

FACULTY HANDBOOK 2023-2024

Mifflin County Academy
of
Science and Technology



2023-2024 Calendar

Aug. 23–Teacher In-Service Day–No School for Students

Aug. 24–Act 80/New Student Orientation (12:30-8:00)

Aug. 25–NO SCHOOL for Students or Teachers

Aug. 28–Teacher Work Day–No School for Students

Aug. 29–Teacher In-Service Day–No School for Students

Aug. 30–First Day for Students

Sept. 4–Labor Day/No School

Sept. 22–Act 80 Day/No School for Students

Oct. 20–Act 80/No School for Students

Nov. 9–Teacher In-Service Day–No School for Students

Nov. 10–Veteran’s Day–No School

Nov. 22–MC Early Dismissal 12:15; JC No School

Nov. 23-27–Thanksgiving Break

Dec. 22-Jan. 2–Christmas Break

Jan. 15–MLK Day/No School

Jan. 26–Act 80 Day/No School for Students

Feb. 16–Act 80 Day/No School for Students

Feb. 19–Presidents’ Day/No School

Feb. 20–No School (Designated Make-Up Day #1)

Mar. 15–Act 80 Day/No School for Students

Mar. 29–Good Friday/No School

Apr. 1–Easter Break/No School (Designated Make-up Day #2)

May 27–Memorial Day/No School

May 31–Last Day for Students/Early Dismissal 12:15

Jun. 3–Teacher In-Service Day (Designated Make-Up Day #3)

June 4–Designated Make-Up Day #4

Pending weather, end-of-year Teacher In-Service will move accordingly.

IMPORTANT DATES

Aug. 24, 2023 New Student/Parent Evening 6:00 PM

Oct. 18, 2023 Fall OAC Meal/Meeting 6:00 PM

Mar. 6, 2024 Academy Open House 5:30-7:30 PM

Apr. 3, 2024 Spring OAC Meal/Meeting 6:00 PM

May 29, 2024 Academy Awards Night-TENTATIVE

May 31, 2024 Last Student Day-

Early Dismissal-Subject to Change

MARKING PERIOD SCHEDULE

| |
|--------------------------------|
| MARKING PERIOD ENDS |
| October 30, 2023 |
| January 19, 2024 |
| March 26, 2024 |
| May 31, 2024 |

Each snow day moves the calendar forward one work day.

FACULTY MEETING DATES 2023-2024

September 13th & September 27th
 October 11th & October 25th
 November 8th & November 22nd
 December 13th & December ?(TBD)
 January 10th & January 24th
 February 14th & February 28th
 March 13th & March 27th
 April 10th & April 24th
 May 8th & May 22nd

DAILY SCHEDULE

| | | |
|--|--------------|-------|
| | Program Area | Lunch |
|--|--------------|-------|

| | | | | |
|---------------|---------|---------|---------|---------|
| AM Mifflin Co | 9:20AM | 11:40AM | 11:40AM | 12:10AM |
| AM Juniata Co | 9:00AM | 11:40AM | | |
| | | | | |
| PM Mifflin Co | 12:40PM | 2:55PM | 12:10PM | 12:40PM |
| PM Juniata Co | 12:40PM | 2:45PM | | |
| | | | | |

LESSON PLANS

Lesson plans should be completed for each week, either as daily lesson plans or by weekly plans. Best practice is to have lesson plans completed by Friday for the following week. Lesson plans should be available upon request. A daily lesson plan template can be accessed on the Academy Forms drive.

Weekly Lesson Plan Template

| MON | TUE | WED | THU | FRI |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Bell Ringer | Bell Ringer | Bell Ringer | Bell Ringer | Bell Ringer |
| | | | | |
| POS/ Competency of the Day | POS/ Competency of the Day | POS/ Competency of the Day | POS/ Competency of the Day | POS/ Competency of the Day |
| | | | | |
| Timed Agenda | Timed Agenda | Timed Agenda | Timed Agenda | Timed Agenda |
| | | | | |

Emergency Lesson Plans

Emergency lesson plans and other pertinent information will be kept in the Main Office for dissemination to substitutes. Emergency lesson plans should list activities related to your program of study without the potential to cause injury to students. Substitutes who are uncertified will be instructed to **not permit** students to work on power equipment. Emergency plans should be written in a manner that someone unfamiliar with your subject area can understand. Some examples include worksheets, problem solving exercises and activities, vocabulary reviews, employability/soft skills assignments, etc.

Once an emergency plan has been used, it should be replaced in the Main Office with a different plan.

SUBSTITUTE BINDER

Substitute binders are kept in the Main Office and will be provided to substitutes as they cover your program area. Instructors should provide the following information to the office for inclusion in the binder by the first day of school: ***Class Rosters, Seating Charts (w/photos–Skyward), Classroom Expectations/Parent Packets, and any specific information regarding students that a sub may need to know.*** Lesson plans are not included in the Substitute Binders. If you know you will be absent, please create a lesson plan for all classes and turn it in to the Main Office to be added to the binder as needed. In the event of a last minute/emergency absence, emergency lesson plans will be used.

FLEXIBLE INSTRUCTION DAYS (FID)

The Academy has been approved to use up to three (3) Flexible Instruction Days (FID) for the school year. FIDs are deemed a school day and count toward the number of instructional days/hours required under Article 15 of the Public School Code and Chapter 11 of the state Board of Education regulations.

During the first days of school, instructors will explain FIDs and expectations to their students. Faculty should create three (3) FID Lessons and post them as drafts within a FID folder on their Google Classroom. Folders will be created and provided to students who need paper packets due to lack of connectivity at home. When a FID is anticipated, paper packets can be sent home with students at the end of the day before the anticipated FID.

Use of FIDs is at the discretion of Mifflin County School District. In the event of changes to the daily schedule in Mifflin County, The Academy will follow the same schedule.

COMMUNICATION

Communication is important throughout the work day. Please check your email during any breaks in the day (morning, between sessions, after students leave). In the event of an important email from the office/administration, an announcement may be made to check emails immediately. Mailboxes in the back of the office should be checked regularly.

CELL PHONE POLICY

Cell phone usage for personal use should be kept to emergencies. Use cell phones as you would in your industry. Use phones as teaching tools to teach students how to use their devices for industry-related purposes. Set the example you wish to see with your students' cell phone use.

TEACHER EVALUATION

Professional employees will be evaluated using the Teacher Effectiveness Tool through the PAETEP software.

- Tenured instructors will receive no less than one (1) rating per school year.
- Non-tenured instructors will receive no less than two (2) ratings per school year.
- Informal walkthroughs will be conducted periodically throughout the school year with all staff.

PLANNING TIME

Planning time for instructors is 7:32 AM until students arrive at approximately 9:00 AM. Teachers are expected to make good use of non-instructional (planning) time. Please use this time to make copies, check emails/mailbox, lesson preparations, discuss concerns (spec. Ed., co-op, career counseling, administration, etc). Faculty meetings and committee meetings may take place periodically during planning time with the approval of committee members and administration.

FACULTY LOUNGE

The faculty lounge is for faculty and staff only. At no time should students be permitted in the Faculty Lounge unsupervised, or to purchase soda from the vending machine. For this reason, the Faculty Lounge should be locked when not in use.

FACULTY DRESS

Teachers and administrators have traditionally upheld high standards of professionalism, including that of appropriate, professional attire. In short, use common sense! Dress according to your industry and set the example you expect to see from your students. Instructors may purchase uniform shirts or polos if desired.

GRADING SYSTEM

Daily grades are based on attitude (daily grade-40%), knowledge (theory/written assignments, written assessments-30%), and skills (shop work, hands-on assignments-30%). The overall grade will be a composite of these three grades. Instructors must present to the students, in writing (parent packet), information on how marking period grades will be calculated.

Incomplete grades may only be assigned if the student has been unable to complete work due to absences. If all work to be evaluated for the marking period is not turned in by the deadline, and the student has not been absent, a zero (0) grade should be given for the outstanding work. This should be part of the written explanation of your grading plan. *In the event of an incomplete grade, please inform Mr. Heverly and Ms. Jackson BEFORE the marking period deadline.

Interim progress reports can be sent home each marking period. A report **MUST** be sent if the student is in danger of failing for a given marking period. **Danger of failing is an average of 70% or below.** Most parents are receptive to phone calls or conferences with the teacher. It is highly recommended that when any contact is made with a parent, it is documented in your Google Parent Contact Log. Additional documentation is also recommended in Skyward.

Skyward grading system - Grades and competency ratings are to be entered into Skyward online grading system on a regular basis. Grades for the week should be completed in Skyward by the end of each week. It is strongly recommended to use the comments line to document why a student has lost points on their daily grade.

STUDENT ATTENDANCE

Teachers are responsible for taking student attendance, submitting it through Skyward in a timely manner (within the first 10 minutes of class, and maintaining accurate records of attendance information. In the event that Skyward is not accessible, attendance should be called to the Main Office within the first 15 minutes of each class period.

Teachers are expected to reach out to families, administration, and the career coach (Ms. Jackson) when a student has missed three (3) consecutive days.

NOCTI/NIMS

NOCTI exams are required of all students who are enrolled for at least 50% of the three year program, with the exception of precision machining. Precision machining students will complete NIMS exams as their end-of-program requirements. NOCTI tests should not be used as a basis for the students' grades. Instructors are expected to find qualified individuals to assess the hands-on portion of the exam. All individuals are to be approved by the NOCTI Site Coordinator (Shelly) or Principal (Mr. Heverly).

STUDENT DISCIPLINE

Positive student behavior is a result of good planning and providing meaningful activities for students. Most discipline problems occur during idle time. In order to gain students' respect, demonstrate respect toward them and show them that you care about them and their success. **BE FIRM, BE FAIR, and BE CONSISTENT** when managing your classroom. Allow students due process before administering any consequences. Allow them to give their side of the story, even if you know exactly what happened. This is a legal requirement.

Instructors are responsible for the supervision of students in their program area. Ordinary problems should be handled by the instructor. When student issues go beyond the boundaries established by instructors, or students break school rules, teachers may refer the student to the office using the discipline module in Skyward. If a student is at risk of harming themselves or others, or causing damage to property, it may be appropriate to escort them to the office, or call administration for assistance.

Please notify the Principal by phone if a student is sent out of the room and expected to report to the office. It is important to process discipline in a timely manner. Instructors experiencing issues needing to be addressed by administration should contact the Principal immediately after the incident, rather than waiting until the end of the class period or school day. Instructors should record the incident in Skyward and adjust the student's daily grade accordingly.

Disciplinary action may differ based on the situation or the home school which the student attends.

Please understand when an instructor makes a discipline referral, the administrator will determine the disciplinary action believed to best fit the infraction. Before assigning a disciplinary measure, administration reserves the right to fully investigate the incident, which may involve interviewing other students/staff members about the incident.

STUDENT PASSES

Passes should be signed by instructors when students need to leave their program area for any reason. In addition, the use of sign in/out sheets are required when students leave program areas. Unless necessary, do not permit more than one (1) student at a time to leave your program area. Program time is important and any lost instructional time is a loss to the students' educational experience.

ACCESS TO SUPPORT SERVICES

Support Services at The Academy mirror that of the sending schools. The Academy has an in-house Learning Support Instructor and a Career Coach who work cooperatively with students, instructors, and sending schools to ensure any student needing assistance can be supported within the school.

Students have access to our Resource Room for assistance/accommodations as needed. The Learning Support instructor from The Academy provides information to sending school teachers to aid in the development of IEPs and attends IEP meetings throughout the school year to ensure that appropriate accommodations are being implemented. As a member of the IEP team, instructors will attend IEP meetings when possible. Instructors at The

Academy should work closely with the Learning Support teacher to provide accommodations for students who require specially designed instruction as listed in their IEPs. Instructors are expected to review and understand IEPs and each student's accommodations.

The Career Coach is available to all students for assistance in job searches, employment applications, resumes, scheduling help, or other supports needed.

EMERGENCY EVACUATIONS AND LOCKDOWN

Fire drills and severe weather evacuation drills will be held periodically throughout the school year. On the first day of school, please review proper evacuation procedures from your classroom. Lockdown drills may also occur during the school year.

EDUCATIONAL FIELD TRIPS

"Educational Field Trips" are events that take students off of school property during the regular school day, on weekends, or during evening hours. **All field trips must receive prior approval by the principal, home school officials, and parents.**

In order to be placed on the agenda for Operating Committee approval, Field Trip Approval Forms should be submitted in COMPLY approximately (1) one month in advance of all scheduled trips.

Students will not be permitted to participate in Educational Field Trips without returning a Student Field Trip Permission Form with all required signatures. The instructor will keep all forms in his/her possession while on the trip.

Due to the recent shortage of available transportation, please plan ahead as early as possible to secure transportation. Planning ahead ensures you the best opportunity of acquiring needed transportation.

CONFERENCES/PROFESSIONAL MEETINGS

Professional employees are encouraged to attend professional development activities, conferences and meetings relevant to their program of study, teaching profession or career and technical education.

Employees should complete a Meeting/Conference Expense Report form as far in advance as possible. All information at the top of the form and estimated expenses should be completed. Forms should be submitted to the Principal for approval.

Conferences/Professional Meeting Requests that require an overnight stay must be approved by the Operating Committee. Please be selective with your requests, as requests cannot exceed your budgeted amount for travel. Requests should be submitted to the Principal far enough in advance to be placed on the agenda for approval by the Operating Committee. Upon returning from conferences, please submit receipts for reimbursable expenses to the Principal.

CTSO Advisors should complete this form for all events when school funds are used to pay for costs of the advisor.

CAREER & TECHNICAL STUDENTS ORGANIZATIONS

Student Organizations were developed to be an integrated part of the CTE curriculum. Each teacher has the responsibility to incorporate appropriate student activities into their course. This should be evident in lesson plans. This might appear as informational lessons, group activities, skill reviews for competitions, professional development program work time, etc. This is not optional for either teacher or student.

What is optional is leadership and general membership in the CTSO. Student membership requires dues to be paid, as well as commitment to activity participation in out-of-school activities and/or club-sponsored events. Students should be encouraged but are not required to participate. Club advisors are responsible for overseeing the activities of the club. Teachers who are not official advisors are expected to assist club advisors in

any way they can. Club advisors are paid a stipend for their staff work beyond the regular school day. CTSO meetings will be scheduled monthly and included in the club's program of work. CTSO's are encouraged to have meetings/activities that go beyond the normal school day. Administration should be made aware of meeting schedules.

STUDENT ACCIDENTS–INJURIES

Notify the Healthroom aide IMMEDIATELY if a student suffers an accident where first aid or medical is required. The Healthroom Aide, after consultation with the instructor, will initiate an appropriate course of action and keep you informed as to the student's welfare. If further medical attention is required, appropriate action will be taken.

An Accident Report must be filed for all accidents.

First aid supplies, including rubber gloves, should be kept in a sterile area in each shop. It is the instructor's responsibility to maintain a supply of these items. First aid supplies may be requested from the office.

CHILD ABUSE REPORTING

Under the Child Protective Service Law- PS #2201-2224, any school employee who suspects a student to be suffering from abuse or neglect **MUST** report their suspicion to proper authorities. If you suspect any child to be experiencing difficulties, you must submit a report. Do not wait until the end of the class or the end of the school day. Contact the Principal and report the need to make a report, requesting coverage for your classroom so you can make the report in a private setting. You are responsible for placing a phone call to Childline and submitting a written report to them at their request. ***The number for Childline is 1-800-932-0313.***

SAFETY

SDS Safety Data Sheets are posted in an area easily visible to students and adults in areas where hazardous chemicals are stored or used. The maintenance/custodial staff maintain a duplicate set of sheets for all shops.

Safety in the classroom and shops must be emphasized daily.

The major responsibility for laboratory safety instruction in accident prevention falls on the teacher. The following are considered the responsibilities of the teacher in a comprehensive accident prevention program in school laboratories.

1. Incorporate safety instruction in the course of study and maintain documentation as to who received instruction and when instruction was given.
2. Present instruction on potential hazards and accident prevention specific to the particular school laboratory.
3. Instigate a comprehensive safety program for your particular school laboratory.
4. Develop specific safe practices, rules, and regulations relating to your facilities and provide for their enforcement.
5. Keep informed of new and accepted safe practices for accident prevention.
6. Provide proper instruction in the use of tools, machines and equipment. Keep a record of each student's attendance, safety training, and safety evaluation.
7. Set a proper safety example for students to follow.
8. Insist that adequate eye protection be worn in all industrial arts/technology education laboratories at all times in accordance with Act 116 as found in this document.
9. Insist on proper protective equipment in all laboratory areas and require students to wear proper clothing and adequate hair guards while working in the laboratory.
10. Devise and enforce safe housekeeping procedures. All tooling, equipment, materials, etc. will be put away at the end of each session. Bench tops, work surfaces and floors will be clean/swept daily at the conclusion of each session
11. Insist that guards meeting accepted standards be provided and used whenever a machine is operated.
12. Establish and maintain the safest possible working environment.
13. Have set, pre-planned procedures in case of an accident or emergency.
14. Provide prompt and thorough reports of accidents including:
 - a. Written report by the instructor.
 - b. Written accounts by witnesses.
 - c. Photographs of accident scene and conditions.

15. Always provide for the supervision of students in the classroom or laboratory in accordance with legal requirements.

Note: DO NOT leave the classroom unsupervised at any time when students are present.

16. Be aware of the emotionally disturbed and accident repeater student.

17. Regularly review laboratory facilities to maintain safe conditions. Give special attention to:

- a. layout
- b. utilities and building services
- c. equipment guarding
- d. storage and condition of tools
- e. storage, labeling and handling of materials

18. Make recommendations to the administration for improving safety conditions.

19. Carry out recommendations of the administration for improving safety instruction.

Pennsylvania Regulations

Legislation in Pennsylvania exists and is applicable to school safety and health. This includes the Worker and Community Right-to-Know Act, Act No. 159 of 1984, and the General Safety Law, Act No. 174, which has been in effect since 1937. The Right-to-Know Act is briefly covered in this guide under the section "Hazardous Substances". The General Safety Law contains provisions aimed at controlling specific hazards. The sections of this law most applicable to industrial arts/technology education are as follows:

Section 2. General Safety and Health Requirements.

1. All establishments shall be so constructed, equipped, arranged, operated and conducted as to provide reasonable and adequate protection for the life, limb, health, safety, and morals of all persons employed therein.
2. All belts, pulleys, gears, chains, and sprockets, shafting, and other mechanical power transmission apparatus, stationary engines, electrical equipment, and apparatus shall be properly guarded to protect workers from injury.
3. All cranes, joists, steam or electric shovels, plant railroads, and other apparatus or devices used for moving, lifting, lowering, and transporting

material shall be designed, constructed, equipped, and operated as to eliminate dangerous conditions.

4. The point of operation of all saws, planers, jointers or other power driven woodworking machines and all power presses,

5. All toxic and noxious dusts, fumes, vapors, gases, fibers, fogs, mists or other atmospheric impurities, created in connection with any manufacturing process, emitted into or disseminated throughout areas where persons are employed in such quantities as, in the opinion of the Department, would injure the health of employees or create other dangerous conditions, shall be removed at the point of origin, or, where this is impractical, personal protective devices shall be provided and worn by persons subjected to such hazards.

6. When employees, due to the nature of employment, are subject to injury from flying particles, falling objects, sharp or rough surfaces or materials, hot, corrosive or poisonous substances, acids or caustics and injurious light rays or harmful radioactive materials they shall be provided with, and shall wear, goggles, other head and eye protectors, gloves, leggings, and other personal protective devices (as last amended by the Act of July 13, 1953, P.L. 438).

Section 3. Lighting, Heating, Ventilation, and Sanitary Facilities.

All establishments shall be adequately lighted, heated, and ventilated. Proper sanitary facilities shall be provided in sufficient number for the persons employed, and shall include toilet facilities, washing facilities, dressing rooms, retiring rooms for women, and wholesome drinking water of approved quality.

Section 5. Floor Space

The floor space of workrooms in any establishment shall not be so crowded with machinery to thereby cause risk to the life or limb or any employee. Proper, clear aisle space shall be maintained where necessary for employees to walk between machines, equipment or material. Machinery shall not be placed in any establishment in excess of the sustaining power of the floors and walls thereof.

Section 6. Removal of Guards.

No person shall remove or make ineffective any safeguard, safety appliance or device attached to machinery except for the purpose of immediately

making repairs or adjustments, and any person or persons who remove or make ineffective any such safeguard, safety appliance or device for repairs or adjustments shall replace the same immediately upon the completion of such repairs or adjustments.

Section 7. Prohibited Use of Dangerous Machinery.

If any machinery, or any part thereof, is in a dangerous condition or is not properly guarded, the use thereof may be prohibited by the Secretary of Labor and Industry or his authorized representative, and a notice to that effect shall be attached thereto. Such notice shall be removed only by an authorized representative of the Department after the machinery has been made safe and the requirement safeguards are provided, and in the meantime such unsafe or dangerous machinery shall not be used.

Section 8. Air Space for Workroom.

The owner, agent, lessee, or other person having charge or managerial control of any establishment, shall provide or cause to provide not less than two hundred and fifty cubic feet of air space for each and every person in every workroom in said establishment where persons are employed.

Also, the **Pennsylvania Fire and Panic Act, No. 299, adopted in 1927**, contains safety provisions pertaining directly to the facility. The basic requirement of this Act is located in Section I and is as follows:

General Requirement.

Every building enumerated in this Act, erected or adapted for any of the purposes of several classes of building construction and materials used, fire proofing, number and type of ways or egress, aisles and passageways, stairs and fire escapes, wall openings, exits and exit signs, doors and doorways, shaftways and other vertical opening, emergency lighting, automatic sprinkler systems, fire alarm systems, fire drills, electrical equipment, inflammable and explosive materials, heating apparatus and fuel storage, number of occupants, ventilation, arrangement of seating and standing space, construction and equipment of stages, projection rooms, and dressing rooms, and all other fire and panic protection as to provide for the safety and health of all persons employed, accommodated, housed or assembled therein...

OSHA

The Williams-Steiger Occupational Safety and Health Act (OSHA) or Public Law 91-596 was passed in December 1970 and became law on April 28, 1971. As it states, the law was enacted in order to:

"...assure so far as possible every working man and woman in the Nation, safe and healthful working conditions and to preserve our human resources..."

The law recognizes employee safety and health as public problems rather than private or individual concerns.

The OSHA standards contain four major categories: general industry, construction, maritime, and agriculture. Implementation is to be conducted in the following six ways:

1. Encouraging employers and employees to reduce hazards in the work place and start to improve existing safety programs.
2. Establishing employer and employee responsibilities.
3. Authorizing OSHA to set mandatory job safety and health standards.
4. Providing an effective enforcement program.
5. Encouraging the states to assume the fullest responsibility for administering and enforcing their own occupational safety and health programs that are to be at least as effective as the federal program.
6. Providing for reporting procedures on job injuries, illness, and fatalities.

Pennsylvania public schools are not presently covered by OSHA because no state plan has been developed. However, many of the OSHA standards have been adopted and enforced by insurance companies and other agencies. Thus, many of the OSHA standards are being enforced even without formal adoption.

Areas of operation in which school districts can and should voluntarily attempt to comply with OSHA standards include:

1. Hand-tool, Machine, and Equipment Safety.

The design and physical condition of every item included in an industrial arts/technology education laboratory must be good. Substandard items should be renovated or replaced by pieces known to be well designed and constructed.

2. Safety in Working with Hazardous Materials.

Exposure to hazardous materials must be minimized and, if necessary, eliminated. Appropriate protective equipment, such as paint masks, should be available and its use enforced.

3. Training in Safety and Health Requirements.

Teachers and students should be taught to recognize work hazards and potentially dangerous environmental conditions.

4. Fire Protection.

All necessary fire protection devices and services, including fire extinguishers, sprinkler systems, and fire department assistance, should be available.

5. Physical Plant Design.

The physical plant in which an industrial arts/technology education program is carried on must be planned so that it is free of safety and health hazards. Key design features of such a structure include adequate space, proper storage of materials, a good arrangement of rooms, and an effective organization of equipment.

6. Physical Plant Condition.

The floors, walls, partitions, ceilings, windows, doors, and other parts of a laboratory must be kept in good repair.

7. Air Environment.

Students and teachers must be able to work in air that is clean, fresh, safe, and comfortable. Effective heating, air conditioning, mechanical ventilation, and exhaust systems are necessary.

8. Visual Environment.

Natural and artificial lighting systems must be properly designed and maintained so that people working in a laboratory can see clearly and comfortably.

9. Auditory Environment.

Sound intensities must be reduced to a level at which hearing will not be damaged. It should be noted that hearing damage is a factor determined by both the intensity of the sound and the duration of exposure. Since instructors cannot realistically limit lengths of exposure, it is most important that they seek preventive measures to reduce noise levels. These measures may include the use of noise absorbing materials and /or utilization of hearing protection devices that may reduce the risk of work related hearing losses in the future.

10. Utility Service Systems.

Electrical, water, gas, and compressed air systems must be planned and constructed so that hazards to the use of these utilities are minimal.

11. Housekeeping.

Laboratories must be kept clean and in good order at all times. Adequate storage of materials, especially waste products, is of major importance to laboratory safety.

12. Sanitary Facilities.

Drinking fountains, wash facilities, and rest rooms must be well designed, in good operating condition and cleaned regularly.

13. First Aid and Emergency Procedures.

Teachers, students, and civil service employees should be trained in basic first aid and emergency procedures.

14. Class Discipline.

Failure to have students abide by safety rules and safe practices can promote an unsafe work environment. Teachers must require the needed classroom/laboratory discipline to ensure a safe industrial arts/technology education program for all students.

Emergency Action

Emergency situations can arise anywhere in the school environment and the procedures for dealing with these events should be developed and approved by the individual administrative unit - district or building - prior to the start of the school year. These procedures should be reviewed and revised periodically to determine their effectiveness and to make necessary modifications. The following information is provided to serve as a guide for the individual district to develop their own emergency procedures.

When an Injury Occurs

There are two aspects of emergency procedures. The first concern is the activities that must be done immediately following the injury. The second concern is the actions that must be taken after the confusion has subsided and the injured party is treated.

Primary Concerns

These relate directly to the injured party and the reduction of hazard to that person. The degree of emergency care would be dependent on the injury and the ***qualifications of the person administering the care***. If the teacher is not qualified in first aid, he/she must only do the things that will

assure no further damage to the injured personnel and immediately seek trained help. This might be limited to stopping the bleeding and covering a person in shock with a blanket. Although every teacher should be trained in basic emergency first aid, many are not. Serious damage to the injured can sometimes result when they are treated by a nervous, untrained, and panic-ridden teacher. The following basic steps are recommended as the first steps when an injury occurs:

1. Determine the extent and type of injury. If this is not possible, immediately obtain professional help.
2. Restore breathing, restore heartbeat, and stop bleeding if trained in these areas; if not, send for help.
3. Apply only the first aid that is necessary to preserve life. Do no more until trained help arrives.
4. Disperse crowd and keep injured and the surrounding areas as quiet as possible.
5. Notify school nurse, Director, or immediate supervisor by sending other student to these people. Do not leave the injured alone.
6. If the injury is minor, - splinter, slight cut - send the student to the office accompanied by another student.
7. If a foreign particle has entered the eye, seek professional help. A teacher should never try to remove something from a student's eye. If liquid has entered the eye - acid, etc. - immediately wash the eye in an eye wash and contact the nurse.
8. Notify parents and school officials.

EMPLOYEE ABSENCE

- **Personal Days**—Instructors should fill out the "Employee Leave Request" form. Once the absence is approved by Administration, a Secretary will enter the absence into AESOP.
- **Field Trips/Conferences**—Instructors must complete the appropriate forms. Once the absence is approved by Administration and the Operating Committee, a Secretary will enter the absence into AESOP.
- All personnel who wish to request leave—sick/medical, emergency, bereavement, jury duty, etc.—should **request the date(s) of absence in AESOP as far in advance as possible. For bereavement,**

please include the name and relationship of the family member in the notes section of AESOP.

****Instructor "call-offs" after 6:30 AM must notify the Principal using the following phone number-717-607-6058. These "last minute" call-offs may be met with progressive discipline.**

SABBATICAL REFORM ENACTED

In late June 1996 the General Assembly adopted HB 1031 or Sabbatical Leave Reform; the Governor has signed the bill into law which is effective immediately.

The new law does the following:

- 1) Requires districts to pay salary, benefits and retirement contributions to employees granted leaves as exchange teachers; districts have authority over granting such leaves;
- 2) Allows districts to grant a leave for practical work experience in business or government, but business or government will fully compensate the district for salary, benefits and pension of the employee on work leave;
- 3) Eliminates sabbatical leaves for study and travel;
- 4) Eliminates the terminal or resignation sabbatical by adding language which requires employees to return to work after a sabbatical unless prevented from doing so due to illness or disability;
- 5) Institutes a professional development sabbatical with strict provisions regarding professional development; employees must request leave and include a detailed plan of professional development activities to include at a minimum (district can set higher standards) for a half year, nine (9) graduate credits, twelve (12) undergraduate credits, one hundred eighty (180) hours of professional development activities; for a full year, eighteen (18) graduate credits, twenty-four (24) undergraduate credits, three hundred sixty (360) hours of professional development activities; the employee must show the board satisfactory evidence of completion of the plan or forfeit all compensation upon return from sabbatical.
- 6) Requires districts to establish policy regarding professional development sabbatical leaves to include language which indicates such leaves must be

directly related to professional responsibilities or to improve professional competency.

EMPLOYEE ACCIDENT/INJURY REPORTS

In the event, that an employee is involved in an accident or sustains an injury on school property or at a school sponsored event the employee must notify the Business Manager so that the "Employer's Report of Occupational Injury or Disease Form" can be phoned in by the Business Manager immediately (within twenty-four (24) hours of the accident/injury). A Faculty & Staff Accident Report must also be completed and submitted to the Director.

FACILITY USE REQUEST

A Facility Use Request Form must be submitted to the Principal by any organization wishing to use the Academy facilities for daytime or evening activities or to schedule special events.

The Facility Use Request Form should be filed a minimum of one week prior to the activity or special event. This will enable coordination of custodial services and facility usage. Written confirmation will be provided to those requesting to use Academy facilities.

Every effort will be made to meet the needs of those requesting to use the Academy facilities. Those facilities used for the activity or special event, as well as the furnishings and equipment, should be in the same condition as they were prior to the event.

Everyone's cooperation in following these procedures will assure optimum use of the Academy facilities.

PURCHASING/SUPPLIES

General office and first aid supplies are available on an as needed basis. Before any supplies are distributed the office supply requisition form must be completed. Requested items will be placed in your mailbox or delivered to your classroom the following day.

Please, Plan ahead! Do not send students to the office in the middle of the class period.

Large quantities of items are not to be stockpiled in your classroom or shop area. If you will need a large quantity of a particular item, please let the Principal know well in advance so appropriate purchases can be made.

Instructional program supplies, equipment, textbooks should be requisitioned prior to the start of the school year. If emergencies arise additional items may be requested. Administrative approval for the purchases may be granted provided adequate funds remain in the budget. A **Requisition Request** must be submitted and approved prior to any purchase.

COPIERS/COMPUTERS

The copier for faculty use is located in the Main Office. The copier should be used during planning periods, before or after school.

Students are not permitted to use the copier!

Copier breakdowns occur periodically. If you are unable to get the copier to work, please put an "Out of Order" sign on the copier and notify one of the secretaries.

Quality copies are integral to the educational process and they are costly. Please use these machines appropriately.

There are two (2) student printers in the building. One of them is located to the left directly inside the Main Office door. The second printer is located outside the Welding Technology classroom. Students are permitted to print to either printer, but they DO NOT print in color.

ACADEMY FORMS

The following forms can be found in the back of the main office.

Accident Report – Student & Faculty
Academy Time Sheet
After School Participation Form

All Day Participation

– Perm. from Home Schools Form & List to Business Office Sec.

Conference Request

Disbursement/Deposit Form

Employee Leave Request

Facility Use Request

Field Trip Request Instructor Instructions

Fund Raising

Office Supply Requisition– See Business Office Secretary

Parent Perm. for Competitive Events/Conferences/Workshops

Permission to Ride with Another Student – See Office Secretary

Pre-Approval Credit Tuition Reimbursement

Requisition Requests

Sign In/Out Register

Travel Expense Voucher

Work Order Request Form

FUNDRAISING

CTSOs are permitted to conduct fundraising activities to serve their respective organization with the approval of the administration. Fundraising activities must not occur during instructional time.

VIDEO SURVEILLANCE EQUIPMENT

The Academy administration and faculty recognize the need to provide a safe learning environment for students and staff and to protect The Academy's property and equipment. Therefore, video surveillance cameras will be used as a security measure at The Academy.

Video cameras will be used to ensure that student behavior on school property is consistent with the established safety and conduct rules. If unacceptable behavior is recorded, timely and appropriate corrective actions will occur.

The following rules and guidelines will apply to students and any individuals on school property:

- Signs will be posted at the main entrance to the school to inform students, staff and the public that video surveillance cameras are in use.
 - Any activities detected through the use of video surveillance cameras that present a breach of The Academy policy, security or possible criminal activity will be reported immediately to the Principal.
-
- The Principal will report such activity to the Administrative Director and promptly begin an investigation.
 - If it is determined through the investigation that a student or any individual on school property has committed an unlawful or unsafe act in violation of state law or school policy, appropriate disciplinary consequences will be administered.
 - In the event that a student is disciplined based on video, the parent/guardian may request permission to view the tape within five (5) school/working days from the date disciplinary action was administered by the school administrator. Upon receipt of the parental request, a meeting will be arranged by the Principal.
 - Should the Principal consider it advisable for the parent/guardian to view a tape, he/she may request a viewing be scheduled for the parent.

STAFF RESPONSIBILITY

It is the responsibility of each staff member to understand and adhere to Federal/State Laws and regulations, Collective Bargaining Agreements, and Mifflin County Academy of Science and Technology Policies. New or returning employees should review the items above and alert their immediate supervisor, immediately, if they have questions or have knowledge of a breach in any law, regulation, collective bargaining agreement, and/or Academy policy. Each employee must review the information outlined above and seek clarification on any questions. At the beginning of the school year, this review must be completed before students arrive. New employees entering after the first student day should complete this review and seek clarification before the end of their first day of employment.

TITLE IX SEXUAL HARASSMENT

The Mifflin County Academy of Science and Technology (The Academy) is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of The Academy and is prohibited at or, in the course of, Academy sponsored programs or activities, including transportation to or from The Academy or Academy sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Operating Committee policy and procedures. [18][19][20][21]

The Operating Committee declares it to be the policy of The Academy to provide to all persons equal access to all categories of employment in The Academy, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The Academy shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. [1][2][3][4][5][6][7][8][9][10][11][12]

The Mifflin County Academy of Science and Technology does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access: to the Boy Scouts and other designated youth groups. Inquiries may be directed to:

For information regarding services, activities, programs and facilities that are accessible and usable by handicapped persons, contact:

Mike McMonigal, Title IX and Section 504 Coordinator
Mifflin County Academy of Science & Technology
700 Pitt Street
Lewistown, PA 17044

MAINTAINING PROFESSIONAL ADULT/STUDENT BOUNDARIES

AUTHORITY

This policy applies to center (school) employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on center (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 center (school) students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with center (school) 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 Operating Committee directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Operating Committee 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 center (school) or to interfere with participation in civic, religious or other outside organizations that include center (school) 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, center (school) administration or other purposes within the scope of the adult's assigned job duties.

DELEGATION OF RESPONSIBILITY

The Administrative Director or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Operating Committee policy through employee and student handbooks, posting on the center (school) website, and by other appropriate methods.

The building administrator or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

GUIDELINES

Independent contractors doing business with the center (school) shall ensure that their employees who have interaction with students or are present on center (school) grounds are informed of the provisions of this policy.[2]

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 center (school), regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.

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 a 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.

4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured).
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.
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.
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 center (school) 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, center (school)-provided email or other center (school)-provided communication devices or platforms shall be used when communicating electronically with students. The use of center (school)-provided email or other center (school)- provided communication devices or platforms shall be in accordance with center (school) 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.

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 center (school) for this purpose, without the prior written approval of the building administrator.

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 nonschool-related civic, religious, athletic, scouting or other organizations and programs whose participants may include center (school) 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 strongly encouraged 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 or Title IX Coordinator. Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a report, center (school) staff shall promptly notify the building administrator.**[5][8]

All center (school) 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 Operating Committee 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 Administrative Director, **Title IX Coordinator** and his/her immediate supervisor, **promptly, but not later than fifteen (15) days following discovery of such misconduct.**

If the Administrative 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 Administrative Director or designee shall make a report, in accordance with applicable law, regulations and Operating Committee policy.[9][10][11][12][13][14][15][16][17][18]

It is a violation of **Operating Committee** 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, This policy applies to center (school) employees, volunteers, student teachers, and independent contractors and their employees who, 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 **Operating Committee** 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.

DISCIPLINARY ACTION

A center (school) employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable center (school) 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 the center (school) for an appropriate period of time or permanently, as determined by the Administrative Director or designee.

TRAINING

The center (school) shall provide training with respect to the provisions of this policy to current and new center (school) employees, volunteers and student teachers subject to this policy.

The center (school), 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.

Notes: _____
