is available to users 24 hours a day, seven days a week. Accessing the site is as easy as logging into an internet enabled computer and opening a browser

- 1 Enter the **URL** provided to access your site
- 2 Enter your **Username**
- 3 Enter your **Password**
- 4 Select the **GREEN** Login button



# ClassMate Web: *Teacher Progress Reports*

## Student Snapshot

Anytime users see a student name throughout the web based product, access to the student snapshot is available. Users simply select the student name by clicking on the link and the snapshot will display! The student snapshot includes the following:

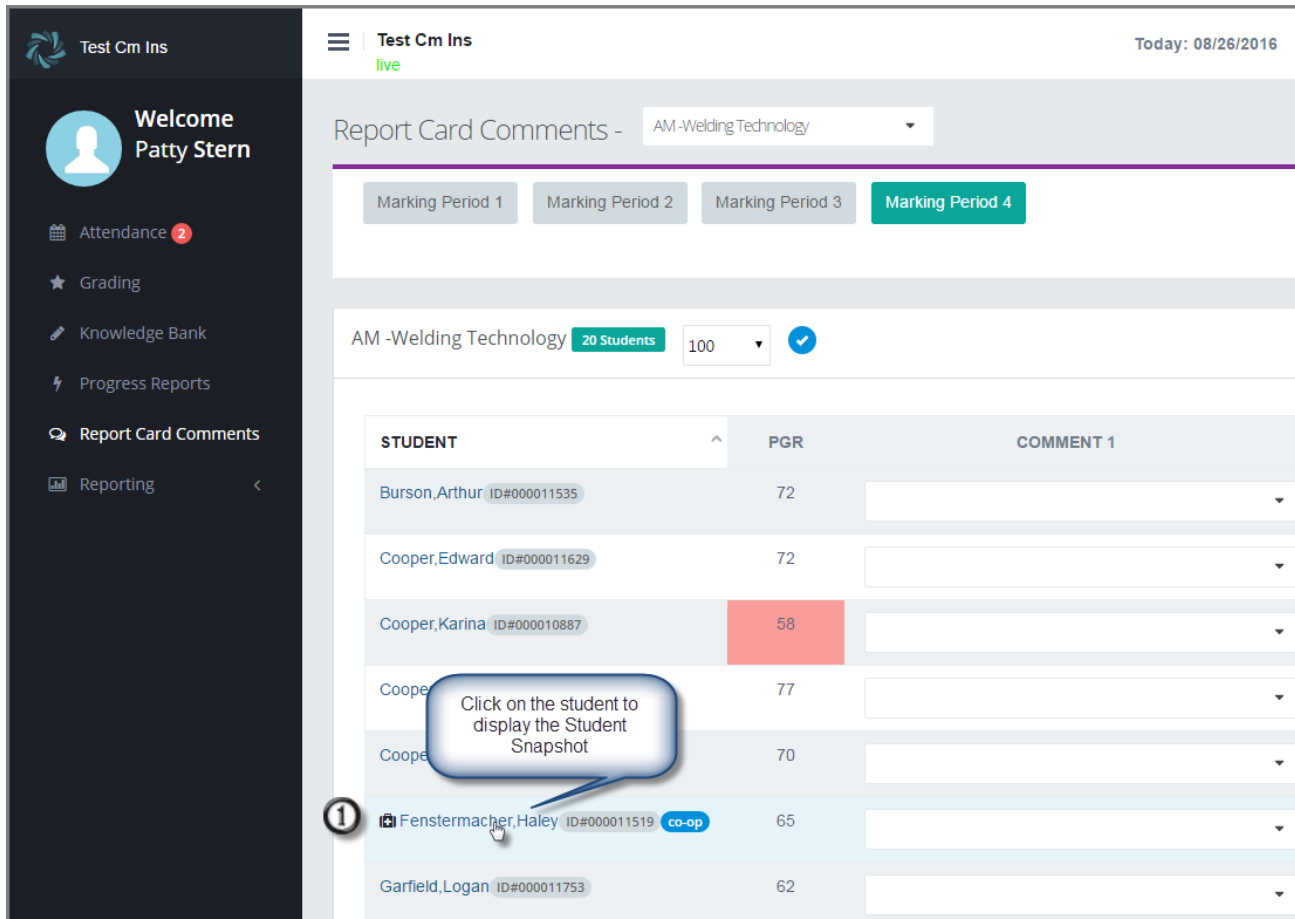
Snapshot Options	Description
Dashboard	<b>Read Only:</b> Attendance Summary, Grade Summary, Schedule and Print Option
Demographics	<b>Read Only:</b> Demographic details including contact and home school information..
Attendance	<b>Read Only:</b> Attendance Summary and/or details by Year to Date or Marking Period. Print Option.
Grades	<b>Read Only:</b> Grade Summary and/or details by final grade or by Marking period. View by grading component: Knowledge, Skill, Work ethic and PDP (if applicable) Includes Print option.
Medical Alerts	<b>Read Only:</b> Displays any medical alert established for this student.
SDI's	<b>Read Only:</b> Displays any Specially designed instructions established for the student.
Notes	<b>Entry Allowed:</b> Displays any previously entered notes for the student. New note entry available in this module as well as edits and deletions.
Discipline	<b>Entry Allowed:</b> Displays any previously entered discipline referrals for the student in the current year. New referral entry available in this module as well as edits and deletions.
Progress Report	<b>Entry Allowed:</b> Displays any previously created and submitted progress reports for the student in the current year. New Progress Report entry available in this module as well as edits and deletions for progress reports not yet submitted.



# ClassMate Web: *Teacher Progress Reports*

## Getting Started

- 1 Select a **Student Name** by clicking on the hyperlink. The snapshot is available **from any area** that displays a student name.



Test Cm Ins | Test Cm Ins | Today: 08/26/2016

Report Card Comments - AM-Welding Technology

Marking Period 1 | Marking Period 2 | Marking Period 3 | Marking Period 4

AM-Welding Technology 20 Students 100

STUDENT	PGR	COMMENT 1
Burson, Arthur ID#000011535	72	
Cooper, Edward ID#000011629	72	
Cooper, Karina ID#000010887	58	
Cooper, Karina ID#000010887	77	
Cooper, Karina ID#000010887	70	
1 Fenstermacher, Haley ID#000011519 co-op	65	
Garfield, Logan ID#000011753	62	

Click on the student to display the Student Snapshot

# ClassMate Web: *Teacher Progress Reports*

It is a ClassMate best practice to view your students Attendance and Grades prior to entering a Progress Report. You can use the Attendance and Grades tabs within the Snapshot to view this information for each student.

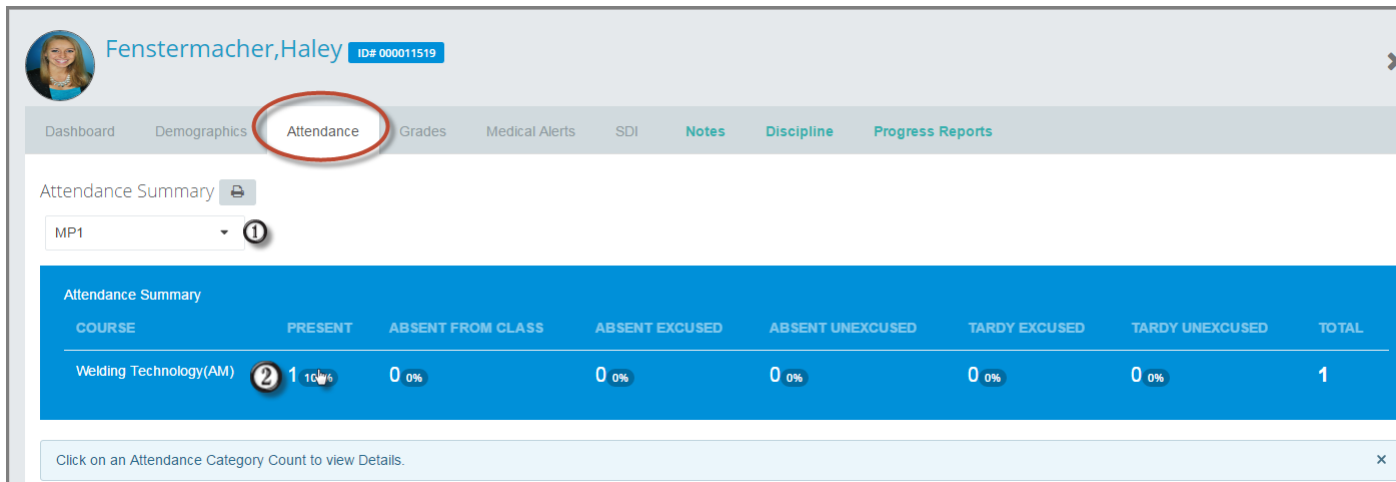
## Student Snapshot: Attendance Tab

The View Only attendance tab allows users a more detailed view of student attendance. Option to print attendance summary is also available.

- 1 Select the **Timeframe** you wish to display: Year To Date, MP 1, MP2, MP3 or MP4. Attendance categories will display both the number of attendance records for each along with a percentage of attendance

### Attendance Summary Includes:

- Course
- Present
- Absent from Class
- Absent Excused
- Absent Unexcused
- Tardy Excused
- Tardy Unexcused
- Total



**Attendance Summary**

COURSE	PRESENT	ABSENT FROM CLASS	ABSENT EXCUSED	ABSENT UNEXCUSED	TARDY EXCUSED	TARDY UNEXCUSED	TOTAL
Welding Technology(AM)	1 100%	0 0%	0 0%	0 0%	0 0%	0 0%	1

Click on an Attendance Category Count to view Details.




# ClassMate Web: *Teacher Progress Reports*

It is a ClassMate best practice to view your students Attendance and Grades prior to entering a Progress Report. You can use the Attendance and Grades tabs within the Snapshot to view this information for each student.

## Student Snapshot: Attendance Tab (continued)

The View Only attendance tab allows users a more detailed view of student attendance. Option to print attendance summary





- ② Click on an **Attendance Category Count** to view details. Details will display below. Includes Attendance condition, date and comments
- ③ Select the **Printer Icon** to print a detailed Attendance Summary

Attendance Summary  ③

Year to date ①

Attendance Summary							
COURSE	PRESENT	ABSENT FROM CLASS	ABSENT EXCUSED	ABSENT UNEXCUSED	TARDY EXCUSED	TARDY UNEXCUSED	TOTAL
Welding Technology(AM) ②	113 89%	0 0%	0 0%	1 1%	1 1%	0 0%	115

Attendance Details **Welding Technology(AM)**

ATTENDANCE	DATE	COMMENT
 Student Present	08/29/2016	
 Student Present	08/30/2016	
 Student Present	08/19/2016	
 Student Present	08/23/2016	





# ClassMate Web: *Teacher Progress Reports*

It is a ClassMate best practice to view your students Attendance and Grades prior to entering a Progress Report. You can use the Attendance and Grades tabs within the Snapshot to view this information for each student.

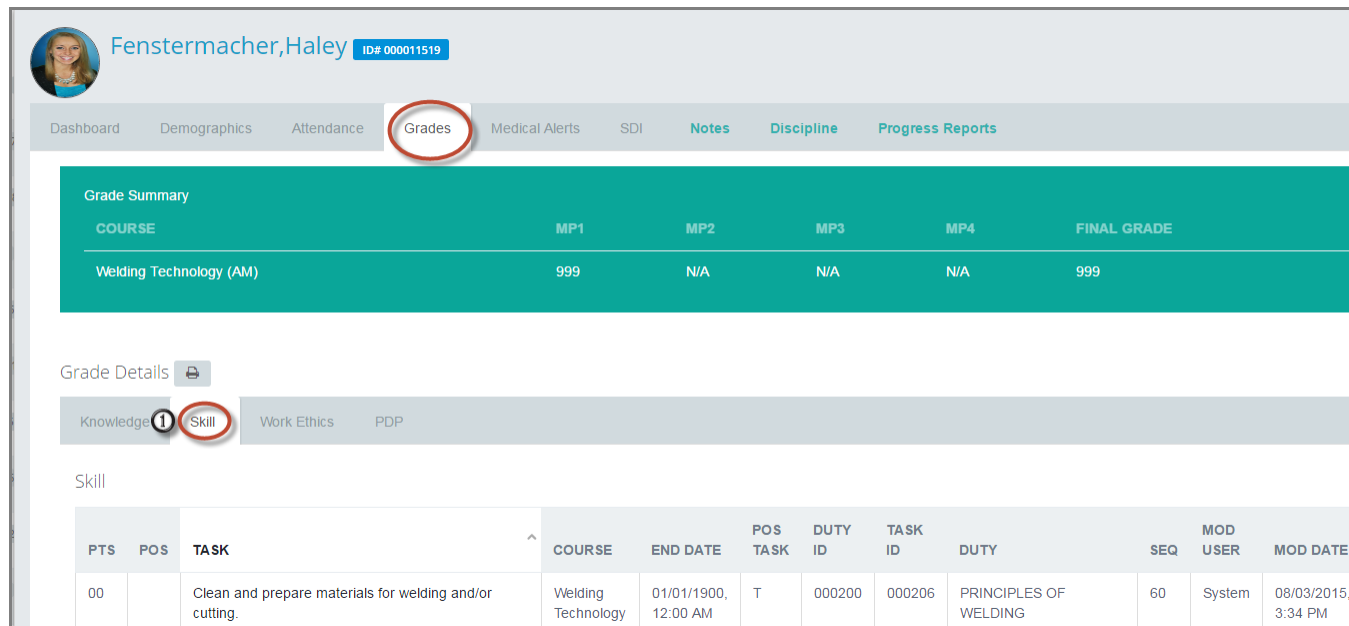
## Student Snapshot: Grades Tab

The View Only grade tab allows users a summary and detailed view of student grades. Option to print grades summary is also available.

### Grade Summary Includes:

- Course
- MP1
- MP2
- MP3
- MP4
- Final Grade

- 1 Select the type of **Grading Component** you wish to view. Options: Knowledge, Skill, Work Ethics or PDP (if applicable)



**Grade Summary**

COURSE	MP1	MP2	MP3	MP4	FINAL GRADE
Welding Technology (AM)	999	N/A	N/A	N/A	999

**Grade Details**

Knowledge **Skill** Work Ethics PDP

**Skill**

PTS	POS	TASK	COURSE	END DATE	POS TASK	DUTY ID	TASK ID	DUTY	SEQ	MOD USER	MOD DATE
00		Clean and prepare materials for welding and/or cutting.	Welding Technology	01/01/1900, 12:00 AM	T	000200	000206	PRINCIPLES OF WELDING	60	System	08/03/2015, 3:34 PM

# ClassMate Web: *Teacher Progress Reports*

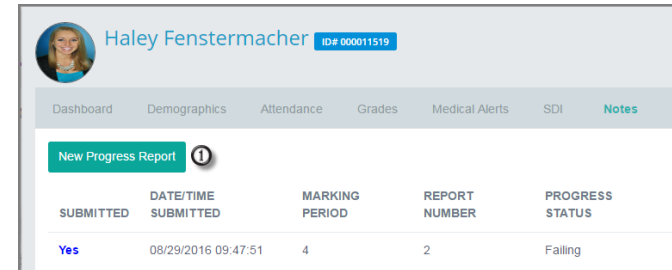
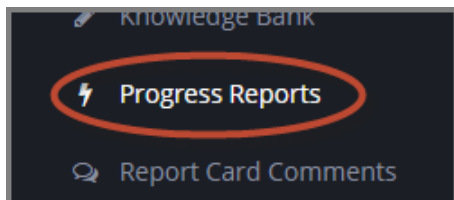
## Student Snapshot: Progress Reports Tab

The Progress Report Tab displays any previously created and/or submitted progress reports for the student. New Progress report creation and submission is available in this screen. Edits and deletions are only available for Created progress reports. Once submitted, Progress reports **CANNOT** be edited or deleted.

## Creating a New Progress Report

- ① Select the **Green** New Progress Report Button
- ② (A new screen opens)  
Select the **Progress Status** for the student.  
This is a required field for submission
- ③ Select the **Knowledge Comment(s)** for the student
- ④ Select the **Skill Comment(s)** for the student
- ⑤ Select the **Work Ethics Comment(s)** for the student
- ⑥ Click the **Green** Save Button.  
The new Progress Report will now Save

Users can also see submitted and unsubmitted progress reports from the Progress Report link

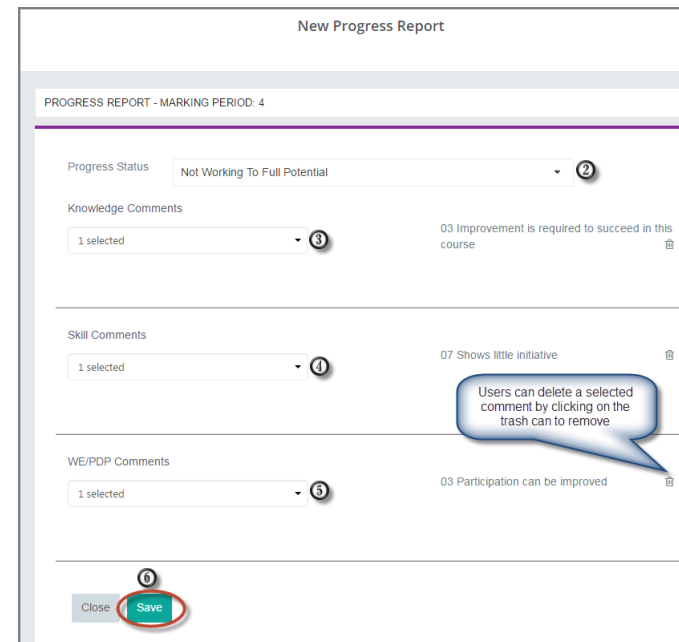


Haley Fenstermacher ID# 000011519

Dashboard Demographics Attendance Grades Medical Alerts SDI Notes

**New Progress Report** ①

SUBMITTED	DATE/TIME SUBMITTED	MARKING PERIOD	REPORT NUMBER	PROGRESS STATUS
Yes	08/29/2016 09:47:51	4	2	Failing



New Progress Report

PROGRESS REPORT - MARKING PERIOD: 4

Progress Status: Not Working To Full Potential ②

Knowledge Comments: 1 selected ③ 03 Improvement is required to succeed in this course

Skill Comments: 1 selected ④ 07 Shows little initiative

WE/PDP Comments: 1 selected ⑤ 03 Participation can be improved

Close Save ⑥

Users can delete a selected comment by clicking on the trash can to remove

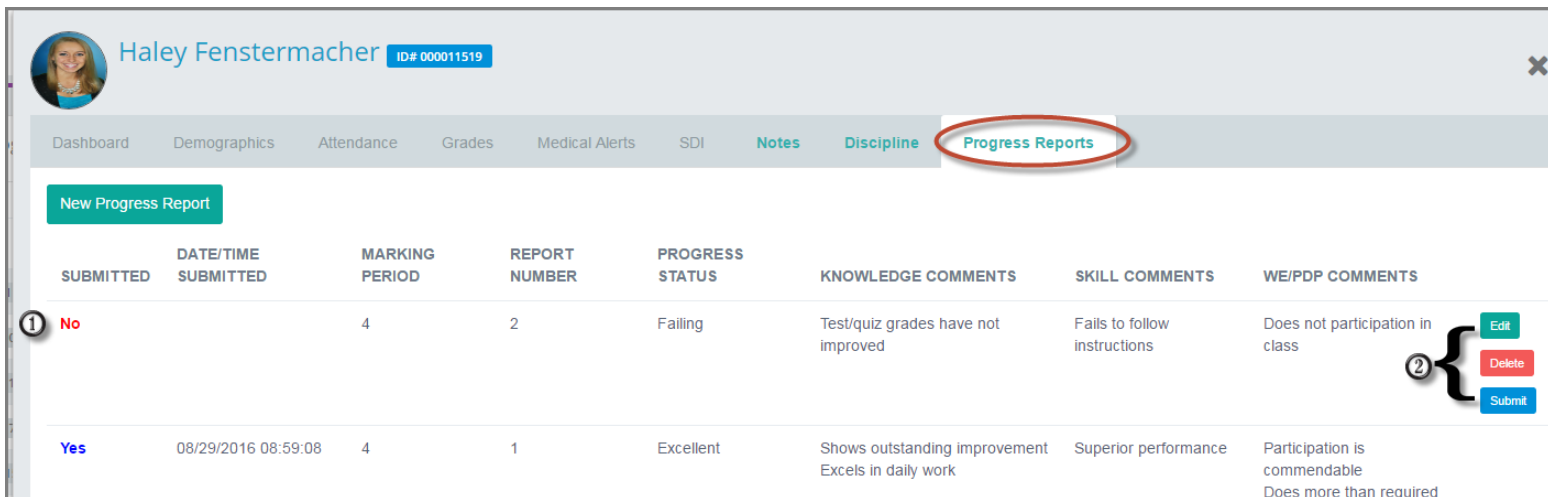
# ClassMate Web: *Teacher Progress Reports*

## Student Snapshot: Progress Reports Tab

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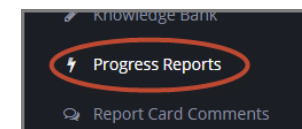
## Reviewing, Editing & Deleting a progress report that has not been submitted

- 1 Review the progress report(s) that was just entered or that was previously entered. Progress report with a red **NO** under the submitted column have the following options available: **Edit**, **Delete** or **Submit**
- 2 Select either the **Green Edit Button** , **Red Delete Button** or the **Blue Submit Button**



Haley Fenstermacher ID# 000011519								
Dashboards	Demographics	Attendance	Grades	Medical Alerts	SDI	Notes	Discipline	Progress Reports
New Progress Report								
SUBMITTED	DATE/TIME SUBMITTED	MARKING PERIOD	REPORT NUMBER	PROGRESS STATUS	KNOWLEDGE COMMENTS	SKILL COMMENTS	WE/PDP COMMENTS	
1 No		4	2	Failing	Test/quiz grades have not improved	Fails to follow instructions	Does not participation in class	2 { Edit Delete Submit
Yes	08/29/2016 08:59:08	4	1	Excellent	Shows outstanding improvement Excels in daily work	Superior performance	Participation is commendable Does more than required	

**Note: This is individual students records, to submit an entire classes progress reports, you can go to the Progress Report Screen from the black Navigation Panel.**



# ClassMate Web: *Teacher Progress Reports*

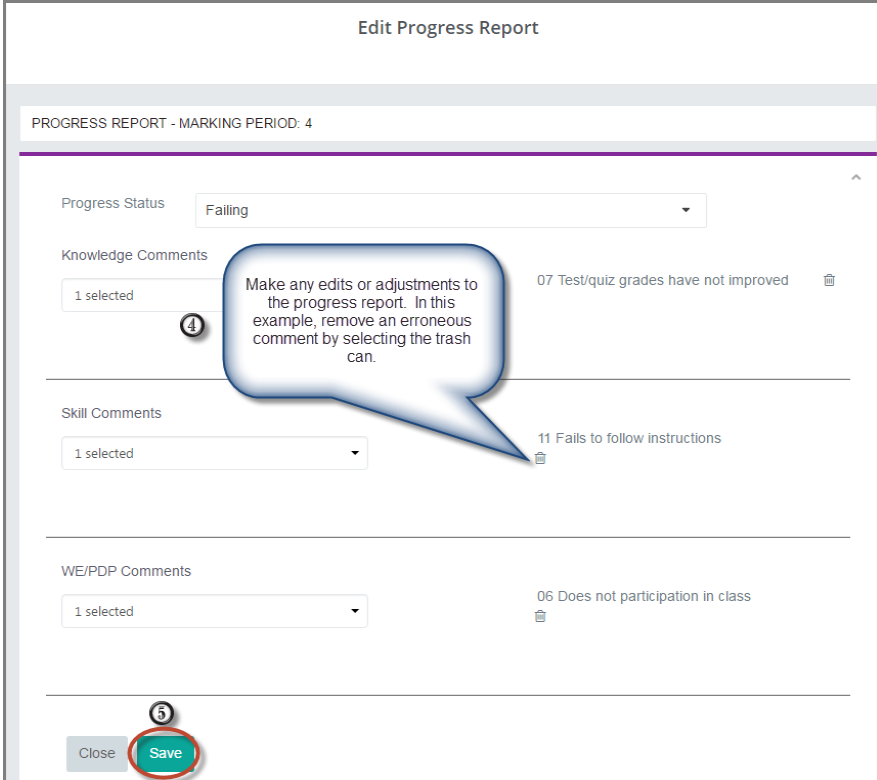
## Student Snapshot: Progress Reports Tab

The Progress Report Tab displays any previously created and/or submitted progress reports for the student. New Progress report creation and submission is available in this screen. Edits and deletions are only available for Created progress reports. Once submitted, Progress reports **CANNOT** be edited or deleted.

## Reviewing, Editing & Deleting a progress report that has not been Submitted (continued)

### Edit Selected:

- ③ Select the Progress Report that needs to be Edited (previous slide) by clicking the **Green Edit Button**
- ④ Make any necessary **Edits** or adjustments
- ⑤ Select the **Green Save** button



**Helpful Hint:** Previously selected comments can be removed by selecting the trash can. 

# ClassMate Web: *Teacher Progress Reports*

## Student Snapshot: Progress Reports Tab

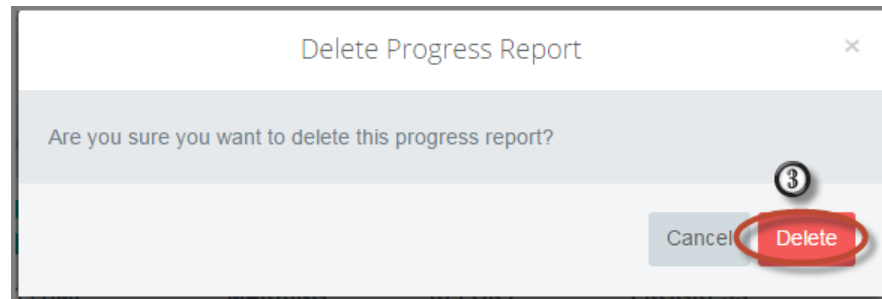
The Progress Report Tab displays any previously created and/or submitted progress reports for the student. New Progress report creation and submission is available in this screen. Edits and deletions are only available for Created progress reports. Once submitted, Progress reports **CANNOT** be edited or deleted.

## Reviewing, Editing & Deleting a progress report that has not been submitted (continued)

### Delete Selected:



A message will display confirming you would like to delete the Progress report. Select the **Red Delete Button** to remove the unsubmitted progress report.



**Helpful Hint:** Users can only create progress reports for the current Marking Period



# ClassMate Web: *Teacher Progress Reports*

## Student Snapshot: Progress Reports Tab

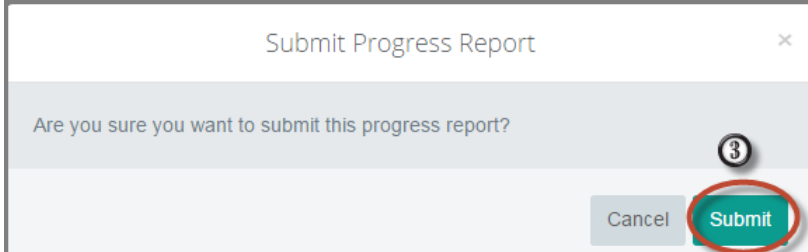
The Progress Report Tab displays any previously created and/or submitted progress reports for the student. New Progress report creation and submission is available in this screen. Edits and deletions are only available for Created progress reports. Once submitted, Progress reports **CANNOT** be edited or deleted.

## Submitting a Progress Report

### Submit Selected:

③ A message will display confirming you would like to submit the Progress report. Select the **Green Submit** Button to finalize the progress report. Once submitted progress reports cannot be edited or deleted. To release the submitted progress report contact your administration

You **MUST** have a progress status selected to submit a progress report. A warning message will display for progress reports without



**Helpful Hint:** Any progress report with **YES** indicated in the submitted column **CANNOT** be edited. Contact your administration for assistance.



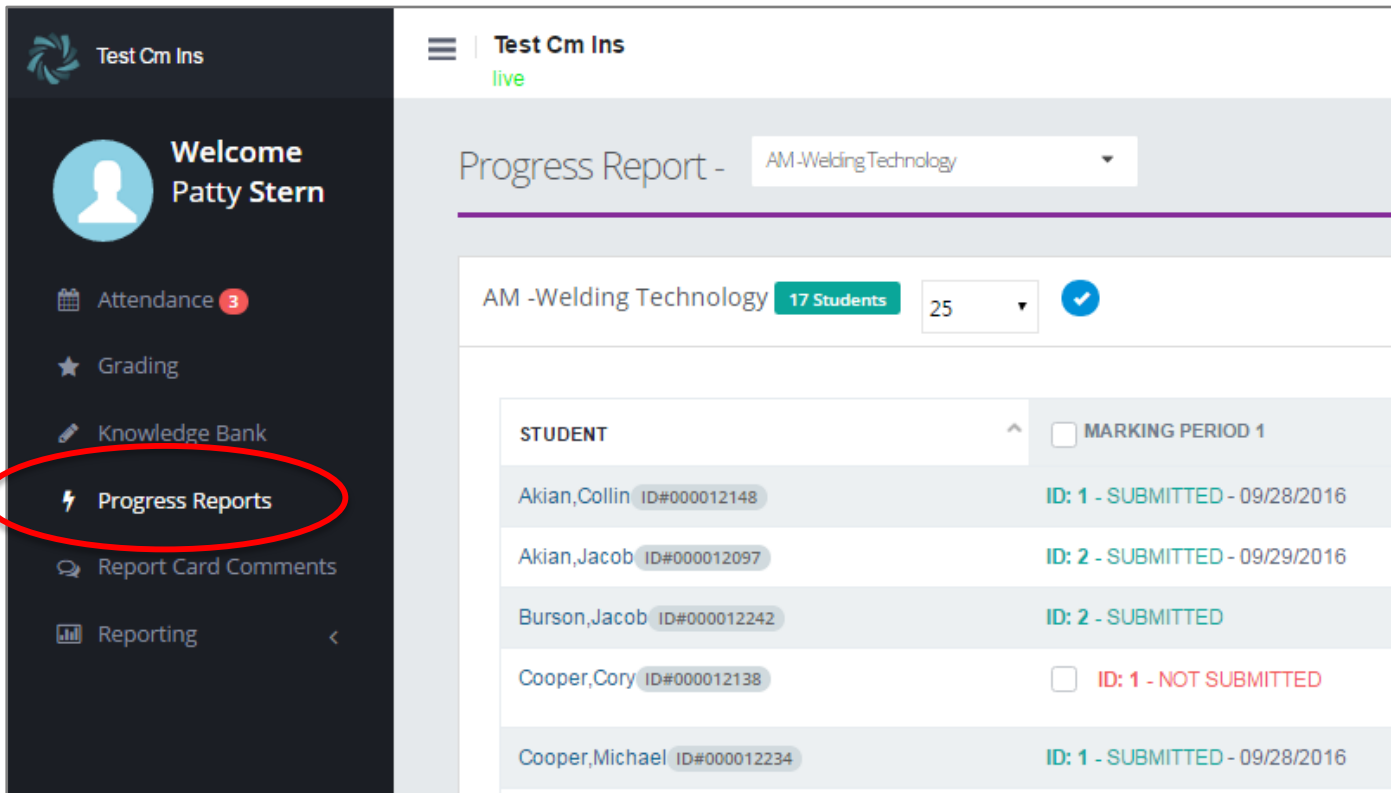
# ClassMate Web: *Teacher Progress Reports*

## Progress Reports Screen: Reviewing & Submitting Progress Reports by Class

The Progress Report screen displays any previously created and/or submitted progress reports for each student in the class. Use this screen to review Progress Reports and submit all progress reports at the same time.

### Getting Started

Select Progress Reports from the Black Navigation Panel



The screenshot shows the ClassMate Web interface. On the left is a dark navigation panel with a 'Welcome Patty Stern' header. Below the header are several menu items: 'Attendance' (with a red badge showing '3'), 'Grading', 'Knowledge Bank', 'Progress Reports' (highlighted with a red circle), 'Report Card Comments', and 'Reporting'. The main content area is titled 'Progress Report - AM-Welding Technology'. Below this, there's a summary bar for 'AM -Welding Technology' showing '17 Students', a dropdown menu set to '25', and a blue checkmark icon. A table follows, listing students and their progress report status for 'MARKING PERIOD 1'.

STUDENT	MARKING PERIOD 1
Akian, Collin ID#000012148	ID: 1 - SUBMITTED - 09/28/2016
Akian, Jacob ID#000012097	ID: 2 - SUBMITTED - 09/29/2016
Burson, Jacob ID#000012242	ID: 2 - SUBMITTED
Cooper, Cory ID#000012138	ID: 1 - NOT SUBMITTED
Cooper, Michael ID#000012234	ID: 1 - SUBMITTED - 09/28/2016



# ClassMate Web: *Teacher Progress Reports*

## Progress Reports Screen: Reviewing & Submitting Progress Reports by Class

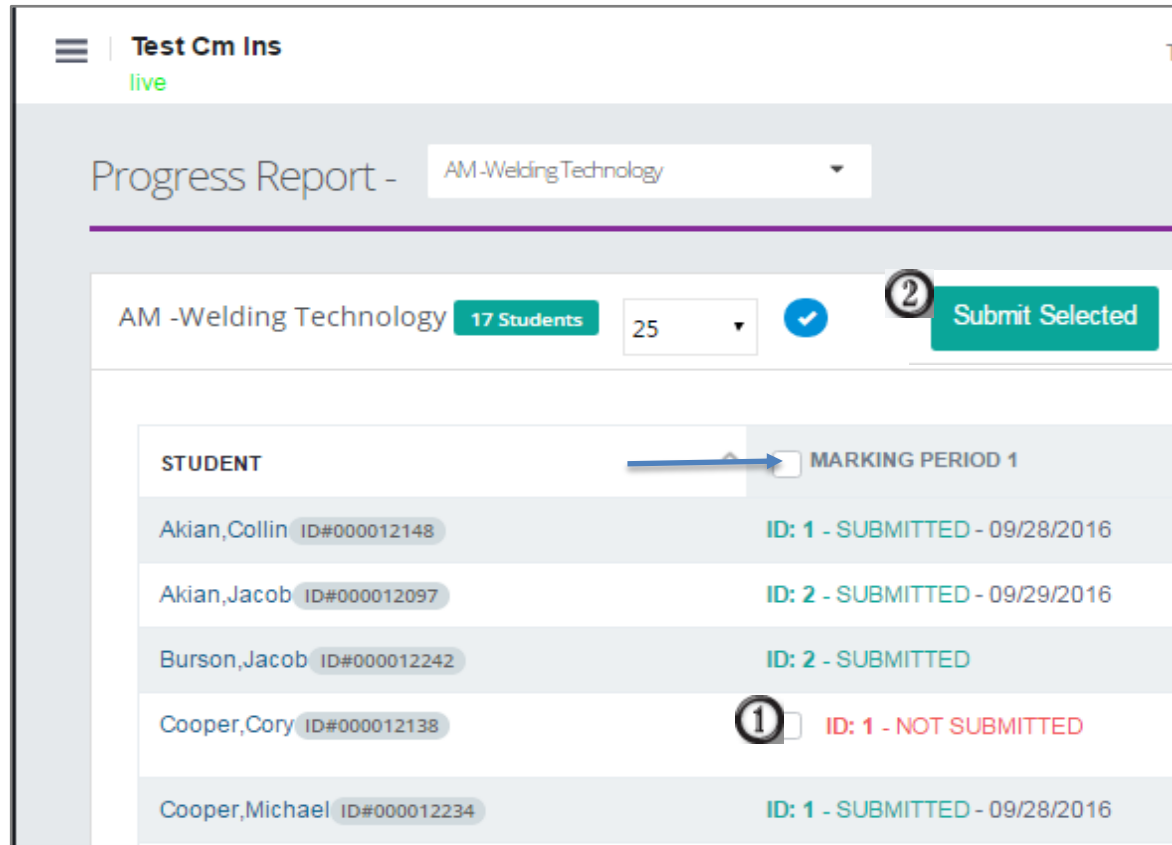
The Progress Report screen displays any previously created and/or submitted progress reports for each student in the class. Use this screen to review and Submit Progress Reports.

### Submitting Progress Reports (in bulk)

Students who are not yet submitted will have a **RED NOT SUBMITTED** notification under the respective Marking Period column.

① Individually check the box next to the **Not Submitted** notification for every student you want to submit for. OR click the check box next to the MARKING PERIOD to select all Un-submitted Students.

② Click the GREEN Submit Selected button



Test Cm Ins  
live

Progress Report - AM-Welding Technology

AM -Welding Technology 17 Students 25 ☒ Submit Selected

STUDENT	MARKING PERIOD 1
Akian, Collin ID#000012148	ID: 1 - SUBMITTED - 09/28/2016
Akian, Jacob ID#000012097	ID: 2 - SUBMITTED - 09/29/2016
Burson, Jacob ID#000012242	ID: 2 - SUBMITTED
Cooper, Cory ID#000012138	① <input type="checkbox"/> ID: 1 - NOT SUBMITTED
Cooper, Michael ID#000012234	ID: 1 - SUBMITTED - 09/28/2016



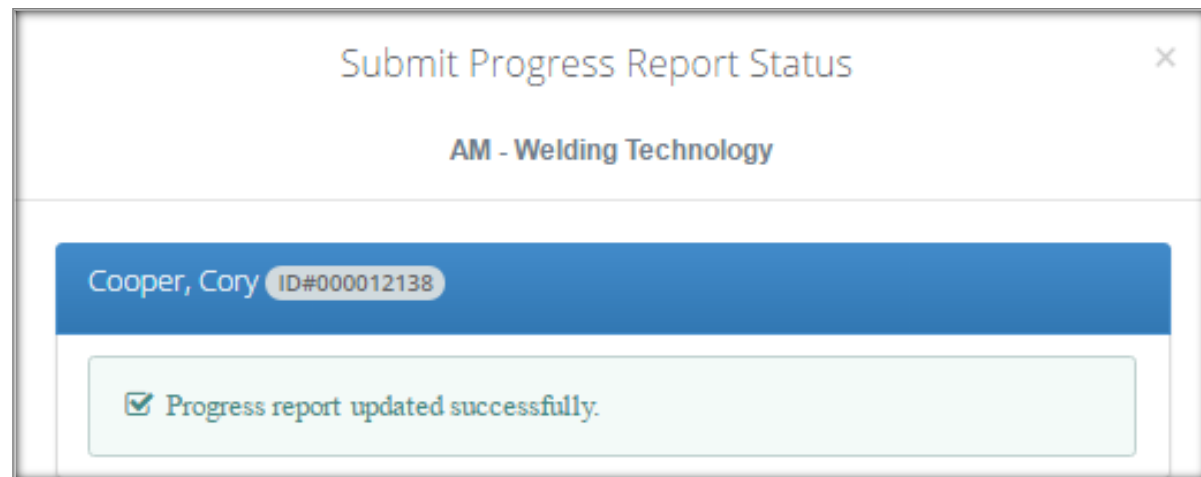
# ClassMate Web: *Teacher Progress Reports*

## Progress Reports Screen: Reviewing & Submitting Progress Reports by Class

The Progress Report screen displays any previously created and/or submitted progress reports for each student in the class. Use this screen to review and Submit Progress Reports.

### Submitting Progress Reports (in bulk) continued

- 3 A validation screen will appear identifying those progress reports that have been submitted.



**Helpful Hint:** Teachers cannot un-submit progress reports. Contact your administration for assistance.

# ClassMate Web: *Teacher Report Card Comments*

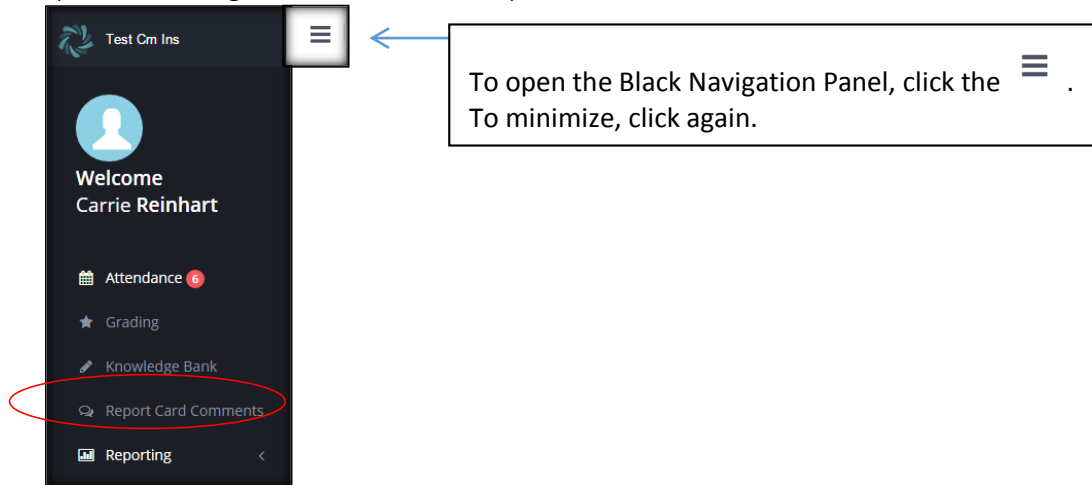


As of: January 10, 2016

## Teacher Report Card Comments

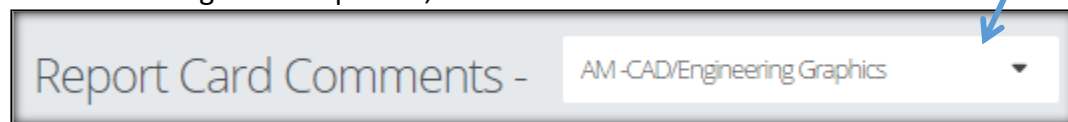
### Getting Started

Open Black Navigation Panel > Select Report Card Comments

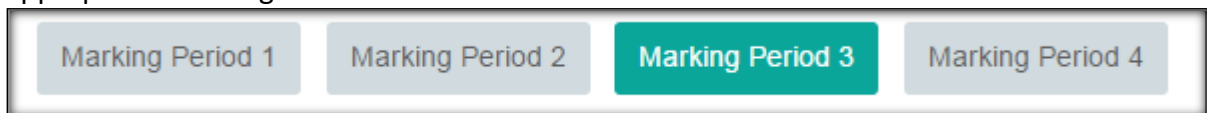


### Reviewing Grades

1. Click on the existing class dropdown, to select a class




2. Select the Marking Period you would like to enter Report Comments for, by clicking on the appropriate Marking Period button.



3. Review Student grades details, by clicking on any student name (student names are hyperlinks to their Snapshot information). Their Student Snapshot will open, and 9 tabs will display along the top. View the Grading tab to evaluate the student's grade details and to decide on the appropriate comment.
4. You will also see the student's PGR (Grade to Date) when entering Report Card Grades.


STUDENT	
Burson, Brandon	ID#000011712
Burson, Brandon	ID#000011698
Burson, Evan	ID#000011698
Burson, Matthew	ID#000011105
Cooper, Jacob	ID#000011474
DeAngelo, Zakory	ID#000011809





Brandon Burson
 ID# 000011712

! x

Dashboard
 Demographics
 Attendance
 **Grades**
 Medical Alerts
 Notes
 Discipline
 Progress Reports
 SDI

Grade Details
 

Knowledge
 **Skill**
 Work Ethics
 PDP
 TA

STUDENT	PGR	COMMENT 1	COMMENT 2	COMMENT 3
Burson, Alexis ID#000011504	93	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Burson, Kristen ID#000011781	90	<input type="text"/>	<input type="text"/>	<input type="text"/>
 DeAngelo, Karlee ID#000011538	90	<input type="text"/>	<input type="text"/>	<input type="text"/>
DeAngelo, Samyyah ID#000011680	63	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Selecting Report Card Comments:

1. Find the student name
2. Review the PGR
3. Select up to 3 comments per student – NOTICE: you will not differentiate between Knowledge comments, Work Ethic Comments and Skill Comments
  - a. Click the dropdown under a Comment 1, 2 or 3 (fill them in order)

COMMENT 1

- can be improved
- 04 - Participation has not improved
- 05 - Participation is unsatisfactory
- 06 - Does not participate in class
- 07 - Does not use class time efficiently

- Select ONE comment. You may enter the number of the comment. Ex: type 04, and comment 04 will select
- Click off Comment 1 and click the dropdown to Comment 2 (if applicable), repeat.
- You may use the tab key to navigate the screen from left to right.
- There is no Save button.

#### View Student Report Card Comments:

Once comments are selected, you can view the completed students Report Card comments:

STUDENT	PGR	COMMENT 1	COMMENT 2	COMMENT 3
Burson,Alexis ID#000011504	93	03 - Participation ca... ▼	05 - Participation is ... ▼	06 - Does not partici... ▼

## To submit an Electronic Leave Request you will need to login to Employee Access Center

-You can find Employee Access Center on the DCIU website, under IU Staff.

**\*Note:** you need to be logged into the DCIU website to see the IU Staff Tab

Or on the DCIU homepage under quick links.

https://eac.spihost.net/dcy/eac51Train/Login.aspx

Most Visited: IEPWriter.com PA - Lo... SunGard Pentamotion ... Powerschool/Sungard... RMS ConnectWise SUNGARD K-12 EDUC... Electronic Timesheets windows 7 - Why doe...

DCIU  
Empowering Partnerships For Education

User ID:

Password:

Login

[Forgot your Password?](#)

USER ID: Employee Number  
DEFAULT PASSWORD: Last 4 digits of your SSN

If you have trouble logging in, please fill out a help desk ticket to have your account reset.

[Help Desk](#)

Once inside Employee Access Center, click on Leave Information in the blue navigation menu on the left side of the screen.

DCIU EMPLOYEE

Please contact the Human Resources Department to report inaccuracies.

**Employee Tasks:**  
Demographic Information  
Additional Information  
Payroll Checks  
Salary and Benefits  
**Leave Information**  
Print W2s  
Tax Information  
Deductions and Benefits

**Links:**  
Return To Intranet  
Yahoo  
Google

**Information**  
Update

Employee ID:	12026	Previous Name:	
First Name:	DCIU	Release Information:	No
Middle Name:		Phone Number:	610-938-9000
Last Name:	EMPLOYEE	Work Phone:	
Suffix:		Work Email:	employee@dcui.org
Address 1:	200 YALE AVENUE	SSN:	999-99-9999
Address 2:		Birth Date:	8/20/1970
City:	MORTON	Hire Date:	8/28/2013
State:	PA	Department:	IU - INTERMEDIATE UNIT
Zip:	19070	Check Location:	2100 - ITS
Personal Email:	employee@dcui.org	Personal Cell Phone:	
Other Phone:		Emergency Cell Phone:	
Years in Total:	3		
Emergency Contact:		Emergency Phone:	
Physician:		Physician Phone:	
Spouse:		Spouse Phone:	
Staff State ID:			

**Clearance/Training Tracking**

Clearance Exp:	01/08/2018	Mrtraining Exp:	10/04/2018
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Above your leave calendar, click on the link for Leave Requests.

DCIU EMPLOYEE

Employee Tasks:

- Demographic Information
- Additional Information
- Payroll Checks
- Salary and Benefits
- Leave Information
- Print W2s
- Tax Information
- Deductions and Benefits

Links:

- Return To Intranet
- Yahoo
- Google

Leave is accurate to last payrun

**Leave Calendar**

Leave Banks | **Leave Requests**

July 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- WORK DAY
- NON WORK DAY
- HOLIDAY
- WEEKEND DAY
- SICK 12 MONTH
- PERSONAL NON-NEG
- VAC NON-NEG 3

View History Leave: Current Calendar

From the Leave Requests Page you can add a new request and review or cancel an existing request.

To ADD a new request, click on the **Add a New Leave Request** button.

DCIU EMPLOYEE

Employee Tasks:

- Demographic Information
- Additional Information
- Payroll Checks
- Salary and Benefits
- Leave Information
- Print W2s
- Tax Information
- Deductions and Benefits

Links:

- Return To Intranet
- Yahoo
- Google

**Review Leave Requests**

Leave Requests Page

**Add a New Leave Request**

Leave Type	Start Date	End Date	Units	Request Date	Status	Notes	Edit
SICK	3/30/2017	3/30/2017	1.00	3/29/2017	Canceled		<a href="#">Review Request</a>
VACATION	4/6/2017	4/6/2017	1.00	3/29/2017	Interfaced to Attendance/Employee Timesheets		<a href="#">Review Request</a>
SICK	3/31/2017	3/31/2017	1.00	3/29/2017	Interfaced to Attendance/Employee Timesheets		<a href="#">Review Request</a>
VACATION	3/30/2017	3/30/2017	1.00	3/29/2017	Canceled		<a href="#">Review Request</a>
VACATION	4/3/2017	4/3/2017	1.00	3/30/2017	Canceled		<a href="#">Review Request</a>
SICK	3/31/2017	3/31/2017	7.00	3/30/2017	Interfaced to Attendance/Employee Timesheets		<a href="#">Review Request</a>
SICK	4/6/2017	4/6/2017	7.00	3/30/2017	Interfaced to Attendance/Employee Timesheets		<a href="#">Review Request</a>
VACATION	4/5/2017	4/5/2017	1.00	4/4/2017	Interfaced to Attendance/Employee Timesheets		<a href="#">Review Request</a>
VACATION	5/17/2017	5/17/2017	1.00	4/4/2017	Interfaced to Attendance/Employee Timesheets		<a href="#">Review Request</a>
VACATION	4/28/2017	4/28/2017	1.00	4/26/2017	Interfaced to Attendance/Employee Timesheets		<a href="#">Review Request</a>
VACATION	6/1/2017	6/1/2017	1.00	5/15/2017	Canceled		<a href="#">Review Request</a>
VACATION	6/5/2017	6/5/2017	1.00	5/15/2017	Needs Correction		<a href="#">Review Request</a>
SICK	6/2/2017	6/2/2017	1.00	5/24/2017	Interfaced to Attendance/Employee Timesheets		<a href="#">Review Request</a>
SICK	1/2/2018	1/2/2018	1.00	6/1/2017	Interfaced to Attendance/Employee Timesheets		<a href="#">Review Request</a>
VACATION	6/28/2017	6/30/2017	21.00	6/2/2017	Canceled		<a href="#">Review Request</a>
VACATION	6/28/2017	6/30/2017	21.00	6/2/2017	Canceled		<a href="#">Review Request</a>
VACATION	6/28/2017	6/30/2017	21.00	6/2/2017	Canceled		<a href="#">Review Request</a>

- 2 -



There are 3 sections on the Employee Leave Request.

### Leave Bank Information

- This section shows employee the Leave Banks they have, how many hours taken YTD, the current balance of leave hours, leave hours pending (hours interfaced to attendance module and status = U- unposted) and a pending balance (after hours interfaced to attendance module have status changed from U – unposted to P – posted) this will become the current balance.

### Outstanding Leave Requests

- This section displays all outstanding leave requests that have not been interfaced to Attendance and have start dates and/or end dates that are on or after the current date.

### Leave Request Information

- This section must be completed by the employee when submitting a leave request. Once the initial leave request has been submitted, this section will be display-only and show the date of the actual submission.

**PLUS 360 eFinancePLUS**  
a PLUS 360 Application

**Employee Leave Request**

DCIU EMPLOYEE

Employee Number: 12026 Name: DCIU EMPLOYEE

#### Leave Bank Information

Leave Code	Leave Title	Taken YTD	Current Balance	Units/Hours/Days Pending	Pending Balance
101	SICK LEAVE	4.0000	16.0000	17.0000	-1.0000
204	PERSONAL	2.5000	2.0000	0.0000	2.0000
413	VACATION	5.0000	6.5500	4.0000	2.5500
302	PROFESSION	0.0000	0.0000	0.0000	0.0000
801	MISC	0.0000	0.0000	0.0000	0.0000
901	WRK COMP	0.0000	0.0000	0.0000	0.0000

#### Outstanding Leave Requests

Leave Type	Start Date	End Date	Units	Request Date	Status	Notes
VACATION	6/28/2017	6/30/2017	21.0000	6/2/2017	Canceled	
VACATION	6/28/2017	6/30/2017	21.0000	6/2/2017	Canceled	
VACATION	6/28/2017	6/30/2017	21.0000	6/2/2017	Canceled	

#### Leave Request Information

Leave Type \*

Start Date \*

End Date \*

Units \*

Notes

Click the 'Submit' button to formally submit your leave request.

To submit your leave request fill out the Leave Request Information section. Select your LEAVE TYPE, START DATE, END DATE, # HOURS and NOTES to be included with the request. Click the SUBMIT button and you will get a confirmation message stating that your request has been routed for approval.



Under Leave Request Information, you can see the date you submitted the request. Under the Approvals section you can see what, if any, action has been taken by the approvers for this request.

If you need to cancel the request, click on the cancel request button at the bottom of the screen. If the cancel request button does not appear at the bottom of the screen, the request is past the date when the system will allow you to cancel it. In that case, you will need to coordinate with your departmental reporting secretary and the HR attendance secretary to cancel the time.

**Employee Number:** 12026 **Name:** DCIU EMPLOYEE

**Leave Bank Information**

Leave Code	Leave Title	Taken YTD	Current Balance	Units/Hours/Days Pending	Pending Balance
101	SICK LEAVE	4.0000	16.0000	17.0000	-1.0000
204	PERSONAL	2.5000	2.0000	0.0000	2.0000
413	VACATION	5.0000	6.5500	4.0000	2.5500
302	PROFESSION	0.0000	0.0000	0.0000	0.0000
801	MISC	0.0000	0.0000	0.0000	0.0000
901	WRK COMP	0.0000	0.0000	0.0000	0.0000

**Outstanding Leave Requests**

Leave Type	Start Date	End Date	Units	Request Date	Status	Notes
VACATION	6/9/2017	6/9/2017	7.0000	6/7/2017	Open	This is a request for a Vacation day.
VACATION	6/28/2017	6/30/2017	21.0000	6/2/2017	Canceled	
VACATION	6/28/2017	6/30/2017	21.0000	6/2/2017	Canceled	
VACATION	6/28/2017	6/30/2017	21.0000	6/2/2017	Canceled	

**Leave Request Information**

**Request submitted on 4/4/2017**

**Leave Type \*** VACATION

**Start Date \*** 5/17/2017

**End Date \*** 5/17/2017

**Units \*** 1.00

**Notes**

**Approvals**

Date	Action/Comments	Level	Approver	Approved By	Delegate	Approval Group Name
4/4/2017	Approved	1	KATHLEEN THOMPSON	Approver		ELR-SUPVSR

Click the 'Cancel Request' button to cancel this request, otherwise please click the 'Logout' button or close your browser window when finished reviewing.

Cancel Request

# Creating a Basic Absence

[absence-help.frontlineeducation.com/hc/en-us/articles/115003384728-Creating-a-Basic-Absence](https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384728-Creating-a-Basic-Absence)

There are many things you can do and see on your absence management website. But as an employee, one of the most important things is the ability to create an absence. We have made it easy for you to do this right on the home page.

Absence creation may look different for you depending on your District's settings.

In most cases, you can create an absence right from the home page under the "Create Absence" tab.

For more advanced absence scenarios, you'll want to click the **Advanced Mode** button. Click [here](#) to learn more about Advanced Mode Absences.

## Select the Date (or Dates)

When selecting your absence date, simply click on the single day and it will be highlighted in blue.

**Note:** Absences can be create up to one year in advance when created on the web.

You can also click on multiple days to create a multi-day absence. The days do not have to be consecutive.

If you've got a larger number of consecutive days you'd like to select, simply click and drag your cursor to select the days.

Create Absence

5 Schedule

Thu, Apr 17

April 2014

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Substitute R

Absence Re

Time

Please enter a v  
HH:MM AM form

April 2014

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

April 2014

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

## Entering Absence Details

Once you've chosen the date(s) of the absence, its time to enter the rest of the absence details.

**Substitute Required** ☒ **Yes**

**Absence Reason** Select One ▼

**Time**  
Please enter a valid time range using the HH:MM AM format.

Full Day ▼

08:00 AM to 03:00 PM

**Notes to Administrator**  
(not viewable by Substitute)

**Notes to Substitute**

255 character(s) left

255 character(s) left

Let's go over what each of these details mean:

**Substitute Required:** This option may already be predetermined for you but you may have the option to choose if a substitute is needed for this absence. To change the option from **Yes** to **No**, just click to move the slider.

**Absence Reason:** Choose your absence reason from the drop-down list.

**Substitute Required** ☒ **Yes**

**Absence Reason**

**Time**  
Please enter a valid time range using the HH:MM AM format.

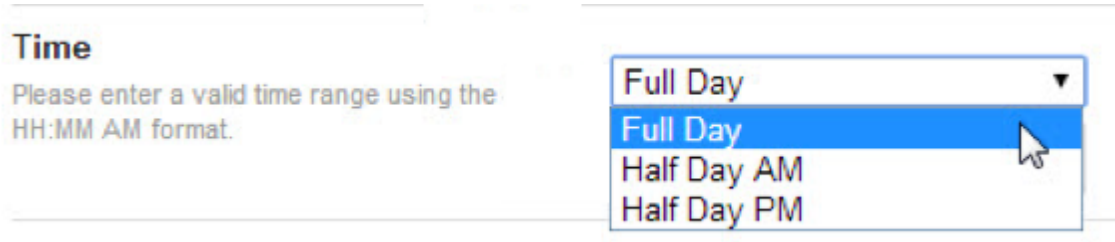
Full Day

08:00 AM to 03:00 PM

**Notes to Administrator**  
(not viewable by Substitute)

- ✓ Select One
- Bereavement
- Comp Time
- FMLA > Child
- FMLA > Self
- FMLA > Spouse
- Illness
- Jury Duty
- Personal
- Professional Dev
- School Business
- Vacation
- Workers Comp

**Time:** Choose what type of absence this is. Is it a Full Day Absence? Is it a Half Day Absence? Depending on your district's setup you may have the option to choose a custom absence as well.



If you do need to enter custom times, choose **Custom** from the drop-down and then enter the custom times in the boxes provided.

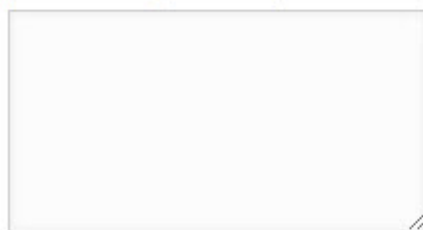
## Operational Details

There are a couple of optional things you can do as well before saving the absence.

**Notes:** You have the ability to leave notes for your administrator and for the substitute who will be filling in for you. The notes you leave for the administrator will not be visible to the substitute. The notes you leave for the substitute will be visible to the administrator.

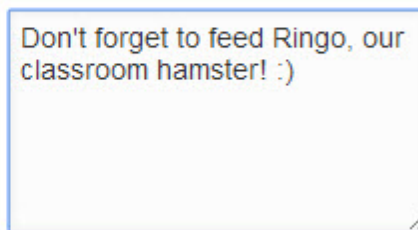
### Notes to Administrator

(not viewable by Substitute)



255 character(s) left

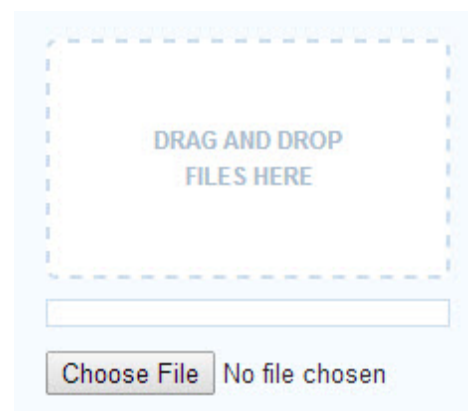
### Notes to Substitute



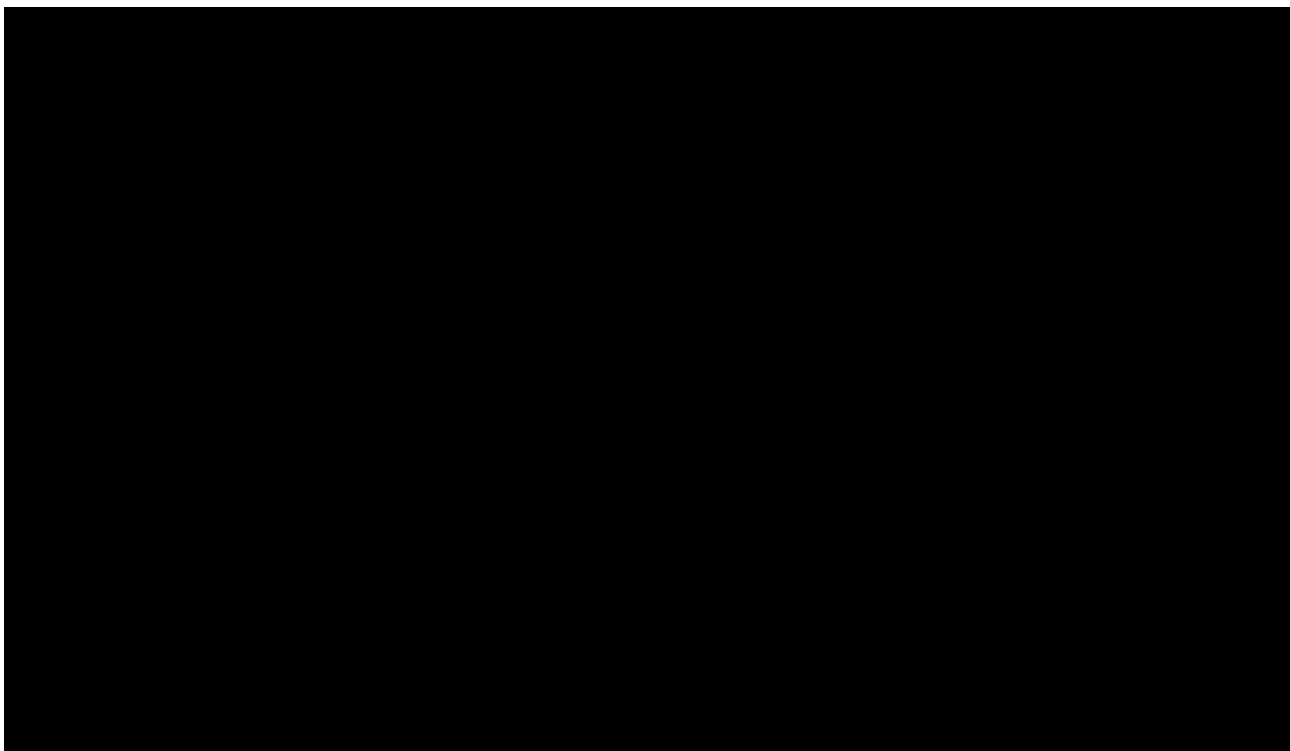
202 character(s) left

**Attach a File:** Absence management gives you the ability to attach files to your absence for your substitute to see, such as lesson plans or seating charts. You can attach Word, Excel, and PDF files.

To attach a file, click the **Choose File** button and browse your computer for the file you want to attach. If you are using a web browser like Chrome or Safari, you may also be able to drag the file right into the drop area you see in the example below.







Once you have added a file, you will see the name of the file in the File Attachments area. To delete, the file use the **trash can icon**.

## Saving the Absence

Once you have filled in all the required fields, click the **Create Absence** button at the bottom right corner.

**Create Absence** | 5 Scheduled Absences | 4 Past Absences | 0 Denied Absences

Fri, Apr 18

Need more options? [Advanced Mode](#)

**April 2014**

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

**Substitute Required** ☒ Yes

**Absence Reason**

**Time**   
Please enter a valid time range using the HH:MM AM format.  to

**Notes to Administrator** (not viewable by Substitute)  
  
255 character(s) left

**Notes to Substitute**  
  
211 character(s) left

**FILE ATTACHMENTS**

DRAG AND DROP FILES HERE

No file chosen

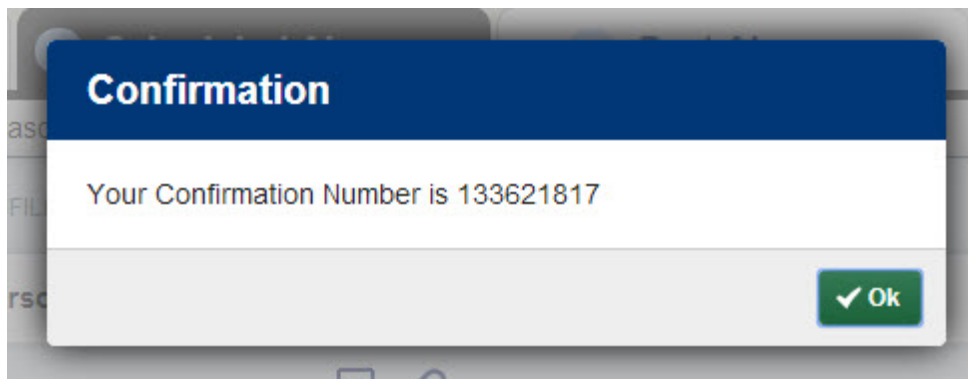
☒ Lesson Plan.docx

No Description...

**Shared Attachments**

☒ Vanderbilt HS Code of Conduct.xlsx  
High School Rules

Once the absence is saved, you will see a message at the top of your screen which will include the confirmation number. The absence will also show up under the "Scheduled Absences" tab.



Congratulations! You're done entering your absence into absence management. Now, go get some coffee.

## Recently viewed articles

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[Creating an Absence](#)

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## DCTS Student Work Ethic Expectations

### BE RESPECTFUL

- Student uses positive communication with peers and staff.
- Student attentive
- Student alert and on task
- Student is a team player; works well with others

### BE RESPONSIBLE

- Student arrives ontime or excused lateness ready to work
- Student arrives with all necessary supplies to work
- Student in full uniform
- Student on-task; work completion

### BE SAFE

- Student uses appropriate behavior
- Student follows policy for cell phone use/ear buds
- Student in assigned area
- Student in proper safety equipment

DCTS Work Ethic Grading Rubric

	0 to 2 points	3 to 5 points	6 to 8 points	9 to10 points
Respectful	<ul style="list-style-type: none"><li>• Student uses profanity and does not comply with 3 or more redirections.</li><li>• Student uses cell phone/ear buds</li><li>• Student asleep/head down during class</li><li>• Student refuses to work with others</li></ul>	<ul style="list-style-type: none"><li>• Student uses profanity and does not comply with two redirections.</li><li>• Student uses cell phone/ear buds; complies after two redirections</li><li>• Student needs two or more redirections to focus and attend</li><li>• Student refuses to work with others; back on task after 2 prompts.</li></ul>	<ul style="list-style-type: none"><li>• Student uses profanity and complies after one redirection.</li><li>• Student uses cell phone/ear buds; complies after one redirection</li><li>• Student needs one redirection to focus and attend</li><li>• Student refuses to initially work with others; back on task after one redirection</li></ul>	<ul style="list-style-type: none"><li>• Student uses positive communication with peers and staff.</li><li>• Student attentive</li><li>• Student alert and on task</li><li>• Student is a team player; works well with others</li></ul>
Responsible	<ul style="list-style-type: none"><li>• Student late unexcused; refuses to work</li><li>• Student not prepared to work (supplies)</li><li>• Student not in uniform; refuses to do assigned work.</li><li>• Student off task; refusing to work</li></ul>	<ul style="list-style-type: none"><li>• Student arrives late unexcused; needs two redirections to start working</li><li>• Student somewhat prepared</li><li>• Student does not have full uniform; requires two redirections Do assigned work.</li><li>• Student minimally on task-poor work completion</li></ul>	<ul style="list-style-type: none"><li>• Student arrives late unexcused; Gets to work</li><li>• Student mostly prepared</li><li>• Student does not have full uniform; takes responsibility</li><li>• Student on-task; could put more effort into work completion</li></ul>	<ul style="list-style-type: none"><li>• Student arrives on time or excused lateness ready to work</li><li>• Student arrives with all necessary supplies to work</li><li>• Student in full uniform</li><li>• Student on-task; work completion</li></ul>

Safe	<ul style="list-style-type: none"><li>• Student uses aggressive behavior (fighting/ Physical horseplay)</li></ul>	<ul style="list-style-type: none"><li>• Student involved in horseplay. Needs more than one redirection before stopping behavior.</li></ul>	<ul style="list-style-type: none"><li>• Student involved in horseplay; stops when redirected</li></ul>	<ul style="list-style-type: none"><li>• Student uses appropriate behavior</li></ul>
	<ul style="list-style-type: none"><li>• Student uses cell phone/ear buds in shop area (unauthorized) Refuses to stop</li></ul>	<ul style="list-style-type: none"><li>• Student uses cell phone/ear buds; removes after 2 redirections</li></ul>	<ul style="list-style-type: none"><li>• Student uses phone/ear buds; removes upon redirection</li></ul>	<ul style="list-style-type: none"><li>• Student follows policy for cell phone use/ear buds</li></ul>
	<ul style="list-style-type: none"><li>• Student is in unassigned area; Disregards redirection</li></ul>	<ul style="list-style-type: none"><li>• Student in unassigned area; requires more than one redirection</li></ul>	<ul style="list-style-type: none"><li>• Student in unassigned area; cooperates after one redirection</li></ul>	<ul style="list-style-type: none"><li>• Student in assigned area</li></ul>
	<ul style="list-style-type: none"><li>• Student w/o proper safety equip. in shop</li></ul>	<ul style="list-style-type: none"><li>• Student w/o proper safety equip. in shop area; requires 2 redirections.</li></ul>	<ul style="list-style-type: none"><li>• Student w/o proper safety equipment in shop area; puts safety equip on after one redirection</li></ul>	<ul style="list-style-type: none"><li>• Student wears/uses proper safety equipment</li></ul>

Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination in Educational Programs/Services
Code	103
Status	Active
Adopted	March 14, 2018
Last Revised	November 4, 2020

### **Authority**

The Board declares it to be the policy of the Intermediate Unit to provide an equal opportunity for all students to achieve their maximum potential through the programs offered by the Intermediate Unit without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)

The Intermediate Unit strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the Intermediate Unit and is prohibited on Intermediate Unit or school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The Intermediate Unit shall provide programs and services to all eligible students without discrimination. The Intermediate Unit shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from Intermediate Unit or school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the Intermediate Unit's legal and investigative obligations.

### **Retaliation**

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

### **Definitions**

**Actual Knowledge** means notice of sexual harassment or allegations of such to the T9C or any official of the recipient who has authority to institute corrective actions, or to any employee of an elementary and secondary school.

**Education program or activity** includes locations, events, or circumstances over which the recipient exercised substantial control over the respondent and the context in which the sexual harassment occurs, and includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

**Formal Complaint** means a document (including signature or otherwise indicates the complainant is the person filing) filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting the recipient investigate. \*At the time of filing, the complainant must be participating in or attempting to participate in the education program or activity of the recipient. [\[29\]](#)[\[30\]](#)

### Discriminatory Harassment

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf. [\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)

**Harassment** shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

### Sexual Harassment

1. Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. **Sexual harassment** shall consist of conduct that satisfies one or more of the following: An employee of the recipient conditioning the provision of an aid, benefit, or service of the DCIU on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the DCIU's education program or activity; or
3. Sexual assault (defined in 20 USC 1092(f)(6)(A)(v)), dating violence (defined in 34 USC 12291(a)(10)), domestic violence (defined in 34 USC 12291(a)(8)), or stalking (defined in 34 USC 12291(a)(30)). [\[31\]](#)[\[32\]](#)

**Supportive Measures** means nondisciplinary, nonpunitive individualized services offered as appropriate and reasonably available, and without fee, before or after the filing of a formal complaint. Such measures are designed to restore or preserve equal access to the recipient's education program/activity without unreasonably burdening the other party. [\[29\]](#)

### Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Executive Director as the Intermediate Unit's Compliance Officer. The Human Resources Director shall be its Title IX Coordinator. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer and Title IX Coordinator. [\[33\]](#)

The Compliance Officer, in conjunction with the Director of Human Resources, shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees, employee unions and professional organizations, and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the Intermediate Unit's nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to prevent, identify and alleviate problems of discrimination.



3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and services to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. Support - Assurance that like aspects of the educational program receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Complaints - Monitor and provide technical assistance to building administrators and program supervisors in processing complaints.

The building administrator or program supervisor shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:

1. If the building administrator or program supervisor is the subject of the complaint, refer the student to the Compliance Officer to carry out these responsibilities.
2. Inform the student or third party about this policy including the right to an investigation of both oral and written complaints of discrimination.
3. Obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians and students who are complainants or accused of violating this policy that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
4. Provide relevant information on resources available in addition to the complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
5. Immediately notify the Compliance Officer and Title IX Coordinator of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building administrator or program supervisor, another Intermediate Unit employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.
6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim supportive measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

## **Guidelines**

### **Response to Title IX Sexual Harassment**

#### ***General -***

When the DCIU receives Actual Knowledge, it must respond promptly and reasonably in light of the known circumstances. The response must treat complainants and respondents equitably by offering supportive measures to the complainant, and following the grievance process before imposing disciplinary sanctions or other actions that are not supportive measures, against the respondent. The Title IX Coordinator must promptly contact the complainant to discuss the supportive measures, consider complainant's wishes, inform the complainant of the availability of supportive measures with/without filing a formal complaint, and explain the process for filing a formal complaint.

### **Formal Complaint/Grievance Procedure**

#### **Step 1 – Reporting**

A student or other party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building administrator or program supervisor. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building administrator or program supervisor.

An Intermediate Unit employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator or program supervisor, as well as properly making any mandatory police or child protective services reports required by law. [25]

If the building administrator or program supervisor is the subject of a complaint, the student, other party or employee shall report the incident directly to the Compliance Officer/Title IX Coordinator.

The complainant or reporting employee may be encouraged to use the Intermediate Unit's report form, available from the building administrator or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Supportive measures should be put in place where practicable.

The respondent must be presumed to be not responsible until a determination is made.

Upon receipt of a formal complaint, the DCIU must give written notice of the allegations of sexual harassment and the DCIU's grievance procedure to the complainant and the respondent.

## **Step 2 – Investigation**

Where an attorney is not used to conduct an investigation into a discrimination complaint, only unbiased individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy. The parties shall be treated equitably.

The investigator shall work with the Compliance Officer/Title IX Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the respondent shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from Intermediate Unit or school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the respondent, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The investigator may obtain voluntary written consent from an employee, student, and or parents/guardians to obtain confidential records not otherwise available to the DCIU. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations. [26][25][27]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the incident is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the Intermediate Unit's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

## **Step 3 – Investigative Report**

The investigator shall prepare and submit a written report to the Compliance Officer within five working (5) days after the conclusion of the investigation. The parties shall be notified of the anticipated date the investigative

report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual by a preponderance of the evidence, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further Intermediate Unit action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

In matters under Title IX, prior to finalization, the findings of the investigation shall be provided to the complainant and the respondent. The parties shall have 10 calendar days to submit a response to be considered by the investigator before the report is finalized. After the report has been finalized, it will be provided to the complainant, respondent, and Compliance Officer/Title IX Coordinator. In all other matters, the parties shall be informed of the outcome of the investigation, within a reasonable time of the submission of the written report. The respondent shall not be notified of the individual remedies offered or provided to the complainant.

#### **Step 4 – Intermediate Unit Action**

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the Intermediate Unit shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The Intermediate Unit shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or program environment. Intermediate Unit staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. Corrective actions may include, but need not be limited to supportive measures previously put in place.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, Intermediate Unit procedures, applicable collective bargaining agreements, and state and federal laws.

If it is determined that the conduct alleged in the formal complaint would not constitute sexual harassment, did not occur in the DCIU's program or activity, or did not occur against a person in the United States, then the DCIU must dismiss the formal complaint.

#### **Appeal Procedure**

1. The DCIU must offer both complainant and respondent an appeal from a dismissal or determination of responsibility, respectively, only on the following bases: (1) a procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available previously; and (3) the Title IX Coordinator or investigator had a conflict of interest or bias for or against complainants or respondents that affected the outcome. The DCIU shall notify the other party if an appeal is taken.
2. The party wishing to take an appeal may submit a written appeal to the Compliance Officer within ten (10) working days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Executive Director.
3. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
4. The person handling the appeal shall prepare a written response to the appeal at the conclusion of the review. Copies of the response shall be provided to the complainant, the respondent and the investigator who conducted the initial investigation. This shall be the final step in the process.

#### **Record Retention**

The DCIU must maintain for seven (7) years records of each sexual harassment investigation under this policy, including any finding, appeal, and Title IX training materials.

## Legal

1. 22 PA Code 12.1
2. 22 PA Code 12.4
3. 22 PA Code 15.1 et seq
4. 22 PA Code 4.4
5. 24 P.S. 1301-A
6. 24 P.S. 1310
7. 24 P.S. 5004
8. 20 U.S.C. 1681 et seq
9. 29 U.S.C. 794
10. 42 U.S.C. 12101 et seq
11. 42 U.S.C. 1981 et seq
12. 42 U.S.C. 2000d et seq
13. 43 P.S. 951 et seq
14. Pol. 103.1
15. Pol. 218
16. Pol. 247
17. Pol. 249
18. U.S. Const. Amend. XIV, Equal Protection Clause
19. 29 CFR 1604.11
20. 29 CFR 1606.8
21. Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
22. Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
23. Office for Civil Rights - Revised Harassment Guidance: Harassment of Students by School Employees, Other Students or Third Parties Title IX (January 2001)
24. Office for Civil Rights - Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability (Oct. 26, 2010)
25. Pol. 806
26. 18 Pa. C.S.A. 2709
27. Pol. 815
28. 24 P.S. 1301
29. 34 CFR 106.30
30. 34 CFR 106.45
31. 20 U.S.C. 1092
32. 34 U.S.C. 12291
33. 34 CFR 106.8
- 24 P.S. 1601-C et seq
- 20 U.S.C. 1400 et seq
- U.S. Const. Amend. I
- 20 U.S.C. 1232g
- 34 CFR Part 99
- 28 CFR Part 35
- 28 CFR Part 41
- 34 CFR Part 100
- 34 CFR Part 104

[34 CFR Part 106](#)

[34 CFR Part 110](#)

[Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 \(2020\)](#)

[Gebser v. Lago Vista Independent School District, 524 U.S. 274 \(1998\)](#)

[Office for Civil Rights - Resources for Addressing Racial Harassment](#)

Pol. 113

Pol. 113.1

Pol. 113.2

Pol. 113.3

Pol. 138

Pol. 216

Pol. 220

Pol. 233

Pol. 251

Pol. 252

Pol. 317

Pol. 317.1

Pol. 320

Pol. 701

Book	Policy Manual
Section	300 Employees
Title	Conduct/Disciplinary Procedures
Code	317
Status	Active
Adopted	February 7, 2018

### **Authority**

All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of Intermediate Unit programs and services requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.

The Board requires employees to maintain professional, moral and ethical relationships with students at all times. [\[1\]](#)[\[2\]](#)

The Board directs that all Intermediate Unit employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures. [\[3\]](#)

When demotion or dismissal charges are filed against a certificated administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request. [\[11\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[12\]](#)

### **Delegation of Responsibility**

All Intermediate Unit employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. Intermediate Unit employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors. [\[3\]](#)

When engaged in assigned duties, Intermediate Unit employees shall not participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students. [\[2\]](#)
3. Causing intentional damage to Intermediate Unit property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of Intermediate Unit facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances. [\[13\]](#)
6. Use of profane or abusive language.
7. Breach of confidential information.
8. Failure to comply with directives of Intermediate Unit officials, security officers, or law enforcement officers. [\[5\]](#)
9. Carrying onto or possessing a weapon on Intermediate Unit or school grounds without authorization from the appropriate administrator.
10. Violation of Board policies, administrative regulations, rules or procedures. [\[5\]](#)
11. Violation of federal, state, or applicable municipal laws or regulations. [\[5\]](#)

12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the Intermediate Unit, or any activity sponsored or approved by the Board. The Executive Director or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal and pursuit of civil and criminal sanctions. However in the case of serious infractions, progressive penalties may not be instituted.[\[5\]](#)[\[14\]](#)

#### Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Executive Director or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[15\]](#)[\[16\]](#)

Employees shall also report to the Executive Director or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[17\]](#)

An employee shall be required to submit a new criminal history background checks if the Executive Director or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Executive Director or designee.[\[15\]](#)

An employee shall be required immediately to submit a new child abuse history certification if the Executive Director or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.[\[17\]](#)

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[15\]](#)[\[17\]](#)

#### Reporting under the Educator Discipline Act

Certificated employees shall be required to report to their supervisor, and the Executive Director, within 15 days, knowledge of any action or inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act, and shall file a mandatory report with PDE on approved forms.

The Executive Director, or designee, shall submit to PDE all reports mandated by the Educator Discipline Act.



## Legal

1. 22 PA Code 235.10
2. Pol. 824
3. 24 P.S. 914-A
4. 24 P.S. 1121
5. 24 P.S. 1122
6. 24 P.S. 1126
7. 24 P.S. 1127
8. 24 P.S. 1128
9. 24 P.S. 1129
10. 24 P.S. 1130
11. 24 P.S. 913-A
12. 2 Pa. C.S.A. 551 et seq
13. Pol. 351
14. 24 P.S. 1151
15. 24 P.S. 111
16. 24 P.S. 2070.9a
17. 23 Pa. C.S.A. 6344.3
- 22 PA Code 235.1 et seq
- 24 P.S. 2070.1a et seq
- 23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	300 Employees
Title	Educator Misconduct
Code	317.1
Status	Active
Adopted	July 7, 2021

### **Purpose**

The Board adopts this policy to promote the integrity of the education profession and to create a climate within schools that fosters ethical conduct and practice.

### **Authority**

The Board requires certificated employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act. [\[1\]](#)[\[2\]](#)

### **Definitions**

**Educator** - shall mean a person who holds a certificate. [\[3\]](#)

**Certificate** - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code. [\[3\]](#)

**Sexual Abuse or Exploitation** - shall mean any of the following: [\[4\]](#)

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
  - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
  - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
  - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
  - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

**Sexual Misconduct** - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to: [\[3\]](#)

1. Sexual or romantic invitation.
2. Dating or soliciting dates.
3. Engaging in sexualized or romantic dialog.
4. Making sexually suggestive comments.
5. Self-disclosure or physical disclosure of a sexual or erotic nature.

6. Any sexual, indecent, romantic or erotic contact with a child or student.

## **Delegation of Responsibility**

### **Duty to Report**

The Executive Director or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator: [\[5\]](#)

1. Who has been provided with notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause.
2. Who has been arrested or indicted for, or convicted of any crime that is graded a misdemeanor or felony.
3. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student.
4. Where there is reasonable cause to suspect that s/he has caused physical injury to a child or student as the result of negligence or malice.
5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act.
6. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services). [\[6\]](#)
7. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Executive Director and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct. [\[5\]](#)

All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report. [\[5\]](#)

An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Executive Director or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in Board policy. [\[5\]](#)[\[2\]](#)[\[8\]](#)

Failure to comply with the reporting requirements may result in professional disciplinary action. [\[9\]](#)

## **Guidelines**

### **Investigation**

School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Department with any relevant information and documentary and physical evidence upon request. [\[10\]](#)

Upon receipt of notification in writing from the Pennsylvania Department of Education, the Executive Director or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement. [\[10\]](#)

Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the Intermediate Unit to conduct an investigation (extensions may be requested), the Executive Director or designee shall report to Department the outcome of its investigation and whether it will pursue local employment action. The Executive Director or designee may make a recommendation to the Department concerning discipline. If the Intermediate Unit makes a recommendation concerning discipline, it shall notify the educator of such recommendation. [\[10\]](#)

## **Title IX Sexual Harassment and Other Discrimination**

Whenever the allegations underlying a report of educator misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to policies and procedures specific to such conduct, the Title IX Coordinator shall be promptly notified and shall respond to such allegations

as provided in the applicable Board policies. Whenever an investigation by the Intermediate Unit of educator misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the Intermediate Unit of educator misconduct.[11][12]

### Confidentiality Agreements

The Intermediate Unit shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.[10]

### Confidentiality

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline under the Educator Discipline Act shall remain confidential unless or until public discipline is imposed.[13]

### Immunity

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The Intermediate Unit also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.[14]

### Legal

1. 22 PA Code 235.1 et seq
2. 24 P.S. 2070.1a
3. 24 P.S. 2070.1b
4. 23 Pa. C.S.A. 6303
5. 24 P.S. 2070.9a
6. Pol. 806
7. 24 P.S. 111
8. Pol. 317
9. 24 P.S. 2070.9c
10. 24 P.S. 2070.11
11. Pol. 104
12. Pol. 103
13. 24 P.S. 2070.17b
14. 24 P.S. 2070.17a
- 23 Pa. C.S.A. 6301 et seq
- 24 P.S. 2070.1a et seq

Book	Policy Manual
Section	300 Employees
Title	Tobacco and Vaping Products
Code	323
Status	Active
Adopted	February 7, 2018
Last Revised	July 7, 2021

## **Purpose**

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for the user, nonusers and the school environment.

## **Definition**

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of this policy and in accordance with state law, shall be defined to include the following:[\[1\]](#)[\[2\]](#)

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
  - a. Tobacco, whether in its natural or synthetic form; or
  - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:[\[1\]](#)[\[2\]](#)

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *Federal law requires the Intermediate Unit to maintain a drug-free workplace, at which marijuana of any kind is prohibited.*[\[3\]](#)[\[4\]](#)

## **Authority**

The Board prohibits use of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by Intermediate Unit employees and contracted personnel at any time in an Intermediate Unit building; on school buses or other vehicles that are owned, leased or controlled by the Intermediate Unit; or on property owned, leased or controlled by the Intermediate Unit.[\[2\]](#)[\[5\]](#)[\[6\]](#)

Intermediate Unit employees and contracted personnel shall follow the tobacco and vaping products policies of the school district(s) and/or building(s) to which they are assigned.

This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by Intermediate Unit employees and contracted personnel of legal age.

The Board deems it to be a violation of this policy for any Intermediate Unit employee or contracted personnel to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a student.[\[1\]](#)

### **Delegation of Responsibility**

The Executive Director or designee shall notify employees and contracted personnel about the Board's tobacco and vaping products policy by publishing information in handbooks, newsletters, posters, and other efficient methods such as posted notices, signs and on the Intermediate Unit website.[\[2\]](#)

### **Reporting**

#### *Office for Safe Schools Report –*

The Executive Director shall annually, by July 31, report incidents of prohibited possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, on school property to the Office for Safe Schools on the required form.[\[7\]](#)[\[8\]](#)

#### *Law Enforcement Incident Report –*

The Executive Director or designee may report incidents involving the sale of tobacco and vaping products, including Juuls or other e-cigarettes, to minors by employees on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate Unit, or on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit, to the school police, School Resource Officer (SRO) or to the police department that has jurisdiction over the school property of the Intermediate Unit, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

### Legal

1. 18 Pa. C.S.A. 6305
2. 18 Pa. C.S.A. 6306.1
3. Pol. 317
4. Pol. 351
5. 20 U.S.C. 7973
6. Pol. 818
7. 24 P.S. 1303-A
8. Pol. 805.1
9. 22 PA Code 10.2
10. 22 PA Code 10.22
11. 24 P.S. 1302.1-A
- 20 U.S.C. 7971 et seq

Book	Policy Manual
Section	300 Employees
Title	Responsibility for Student Welfare
Code	340
Status	Active
Adopted	August 4, 2021

### **Authority**

The Board adopts this policy to ensure appropriate oversight of and responsibility for student welfare by administrative, professional and support employees.[\[1\]](#)

Intermediate Unit employees are responsible for the safety of students in their charge within Intermediate Unit programs and on Intermediate Unit property.

Each employee is responsible for supervision, control and protection of students, commensurate with assigned duties and directives.

Each employee is responsible to ensure that students are supervised by a teacher or other staff member while engaged in Intermediate Unit programs or activities.

An employee should not voluntarily assume responsibility for duties the employee cannot reasonably perform. Voluntary assumption carries the same responsibilities as assigned duties.

Teachers and designated staff shall provide proper instruction in and enforcement of safety rules and procedures included in the Board-approved health and safety plan and assigned curriculum.[\[2\]](#)[\[3\]](#)

Each employee has the responsibility to report immediately to the building administrator, program supervisor or designated staff an accident, safety hazard, unsafe or dangerous condition, or to immediately address observed violations of Intermediate Unit safety rules.[\[2\]](#)

Employees may not send students on any personal errands.

Employees may not transport students in a personal vehicle, except when specifically authorized by the building administrator, program supervisor or designee. At no time shall an employee transport a student without another staff member present.

Employees shall not require a student to perform services that may be detrimental to the student's health.

### **Delegation of Responsibility**

Building administrators and program supervisors shall monitor employees' adherence to this policy to ensure the maintenance of standards that protect student welfare.

Building administrators and program supervisors shall annually develop and implement a plan of supervision for the following:

1. Student arrivals and departures, including transportation.
2. Halls, restrooms and playgrounds.
3. Cafeteria.
4. Before and after school.
5. Field trips.
6. Intermediate Unit activities.

## Legal

1. [24 P.S. 914-A](#)
2. Pol. 705
3. Pol. 805



Section: ADMINISTRATIVE EMPLOYEES

PROFESSIONAL EMPLOYEES

SUPPORT EMPLOYEES

Title: EXPECTATIONS FOR CONDUCT

TOWARDS STUDENTS

Delaware County I.U. #25

Date Adopted: September 5, 2012

Date Revised: \_\_\_\_\_

	347/447/547. EXPECTATIONS FOR CONDUCT TOWARDS STUDENTS	1
		2
		3
		4
1. Purpose	The Board has the highest regard for all staff employed by the DCIU and expects the staff to recognize the privileged position entrusted to them by the districts and the community and, most of all, the students, and requires staff to conduct their relationships with students in a manner that maintains the authority, appropriateness and respect necessary in an educational environment.	5
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2. Authority	The Board expects staff to use best professional practices when interacting with students and to respond properly to the multitude of situations confronted by students and staff with compassion, respect and authority.	12
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		14
		15
3. Guidelines SC235 SC14	When interacting with students, staff members are required to consider their actions, including, but not limited to, the following:	16
		17
		18
	1. All conduct must be in accordance with applicable law, including, but not limited to laws, regulations and policies pertaining to such things as sexual harassment, racial intimidation, unlawful hostile environment, hazing, the child abuse and reporting laws, and Chapter 235 (22 Pa. Code, Chapter 235) of the State Board regulations pertaining to professional conduct, a copy of which is attached hereto and incorporated herein by this reference as if fully set forth herein.	19
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	2. All conduct must promote positive behavior support and in accordance with IDEA and Chapter 14 (22PA Code, Chapter 14)	27
		28
	3. All students shall be treated with equality and fairness. Advantages to selected students shall not be provided.	29
		30
	4. Disclosure of information about students obtained in the course of professional service shall be kept confidential, unless disclosure is required to fulfill professional duties owed to the student or is required by applicable law.	31
		32
		33
		34
	5. The use of insult, sarcasm, humiliation, bullying, intimidation or physical aggression against students (even as a means to enforce compliance with requirements or expectations) is unprofessional	35
		36
		37



No: 347/447/547 Page: 3 of 3

Section: ADMINISTRATIVE EMPLOYEES

PROFESSIONAL EMPLOYEES

SUPPORT EMPLOYEES

Title: EXPECTATIONS FOR CONDUCT

TOWARDS STUDENTS

Delaware County I.U. #25

Date Adopted: September 5, 2012

Date Revised:

	intermediate unit policy, intermediate unit administrative regulations, intermediate unit handbooks and an applicable collective bargaining agreement.	1 2 3 4 5
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Book	Policy Manual
Section	300 Employees
Title	Unlawful Harassment
Code	348
Status	Active
Adopted	April 4, 2018

### **Authority**

The Board strives to provide a safe, positive working climate for its administrative, professional and support employees. Therefore, it shall be the policy of the Intermediate Unit to maintain an employment environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of employees and third parties by all Intermediate Unit students and staff members, contracted individuals, vendors, volunteers, and third parties in Intermediate Unit programs. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.[\[1\]\[2\]\[3\]\[4\]\[5\]](#)

The Board directs that complaints of harassment shall be investigated promptly, and corrective action taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the Intermediate Unit's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

### **Definitions**

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, religion or genetic information when such conduct:[\[4\]\[5\]](#)

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.
3. Otherwise adversely affects an individual's employment opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:[\[6\]](#)

1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.
2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.
3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.

### **Delegation of Responsibility**

In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Assistant Executive Director as the Intermediate Unit's Compliance Officer.[\[7\]](#)

The Compliance Officer, or designee, shall publish this policy and the complaint procedure in conjunction with the Director of Human Resources at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and Intermediate Unit employees regarding unlawful harassment.

Each employee shall be responsible to maintain a working environment free from all forms of unlawful harassment.

The Compliance Officer, or administrator designee, shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the employee or third party of the right to file a complaint and the complaint procedure.
2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
3. Refer the complainant to the Executive Director if the Compliance Officer is the subject of the complaint.

### **Guidelines**

#### **Complaint Procedure – Employee/Third Party**

##### **Step 1 – Reporting**

An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Compliance Officer, or administrator designee.

If the Compliance Officer is the subject of a complaint, the employee or third party shall report the incident directly to the Executive Director.

The complainant is encouraged to use the report form available from the Compliance Officer, but oral complaints shall be acceptable.

##### **Step 2 – Investigation**

Upon receiving a complaint of unlawful harassment, the Compliance Officer, or administrator designee, shall immediately notify the Executive Director. The Executive Director shall authorize the Compliance Officer, or administrative designee, to investigate the complaint, unless the Compliance Officer is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

##### **Step 3 – Investigative Report**

The investigator shall prepare and submit a written report to the Assistant Executive Director within five (5 ) working days after the conclusion of the investigation. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation.

##### **Step 4 – Intermediate Unit Action**

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Intermediate Unit shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Intermediate Unit staff shall document the corrective action taken and, where not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with Board policies, administrative regulations and procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action.[8]

#### Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Executive Director within fifteen (15) days.
2. The Executive Director shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Executive Director or designee shall prepare a written response to the appeal within ten (10) working days of the conclusion of the review. Copies of the response shall be provided to the complainant, the accused and the Compliance Officer.

#### Legal

1. 43 P.S. 951 et seq
2. 20 U.S.C. 1681 et seq
3. 42 U.S.C. 2000e et seq
4. 42 U.S.C. 2000ff et seq
5. 29 CFR 1606.8
6. 29 CFR 1604.11
7. Pol. 104
8. Pol. 317

348-Attach.doc (26 KB)

Book	Policy Manual
Section	300 Employees
Title	Drug and Substance Abuse
Code	351
Status	Active
Adopted	October 4, 2017

## **Purpose**

The Board recognizes that the misuse of drugs by administrative, professional and support employees is a serious problem with legal, physical and social implications for the whole school community and is concerned about the problems that may be caused by drug use by Intermediate Unit employees, especially as the use relates to an employee's safety, efficiency and productivity.

The primary purpose and justification for any action by the Intermediate Unit will be for the protection of the health, safety and welfare of students, staff and Intermediate Unit property.

## **Definitions**

**Drugs** - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.[\[1\]](#)

**Conviction** - a finding of guilt, including a plea of nolo contendere, an imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute.[\[2\]](#)

**Criminal Drug Statute** - a federal or state criminal statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance.[\[2\]](#)

**Drug-free Workplace** - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance.[\[2\]](#)

**Illicit Drugs** - shall mean but not be limited to any substance that is declared by the Commonwealth of Pennsylvania or any other applicable law to be a controlled substance that is not used or possessed pursuant to lawful prescription.

**Reasonable Suspicion** - shall mean conduct or a course of conduct on the part of an employee, that is symptomatic of drug or alcohol use. Such suspicion may occur either by first-hand observation or by a credible report and shall be cause for testing any employee with respect to drugs or alcohol. Reasonable suspicion may arise from the following appearances, behaviors, occurrences, accidents or incidents, including but not limited to the following:

1. Slurred speech.
2. Disorientation.
3. Odor of alcohol on breath.
4. Unsteady or unbalanced walk.
5. Glassy eyes.
6. Dulled reaction.
7. Drowsiness.
8. Confusion.

9. Extreme irritability.
10. Aggressiveness.
11. Dilated pupils.
12. Progressive deterioration in job performance.
13. Other behavior indicative of intoxication.
14. Other behavior indicative of the chronic and withdrawal effects of controlled substances.

**School Premises** - shall mean any property whether owned, leased or used in any other manner under the control of the Delaware County Intermediate Unit Board.

**Under the influence of drugs or alcohol** - shall mean a person who has, prior to coming to, or while at school premises or a school activity, used alcohol or illicit drugs in a manner such that the presence of the alcohol or illicit drug can be detected by others, including those trained to identify probable drug and/or alcohol use.

### **Authority**

The Board requires that each administrative, professional and support employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the Intermediate Unit of any criminal drug statute conviction for a violation occurring in the workplace immediately, but no later than seventy-two (72) hours, after such conviction.[\[3\]](#)[\[4\]](#)

Any employee convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the Intermediate Unit.[\[1\]](#)[\[5\]](#)

### **Delegation of Responsibility**

A statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the employee's workplace shall be provided by the Executive Director or designee and shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution.[\[4\]](#)[\[6\]](#)

Within ten (10) days after receiving notice of the conviction of an Intermediate Unit employee, the Intermediate Unit shall notify any federal agency or department that is the grantor of funds to the Intermediate Unit.[\[4\]](#)

The Intermediate Unit shall take appropriate personnel action within thirty (30) days of receiving notice against any convicted employee, up to and including termination, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.[\[4\]](#)[\[6\]](#)

In establishing a drug-free awareness program, the Executive Director or designee shall inform employees about:[\[4\]](#)

1. Dangers of drug abuse in the workplace.
2. Board's policy of maintaining a drug-free workplace.
3. Availability of drug counseling, drug rehabilitation, and employee assistance programs.
4. Penalties that may be imposed for drug abuse violations occurring in the workplace.

The Intermediate Unit shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.[\[4\]](#)

### **Guidelines**

It is absolutely prohibited for any employee to engage in the possession, use or distribution of alcohol or illicit drugs on school premises or as part of any of the Intermediate Unit's program activities, or for any employee to be under the influence of illicit drugs or alcohol on the Intermediate Unit premises or while attending any Delaware County Intermediate Unit activity.



The Executive Director or designee shall immediately report incidents involving the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act by any employee while at school or Intermediate Unit programs, on school property of the Intermediate Unit, at any school function under the jurisdiction of the Intermediate Unit or on a conveyance providing transportation to or from any school function under the jurisdiction of the Intermediate Unit to the local police department that has jurisdiction over the school property of the Intermediate Unit, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

In accordance with state law, the Executive Director shall annually, by July 31, report all incidents of possession, use or sale of controlled substances or drug paraphernalia to the Office for Safe Schools on the required form.[\[8\]](#)[\[12\]](#)

#### Reasonable Suspicion Testing

If, in the opinion of a Delaware County Intermediate Unit official who has received training covering the indications of probable drug and/or alcohol use, there is reasonable suspicion that an employee is under the influence of drugs or alcohol, Delaware County Intermediate Unit reserves the right to direct that employee to undergo immediate testing. Any reasonable suspicion observations resulting in a referral of an employee to a testing site must be documented.

The employee will be escorted to the collection site by an agent of the Delaware County Intermediate Unit for a specimen collection. An employee who is directed to take a "reasonable suspicion" test will be placed on administrative leave pending the test results.

#### Legal

1. 35 P.S. 780-101 et seq
2. 41 U.S.C. 8101
3. 24 P.S. 111
4. 41 U.S.C. 8103
5. 24 P.S. 527
6. 41 U.S.C. 8104
7. 24 P.S. 1302.1-A
8. 24 P.S. 1303-A
9. 22 PA Code 10.2
10. 22 PA Code 10.21
11. 35 P.S. 780-102
12. Pol. 805.1
- 41 U.S.C. 8101 et seq
- Pol. 317

Book	Policy Manual
Section	800 Operations
Title	Acceptable Use of Internet, Computers and Network Resources
Code	815
Status	Active
Adopted	August 3, 2022

## **Purpose**

The Board supports use of the computers, Internet and other network resources in the Intermediate Unit's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The Intermediate Unit provides students, staff and other authorized individuals with access to the Intermediate Unit's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the Intermediate Unit as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

## **Definitions**

The term child pornography is defined under both federal and state law.

**Child pornography** - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:[\[1\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Child pornography** - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[\[2\]](#)

The term harmful to minors is defined under both federal and state law.

**Harmful to minors** - under federal law, is any picture, image, graphic image file or other visual depiction that:[\[3\]](#)[\[4\]](#)

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

**Harmful to minors** - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[\[5\]](#)

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene** - any material or performance, if: [\[5\]](#)

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors. [\[4\]](#)

**VPN** - virtual private network extends a private network across a public network and enables users to send and receive data across shared or public networks as if their computing devices were directly connected to the private network.

**Entity** - any business unit, department, group, or third party, internal or external to Delaware County Intermediate Unit, responsible for maintaining Delaware County Intermediate Unit assets.

**Risk** - those factors that could affect confidentiality, availability, and integrity of Delaware County Intermediate Unit's key information assets and systems. Information Management & Technology staff is responsible for ensuring the integrity, confidentiality, and availability of critical information and computing assets, while minimizing the impact of security procedures and policies upon business productivity.

### **Authority**

The availability of access to electronic information does not imply endorsement by the Intermediate Unit of the content, nor does the Intermediate Unit guarantee the accuracy of information received. The Intermediate Unit shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The Intermediate Unit shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The Intermediate Unit's computer and network resources are the property of the Intermediate Unit. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the Intermediate Unit's Internet, computers or network resources, including personal files or any use of the Intermediate Unit's Internet, computers or network resources. The Intermediate Unit reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by users; deny access to prevent unauthorized, inappropriate or illegal activity; revoke access privileges; and/or administer appropriate disciplinary action. The Intermediate Unit shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials and/or authorities in any investigation concerning or related to the misuse of the Intermediate Unit's Internet, computers and network resources. [\[6\]](#)[\[7\]](#)[\[8\]](#)

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Executive Director and the Director of Information Technology, and/or designee.

In addition to those stated in law and defined in this policy, the Board establishes the following types of materials to be inappropriate for access by minors: [\[4\]](#)

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.

4. Harassing or discriminatory.[9][10][11]

5. Bullying.[12]

6. Terroristic.[13]

The Intermediate Unit reserves the right to restrict access to any Internet sites or functions it deems inappropriate, or the use of software and/or online server blocking. Specifically, the Intermediate Unit operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.[3][4][14]

Upon request by students or staff, the Executive Director or designee may expedite a review and may authorize the adjustment of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.[14]

### **Delegation of Responsibility**

The Intermediate Unit shall make every effort to ensure that this resource is used responsibly by students and staff.

The Intermediate Unit shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the Intermediate Unit website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.[14]

Users of Intermediate Unit networks or Intermediate Unit-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the Intermediate Unit uses monitoring systems to monitor and detect inappropriate use and tracking systems.

Student (minor) user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the Intermediate Unit and on the Internet.

Building administrators and program supervisors shall make initial determinations of whether inappropriate use has occurred.

The Executive Director or members of Executive Council shall be responsible for recommending technology and developing procedures used to determine whether the Intermediate Unit's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:[3][4][15]

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Intermediate Unit should develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:[4]

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.[12][16]

The Executive Director or designee should develop other administrative regulations as necessary to the requirements of the policy.

## **Guidelines**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

### **Safety**

It is the Intermediate Unit's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following: [\[4\]](#)[\[15\]](#)

1. Control of access to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

### **Prohibitions**

Users are expected to act in a responsible, ethical and legal manner in accordance with Board policy and administrative directives, accepted rule of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or non-school related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying. [\[12\]](#)[\[16\]](#)
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs. [\[17\]](#)
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms, including use of another user's email address, user account or password.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws. [\[18\]](#)
15. Loading or using of unauthorized games, programs, files, unlicensed software or other electronic media.

16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, Intermediate Unit computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.
21. Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software or hardware components of a computer or system, engaging in hacking in any form.
22. Use to misrepresent or assume the identity of other users on the network.
23. Posting anonymous messages.
24. Any attempt to circumvent or disable the filter or any security measure.

### Security

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

1. Employees and students should not reveal their passwords to another individual.
2. Users are not to use a computer or software that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### Remote Access

It is the responsibility of Delaware County Intermediate Unit employees, contractors, vendors and agents with remote access privileges to Delaware County Intermediate Unit's corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to Delaware County Intermediate Unit.

1. Remote access to DCIU network and data resources can only be implemented via DCIU provided VPN connection.
2. Remote access to DCIU network can only be implemented from DCIU provided computer device. Use of personal computer devices is strictly prohibited for remote access purposes unless approved by the Executive Director.
3. At no time should any Delaware County Intermediate Unit employee provide his or her login or email password to anyone, not even family members.
4. Only Information Management & Technology Staff-approved VPN software clients may be used.

### Etiquette

The user, whether a student or employee, shall be subject to appropriate discipline, including, but not limited to, dismissal in the case of employees, and recommendation to home school district removal from an intermediate unit program in the case of students, in the event any one or more provisions of this policy is violated. In addition to disciplinary procedures, the user shall be responsible for the costs of damages to equipment, systems or software resulting from deliberate or willful acts. Illegal activities or use (for example, intentional deletion or damage to files or data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. The Organization reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

### Other Issues

The use of the Internet and email is a privilege, not a right. Organization administrative staff, along with the system administrator, will deem what is appropriate and inappropriate use, and their decision is final.

1. Disclaimer.

The organization makes no warranties of any kind, whether express or implied, for the service it is providing. The organization is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruption. Use of any information obtained through the use of the organization's computers is at the user's risk. The organization disclaims responsibility for the accuracy or quality of information obtained through the Internet or email.

2. Charges.

The organization assumes no responsibility or liability for any charges incurred by a user. Under normal operating procedures, there will be no cost incurred.

3. List Servers and Software.

Subscriptions to list servers must be preapproved by the organization. A student may not download or install any commercial software, shareware, or freeware onto network drives or disks, unless he/she has the specific, prior written permission from an executive council member.

### Antivirus

All Delaware County Intermediate Unit computers must have Delaware County Intermediate Unit's standard, supported anti-virus software installed and scheduled to run at regular intervals. In addition, the anti-virus software and the virus pattern files must be kept up-to-date. Virus-infected computers must be removed from the network until they are verified as virus-free. Information technology department responsible for creating procedures that ensure anti-virus software is run at regular intervals, and computers are verified as virus-free. Any activities with the intention to create and/or distribute malicious programs into Delaware County Intermediate Unit's networks (e.g., viruses, worms, Trojan horses, email bombs, etc.) are prohibited, in accordance with the Acceptable Use Policy.

### Acceptable Encryption

Proven, standard algorithms such as Triple DES, AES, RSA Security, Blowfish, and Twofish should be used as the basis for encryption technologies. These algorithms represent the actual cipher used for an approved application. Delaware County Intermediate Unit's key length requirements will be reviewed annually and upgraded as technology allows.

The use of proprietary encryption algorithms is not allowed for any purpose, unless reviewed by qualified experts outside of the vendor in question and approved by the Delaware County Intermediate Unit, Network Services. Be aware that the export of encryption technologies is restricted by the U.S. Government. Residents of countries other than the United States should make themselves aware of the encryption technology laws of the country in which they reside.

### Risk Assessment

To empower Information Management & Technology staff to perform periodic information security risk assessments (RAs) for the purpose of determining areas of vulnerability, and to initiate appropriate remediation.

Risk assessments can be conducted on any entity within Delaware County Intermediate Unit or any outside entity that has signed a Third Party Agreement with Delaware County Intermediate Unit. Risk assessments can be conducted on any information system, to include applications, servers and networks, and any process or procedure by which these systems are administered and/or maintained.

The execution, development and implementation of remediation programs is the joint responsibility of Information Management & Technology staff and the department responsible for the systems area being assessed. Employees are expected to cooperate fully with any RA being conducted on systems for which they are held accountable. Employees are further expected to work with the Information Management & Technology Staff Risk Assessment Team in the development of a remediation plan.

### Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[18][19]

#### Intermediate Unit Website

The Intermediate Unit shall establish and maintain a website and shall develop and modify its web pages to present information about the Intermediate Unit under the direction of the Executive Director or designee. Content shall be accessible to disabled users or available from another accessible source. All users publishing content on the Intermediate Unit website shall comply with this and other applicable Board policies.

Users shall not copy or download information from the Intermediate Unit website and disseminate such information on unauthorized web pages without authorization from the building administrator or program supervisor.

#### Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[14]

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious and/or intentional attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, Intermediate Unit network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.[6][7][8]



## Legal

1. 18 U.S.C. 2256
2. 18 Pa. C.S.A. 6312
3. 20 U.S.C. 7131
4. 47 U.S.C. 254
5. 18 Pa. C.S.A. 5903
6. Pol. 218
7. Pol. 233
8. Pol. 317
9. Pol. 103
10. Pol. 103.1
11. Pol. 104
12. Pol. 249
13. Pol. 218.2
14. 24 P.S. 4604
15. 47 CFR 54.520
16. 24 P.S. 1303.1-A
17. Pol. 237
18. Pol. 814
19. 17 U.S.C. 101 et seq
- 18 Pa. C.S.A. 2709
- 24 P.S. 4601 et seq
- Pol. 220

Attachment Policy 815.docx (14 KB)

**DELAWARE COUNTY INTERMEDIATE UNIT AND  
DELAWARE COUNTY TECHNICAL SCHOOLS  
INTERNET, E-MAIL AND NETWORK ACCESS AGREEMENT**

I understand, accept, and will abide by the Organization's Internet Access, E-Mail & Network Resources Acceptable Use Policy. I further understand that any violation of this Policy is unethical and may constitute a criminal offense. I understand that use of the Internet and access to E-Mail is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use the Organization's computers; I acknowledge that all aspects of my use of the Organization's computers is subject to monitoring and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use of the Organization's computers. I understand that any violation or inappropriate conduct may result in termination of my access privileges, other disciplinary action and/or legal action.

I understand that the Organization makes no assurances of any kind, whether express or implied, regarding any Internet or E-Mail services. I further understand that the use of any information obtained via the Internet and/or E-Mail is at my own risk; that the Organization specifically disclaims responsibility for the accuracy or quality of such information; and that the Organization is not and will not be responsible for any damage or loss which I suffer.

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User' Full Name (Please Print)

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User Signature

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Date

**Note: For student users, parent or guardian must also read and sign this agreement.  
Parent's or Guardian's Agreement**

As a parent/guardian of, I acknowledge that I received and understand the Organization's Internet Access, E-Mail and Network Resources Acceptable Use Policy, and the Organization's Internet, E-mail and Network Access Agreement being signed by my child.

I understand that Internet and E-mail access is designed for educational and instructional purposes and that the Organization will discourage and filter access to inappropriate and objectionable material and communications. The Organization also educates students regarding appropriate on-line behavior. Student use will be monitored and restricted, as set forth in the Acceptable Use Policy; however, I recognize it is impossible for the Organization to prevent access to all inappropriate and objectionable material, and I will not hold the Organization responsible for materials acquired or contacts made through the Internet or E-mail. I authorize the Organization to monitor and review all communications to or from my child on the Internet and E-mail. I have determined that the benefits of my child having access to the Internet and E-mail outweigh potential risks. I understand and agree that any conduct by my child that is in conflict with or violates the Acceptable Use Policy and/or other Organization policies relating thereto may result in the termination of access, disciplinary action, including suspension and/or expulsion, and/or other legal action.

I have reviewed these responsibilities with my child, and I hereby grant permission to the Organization to provide my child with Internet and E-mail access. I agree to compensate the Organization for any expenses or costs it incurs as a result of my child's violation of the Internet Access and E-Mail Acceptable Use Policy or its administrative procedures; and I further agree that I will not hold the Organization responsible for any matter arising by reason of or

relating to (a) my child's violation of the Organization's Internet Access, E-Mail and Network Resources Acceptable Use Policy or (b) any materials acquired by my child, or contracts made by or to my child, through the Internet or E-mail.

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User's full name (Please Print)

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User Signature

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Date

Book	Policy Manual
Section	800 Operations
Title	Maintaining Professional Adult/Student Boundaries
Code	824
Status	Active
Adopted	July 7, 2021

### **Authority**

This policy applies to Intermediate Unit employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include Intermediate Unit students who perform services on a volunteer or compensated basis. The term **student** includes all enrolled students of the DCIU regardless of age.

All adults shall be expected to maintain professional, moral and ethical relationships with Intermediate Unit students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the Intermediate Unit or to interfere with participation in civic, religious or other outside organizations that include Intermediate Unit students.

### **Definition**

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's assigned job duties.

### **Delegation of Responsibility**

The Executive Director or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Board policy through student handbooks, and by other appropriate methods.

The building administrator or program supervisor or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the Intermediate Unit shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.[\[2\]](#)

### **Guidelines**

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

#### **Prohibited Conduct**

##### *Romantic or Sexual Relationships -*

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the Intermediate Unit, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[\[3\]](#)[\[4\]](#)

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

*Social Interactions -*

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building administrator or program supervisor and parent/guardian.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a student having a toileting accident and requiring assistance, appropriate coaching instruction, appropriate music instruction or physical restraint when a student is in danger of hurting self or others).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building administrator or program supervisor.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building administrator or program supervisor.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.

15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other Intermediate Unit policies or by state or federal law and regulations.[5][6]

#### *Electronic Communications -*

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, Intermediate Unit-provided email or other Intermediate Unit-provided communication devices or platforms shall be used when communicating electronically with students. The use of Intermediate Unit-provided email or other Intermediate Unit-provided communication devices or platforms shall be in accordance with Intermediate Unit policies and procedures.[7]

All electronic communications from advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building administrator or program supervisor.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the Intermediate Unit for this purpose, without the prior written approval of the building administrator or program supervisor.

#### Exceptions

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through non-intermediate unit-related civic, religious, athletic, scouting or other organizations and programs whose participants may include Intermediate Unit students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles. However, adults are required to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

#### Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building administrator and Title IX Coordinator.[5][8]

All Intermediate Unit employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.[9][10]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Executive Director, Title IX Coordinator and his/her immediate supervisor, promptly, but not later than fifteen (15) days following discovery of such misconduct.[5][8][11][12]

If the Executive Director or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Executive Director or designee shall make a report, in accordance with applicable law, regulations and Board policy.[9][10][11][12][13][14][15][16][17][18]

It is a violation of Board policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.[5][8]

### Investigation

The Title IX Coordinator shall promptly assess and address allegations of inappropriate conduct in accordance with the procedures for reports of discrimination or Title IX sexual harassment.[5][8]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the person making the report or any witnesses. If as the result of an investigation any individual, including the reported adult, the person making the report, or a witness is found to have knowingly provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and Board policies. **Obstruction** includes, but is not limited to, violation of "no contact" orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.[5][8][12][19][20][21][22]

### Disciplinary Action

A Intermediate Unit employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable Intermediate Unit disciplinary policies and procedures.[8][12][19]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in Intermediate Unit schools for an appropriate period of time or permanently, as determined by the Executive Director or designee.

### Training

The Intermediate Unit shall provide training with respect to the provisions of this policy to current and new Intermediate Unit employees, volunteers and student teachers subject to this policy.

The Intermediate Unit, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

## Legal

1. 24 P.S. 914-A
2. Pol. 818
3. 18 Pa. C.S.A. 3124.2
4. 24 P.S. 2070.9f
5. Pol. 103
6. Pol. 103.1
7. Pol. 815
8. Pol. 104
9. 23 Pa. C.S.A. 6311
10. Pol. 806
11. 24 P.S. 2070.9a
12. Pol. 317.1
13. 24 P.S. 1302.1-A
14. 24 P.S. 1303-A
15. 22 PA Code 10.2
16. 22 PA Code 10.21
17. 22 PA Code 10.22
18. Pol. 805.1
19. Pol. 317
20. Pol. 113.1
21. Pol. 218
22. Pol. 233
- 22 PA Code 235.1 et seq
- 24 P.S. 2070.1a et seq
- 23 Pa. C.S.A. 6301 et seq



DELAWARE COUNTY

DICTS

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