



Career Center

1999 U.S. 31 South
Greenwood, Indiana 46143

STAFF HANDBOOK
2016 - 2017

Table of Contents

GENERAL INFORMATION	4-6
Grading Policy and Classroom Rules	4
Grading Scale	4
Student Attendance	4
Scheduling Room/Facility Use	5
After School Activities	5
Focus Teams	5
Supervision	5
Teacher Duties During Break	5
Daily Schedule	6
PRACTICES & PROCEDURES	7-15
Leaving During School Hours	7
Releasing Students	7
Phone Calls	7
Mileage Claims	7
Coordinator's Weekly Reports	7
Purchase Requisitions	8
Faculty Meetings	8
Governing Board Dinner	8
Teacher Records and Licensing	8
Staff Illness & Other Absences	8-9
Use of Copiers	9
Grade Books	9
Keys	9
Teacher Mail	9
Lockers/Locks/Textbooks	9
Maintenance of Instructional/Lab Area	9
Staff Dress and Grooming	10
Field Trips	10
Program Advisory Committee	10
Purchasing Technology and Equipment	11
Program Operating Budget	11
8 Accounts	12-13
Flower Fund	14

STUDENT INFORMATION	15-18
Attendance	15
Student Fees/Textbook Rental	16
Student Discipline	16
Guideline for Sending a Student to Building C for Discipline	16
Guideline for Assigning a Student to In School Suspension	16
Guideline for an Out of School Suspension	16
Career and Technical Student Organizations	17
First Aid in Classroom	17
Universal Precautions & Infection Control	17-18
 CURRENT SCHOOL YEAR INFORMATIONAL ITEMS	 19-22
Program Showcase	19
Board Claims Deadlines	19
Supervision Schedule	20
Pledge & Supervision Calendar	21
Payroll Schedule	22
School Calendar	23

GENERAL INFORMATION

Grading Policy and Classroom Rules

Admin. Guidelines 2230, Student Handbook pgs. 27-29

A copy of your classroom management plan will be approved and put on the J: Drive. Please share your expectations with your students so that there is no confusion regarding what it takes for a student to be successful in your class. These plans will be referred to when fielding questions from students, parents and home schools. Classroom management plans need to be turned in on the J: Drive before the first student day.

Grading Scale

(Admin. Guidelines 2230 5421 B pgs. 1-3, Student Handbook pg. 28)

The school wide grading scale for all students at Central Nine is:

100	A+
92-99	A
90-91	A-
88-89	B+
82-87	B
80-81	B-
78-79	C+
72-77	C
70-71	C-
68-69	D+
62-67	D
60-61	D-
00-59	F

Student Attendance

(Admin. Guidelines 5200 pages 1-5, SHS pgs. 26-31)

Because the instruction that we offer our students is invaluable, students are encouraged to be here every day that Central Nine is in session. We must always share this message because once we say it is not important for a student to be here, we have just said that we do not have anything of value to offer to our students. Teachers are required to take attendance daily in each session. Attendance should be recorded within the first 10 minutes of each session (see also page 10/11).

Scheduling Room/Facility Use

(Admin. Guidelines 7510 A pgs. 1-2)

If you will need to schedule the use of a common area, (i.e. LGI Room, Conference Room, Director's Conference Room) please see the ECA Administrative Assistant. Always see the ECA Administrative Assistant to make sure the room booking has been listed on the calendar to ensure room availability.

After School Activities

(Admin. Guidelines 7510 A pgs. 1-2)

Please schedule any after school activities with the ECA Administrative Assistant. This is important information for the office to have in order to direct participants to your location and in case of an emergency. He/she will need to know the date, activity, time and location. All after school activities will be placed on the Google Events calendar.

Focus Teams

(Admin. Guidelines 2210 E pg.1)

~~In 2014-15 the following Focus Teams were created: Boot Camp, Increase Industry Partnerships/Certifications, Marketing Plan, PBIS, Senior Projects, and Technology Plan. These focus teams were based on Priorities outlined on our Technology Centers that Work Technical Assistance Visit Report. For the 2015-16 School Year, members of Focus Teams will continue from 2014-15.~~ The following Focus Teams will meet during the 2016-17 school year: Boot Camp, Increase Industry Partnerships/Certifications, Marketing Plan, PBIS, Career Showcase, and Technology Plan. At the end of the 2015-16 school year, members expressed interest in joining teams. An updated member list will be provided at the start of the 2016-17 school year. New staff members will be assigned to Focus Teams based on interest and teams with vacancies. Minutes for focus team meetings during the year will be recorded on BlueSky.

Supervision

(Admin. Guidelines 3213 pgs. 1 -2)

Each teacher is expected to supervise his or her area before class begins and after class dismisses. Teachers should be at the doors of their classroom or lab at least ten (10) minutes prior to the start of class. Teachers are expected to remain with their students during break or establish a cooperative coverage with another staff member. No student(s) are to be left in the classroom unsupervised at any time. Teachers are responsible for the supervision of their students. If it becomes necessary to leave your room, your vending area, or the commons, please ask a colleague to cover the supervision of your students. In emergencies, please call the Student Services Office for assistance.

Teacher Duties During Break

(Admin. 3213 pgs. 1 -2)

All teachers/staff should observe their/our students during break. Any teacher or staff member may and should correct the misbehavior of any Central Nine student when necessary. Students should be aware of the fact that their behavior is being observed by teachers during break. Teachers should help supervise the restrooms during break. Teachers are to remain with their students during break or ask another teacher to supervise their students in their absence.

Daily Schedule

The teaching day shall not exceed seven and one-half (7.5) consecutive hours, which includes a thirty (30) minute duty free lunch period. The Central Nine Career Center teachers are expected to be on duty (administration has the right to alter duty schedule based on individual basis including for evening classes) at Central Nine on the following schedule:

Regular A.M.-P.M.	7:30 a.m. to 3:00 p.m.
Half-time A.M. Session	7:30 a.m. to 11:00 a.m.
Duty Free	10:50 a.m. to 11:20 a.m.
Half-time P.M. Session	11:30 a.m. to 3:00 p.m.

Career & Technical teachers are to report to their classroom or laboratory NO LATER THAN 7:50 A.M. in order to supervise the immediate area prior to the start of the morning session. Teachers are to be prompt in reporting to their area after lunch (11:30). Class should start immediately after the 11:40 bell rings. (We cannot expect promptness from the students unless we set a good example.)

Teachers are to inform their students regarding what is expected of them when the teacher is not present before or after class. Students should never be in your room, unless you are present. Be sure they do not operate equipment unless you are present. Never leave your students unsupervised.

The daily schedule for students is as follows:

7:30 a.m. – 8:00 a.m.	School Open
8:00 a.m. – 10:40 a.m.	MORNING SESSION with staggered break schedule
10:40 a.m. – 11:00 a.m.	School Open
11:00 a.m. – 11:30 a.m.	Teacher's Lunch/Office Open
11:30 a.m. – 11:40 a.m.	School Open
11:40 a.m. – 2:20 p.m.	AFTERNOON SESSION with staggered break schedule
2:20 p.m. – 3:00 p.m.	School Open

Classes are to begin and end promptly. There should be bell to bell instruction assuring student engagement. The bells will be set to begin and dismiss classes. DO NOT allow students to stand at the doors waiting for the bell. Students are to be dismissed on time. (Students are NOT to be left unsupervised, and students are NOT to wander in the hallway during class time. If a student is in the hallway during class time, they must have a pass.) Teachers having students before or after regular class hours for special meetings or instruction are responsible for these students and their actions.

PRACTICES & PROCEDURES

Leaving During School Hours

Staff members who need to be away from school on school business or personal business during duty hours shall secure permission from the Assistant Director, and sign out with the Administrative Assistant for Attendance regarding their itinerary.

Because we have found it necessary to contact staff members when they are out of the building during the school day, it is VERY IMPORTANT that you sign out each time you leave the school during the school hours and list your itinerary. **THE SIGN OUT BOOK IS LOCATED AT THE STUDENT SERVICES DESK.**

Employee Absence Form: Always complete this form prior to your absence if possible. For unexpected absences, complete the form when you return. Forms can be located on the Faculty J: drive or in the teacher mailbox area.

Releasing Students

Teachers do not have the authority to allow students to leave Central Nine Career during school hours. Only the Director, Assistant Director, Dean of Students, Student Services Coordinator, or their designee is responsible for releasing students for any purpose during school hours. No student is to leave during school hours without signing out in the office. If a student becomes ill or has some type of emergency, please send the student to the front office.

Phone Calls

(Admin. Guidelines 3231 pg. 1)

Phones are provided in your classroom, lab, or office. Local personal calls by staff members may be made as long as it does not interfere with official school business. Long distance personal calls need to be reported to the Business Manager so the proper charge can be made. Student's use of phones for school business only should be closely supervised by the staff.

Personal calls by students are to be made in the **Student Services Office**. Personal calls can only be made during the student's break. Students are NOT to be released from class to make phone calls in the office unless it is an emergency.

Mileage Claims

(Admin. Guidelines 3440 A pgs. 1-2, Admin. Guidelines 6320 H pgs. 1-2)

Mileage claim forms are available for your use in claiming authorized travel expenses. Mileage claims must be submitted to the business manager. They will then be submitted to the Governing Board for approval and paid by the School Business Manager. Forms may be found in the form section of staff mailboxes, or on electronically on the J: Drive, Forms folder.

WBL Coordinator Weekly Reports

(Admin. Guidelines 2423 B pgs. 1-4)

The Work Based Learning Coordinator must provide updates regarding internships and submit each week's activities to the Assistant Director.

Purchase Order Requests

(Admin. Guidelines 6320 A pgs. 1-2)

Purchase Requisitions may be found on the Faculty J: Drive in the forms folder. You must have a signed copy before any purchases are made or any orders are placed.

Faculty Meetings

Faculty meetings will be held during all professional days and on the third Thursday of the month as needed. Additional faculty meetings will be scheduled on an as needed basis.

Governing Board Dinner

The Governing Board meeting is devoted to a combined meeting with the entire staff and leadership from each participating school. This is an opportunity for the two groups to meet together. The format for this meeting is a banquet. All teachers and staff are encouraged to attend. The dinner will be **Thursday, March 9, 2017.**

Teacher Records and Licensing (Admin. Guidelines 8320 pgs. 1-3)

Teachers should have on file in the corporation office the following:

1. Copy of teacher licenses
2. Current transcripts of credit
3. Teacher retirement number
4. Income tax withholding forms (Federal & State)
5. Current address and telephone number
6. Verification of experience
7. Current staff must have a copy of CPR and AED Training
8. All applicants must have CPR/Heimlich Certifications

It is the teacher's responsibility to keep their license current and valid throughout the school year.

Staff Illness and Other Absences

(Admin. Guidelines 3430 pgs. 1-2)

In case of illness, teachers should call **the Assistant Director, Mr. Quaranta, on his cell phone (317-869-9493)** between 5:00 a.m. and 6:00 a.m. and he will secure a substitute. If you realize the evening before that you will not be attending school the next morning, you may call Mr. Quaranta on his cell phone prior to 9:00 p.m.

It will be assumed that an absence due to illness is for one day unless informed by the teacher of the need for additional days. Emergency lesson/sub plans for a minimum of 5 days must be available in the teacher's crisis/substitute folder at all times. Sub folders will be kept in the front office along with a copy of the crisis management plan for each teacher.

Complete the Employee Absence Form upon return to work or prior to the absence if the absence is planned. This form should be turned into the Administrative Assistant for Attendance.

Other Absences:

All other absences (jury duty, personal business, professional leave, etc.) should be arranged with the Assistant Director as far in advance as possible. Employee Absence Form(s) should be completed in advance or upon return if absence was an emergency. It is the teacher's responsibility to make sure the Assistant Director is aware of the need for a substitute.

Use of Copiers (Admin. Guidelines 7530 pgs. 1-2)

The copy machines located in the offices are to be used by office staff only. Copying by teachers should be done on the copiers in specific buildings and/or the data/faculty room. Except in emergency situations, all copying by instructors should be done before 7:50 a.m., at lunch time, or after 2:20 p.m.

Grade Books (Admin. Guidelines 7530 pgs. 1-2)

All grades are to be kept on Skyward, the student management software. Staff shall record a minimum of one grade each week.

Keys (Admin. Guidelines 7440 pgs. 1-2)

Necessary keys are issued by John Showalter. Keys, except locker keys, are not to be used by students. No duplicate keys are to be made. Keys are to be returned to John Showalter at the end of the teacher's contract.

Teacher Mail

You have a mailbox assigned to you in the data/faculty room. Please keep it clean and check your mailbox every morning, during lunch and again before you leave for the day. Do not change mailboxes.

Lockers/Locks/Textbooks (Admin. Guidelines 5513 pg. 1)

All staff that assigns a locker or lock to a student is required to compile a list with student name and locker number along with combination. All students that are assigned a textbook should be given a book number. The compiled lists should be turned in to the ECA Administrative Assistant and updated as needed. This form is available on the faculty J: Drive.

Maintenance of Instructional/Lab Areas

In order for our building to be kept in a more presentable condition, absolutely no food or drink in the Lab (computer and/or shop area) or any area that would have a computer. All food or drink items shall be consumed either in the commons or designated area in each building. If money is lost in a vending machine, the teacher should have the student report to the office for a refund during break or before/after class. A note should be placed on the machine to warn others.

In the event that maintenance is needed in your instructional areas, notify the Supervisor of Maintenance electronically via Email. List the area and/or equipment to be repaired. In the event of emergency custodial needs, contact John Showalter and/or the front office.

Staff Dress and Grooming

Staff members are expected to dress professionally during instructional hours. Professionally dressed may be defined as “professionally casual” or meeting the need for the specific CTE Program area, and should meet at least the dress code guidelines established for students. Employees should not wear jeans (unless required by the specific program safety regulations), leggings (unless worn under appropriate attire), shorts, or sweat pants except for special circumstances approved by the Assistant Director, such as field days, field trips, program requirements, special events, instructional activities, or other Board approved activities. Any tattoo and/or piercing that may be offensive, distracting, or inappropriate must be covered at any time an employee is working where students are present.

Field Trips

(Admin. Guidelines 2340 A pgs. 1-5, 2340 C pgs. 1-2, 2340 E pgs. 1-2)

Field trips should have an educational objective and be carefully planned. Field trips will be limited to half days unless prior approval is given by the Assistant Director/**Dean of Students**. When approval is given for an all day field trip, a list of those students and their home schools should be e-mailed to the **Dean of Students** and the Administrative Assistant for Attendance at least one week in advance. This information will be provided to the home schools prior to the field trip. Transportation must be by bus. The only exception would be if the Assistant Director approves other means of transportation in advance. In ALL cases, a field trip form, giving parental permission, is required from each student and should be on file in the **Student Services Office** prior to leaving for the field trip.

All field trips must have approval of the Assistant Director & **Dean of Students at least two (2) weeks prior to the field trip. In addition, all overnight and/or out of state field trips must be submitted four (4) weeks in advance and be board approved.**

The following must be turned into the Administrative Assistant for Attendance the day of the field trip:

1. Copies of all permission slips.
2. Roster of all students on field trip/bus.

Note: If a student doesn't turn in a permission slip, they will not be allowed to attend the field trip. They will be assigned to ISS until the instructor(s) and class returns from field trip.

All trips must be completed by May 1st.

Program Advisory Committee

(Admin. Guidelines 2210 E pg. 1)

In accordance with Board Policy under “Duties and Responsibilities of the Teacher,” each program will have an active Program Advisory Committee. Programs may share the same committees. Advisory Committees are not to discuss working conditions. The Committee will meet a minimum of two (2) times each school year. Agendas and minutes of each meeting will be filed with the Attendance Administrative Assistant. All equipment requests shall be recommended by the Program Advisory Committee. Program changes shall be recommended by the Program Advisory Committee. Please inform the Attendance Administrative Assistant when you are going to have a meeting and place it on the school calendar/**Skyward**.

Purchasing Technology and Equipment

(Admin. Guidelines 6320 A pgs. 1-2, Admin.

Guidelines 6320 B pg. 1, AG 6320 C1 pgs. 1-2)

As instructors see the need for new or replacement equipment, the following procedure should be followed:

Determine the characteristics desired in the equipment and find out the number of different vendors that will meet your needs. You may also want to talk with different sales representatives to find out new products and methods that have been incorporated in your equipment. If bids are needed, proper procedures must be followed. Meet with your Program Advisory Committee and get their written recommendations for the new equipment. When you have established a need for new equipment, a discussion as to the educational need should be held with the Administration.

All major equipment should be recommended by your program advisory committee. Therefore, the purchase order should have attached minutes of the advisory committee meeting during which the committee approved the recommendation. The Director and Assistant Director will review all requests. Upon the Director's approval, all purchase recommendations will be made to the board. The Director will recommend the technology equipment needs to the Governing Board.

Upon receipt of a signed P.O., the instructors may proceed to purchase the equipment. **Do not order, make purchases, authorize repairs, or accept delivery until purchase requisition has been approved if you expect it to be paid by school funds.**

Program Operating Budget

(Admin. Guidelines 6220 pg. 1)

The Governing Board approves an annual operating budget which includes material and supply allotments. Historical expenditure data is taken into account when developing this budget, along with program expansion considerations. Administration takes into consideration overall department needs along with individual program needs.

An original purchase order (P.O.) is to be prepared. The **Staff Services Office** will complete the budget information section. Expenditures are charged against the **Staff Services Office** prior to placing an order. One copy of the purchase order will be returned following approval.

8 Accounts-Check

8 accounts are used to purchase parts and/or materials used to produce products or for repairs for customer orders. Also, all revenue collected for product sales or repairs **MUST** be accompanied by a written numbered receipt and be deposited into this account. Each department is responsible for purchases made using their 8 account. 8 accounts should be carefully utilized as a benefit to the program.

Charges for goods and services should be such as to keep the fund in the black and at the same time be able to utilize some of the income to cover incidentals in program operation. Instructors are to use pre-numbered invoices on all billings. These incidentals can include necessary supplies, small tools, equipment up-keep, etc., that ordinarily are used in providing the goods and services to the program area customers. It is especially important that program areas with a large volume of business be able to financially support the program activities.

8 Account Accounting Procedures:

Accounts Receivable:

1. Program instructor writes all work orders and must obtain signed authorization by the customer before any work can be completed.
2. When receiving funds the customer must be issued a receipt. Receipts need to be triplicate (1-Customer copy, 2- Instructor copy, 3- ECA Treasurer copy) and pre-numbered per the State Board of Accounts.
3. Funds collected are submitted daily to the ECA Treasurer with a breakdown as to amount paid for sales tax, insurance, and parts. The hours for submitting to the ECA Treasurer are 7:00 a.m. to 3:00 p.m. unless otherwise notified. **NEVER** send funds with a student.
4. The ECA Treasurer issues a receipt after verifying the funds to be deposited.
5. The program instructor should maintain records regarding receipts, work orders, and the outstanding accounts. This is not the responsibility of the ECA Treasurer, so be sure to keep accurate and up-to-date records of your accounts.

Accounts Payable:

1. A purchase order must be obtained and approved prior to ordering any parts and supplies. Purchase orders must cover all expenses including shipping and/or delivery. All parts and supplies are to be ordered and received by the program instructor.
2. Invoices received by the ECA Treasurer will be forwarded to the program instructor. Any accounts set up by the instructor must be told to send a monthly statement to the school, or the invoice copies will have to be turned into the Treasurer in order for payment to be made.
3. The program instructor will verify that all invoices are correct in relationship to the parts or supplies ordered and received.
4. The program instructor will forward approved invoices to the ECA Treasurer.
5. The ECA Treasurer submits claims for approved invoices to the Assistant Director for approval of payment.
6. The program instructor maintains proper records regarding orders placed, orders received, invoices approved, etc. The ECA Treasurer is not responsible for keeping accounts payable records for each area. The Treasurer only pays any approved claims sent through for payment by the program instructor.

Flower Fund (Admin. Guidelines 6630 pg.1)

Membership

It was decided that membership in the Flower Fund would be voluntary, and that flowers, a planter, fruit basket, balloons, or other types of remembrance (this will be determined by the ECA Administrative Assistant as to availability of gifts at the time it is sent) will be sent to members only. To become a member, a donation of \$10.00 should be made to the ECA Administrative Assistant. If it should become necessary during the year, an additional amount would be requested. The following are situations which will be recognized:

Births

On the birth/adoption of a child, flowers, a planter, fruit basket, balloons, or other types of remembrance will be sent with the cost not to exceed \$30.00. It is the responsibility of the staff member to notify the committee of the birth/adoption of the child.

Illness of Staff Members

Staff members who are hospitalized will be sent flowers, a planter, fruit basket, balloons, or other types of remembrance not to exceed \$30.00. In the case of a spouse or dependent children who are hospitalized, a get-well card will be sent. In case of an extended illness (2 weeks or more) of a staff member which does not involve hospitalization, the committee will send a get well card. In either case, it will be the responsibility of the staff member to notify the committee of the illness. This is especially important when school is not in session.

Deaths

Either a floral arrangement or a planter will be sent to the funeral home in the event of the death of the following: father, mother, brother, sister, husband, wife, child, grandchild, or any relative who, at the time of death, is living with the member. The floral arrangement or planter is not to exceed \$50.00.

In the event the staff member requests a donation to a memorial fund or charity, an amount equal to the cost of a floral arrangement (not to exceed \$50.00) will be sent to the desired charity or memorial fund in the name of the family or the deceased. On the death of a retiree or current Central Nine student, the above information applies.

Sympathy cards will be sent by the committee upon the death of in-laws and grandparents. It will be the responsibility of the staff to notify the committee in the case of the death of an in-law or grandparent.

Procedures

The ECA Administrative Assistant will send the cards and order the gifts.

STUDENT INFORMATION

Attendance

(Admin. Guidelines 5200 pgs. 1-5)

Satisfactory attendance can generally be directly related to good performance at Central Nine and throughout life. Encouraging good attendance requires the constant attention of every member of the staff. Please read carefully the attendance section in the Student Handbook and give special attention to all memos from the office on attendance.

Attendance must be entered within the first ten minutes of each block. All absences are to be recorded by the teacher. All tardies will be recorded by the Attendance Administrative Assistant. Never allow a student to enter your classroom late without a Lobby Guard pass. Each instructor shall pay careful attention while taking attendance each day. If a student is mistakenly marked absent, please send an e-mail to the Attendance Administrative Assistant. Students are not permitted to enter attendance.

A policy regarding make-up work is determined by the individual teacher. This may include specific projects, reports, or work assignments. This information, along with the grading system, is to be in written form and available to the students. A copy will also be needed in the office.

Attendance Procedures:

Parents are asked to call Central Nine each day their son/daughter is absent. NOTE: If a call goes directly to the instructor, transfer the call back to the office.

If a call was not received on the day of the absence, the student should bring a note from the parent to the office explaining his/her absence. Students need to drop off any notes in the front office.

If the instructors receive notes, they need to send them to the front office.

On questionable absences or notes, the instructor should contact the **Dean of Students** or Student Services Coordinator.

Teachers should contact the parents if the student has missing work not made up due to absences. All phone calls should be recorded in **Skyward** under the student's records as a phone call.

Tardy Procedures:

All students that are tardy must be documented in Skyward. Students who are more than 10 minutes late will receive a Lobby Guard pass from the office to be admitted into class.

Student Fees/Textbook Rental

(Admin. Guidelines 2510 A pgs. 1-3, 2510 B pg. 1, 2510 C pg. 1)

All students are required to pay an annual student fees and textbook rental in the office. See student fee/textbook rental form.

Student Discipline

Guideline for Sending a Student to the Student Services Office for Discipline

(Admin. Guidelines 5440 B)

If a discipline problem occurs, instruct the student to leave the classroom and/or activity and report to see the **Dean of Students**. The teacher should contact **Mr. Preda** by dialing **extension 235** and inform them their student(s) should be arriving. The teacher must fill out a discipline record in Skyward by the end of the day. The misconduct form should describe the incident, action taken, and instructions provided for the student. If the student refuses to leave or if there is an emergency, the teacher should call the office and ask for an administrator to report to their room. **NEVER leave your class unattended.**

Guideline for Assigning a Student to In-School-Suspension

(Admin. Guidelines 5610.02 pgs. 1-3)

Only the Administration may assign a student to an in-school-suspension. Detention will be served in 113 on Tuesdays and Thursdays.

Guideline for an Out-of-School Suspension

(Admin. Guidelines 5610 pgs. 1-23)

The **Dean of Students** may suspend a student from the school program for a period of ten (10) days or less. (5 days for some schools)

The **Dean of Students** or designee must:

1. Investigate the incident
2. Suspend the student
3. Call parent.
4. Send a notice by mail and/or e-mail to the parent.
5. Send a notice by phone, fax, or e-mail to the home school.

EXCEPTIONS – The student may not be suspended if:

1. The end of the semester comes before or at the same time as the end of the suspension and the student would not be available to complete his required examinations in order to receive credit for courses taken.
(Note: A suspension may be imposed at the semester's end if special arrangements are made for the student to take examinations.)
2. The action automatically prevents the completion of the overall course within the normal time.

Career and Technical Student Organizations

(Admin. Guidelines 2430 pgs. 1-2)

Active student organizations are essential to a good career and technical program. All teachers are expected to assist in the promotion and operation of our Central Nine student organizations. All organizations should be discussed with and approved by the Assistant Director.

All organizations/clubs must provide their own funds for activities/events unless prior approval and/or arrangements have been made with the Assistant Director. All fundraisers must be pre-approved by the Assistant Director. Please provide the Assistant Director with a list of activity, location of the activity, cost or expense of the activity, time frame for the activity, etc. Any changes in the program of work shall be approved by the Assistant Director.

First Aid in the Classroom

(Admin. Guidelines 5340 A pg. 1, Admin. Guidelines 5340 B pgs. 1-10, 5340 D pg. 1)

In cases of accident or illness, the responsibility of the teacher is to notify the Student Services Office immediately. Notification of the front office is required by dialing extension 221. The office personnel will handle the situation which may include contacting EMS/FF and the parent or guardian of the student. An incident/injury form must be filled out by the instructor with the assistance of the instructor or staff member directly involved with the incident. All reports must be e-mailed to the **Dean of Students** by the staff member completing the report.

Burns Indiana Statutes- Regarding Giving Medication

Section 63-1311 states that anyone giving medication without physician's order is practicing medicine illegally and this includes teachers, nurses, and other school personnel.

****Severe Bleeding**:**

Please read and be familiar with Universal Precautions and Infection Control. After taking precautions:

Do: Place pad, clean handkerchief, or cloth over wound and press firmly. Apply pressure directly over the wound. Elevate bleeding part, if possible, if there are no broken bones.

Universal Precautions and Infection Control

(Admin. Guidelines 8453 pgs. 1-6)

Senate Enrolled Act 9-PL123-1988

- A. Universal Precautions refer to the use of barrier precautions by employees to prevent direct skin or mucus membrane contact with blood or other body fluids from all persons. Body fluids include blood, saliva, vomitus, urine, as well as tears, feces, semen, vaginal secretions, menses, wound drainage, and mucus.
- B. Purpose of Universal Precautions is to protect the employee from
 - 1. HIV - human immunodeficiency virus (AIDS causative agent)
 - 2. Hepatitis
 - 3. Unknown organisms

C. Categories I-II-II

Category II - Blood or body fluid exposure is not routinely expected but may occur on an unplanned basis: teacher, nurse, teacher aides, and janitorial staff.

D. Procedure

1. Wear gloves when handling any bodily secretions.
 - a. Injury with blood
 1. Cover with gauze dressing
 2. Bandage or send to nurse
 3. Remove gloves - dispose in trash
 4. Wash your hands!
 - b. Vomitus - saliva - urine
 1. Cover visible material with absorbent towel
 2. Call janitorial staff for clean up
 3. Remove gloves - dispose in trash
 4. Wash your hands!

Breathing Stopped: Start Artificial Respiration Immediately! SECONDS COUNT !!!

DO: Check mouth and throat for obstruction.

Instructions:

Place patient in position and begin artificial respiration fifteen (15) breaths per minute. Keep airway open; if mouth-to-mouth resuscitation is used, tilt head backward; lift lower jaw so that it juts out; pinch nose, breath into patient's mouth. When respiration proceeds normally without artificial respiration, remain in position; ready to resume if necessary.

Shock

Symptoms:

Cold and clammy skin with bead of perspiration on forehead and palms of hands, ashen gray appearance, feeble pulse, shallow or irregular breathing.

DO: KEEP PATIENT LYING DOWN, KEEP WARM, AVOID CHILLING

Boils

Leave them alone. Keep covered; advise medical care.

Burns

IF CONSCIOUS AND CAN SWALLOW, GIVE PLENTY OF LIQUIDS.

Heat Burns: Small area - 1st Degree (skin reddened)
2nd Degree (blister) apply clean, dry dressing.
If skin is NOT broken, immerse in cold water.

Extensive area: 2nd & 3rd degree – leave on clothing & cover with sheet. Keep patient lying down & avoid exposure to cold.

Chemical Burns

FLUSH WITH TAP WATER IMMEDIATELY!

Extensive area: Apply stream of water while removing clothing and cover with clean sheet. KEEP PATIENT LYING DOWN & AVOID EXPOSURE TO COLD



CURRENT SCHOOL YEAR INFORMATIONAL ITEMS

Program Showcase Schedule 2016-2017

Governing Board Date	Program
Thursday, September 6, 2016	Construction Trades
Thursday, October 13, 2016	Veterinary Careers
Thursday, November 10, 2016	Criminal Justice I & II
Thursday, December 8, 2016	Diesel Technology
Thursday, January 12, 2017	Visual Communications
Thursday, February 9, 2017	Dental Careers
Thursday, March 9, 2017	Governing Board Banquet – No Showcase
Thursday, April 13, 2017	Work Based Learning
Thursday, May 11, 2017	Student Success Showcase

Board Claims Deadlines

<u>Claim Deadline</u>	<u>Board Agenda Finalized</u>	<u>Governing Board</u>
Tuesday - July 5, 2016	Tuesday - July 12, 2016	Thursday - July 14, 2016
Tuesday - August 2, 2016	Tuesday - August 9, 2016	Thursday - August 11, 2016
Tuesday - August 30, 2016	Tuesday - September 6, 2016	Thursday - September 8, 2016
Tuesday - October 4, 2016	Tuesday - October 11, 2016	Thursday - October 13, 2016
Tuesday - November 1, 2016	Tuesday - November 8, 2016	Thursday - November 10, 2016
Tuesday - November 29, 2016	Tuesday - December 6, 2016	Thursday - December 8, 2016
Tuesday - January 3, 2017	Tuesday - January 10, 2017	Thursday - January 12, 2017
Tuesday - January 31, 2017	Tuesday - February 7, 2017	Thursday - February 9, 2017
Tuesday - February 28, 2017	Tuesday - March 7, 2017	Thursday - March 9, 2017
Tuesday - April 4, 2017	Tuesday - April 11, 2017	Thursday - April 13, 2017
Tuesday - May 2, 2017	Tuesday - May 9, 2017	Thursday - May 11, 2017
Tuesday - May 30, 2017	Tuesday - June 6, 2017	Thursday - June 8, 2017

**Central Nine Career Center
Supervision Schedule
2016-2017**

All teachers:

7:50 a.m. to 8:00 a.m.

Every teacher should supervise the hallway by your classroom/lab door and/or in your classroom when students enter the area.

Break Time

Every teacher needs to supervise the commons, classroom, lab, restroom, etc. as needed/dependent on location during break times.

10:40 a.m. to 10:50 a.m.

Every teacher should supervise the hallway by your classroom/lab as students exit the area.

11:30 a.m. to 11:40 a.m.

Every teacher should supervise the hallway by your classroom/lab door and/or in your classroom when students enter the area.

Break Time

Every teacher needs to supervise the commons, classroom, lab, restroom, etc. as needed/dependent on location during break times.

2:20 p.m. to 2:30 p.m.

Every teacher should supervise the hallway by your classroom/lab as students exit the area.

Central Nine Class/Break Schedule

(Modified/Updated as Needed)

Break Guidelines

1. Stick to the schedule – Depart classroom right at time, depart commons as next group comes in.
2. If a teacher decides to bring their students to the commons for break, all students and teacher(s) must attend.
3. All students and the teacher(s) should sit together in an assigned area of the commons.

Program Abbreviations

AC – Automotive Collision Repair
 AM – Advanced Manufacturing
 AS1 – Automotive Services Technology I
 AS2 – Automotive Services Technology II
 AVM – Aviation Maintenance
 AVO – Aviation Operations
 CA1-Culinary Arts Beginning
 CA2-Culinary Arts Advanced
 CJ1 – Criminal Justice I
 CJ2 – Criminal Justice II
 CO - Cosmetology
 CS - Computer **Science** II: Programming
 CT – Construction Trades
 DC – Dental Careers
 DS – Diesel Service Technology
 EC – Electronics Computer Technology
 EM – Emergency Medical Services
 FR – Fire & Rescue
 HS1 – Health Science 1
 HSE – Health Science Exercise Science
 HSM – Health Science Medical Assisting
 HSN – Health Science Nursing
 HSP – Health Science Pharmacy
 LM – Landscape Management II
 PB – Project Lead the Way – Biomedical
 PM – Precision Machining
 VT – Veterinary Careers
 VC1 – Visual Communication I
 VC2 – Visual Communication II
 WB – Work Based Learning
 WT – Welding Technology

7:30 a.m. – 8:00 a.m. School Open
 8:00 a.m. – 10:40 a.m. MORNING SESSION
 Break Schedule

TABLE ASSIGNMENTS

	A	B	C	D
9:00 a.m. – 9:10 a.m.	DC	HS1	HS1	HSM
9:10 a.m. – 9:20 a.m.	CJ1	CJ2	VC1	VC2
9:20 a.m. – 9:30 a.m.	PM	WT	EC	AM
9:30 a.m. – 9:40 a.m.	FR	EM	CS	CA1
9:40 a.m. – 9:50 a.m.		VT	WB/HSN	PB
9:50 a.m. – 10:00 a.m.	AS1	AS2	AC	DS
10:00 a.m. – 10:10 a.m.	HSE		CA2	CA1
10:30 a.m. – 10:40 a.m.	LM	CT		

10:40 a.m. – 11:00 a.m. School Open

Teacher's Lunch

10:50 a.m. – 11:20 a.m. Teacher's Lunch/Office Open

11:30 a.m. – 11:40 a.m. School Open
 11:40 a.m. – 2:20 p.m. AFTERNOON SESSION
 Break Schedule

TABLE ASSIGNMENTS

	A	B	C	D
12:40 p.m. – 12:50 a.m.	DC	HS1	HS1	HSM
12:50 p.m. – 1:00 a.m.	CJ1	CJ2	VC1	VC2
1:00 p.m. – 1:10 p.m.	PM	WT	EC	AM
1:10 p.m. – 1:20 p.m.	FR	EM	CS	CA1
1:20 p.m. – 1:30 p.m.	AVO	VT	WB/HSN	PB
1:30 p.m. – 1:40 p.m.	AS1	AS2	AC	DS
1:40 p.m. – 1:50 p.m.	HSE		CA2	CA1
2:10 p.m. – 2:20 p.m.	LM	CT		

2:20 p.m. – 3:00 p.m. School Open

C9 Parking Lot Supervision and Pledge Schedule

2016-2017 School Calendar

AC – Automotive Collision Repair
 AM – Advanced Manufacturing
 AS1 – Automotive Services Technology I
 AS2 – Automotive Services Technology II
 AVM – Aviation Maintenance (off site)
 AVO – Aviation Operations (PM only)
 CA1-Culinary Arts Beginning
 CA2-Culinary Arts Advanced
 CJ1 – Criminal Justice I
 CJ2 – Criminal Justice II
 CO – Cosmetology (off site)
 CS - Computer Science II: Programming
 CT – Construction Trades
 DC – Dental Careers
 DS – Diesel Service Technology

July/August 2016						
Su	M	Tu	W	Th	F	S
	25	26	VT	VT	VT	30
31	WT	WT	WT	WT	WT	6
7	AC	AC	AC	AC	AC	13
14	AS1	AS1	AS1	AS1	AS1	20
21	AS2	AS2	AS2	AS2	AS2	27
28	CA1	CA1	CA1			

September 2016						
Su	M	Tu	W	Th	F	S
				CA1	CA1	3
4	5	CA2	CA2	CA2	CA2	10
11	CJ1	CJ1	CJ1	CJ1	CJ1	17
18	CJ2	CJ2	CJ2	CJ2	CJ2	24
25	CS	CS	CS	CS	CS	

October 2016						
Su	M	Tu	W	Th	F	S
						1
2	CT	CT	CT	CT	CT	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	DC	DC	DC	DC	DC	29
30	DS					

November 2016						
Su	M	Tu	W	Th	F	S
		DS	DS	DS	DS	5
6	EC	EC	EC	EC	EC	12
13	EM	EM	EM	EM	EM	19
20	FR	FR	23	24	25	26
27	HS1	HS1	HS1			

December 2016						
Su	M	Tu	W	Th	F	S
				HS1	HS1	3
4	HSE	HSE	HSE	HSE	HSE	10
11	HSM	HSM	HSM	HSM	HSM	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Su	M	Tu	W	Th	F	S
1	LM	LM	LM	LM	LM	7
8	PB	PB	PB	PB	PB	14
15	16	PM	PM	PM	PM	21
22	VT	VT	VT	VT	VT	28
29	VC1	VC1				

February 2017						
Su	M	Tu	W	Th	F	S
			VC1	VC1	VC1	4
5	VC2	VC2	VC2	VC2	VC2	11
12	15	WT	WT	WT	WT	18
19	WB	WB	WB	WB	WB	25
26	AC	AC				

March 2017						
Su	M	Tu	W	Th	F	S
			AC	AC	AC	4
5	AM	AM	AM	AM	AM	11
12	AS1	AS1	AS1	AS1	AS1	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
Su	M	Tu	W	Th	F	S
						1
2	AS2	AS2	AS2	AS2	AS2	8
9	CA1	CA1	CA1	CA1	CA1	15
16	CA2	CA2	CA2	CA2	CA2	22
23	CJ1	CJ1	CJ1	CJ1	CJ1	29
30						

May 2017						
Su	M	Tu	W	Th	F	S
	CJ2	CJ2	CJ2	CJ2	CJ2	6
7	CS	CS	CS	CS	CS	13
14	CT	CT	CT	CT	CT	20
21	DC	DC	DC	DC	26	27
28	29	30	31			

EC – Electronics Computer Technology
 EM – Emergency Medical Services
 FR – Fire & Rescue
 HS1 – Health Science I
 HSE – Health Science Exercise Science
 HSM – Health Science Medical Assisting
 HSN – Health Science Nursing (off site)
 HSP – Health Science Pharmacy (PM only)
 LM – Landscape Management II
 PB – Project Lead the Way – Biomedical
 PM – Precision Machining
 VT – Veterinary Careers
 VC1 – Visual Communication I
 VC2 – Visual Communication II
 WT – Welding Technology
 WB – Work Based Learning

2016-2017 Payroll Schedule

<u>Pay #</u>	<u>Pay Period</u>	<u>Pay Date</u>
1	July 31, 2016 - Aug. 13, 2016	August 19, 2016
2	Aug. 14, 2016 - Aug. 27, 2016	September 2, 2016
3	Aug. 28, 2016 - Sept. 10, 2016	September 16, 2016
4	Sept. 11, 2016 - Sept. 24, 2016	September 30, 2016
5	Sept. 25, 2016 - Oct. 8, 2016	October 14, 2016
6	Oct. 9, 2016 - Oct. 22, 2016	October 28, 2016
7	Oct. 23, 2016 - Nov. 5, 2016	November 11, 2016
8	Nov. 6, 2016 - Nov. 19, 2016	November 25, 2016
9	Nov. 20, 2015 - Dec. 3, 2016	December 9, 2016
10	Dec. 4, 2016 - Dec. 17, 2016	December 23, 2016
11	Dec. 18, 2016 - Dec. 31, 2016	January 6, 2017
12	Jan. 1, 2017 - Jan. 14, 2017	January 20, 2017
13	Jan. 15, 2017 - Jan. 28, 2017	February 3, 2017
14	Jan. 29, 2017 - Feb. 11, 2017	February 17, 2017
15	Feb. 12, 2017 - Feb. 25, 2017	March 3, 2017
16	Feb. 26, 2017 - Mar. 11, 2017	March 17, 2017
17	Mar. 12, 2017 - Mar. 25, 2017	March 31, 2017
18	Mar. 26, 2017 - Apr. 8, 2017	April 14, 2017
19	Apr. 9, 2017 - Apr. 22, 2017	April 28, 2017
20	Apr. 23, 2017 - May 6, 2017	May 12, 2017
21	May 7, 2017 - May 20, 2017	May 26, 2017
22	May 21, 2017 - June 3, 2017	June 9, 2017
23	June 4, 2017 - June 17, 2017	June 23, 2017
24	June 18, 2017 - July 1, 2017	July 7, 2017
25	July 2, 2017 - July 15, 2017	July 21, 2017
26	July 16, 2017 - July 29, 2017	August 4, 2017