

SANDUSKY CAREER CENTER
ADULT EDUCATION
2023-2024



EMPLOYEE HANDBOOK

(Board Approved Date)

**SANDUSKY CAREER
CENTER
EMPLOYEE HANDBOOK
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SECTION 1

CAREER CENTER OVERVIEW

1.1 MISSION

The Sandusky Career Center's mission is to provide a diverse educational experience where all students will become respected, productive and valued members of our community.

1.2 VISION

The Sandusky Career Center believes in providing adult learners high quality workforce certificate programs and customized educational experiences to prepare them for tomorrow's economic competitiveness.

1.3 PHILOSOPHY

Sandusky Career Center provides programs which enable the individual to assume responsibilities, to perceive world-of-work concepts in a realistic and work-oriented environment, to gain positive social attitudes, and to learn career-technical skill competencies in manipulative and technical areas.

By relating to occupational goals, the school gives definite purpose and meaning to its educational programs. It provides the technical knowledge and skills necessary for employment. Also of importance is the development of abilities, attitudes, work habits and appreciations which contribute to a satisfactory and productive life.

1.4 OBJECTIVES

The general objectives of Sandusky Career Center are as follows:

- To provide activities that will enable adults to become competent and employable in an occupations skill
- To provide instruction in areas of knowledge related to a student's training program, which will permit each person to progress on the job and enable them to upgrade his or her skills.
- To help adults in their efforts to become increasingly successful persons economically, socially, and personally
- To provide an educational setting that reaffirms the worth of every individual and attaches dignity to all socially useful labor

The student enrolled in a program at Sandusky Career Center will:

- Build a record of attendance and dependability to prepare the student for employment
- Demonstrate competencies of individual program skills and hands-on training
- Demonstrate teamwork
- Demonstrate commitment to the program and respect for the school, others, and program tools/materials

1.5 ACCREDITATION

Sandusky Career Center is accredited by the Council on Occupational Education (COE). COE has been officially recognized by the Ohio Department of Higher Education as well as the US Department of Education. As such, the agency is recognized as a reliable authority as to the quality of education offered by the institutions it has accredited. Its current scope of recognition is as a national institutional accrediting agency for the accreditation of non-degree-granting and applied associate degree-granting postsecondary occupational education institutions. Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA, 30350.

1.6 HISTORY

The Sandusky Career Center opened in the late 1960's with programs in Business Education, Trade and Industry, and Home Economics. The major emphasis in the 1970's was technical training delivered in short-term classes with a focus on apprenticeships in manufacturing trades.

Over the years, Adult Education program offerings have grown and evolved to address the training needs in healthcare, public safety, cosmetology and trade and industry. Technical programs are now delivered in both full-time and part-time options to meet the scheduling needs of the adult learner. Each comprehensive training program prepares students to earn an industry credential in their chosen career field.

In 2020, as the result of the Envision 2030 District plan, the Sandusky Career Center moved to the former Venice Heights Elementary School. The entire facility is dedicated to the delivery of innovative career technical training for adult learners. The Sandusky Career Center main office includes administrative offices, career advising and financial aid services. Elementary classrooms were transformed into state-of-the-art career technical training labs and academic support service areas.

1.7 THE CAREER CENTER

The Sandusky Career Center is located at 4501 Venice Heights Blvd., Sandusky, Ohio, 44870, 419-984-1100. The Sandusky Career Center website is www.sanduskycareercenter.org.

Sandusky Career Center is a state and local supported institution governed by the Sandusky City Schools Board of Education. Sandusky Career Center offers post high school education in full-time and part-time programs as well as other specialized courses and services. Certificates are issued to students completing a program or course. In addition, Sandusky Career Center offers the ASPIRE program for adults to prepare to take the High School Equivalency Certification exam.

The Sandusky Career Center is chartered by the Ohio Department of Higher Education and adult occupational training programs allow students to prepare for a new career or upgrade their present skills in their current jobs. Students gain both theoretical knowledge and practical experience through well-equipped laboratories that provide up-to-date "hands on" experiences.

1.8 CAMPUS INFORMATION

Sandusky Career Center
4501 Venice Heights Blvd
Sandusky, OH 44870

Phone 419-984-1100
Fax 419-621-2850

1.9 BOARD OF EDUCATION

Martha Murray.....	Board President
Thomas Patterson.....	Board Vice-President
Ebony Sizemore.....	Board Member
Jennifer Chapman.....	Board Member
Shelisa Johnson.....	Board Member

1.10 ADMINISTRATION

Dan Rambler	CEO & Superintendent
Dennis Muratori.....	Chief of Staff and Transformation Officer
Yvonne Anderson.....	CFO & Treasurer
Christine Stark.....	Sandusky Career Center Director

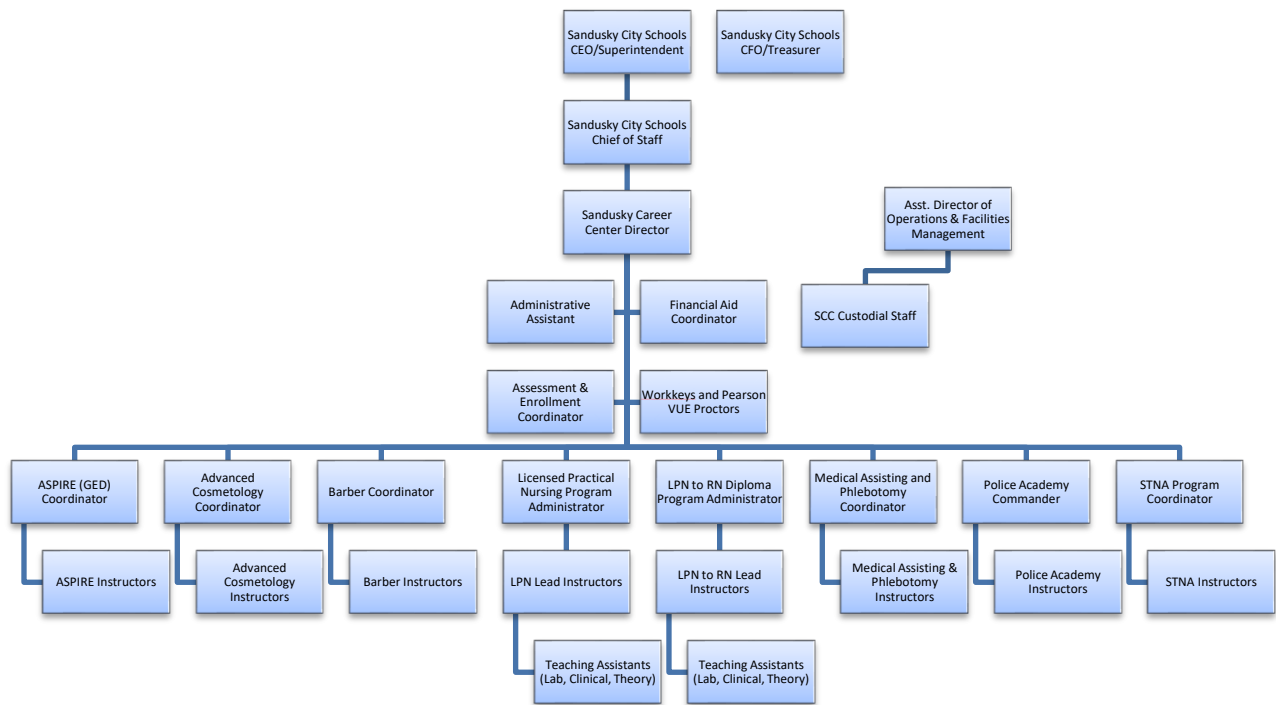
1.11 SUPPORT STAFF

Lexi Brown.....	Administrative Assistant
Crystal Cook-Gibson.....	Financial Aid Coordinator
Brenda Register-Jones.....	Assessment & Enrollment Coordinator
Carrie Widman.....	Workkeys Assessment Proctor

1.12 PROGRAM COORDINATORS

Kris Thompson.....	Aspire
Phil Parker, Sr.....	Barber
Monica Kirksey.....	Cosmetology
Brenda Sparks.....	Licensed Practical Nursing
Amy Moody.....	Medical Assisting & Phlebotomy
Ken Rankins.....	Police Academy
Elizabeth Moots.....	LPN to RN Diploma Program
Tori Daley.....	STNA Program

1.13 CAREER CENTER ORGANIZATIONAL CHART



SECTION 2

PERSONNEL

GUIDELINES

2.1 STAFF ABSENCES

Notification of Absence:

When it is necessary for an employee to be absent from work due to illness or other emergency, the employee shall notify his/her Supervisor/Coordinator as early as possible (preferably the evening before). Part-time employees will follow the direction of their immediate supervisor with regard to the acceptable means for notification of an absence. If the Supervisor/Coordinator is not available, the Sandusky Career Center Director should be contacted.

Reporting Reason for Absence:

Sick Leave: All full-time employees must enter their leave of absence into Kiosk, for approval, no later than their first day back to work.

Vacation & Personal Leave: All full-time employees must have vacation/personal leave entered into Kiosk and approved by the Sandusky Career Center Director in advance of leave.

2.2 STAFF MEETINGS

General staff meetings may be called at the discretion of the Sandusky Career Center Director, while program specific meetings may be established by the Coordinators. An effort will be made to provide employees with advance notice of the date and time for these meetings. If an individual cannot attend a scheduled meeting, then they assume the responsibility to notify the host prior to the meeting.

2.3 PROFESSIONAL CONFERENCE/MEETING ATTENDANCE

Full-time employees are required to complete mandatory training on an annual basis. Training assignments are completed through the online training system, Public School Works. Employees will be contacted via email when training requirements have been assigned. The email will contain a listing of courses, due dates, and staff login information.

Expenses for attendance at external educational conferences/meetings may be approved for travel, food, and lodging up to a maximum amount established by the Board of Education. **Requests for attendance must be made at least 30 days in advance.**

- Requests are made by completing Step 1 of the Application for Attendance at Professional Conference/Meeting form (Form #083) and Purchase Requisition Request form outlining the total estimated costs (itemized).
- Expenses are reimbursed by completing Step 2 of the Application for Attendance at Professional Conference/Meeting form (Form #083) which includes the completion of Professional Conference/Meeting Summary (Form #086) and submitting them along with all expense(s) receipts immediately upon returning to work.

2.4 BUILDING ACCESS

ID Badges:

Employees and students will be issued electronic ID badges which will provide access to the building during normal hours of operation. A replacement badge is \$10.

Keys:

Employees will be issued keys to access their designated areas.

2.5 COMMUNICATIONS

Employee Mailboxes: Mailboxes are located in the main office. Employees are responsible for checking their mailbox on a regular basis as important information is distributed multiple times daily.

Interoffice Mail: The interoffice mailbox is located in the main office. It is delivered/picked up by Sandusky City Schools courier at 9:30 am daily.

USPS Mail: USPS mail is delivered daily to the main office in the afternoon hours.

Voicemail: Employees are expected to respond to voicemail within 24 hours or the next business day.

E-mail: Employees are expected to respond to e-mail within 24 hours or the next business day.

2.6 COMPUTER NETWORK AND ACCEPTABLE USE POLICY

All employees must take responsibility for appropriate and lawful use of the network and internet. Each employee must review, sign, and return the District's Acceptable Use Policy and Internet Safety Agreement.

2.7 ETHICS POLICY FOR ALL EMPLOYEES

The District recognizes that all employees are entrusted by the public with the responsibility of providing a high-quality education to every student. Therefore staff must be aware of the importance of maintaining the confidence and trust of students, parents, colleagues, and the public.

The District expects all employees maintain the highest degree of professional conduct for themselves and their peers. For more information, refer to Board Policy GBC.

2.8 STAFF CONDUCT

All employees have a responsibility to make themselves familiar with, and to abide by, the laws of the state of Ohio, the negotiated agreement, the policies of the Board and the administrative regulations. All educators also are required to comply with the Licensure Code of Professional Conduct for Ohio Educators.

The Board expects employees to conduct themselves in a manner that not only reflects credit to the District, but also presents a model for students.

All employees are expected to carry out their assigned responsibilities. For more information, refer to Board Policy GBCB.

2.9 PAYROLL

Employees must turn in timesheets by 9:00 am to the Administrative Assistant in the main office on the Monday following pay day. Any late timesheets will be held and processed for the following pay period. Refer to the Career Center Payroll Calendar in the main office.

All employee compensation is delivered via direct deposit with the exception of an employee's first paycheck which will be processed as a paper check. Please see the Administrative Assistant if you need to make changes to your payroll deposit bank account.

2.10 STAFF EVALUATIONS

Full time employees will be evaluated annually and in written form by the Sandusky Career Center Director. The evaluation will cover the major area of the employee's responsibilities and will highlight areas of positive performance as well as areas in need of improvement. All evaluations become a part of the employee's permanent record.

2.11 STAFF DRESS CODE

Employees serve as a role model and are expected to exhibit a professional image to students and the community. Employee appearance is expected to be professional and appropriate for their job requirements. It should also mirror specific program requirements as outlined in each program's student handbook.

2.12 STAFF DISCOUNT

Employees of Sandusky City Schools and their family members are entitled to discounts on tuition only for all Sandusky Career Center classes and programs. Books, fees, and supplies are not subject to discounts.

District Employees:	50% Discount Tuition Only
Immediate Family Members of District Employees: (Spouse, Children, Step-Children)	20% Discount Tuition Only

SECTION 3

GENERAL INFORMATION

3.1 HOURS OF OPERATION

Sandusky Career Center Adult Education maintains regular office hours throughout the year.

SCHOOL YEAR (LATE AUGUST THROUGH EARLY JUNE)

Monday - Friday: 7:15 a.m. – 4:00 p.m.

SUMMER/HOLIDAYS/BREAKS

Monday - Friday: 7:15 a.m. – 2:45 p.m.

Please call 419-984-1100 for all hours of operation inquiries.

3.2 VISITORS

All visitors to Sandusky Career Center must enter the building through the main entrance and will be buzzed in through the intercom system. All visitors must sign-in at the Main Office upon entering the building and sign out at the Main Office upon departure from the building. After signing in, visitors will be provided with visual identification that they must wear at all times while on the premises. In the interest of safety/security and to minimize class disruptions, the following guidelines will be enforced for **ALL** school visitors:

- In general, students should not have any visitor during class time. The Sandusky Career Center office may grant visitor permission on an emergency basis only.
- Students should not bring children or other relatives to class. Childcare is not available at Sandusky Career Center.
- Visitors planning to meet with instructors or staff will be admitted only after contacting and gaining approval from the respective instructor or staff member.
- Visitors accessing operating lab spaces are required to wear all necessary personal protective equipment.

3.3 USE OF SANDUSKY CAREER CENTER

Students and visitors are not permitted to use any office equipment, phones, etc. without permission of the Sandusky Career Center staff. If given permission to utilize school property, students and visitors are asked to use these items responsibly and return them to the proper staff member when finished.

3.4 ENERGY CONSERVATION

All employees and students are requested to turn off all equipment and lights that are not needed for instructional purposes in order to promote a more cost efficient facility. All outside doors and windows should be closed tightly and all lights turned off when the last person leaves in the evening.

3.5 FOOD AND BEVERAGE

Food and drinks are not to be consumed in labs. Consuming food or drinks in all other areas is at the discretion of the instructor with the approval of the Sandusky Career Center Director. When food or drinks are consumed on premises we expect staff and students to dispose of all trash in the receptacles. A refrigerator, microwave and coffee pot are available for use in the student break room. A pop machine is available for use in the main hallway.

3.6 EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The District provides equal opportunities for employment, retention and advancement of all personnel.

The Board encourages all personnel to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity for all persons regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, military status or disability. For inquiries regarding the districts EEO policy contact:

Sandusky City Schools Title IX Coordinator
407 Decatur Street, Sandusky, Ohio 44870-2442
419-626-6940

3.7 FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

As defined by the Federal Department of Education

<https://studentprivacy.ed.gov/resources/eligible-student-guide-family-educational-rights-and-privacy-act-ferpa>

The **Family Educational Rights and Privacy Act (FERPA)** is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, the student becomes an "eligible student," and all rights under FERPA transfer from the parent to the student.

Eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for students to inspect the records. Schools may charge a fee for copies.

Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record commenting on the contested information in the record.

Generally, schools must have written permission from the student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for the school
- Accrediting organizations
- Individuals who have obtained court order or subpoenas
- Persons who need to know in cases of health and safety emergencies
- State and local authorities within a juvenile justice system, pursuant to specific state law

Schools may also disclose, without consent, "directory" type information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a student bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Note: The USA Patriot Act of 2001 (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without student/parent consent.

SANDUSKY CAREER CENTER POLICIES / PROCEDURES UNDER FERPA

Student Records Access

All students shall have the right to review their records. Access must be provided within 45 days after the request. All materials intended for school use shall be available. The Adult Education Director/Designee shall be present during any review of student records. Parents of Sandusky Career Center students may be allowed access to student records, but only if the student signs a release form giving them permission.

Request for Amendment and Further Appeal

Students shall have the opportunity to challenge the contents of the school records at a hearing, as scheduled by the Director of Adult Education, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate will be deleted or changed. If, as a result of the hearing, the schools decides not to amend the education record, the student has the right to insert a statement in the record commenting on the contested information or stating why they disagree with the decision, or both. Such statement will remain with the contested part of the education record for as long as the record is maintained and be included whenever the contested part is disclosed.

Release of Student Records

Any person or agency requesting a release of student records must contact the Sandusky Career Center Office. The office staff shall provide a form to the requestor to be completed and signed. The office staff then reports the request to the student. The student must complete a release of information form to grant permission. The release form shows the date records were released, to whom and for what purpose. The form shall remain in the student's file.

Discrimination Grievance Procedures

In accordance with the U.S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) Guidelines, any student/professional staff, e.g., teachers, counselors, or supervisors who believe that the Sandusky Career Center, School District or any school official has inadequately applied the principles and/or regulations of the **Title VI of the Civil Rights Act** of 1964 (race, color, national origin), **Title IX of the Education Amendment Act** on 1972 (sex/gender), **Section 504 of the Rehabilitation Act of 1973** (disability, e.g., Special Education and Orthopedic), or 20 U.S.C. Et. Seq., may file a complaint which shall be referred to as a **formal grievance**.

It is recommended that the grievant attempt to solve the alleged discrimination complaint informally with the Director of Adult Education within five (5) days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, the following formal procedure shall be followed. At any step, the complaint may be taken to the Office of Civil Rights, U.S. Department of Education, 55 Erie View Plaza, Room 300, Cleveland, OH 44144.

3.8 DATA AND RECORDS RETENTION

All records are the property of the District and are not removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the District Records Commission. For more information, refer to Board Policy EHA.

3.9 SAFEGUARDING OF CONFIDENTIAL FINANCIAL AND PERSONAL INFORMATION - GRAMM-LEACH-BLILEY ACT (GLBA)

Introduction

Sandusky Career Center (SCC) is committed to the ongoing protection of confidential financial information that it may collect from faculty, staff, students, alumni and others. The Gramm-Leach-Bliley Act (GLBA) addresses the privacy of non-public identifying information and describes the necessity for administrative, technical and physical safeguarding of that type of information. GLBA mandates that SCC develop, implement and maintain a comprehensive information security program to insure the safeguarding of confidential financial information. SCC obtains confidential financial information from students, faculty, staff and others that may include, but is not limited to:

- Names
- Social Security Numbers
- Date and location of birth
- Gender
- Driver's license information
- Salary history
- Tax or financial information from a student or a student's parents

This policy applies to SCC personnel who administer, manage, maintain or use confidential financial information. It also applies to the supervisors of those individuals. It applies to all locations of this information, whether on campus or from remote locations. Confidential financial information includes any paper or electronic record containing non-public personal information about a customer that SCC, or its affiliates, handle and maintain. Confidential financial information includes any personally identifiable information provided by students or staff in order to obtain a financial product or service from SCC (such as financial aid).

Specific Authority

The GLBA is implemented by 16 CFR Part 314 (Code of Federal Regulations) and the Federal Trade Commission (FTC) Rules on "Standards for Safeguarding Customer Information". This policy statement sets SCC's policy to ensure ongoing protection of confidential financial information and serves as written evidence of a Security Plan in compliance with 16 CFR Part 314.3(a). The GLBA uses the term "customer" to describe persons whose information is to be protected under the Act.

3.10 MAINTENANCE REQUEST

To request maintenance department projects/repairs, use 'Form 034' on the district X: drive. Submit completed form to Sandusky Career Center Director for processing.

3.11 PURCHASE REQUISITION

The requisitioning of customer supplies, educational supplies, supplies to be sold to students, books, audio-visual materials, and laboratory equipment will be done by the program Coordinator/Director. No employee is to purchase, without prior approval, anything for the school and expect reimbursement. The following will show the proper procedure for requisitioning approved materials and equipment:

- The Coordinator/Director submits requisition form to Sandusky Career Center Director
- The SCC Director will sign and send to Business Office
- Business Office will process and send to supplier
- Payment will be made upon receipt of item, proper invoice and completed purchase order.

Purchasing Guidelines:

- \$25,000 or more: Requires Board approval and competitive bid.
- \$2,500 or more: Must submit at least 2 formal written quotes.
- \$2,500 or Less: Buyer's judgment. No quotes required, but Treasurer's Office recommends obtaining at least two informal quotes.

SECTION 4

HEALTH AND SAFETY

4.1 HEALTH AND SAFETY

All employees and students must complete an Emergency Medical form which is kept in a secure location and used for emergency purposes only. It is the staff/student's responsibility to notify the Adult Education office of any changes in medical or emergency contact information.

Emergency AED equipment and Stop the Bleed kits are readily available. A first aid kit is available in the Adult Education Office and in the gymnasium. Emergency evacuation routes are clearly posted in every classroom/laboratory on campus.

4.2 EMERGENCIES

As soon as an emergency has been confirmed, the Sandusky Career Center Director will take into account the safety of the campus community; determine which information to release about the situation; and begin the notification process.

The only reason that Sandusky Career Center administrators would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so would comprise efforts to assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency (i.e., by direct request of local law enforcement or fire department officials).

4.3 FIRE SAFETY

Sandusky Career Center conducts fire drills and emergency evacuations during the academic year.

Students and staff review fire safety and evacuation procedures pertaining to their respective programs and laboratory facilities during the beginning of the academic year as part of Student Orientation.

Evacuation routes are prominently displayed in all classrooms, labs and open areas, along with fire alarm equipment locations.

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and get to a predetermined location before calling 911 for help. Students are to remain in that location so that the appropriate Sandusky Career Center representative has documented that the students have left the building. Students should not return to the building until after the "all-clear" has sounded.

4.4 EVACUATION

The Sandusky Career Center Director will notify the campus community should evacuation of the career center be necessary. Students and staff should collect their personal belongings and follow directions of school personnel in order to safely and expeditiously exit the career center. Everyone should remain in the designated location while an effort is made to account for all students and wait for further directions. Depending on the resolution of the emergency, students will either be directed to return to their lab/class or leave the premises.

4.5 LOCKDOWN

There are several reasons a lockdown order will be given; if an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, or an active shooter has entered the building or school's grounds, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "lockdown" means to make a shelter of the area that you are in, and with a few adjustments this location can be made even safer and

more comfortable until it is safe to leave.

A lockdown notification will be announced over the PA system.

No matter where you are, the basic steps of lockdown will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are.
- Collect any emergency lockdown supplies and a telephone to be used in case of emergency.
- If you are outdoors, proceed into a building entrance quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be: - an interior room; - above ground level; and without windows or with the least number of windows.
- Shut and lock all doors.
- Make yourself comfortable. When the lockdown procedure is initiated by administration, an announcement will be made through the public address system.
- Listen carefully for pertinent information regarding the situation.
- If situation calls for, and it is safe to do so, evacuate your class out of the building using the nearest exit. This decision will be up to each instructor and based on information provided over the public address system regarding the intruder's whereabouts.
- If evacuation is not possible, immediately close and lock classroom/lab door, barricade door and shut off lights.
- Instruct students to move away from the door, taking with them any item which may be thrown at an intruder breaching the door.
- Students and staff outside the building will be contacted by a supervisor and given directions.

4.6 BOMB THREAT

In the unlikely event that a bomb threat is received, each person plays an important role in the safety and security of students, instructors and staff.

It is critical that *whoever takes the call* remains calm, follows the procedures described below, and gathers as much information as possible from the caller.

- If a student takes the call, immediately refer it to the instructor or the Sandusky Career Center office staff (ext. #1100).
- **During the call:**
 - **Record the phone number that appears on the Caller ID, if available.**
 - **Record the exact time of the call indicated on your phone.**
 - **Ask:**
 - Where is the bomb located?
 - When will it go off?
 - Why is the caller doing this?
 - What materials are in the bomb?
 - **Listen Closely:** Record any pertinent information, such as the caller's voice and speech patterns, and background noises.
- **After the call:**
 - **Notify the Sandusky Career Center Director or designee immediately.**
 - **The Sandusky Career Center Director or designee will call 911 to report the threat and notify law enforcement of the planned response.**
 - **The Sandusky Career Center Director or designee will contact the Superintendent's Office at ext. 1000 and the Chief of Staff's Office at ext. 1016 with the available information and the Sandusky Career Center's planned response procedures. (If necessary, contact the Superintendent and Chief Of Staff via cell phone.)**
DO NOT ANNOUNCE THE BOMB THREAT
- If a written bomb threat is received, all material must be saved and not handled after it is determined that the information contains a threat. Turn all written materials over to law

enforcement as soon as they arrive on the scene.

4.7 TORNADO SAFETY

During student orientation, the Program Coordinator is responsible for informing students about tornado shelters in and/or near their respective laboratories and classrooms.

TORNADO WATCH & WARNING PROCEDURES:

A **tornado watch** is a forecast of the possibility of one or more tornadoes in a large area. When a tornado watch is in effect, classes will continue normal activities but any outdoor activities should be moved indoors. Sandusky Career Center staff will be responsible for continuously monitoring the watch while students are in the building or on the premises. Class may not be dismissed early and any changes in dismissal time will come from the Sandusky Career Center Director or designee.

A **tornado warning** signals that a tornado has been sighted and may be approaching. A tornado warning signal is an electric siren and/or an announcement on the public address system. All students, instructors, and staff members should, in orderly fashion, make their way to the nearest marked tornado shelter or the centralized tornado shelter near the center of the building if time permits. Remain in these locations until further advised.

4.8 WEATHER RELATED CENTER CLOSINGS

Decisions regarding the operation of Sandusky Career Center programs and other activities on days that have inclement weather potential will be made jointly by the SCC Director and the Superintendent. Classes will automatically be cancelled when a **Level 3 Snow Emergency** is in effect in Erie County. On other days when classes are cancelled, a decision will be posted on Sandusky City School's website. Instructors have the flexibility to establish other forms of communication with their students regarding school closing as appropriate.

4.9 LIABILITY AND CAMPUS SECURITY

Sandusky Career Center is not responsible for theft of personal property or personal injuries occurring on campus. Students and staff are responsible for all monetary losses resulting from theft or injuries and should have their own personal insurance policies.

REPORTING A CRIME

In the event of a crime or suspicious activity notify the Adult Education Office, or dial 911 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside or around buildings should be reported to the police department.

If you are the victim of a crime and do not want to pursue action within the Sandusky Career Center system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Sandusky Career Center Director can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Sandusky Career Center can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger.

Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

THE CLERY ACT

The Clery Act requires colleges and universities that **receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st**. This ASR must include

statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety. This information can be found on our website:
<https://www.scs-k12.net/CampusSecurity1.aspx>.

4.10 DRUG-FREE STATEMENT & INTERVENTION POLICIES

The Sandusky Career Center recognizes that chemical use and abuse by our students may lead to chemical dependency, a treatable, but potentially fatal disease. Furthermore, this use and abuse often contributes to an inappropriate behavior that interferes with learning within the school environment. Because of the nature of the institution, the behaviors can also be a serious threat to the safety of the students and staff in our career training labs. Although disciplinary action will still hold the student accountable for his or her behavior, the emphasis is on finding help for the student through the Assessment and Enrollment Coordinator for assistance.

4.11 NON-DISCRIMINATION & INFORMATION OF TITLE VI, TITLE IX, SECTION 504

Policy Statement

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

Complaint Procedures for Nondiscrimination and Equal Employment Opportunity/Access

If a person believes that s/he has been discriminated against or denied equal opportunity or access to school programming, activities or services, the person may utilize the following complain procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter. For inquiries regarding the District's nondiscrimination policies contact:

Sandusky City Schools Title VI & Title IX Coordinator
407 Decatur Street, Sandusky, Ohio 44870-2442
419-626-6940

4.12 SERVICES FOR STUDENTS WITH DISABILITIES

Sandusky Career Center provides equal access and accommodations to students with disabilities enrolled at Sandusky Career Center. Students with disabilities must notify the instructor or program coordinator/director of their disability and desired services prior to the start of the program or class. Sandusky Career Center works to provide assistance to students with disabilities diagnosed by a qualified practitioner.

4.13 STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive information and/or social involvement with

students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members are expected to use good judgement in their relationships with students both inside and outside of the school context. For more information, refer to Board Policy GBH.

4.14 SEXUAL HARASSMENT

Sexual harassment is improper, immoral, illegal, and will not be tolerated. Sexual harassment is defined as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behaviors include, but are not limited to the following:

- Unwanted sexual advances, including propositioning, repeatedly asking someone for a date after it is clear that the person is not interested.
- Making or threatening reprisal after a negative response to sexual advances.
- Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.

Any person may report sex discrimination including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. For more information, refer to board policy ACAA and ACAA-R.

Sandusky City Schools Title VI & Title IX Coordinator
407 Decatur Street, Sandusky, Ohio 44870-2442
419-626-6940

4.15 INCIDENT/ACCIDENT REPORT

A copy of the Incident/Accident Report Form is located in the main office. When any incident or accident occurs, to you or of which you witnessed, this form should be completed before leaving work for the day and submitted to the Program Coordinator or Adult Education Director.

4.16 WEAPONS

No staff/student should possess, handle, convey, and attempt to convey, or conceal any object defined by law as an illegal weapon or item which could reasonably be considered a weapon. This list of such objects includes, but is not limited to knives, guns, explosives (includes fire crackers), and other physically damaging objects. Staff/students are prohibited from bringing the items described above on school property, in a school vehicle, or to any school-sponsored activity.

4.17 EMERGENCY PHONE CALLS

To protect confidentiality, staff does not verify that a student attends SCC to individuals attempting to reach students by phone. Staff will take an incoming message and indicate it will be delivered to the student if they attend SCC

