



Erie County  
**Technical**  
School

# Student Handbook

## 2007-2008

## **ECTS Mission Statement:**

**Erie County Technical School  
delivers career success to  
Northwest Pennsylvania through:**

- **Employ-ability**
- **Career planning**
- **Technical education**
- **Supporting academics**

# **ERIE COUNTY TECHNICAL SCHOOL** **CALENDAR** **2007-08 SCHOOL YEAR**

|                      |                          |                 |
|----------------------|--------------------------|-----------------|
| August 29            | First Day for Students   | 3 Student Days  |
| September 3          | No School (Labor Day)    | 19 Student Days |
| October 8            | No School                | 22 Student Days |
| November 22, 23 & 26 | No School (Holidays)     | 19 Student Days |
| December 24 - 31     | No School (Holidays)     | 15 Student Days |
| January 1, 18 & 21   | No School                | 20 Student Days |
| February 18          | No School                | 20 Student Days |
| March 20, 21 & 24    | No School                | 18 Student Days |
| April 18 & 21        | No School                | 20 Student Days |
| May 26               | No School (Memorial Day) | 21 Student Days |
| June 4               | Last Day for Students    | 3 Student Days  |

**180 TOTAL STUDENT DAYS**

## **SNOW MAKE UP DAYS**

January 21<sup>st</sup> for any day missed prior to January 17<sup>th</sup>  
 February 18<sup>th</sup> for any day missed prior to February 15<sup>th</sup>  
 March 20<sup>th</sup> for any day missed prior to March 14<sup>th</sup>  
 April 18<sup>th</sup> for any day missed prior to April 17<sup>th</sup>

**Corrective, Preventive & Continual Improvement Action Form**

Since The Erie County Technical School is committed to providing career and technical education that exceeds the expectations of our customers while continually measuring our progress and improving our programs and services, we have enclosed a copy of the Corrective, Preventive & Continual Improvement Action Form on the back of this page. In the event that parents, students or staff feel that a problem or concern exists, he or she should complete Section 1 of this form and submit it to a supervisor or administrator. Additional copies of this form are available on the Erie County Technical School web site at [www.ects.org](http://www.ects.org).



## Corrective, Preventive & Continual Improvement Action Form

### Section 1: Completed by Customer or Staff Member and Submitted to Supervisor or Administrator

Type of Action: ? Corrective ? Preventive ? Continual Improvement Policy/Procedure \_\_\_\_\_

Describe the Problem, Concern or Suggested Improvement & Offer a Possible Solution:

Customer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 2: Completed by Department Supervisor and Submitted to Management Representative

Investigation Assigned to: \_\_\_\_\_ Date: \_\_\_\_\_

Root Cause as Identified by Investigator(s): \_\_\_\_\_

Investigator's Suggested Actions to Correct, Prevent or Improve Situation:

| Suggested Actions | Implement Date |
|-------------------|----------------|
| Short Term:       |                |
| Long Term:        |                |
| Other Comments:   |                |

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 3: Completed by Management Representative

- Presented to Administrative Staff for Review Date \_\_\_\_\_
- Reviewed by Administrative Staff Date \_\_\_\_\_
- Suggested Actions to Implement: \_\_\_\_\_
- Individual Making Suggestion Notified of Action(s) Date \_\_\_\_\_
- Effectiveness of Actions Verified Date \_\_\_\_\_
- Suggestion Closed Out Date \_\_\_\_\_
- ISO Policies or Procedures Affected: \_\_\_\_\_
- Continuous Improvement System Log No.: \_\_\_\_\_
- Management Representative Signature: \_\_\_\_\_

Tracking: ? ML Policies & Procedures ? Forms Index ? Work Instructions Index ? ML External Documents ? Staff Notice

ISO Form #: 2300.01.01

Revision Date: September 24, 2002

This is a controlled document. Copies of this form must conform to the Forms Index.

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## WELCOME

Welcome to the Erie County Technical School! We commend you on your choice to attend our fine school. This handbook is provided to give you information which will make your attendance at the Erie County Technical School a successful experience. Our staff will be working with you to develop the skills necessary to become successfully employed, join a branch of the military, or go on to further education. Your enthusiasm, cooperation and pride will be key factors in allowing us to provide you with a quality technical education.

## RULES OF THUMB

The Technical School has rules of conduct and work practices and procedures that all students are expected to follow. This handbook has been developed to define what the expectations and responsibilities are for each of you. **You are responsible to know this information.** These rules and regulations are necessary to assure a safe, efficient operation; to assure compliance with the public law; and to protect the well-being and rights of students and staff. Many of the rules are common in public schools, while others are particular to a Technical School setting. Generally speaking,

1. Always be conscious of safety rules and regulations.
2. Maintain regular attendance and be on time.
3. Treat all people and property with respect.
4. Establish a positive reputation as a student and a worker.

## ATTENDANCE

Regular school attendance is essential for success in school work and employment. Most employers regard school attendance as more important than grades when hiring new workers. Legal excuses for not attending school are limited to: illness, quarantine, observance of religious holidays, attendance of class for religious instruction (not to exceed 36 hours per school year), and death in the immediate family. Certain absences may be classified as excused at the discretion of school officials.

**NOTE:** Students with severe absenteeism will be referred to the Erie County Technical School Joint Operating Committee for disciplinary action, which may include the student's return to his/her sending school.

## BELL SCHEDULE

### A.M. SESSION

8:00 AM – Classes Begin

10:45 AM – Classes End

Report to Buses

### P.M. SESSION

12:00 PM – Classes Begin

2:45 PM – Classes End

## **I. WRITTEN EXCUSES FOR ABSENCE**

Students must account for all absences by notes from parents or guardians. These notes, signed by the parent/guardian and containing the date(s) of absence and the reason for absence must be presented to your instructor at the Technical School as well as your home school.

**Failure to submit an excuse within 3 school days will result in an absence being declared illegal/unexcused. Illegal/unexcused absences may necessitate disciplinary action as well as monetary fines to your parents.**

## II. TRUANCY

Upon summary conviction by a District Justice for failure to comply with compulsory attendance laws, a truant student's parent or guardian will be sentenced to pay a fine, not to exceed three hundred dollars (\$300.00), and must pay court costs or be sentenced to complete a parenting education program. Both the truant student and parents/guardians must appear at a hearing before a District Justice. If, at that hearing, the parents show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offense. If the parents are not convicted and the student continues to be truant, the student can be fined up to three hundred dollars (\$300.00) or be assigned to an adjudication alternative program.

Compulsory attendance laws also require that, upon being convicted of a violation of compulsory attendance laws, the Pennsylvania Department of Transportation will suspend a truant student's driving privileges for ninety days. If the student is convicted of a second or subsequent violation of the compulsory attendance law, the Department of Transportation will suspend the student's driving privileges for six months. If a student convicted of a violation of compulsory attendance laws is unlicensed, that student will be ineligible to apply for a learner's permit or driver's license for ninety days after a first offense or for six months after a second or subsequent offense.

## III. MAKE UP WORK

- A. In the case of excused absences, the student shall be expected to make up any assignments or tests that may have been missed. It is the responsibility of the student to contact the teacher regarding class content and homework.
- B. In the case of excused absences, students shall be afforded one school day for each day of absence to make up missed work.
- C. The Operating Committee of the Technical School believes there is an educational nexus between classroom presence and grading and that class attendance is relevant to the pupils' overall performance and grades. Accordingly, students will not be permitted to make up any class work, including tests, that are missed due to illegal/unexcused absences.

## IV. EMANCIPATION

Students may write their own excuses when one of the following conditions occur:

- A. The student has moved out of the parent's home and the parent(s) assumes no financial responsibility for the individual student. A parent must submit a letter of verification (i.e., no financial responsibility) to the Principal.
- B. The student applies for and receives Welfare benefits.
- C. The student is married.
- D. The court declares the student emancipated.  
Courts have ruled:  
"There may be complete emancipation even though the minor continues to reside with his parents. But emancipation is complete only where there is a total severance of the filial tie."

## **V. EARLY DISMISSALS**

Students will not be excused before the regular dismissal time without a written request from the parent or guardian, except for serious illness. Requests for early dismissal are granted only for extraordinary reasons and must be presented to the high school office for approval prior to the beginning of the session.

Students needing to leave school before the end of the scheduled school day must complete a dismissal form or bring a note signed by the parent requesting the reason for leaving, the time, and driving arrangements. All early dismissals are subject to administrative approval. Students should make their request by 8:30 A.M. and 12:30 PM. Early dismissals will be processed in the high school office.

An early dismissal will be considered after compliance with the following steps:

1. Early dismissal forms are available in the High School Office. Students are required to have one filled out and approved before leaving.
2. The early dismissal request must be signed by the instructor to indicate permission before presentation to the high school office.
3. The request **must** state if the student is driving or will be picked up by another family member.

## **VI. FIELD TRIPS/VACATIONS**

Home school field trips and or requests for any excused absence from ECTS (i.e. vacations during the school year, family trips etc.) need prior approval from the Principal of Erie County Technical School. Presenting an excuse for absences without prior administrative approval, will constitute an illegal absence. Students must complete a Student Request For Travel Form. This form is available in the High School Office.

## **VII. SIGN IN/OUT PROCEDURES**

Students who arrive late in the morning (after 8:30 AM) or afternoon (after 12:30 PM) must sign in -- in the high school office. (Prior to those times, Instructors will be taking care of marking students tardy.) Students who have been approved for early dismissals must also sign out with the secretary in the High School Office.

## **VIII. LEAVING THE PREMISES**

Once a student arrives on ECTS property, they are not permitted to leave the premises without administrative approval. Once they enter the building, they are not permitted to leave the building without administrative approval.

## **IX. TARDINESS**

Students are permitted to be tardy twice per grading period. Multiple offenses will result in penalties, which can include, but are not limited to, detention, suspension or revocation of driving privileges (if applicable), in-school suspension, out-of-school suspension, and parental conferences.

## **X. TECHNICAL SCHOOL CALENDAR/HOME SCHOOL EARLY DISMISSALS & ACTIVITIES**

You have been provided with a calendar of the days the Technical School is in operation. If there is a school closing, it will be announced on local radio stations. Make-up days are built into the calendar.

There may be occasions that home schools are closed or have early dismissals that do not coincide with the Technical School calendar. In these instances, if the home school provides transportation, the student is expected to be in attendance at the Technical School. There may also be occasions where there are home school activities that technical school students want to attend. Our position is that in order to learn a trade, students must make certain concessions. One concession may be the inability to attend certain sending school functions. The Technical School Principal will, in consultation with the home school Principal, make the final decision as to whether or not a student may remain in the home school for a given activity.

## **XI. PARTICIPATION IN HOME SCHOOL ACTIVITIES DURING ECTS HOURS**

Students frequently request permission to remain at the home school, or return to the home school, during their Erie County Technical School portion of the day. The Tech School is an extension of the home school and generally, **students will be given permission to do so if they are personally and directly involved in an event.** Examples may include participation in an athletic competition, participation in a school performance or participation in a special academic activity. Students must have written permission from a parent or guardian and a sending school official *in advance* to be considered for absence from the Tech School.

Examples where students will not be permitted to be at the home school during ECTS hours include but are not limited to the following:

1. Routine athletic practice
2. Attendance at a pep rally as an observer
3. Attendance at a school presentation as a member of the audience
4. Any activity that does not require the input or participation of the individual requesting permission for absence from the Tech School

## **XII. BOARD POLICY ON ATTENDANCE**

In December of 1994, the Operating committee of the Erie County Technical School adopted the following policy on attendance:

- A. Following the accumulation of ten (10) days of parental excuses, a letter will be sent informing parents of how important attendance is to students and their academic success. The letter will also review the school policies regarding absences if they should continue to accumulate.
  1. Absences due to hospitalization and/or long term home illness will not be counted in the ten (10) day limit if parents provide a written physician's statement that excuses the absence in question.
  2. Absences due to school related activities, suspensions, field trips, athletic contests, etc. will not be counted in the ten (10) day limit provided the student is a participant.
- B. Following the accumulation of fifteen (15) parental excuses, a letter will

- be sent to parents requiring a physician's excuse to accompany any parental excuses thereafter. Failure to submit a doctor's excuse will cause the absence to be declared illegal/unexcused.
- C. Students who accumulate ten (10) days of illegal/unexcused absences will be subject to an informal hearing and review of attendance records and academic status by the Principal's Office. Continuous accumulation of illegal absences may necessitate a due process hearing before the Operating Committee.
- D. Examples of "unexcused/illegal" absences:  
Student missed bus - student's fault  
Car problems or was not picked up by ride  
Forging or falsifying excuses  
Oversleeping  
Being away from home without home school authorization  
Shopping  
Pregnancy and/or child care shall not be considered an acceptable excuse for absence unless a physician has certified that the student should not attend school because of a potential or actual health problem. The student must then apply for homebound instruction.

## GENERAL INFORMATION

### I. GRADING SCALE

|          |   |   |
|----------|---|---|
| 100 – 93 | = | A |
| 92 – 85  | = | B |
| 84 – 77  | = | C |
| 76 – 70  | = | D |
| Below 69 | = | F |

### II. SAFETY GLASSES

Safety glasses will be required in many activities performed at the Technical School. Students will be provided with one pair of safety glasses which he/she will be responsible for throughout their attendance at the Technical School. Instructors may collect these glasses for inventory and control over vacation periods. If the glasses are badly scratched, lost, broken, or stolen while in the possession of the student, they must be replaced by the student and can be purchased from the high school office for a nominal fee.

**Students who wear corrective lenses must have safety lenses and side shields.**

The lab instructor has full authority to direct students to wear safety glasses at any time.

### III. MATERIALS FOR INSTRUCTION

Supplies necessary for assigned instructional projects will be supplied by the school. Materials for personal projects, even though approved by the instructor, will be paid for by the student. A number of courses require uniforms or items of personal safety that must be purchased or rented by the student. This clothing and equipment must be properly worn during class sessions. **Students without proper clothing will not be permitted to participate in shop activities.**

#### IV. EMERGENCY FORM

Emergency forms with vital information **must** be on file in the office **before** a student can perform any work in the lab. It is important that these be updated if there is an address or telephone change so that a family member may be reached in an emergency. All students are urged to carry an accident insurance policy. A group Student Accident Insurance Policy is available upon request. Applications are available in the High School Office. All accidents or injuries must be reported to the instructor immediately.

#### V. COURSE CHANGES

All requests for course changes must be handled through the Guidance Office. Parents, instructors, ECTS counselor and home school counselor must sign a form before a change is made. **No schedule changes will be made after OCTOBER 1, unless approved by the ECTS principal.**

#### VI. STUDENT YOUTH ORGANIZATIONS

Building leadership, self-esteem, communication skills, and coping skills are as important as acquiring trade skills. We offer two student organizations in an attempt to enhance these skills outside of the lab area.

##### **VOCATIONAL INDUSTRIAL CLUBS OF AMERICA**

Skills USA VICA promotes high standards in work ethics, craftsmanship, scholarship and safety while it fosters a deep respect for the dignity of work. In addition, the precepts of VICA help students relate school experiences to their search for meaning, identity and achievement. A great deal of emphasis is placed on the functions of labor and management organization, their interdependence and importance.

Prestige and recognition are offered to the Skills USA VICA member through a local, regional, state, national and international program of competition and awards. Opportunities to develop personal leadership skills are provided through workshops and seminars while competitive activities help to develop the students' perspectives.

Membership in Skills USA VICA helps students learn to work together and prepare for life through a continuing emphasis on the importance of each person's role as a contributing member of American society.

**NATIONAL VOCATIONAL-TECHNICAL HONOR SOCIETY** will meet on an as-needed basis. The Society provides national recognition for outstanding vocational students. Honor Society membership develops self esteem, pride, and enhances one's resume to prospective employers.

#### VII. STUDENT PARTICIPATION IN SURVEYS

At the discretion of the Director of the Erie County Technical School, students may be asked to participate in surveys related to student matters.

#### VIII. TELEPHONE PAGERS/CELL PHONES PROHIBITED

According to the PA School Code (24PS13-1317.1):

- A. The possession by students of telephone paging devices, commonly referred to as "beepers", shall be prohibited on school grounds, at

school-sponsored activities and on buses or other vehicles provided by the school district.

- B. The prohibition contained in subsection (A) shall not apply in the following cases, provided that the school authorities approve of the presence of the beeper in each case:
  - 1) A student who has a need for a beeper due to the medical condition of an immediate family member.

In addition, students may use or possess cellular telephones subject to the following restrictions:

- A. Cellular telephones must be turned off and be inaccessible for student use and out of sight during the academic school day. Students may keep cellular phones in their lockers.
- B. Cellular telephones may be used at the conclusion of school-sponsored activities or events.
- C. Cellular telephones may be used during the academic school day and during school-sponsored activities and events only if the student receives pre-approval for one of the following reasons:
  - 1) The student is a member of a volunteer fire company, ambulance, or rescue squad.
  - 2) The student has a need for a cellular telephone due to his/her own medical condition or the medical condition of an immediate family member, or for any other similar emergency situation.

The building principal shall exercise discretion when deciding whether to grant approval of such requests. In all cases, such requests must be in writing and signed by the student's parent(s)/guardian(s). Erie County Technical School also reserves the right to request a verified and signed statement from either the treating physician or volunteer fire, ambulance, or rescue squad supervisor attesting to the need for a cellular telephone.

Using or possessing a cellular telephone in violation of these restrictions will render the possession/use prohibited and the consequences for the use of prohibited electronic devices shall apply.

### **Headphones**

Students may use personal headphones only for classroom use with permission of the instructor.

### **Prohibited Electronic Devices**

Students are prohibited from possessing or using prohibited electronic devices on school property, at any school-sponsored activity or event, and on school buses.

Students who use wireless technology devices for taking pictures of instructional assignments, tests or inappropriate pictures will result in the confiscation of the device and consequences to the student.

The consequences for the possession or use of a prohibited electronic device are as follows:

1. **First offense:** Confiscation of the electronic device and parent contact. (The electronic device will not be returned directly to student; parent must appear to collect the electronic device.) Student will be assigned break detention.
2. **Second and subsequent offenses:** Confiscation of the electronic device and parent contact. (The electronic device will not be returned directly to student; parent must appear to collect the electronic device.) Student will be assigned an In School Suspension. Student shall lose the privilege to possess/use any electronic device on school property, at school-sponsored events and activities and on school buses, for one (1) calendar year.

## IX. DRIVING PERMITS

**Permits are available for 11<sup>th</sup> and 12<sup>th</sup> grade students.** Permits are available in the high school office. There is no fee for the first permit issued; additional permits are available for \$5.00 (non refundable). **Anyone who parks at ECTS must have a permit displayed on their vehicle by October 1.**

Permits are not transferable. A permit is issued to an individual on a yearly basis. The school does not approve of drivers transporting other students. If a driver transports other students, he/she assumes all legal responsibility for doing so.

## X. DRIVING AND PARKING REGULATIONS

The transportation of students is the responsibility of each participating school. Students may drive to The Technical School only with written permission from the Technical School administration, parent or guardian, and the home school Principal. Requests for driving passes are available at the main office of the Technical School. The form must be completed and on file prior to a student driving to The Technical School. The following rules apply to driving to The Technical School:

1. Students are to register their car(s) or any vehicle they intend to drive to the Technical School in the office. This registration is to be updated if there is a change in vehicle status.
2. Students are to park in assigned areas only; this will be explained on the first day of school.
3. Students are not permitted in parked vehicles during the school day. Upon arrival, students must immediately enter the building. There shall be no loitering in vehicles or in the parking lot.
4. Students are to follow the exit procedures as outlined on the first day of school. **DIAGONAL TRAFFIC IN THE PARKING LOT IS NOT PERMITTED.**
5. Traffic control marshals have absolute control over parking and driving. Students are to obey all suggestions, recommendations and comments made by the marshals.
6. Any accidents in the parking lot must be reported to the office; any incidence of vandalism shall be reported to the office. Incidences of vandalism should also be reported directly to the State Police.
7. **There is a 15 MPH speed limit on school property.**

**IF YOU DRIVE TO THE TECHNICAL SCHOOL, DO NOT ARRIVE EARLIER THAN 15 MINUTES PRIOR TO THE START OF CLASSES.**

**Driving to ECTS is a privilege and permits may be revoked for any disciplinary reason including chronic absenteeism (10 or more days), chronic tardiness or violations of**

**driving regulations. Regarding driving violations: first offense will be a suspension of the driving permit for 15 school days; second offense = revocation of permit.**

## **XI. MISCELLANEOUS ITEMS OF INFORMATION**

1. **Phone Calls** – No personal phone calls are to be made by students from **within the classrooms**. In case of emergency, students should, with permission from the instructor, report to the office and request to use the office phone.
2. **Restrooms** - the hall restrooms are off limits to students who have restrooms in their labs unless given special permission by your instructors. Students must have a pass to be in the restrooms. One person per pass only. There should not be more than three students in the restroom at any one time.
3. **Visitors** - are welcome; however, it is required that prior approval be obtained from the Principal of the Technical School for any student visitors. **ALL VISITORS MUST REPORT TO THE HIGH SCHOOL OFFICE UPON ENTERING THE BUILDING.**
4. **Employment Certificates** - will be issued by the home school in compliance with State and Federal laws. Every student under eighteen years of age must have an employment certificate to work in a commercial establishment.
5. **Cafeteria Information:**
  - A. Students who choose to eat in the cafeteria will not be permitted to enter the food serving lines while wearing their coats or jackets, nor by having their book bags with them. This apparel must be left at your table prior to going through the food line.
  - B. Those students who wish to apply for free and reduced lunch/break tickets must apply for them at their home school. The vocational school will honor free and reduced meal tickets at break and lunch.
6. **Medications** - Students taking prescription medications must register with the building principal. **No student should be in the possession of any medication, including "over-the-counter" medications. Prescription medication will be dispensed by the principal's office only.** A violation of this policy could result in disciplinary action based on the present drug policy in our school.
7. **Change of Address** - If you change your address, a great deal of inconvenience will be eliminated if you notify the Guidance and High School Office of this change. It is important that the latest address and phone number be on file in the office.
8. **Illness or Injury** - In the case of illness or injury, you should notify the instructor in charge. We do **not** have a school nurse; therefore, if a serious accident occurs in the building, emergency personnel (911) will be called. The vocational school does not carry accident insurance on its students. This is a parental responsibility. Student accident insurance is available at a cost to the parents; information on this supplemental policy is available at the high school office.
9. **Authority of Faculty** - There is no division of authority among the faculty of Erie County Technical School. All instructors are authorized to reprimand or correct misbehaving students at any time or at any place during the school day.
10. **Substitute Instructors and Instructional Aides** - Have the same authority as members of the faculty as it relates to student conduct.
11. **Students are not permitted food or drink in labs or classrooms. Food should be consumed in the cafeteria! Open drink containers are prohibited in school. This shall include, but not be limited to soda, juice, coffee, bottles cups, cans, etc.**

12. Breaks are a privilege given at the discretion of each instructor. If breaks are given, they should not exceed 10 minutes in length. Breaks may only occur on Tuesday through Friday.
13. **Integrated Pest Management** - Parents that wish to have prior notice of dates for insecticide spraying should call the high school office at 864-0641 Ext. 350. These individuals will be added to a list of people to be called prior to any future pest management actions.

### **DISCIPLINE**

It is our hope that students will make good choices while attending the Erie County Technical School. In the event that a student should make a poor choice, the faculty will provide consequences for minor infractions or refer students to the principal's office when necessary. As an extension of the home school, the Erie County Technical School administration may contact the home school administration regarding any serious or chronic problems with a student. Also, law enforcement officials may be contacted with infractions that violate a public law such as fighting, stealing, weapons, threats, truancy, vandalism, drug/alcohol/tobacco use.

For chronic or serious offenses, in-school or out-of-school suspension may be imposed as a consequence. Prior to any suspension, the student will meet with the principal to ensure that all due process rights are observed. Parents will be notified of any suspension. **When a student receives an out-of-school suspension from the home school or ECTS, the student will be suspended from both schools, and will not be permitted on the property of either school.**

It is the philosophy of the Erie County Technical School that it is a privilege to attend our school. Good conduct is necessary at both schools for a student to remain in good standing at the Erie County Technical School. Repeated suspension may adversely affect Co-op placement or continued placement at the Tech school. Open communication and a partnership with parents and ECTS staff will offer the best possible experience for Erie County Technical School students.

Every attempt will be made to counsel students to provide the best learning atmosphere and to avoid disciplinary measures. Parent involvement will be encouraged.

### **BEHAVIORAL/DISCIPLINARY INFORMATION**

#### **I. SEXUAL HARASSMENT**

It is the policy of the Erie County Technical School to maintain a learning and working environment that is free from intimidation or abuse of students that rises to the level of "harassment".

"Harassment" includes, but is not limited to, unwelcome slurs, jokes or other verbal/oral, graphic or physical conduct based on a student's race, color, religion, ethnicity, national origin, sex, gender, sexual orientation, age or disability, or any other legally protected class, or for engaging in any other protected activities, or otherwise, which is so objectively severe or pervasive in nature that it (1) creates, or poses a realistic or well-founded threat of creating, a substantial or material disruption to the educational process or activities or (2) interferes, or poses a realistic or well-founded threat of interfering with, the rights of the student/s or the student/s' access to or participation in the benefits or programs offered by the ECTS.

It shall be a violation of this policy to harass a student. Sexual harassment is also a type of prohibited harassment. By way of further explanation, sexual harassment shall consist of, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made to a student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, or when
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual.

Students are encouraged to report to school officials any incidents or harassment. Any student who alleges he/she is a victim of harassment in the Erie County Technical School may use the school's complaint procedure or may complain directly to the administrator designed to receive such complaints. Except for claims that are knowingly false, or made in reckless disregard of the facts, the filing of a complaint or otherwise reporting harassment will not reflect upon the individual's status nor will it affect future grades or position assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the ECTS legal obligations, basic fairness to the accused and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a student shall subject the student to disciplinary action including suspension or expulsion.

### **Equal Rights and Opportunities**

It is the Compliance Officer's responsibility to make certain that all educational programs and activities and all employment practices are free from discrimination on the basis of those conditions stated in the Equal Rights and Opportunity statement. This responsibility includes instructing appropriate persons at the Erie County Technical School in the provisions of the laws and regulations concerning equal rights and opportunities, fair employment practices, and all current local, state, and federal laws and regulations regarding these issues. The Compliance Officer can be reached at the Erie County Technical School, 8500 Oliver Road, Erie, PA 16509 or by telephone at 814-864-0641, ext. 344.

Any student or employee who should experience problems or has an issue concerning violations of Title IX of the Education Act of 1972, Section 504 of the Rehabilitation Act of 1973 or Title VI, may submit them to the following formal problem-solving procedure, using the appropriate grievance forms which may be obtained from the Compliance Officer.

1. Within fifteen working days after the alleged violation, the grievant shall initiate an informal discussion with the appropriate ECTS Principal through the Compliance Office. If the informal discussion does not resolve the issue, the grievant shall submit a written complaint to the ECTS Principal. A formal response will be received within fifteen working days.
2. If the grievance is not resolved to the grievant's satisfaction using Step 1, the grievant shall submit a formal written complaint within fifteen working days to the Director of Vocational Education or his designee.

### **Family Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974 allows students access to their own educational records and sets guidelines for the viewing of student education records by outside parties. ECTS has adopted a student records policy consistent with FERPA. According to this policy, students have the following rights:

1. The right to inspect and review information contained in their educational records within 45 days of the day the ECTS receives a written request for access. Students must submit to the Director of Vocational Education, or his designee, a written request that identifies the record(s) they wish to inspect. The Director or his designee will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to seek amendment of their education records that the students believe to be inaccurate, misleading, or otherwise in violation of the students' privacy rights.
  - a. A student may request the ECTS to amend a record that he/she believes to be inaccurate or misleading by writing to the Director of Vocational Education, or his designee, clearly identifying the part of the record he/she wants changed and specify why it is inaccurate or misleading.
  - b. Within a reasonable time after it receives the request to amend, the ECTS will decide whether to amend the record as requested. If the ECTS decides to amend the record as requested, it shall amend the record and inform the student of the amendment in writing.
  - c. If the ECTS does not agree to amend the record as requested by the student, the ECTS will notify the student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment. The hearing shall meet the following requirements:
    - 1) The ECTS shall hold the hearing within a reasonable time after it receives the request for a hearing.
    - 2) The ECTS shall give the student reasonable advance notice of the date, time and place of the hearing.
    - 3) The hearing will be conducted by an official of the ECTS who does not have direct interest in the outcome of the hearing.
    - 4) The student shall have the opportunity to present evidence on the issue of whether the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student. The student may be assisted or represented by counsel.
    - 5) The ECTS shall make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing, and will include a summary of the evidence and the reasons for the decision.
  - d. If as a result of the hearing:
    - 1) The ECTS decides that the information in the record is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall amend the record and inform the student of the amendment in writing.
    - 2) If the ECTS decides that the information in the record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the student of his/her right to place a statement in the record

commenting on the contested information in the record or stating why he/she disagrees with the decision of the ECTS. If such a statement is placed in the education records of the student, the ECTS shall maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

3. The right to consent to disclosures of personally identifiable information contained in educational records, exception to the extent that FERPA allows disclosures without consent. Three of these exceptions to the prior consent rule are as follows:
  - a. The ECTS may disclose education records to “school officials” with “legitimate educational interests” without obtaining the prior consent of the student. A “school official” is a person employed by the ECTS as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel), an individual of the Operating Committee, a person or company with whom the ECTS has contracted to perform a special task (such as an attorney), auditor, medical consultant or therapist), or a parent or student serving on an official committee of the ECTS (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his/her professional responsibility.
  - b. The ECTS will disclose education records without consent to officials of another school district or school entity in which a student seeks or intends to enroll.
  - c. Information which is labeled “directory information” by the ECTS is excluded from protection from release and can be released without student consent. The ECTS releases the following “directory information” to the public: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height or members of athletic teams, degrees, honors and awards received and the most educational agency or institution attended by the student, and other similar information that would not generally be considered harmful or an invasion of privacy if disclosed.

Additionally, federal law requires that the ECTS provides to military recruiters, upon request, three directory information categories—names, addresses and telephone listings of all students—unless the student has advised the ECTS that he/she does not want this information disclosed without their respective prior written consent.

**If you do not want some or all of this “directory information” released, you may prevent its disclosure by so stating in writing and submitting this request to the Director of Vocational Education or his designee.**

4. The right to file complaints with the United States Department of Education concerning the alleged failures of the ECTS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA complaints is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Students must complete a Release Form prior to ECTS releasing personally identifiable information contained in a student’s education records (unless an exception applies). This

includes medical, psychiatric or similar records, confidential in nature and only available with student permission to professionals in the respective fields.

### **Grievance Procedure**

Any individual who experiences problems, or has an issue concerning violations of Title IX of the Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI – Civil Rights Act of 1964, or the Age Discrimination Act of 1975 may submit them using the appropriate grievance forms and procedures which may be obtained from the Compliance Officer. This procedure applies to students, employees, and job applicants of the ECTS:

- Within fifteen working days after the alleged violation, the grievant shall initiate an informal discussion with the ECTS Principal or appropriate department supervisor through the Compliance Office. If the formal discussion does not resolve the issue, the grievant shall submit a written complaint to the ECTS Principal or immediate department supervisor. A formal response will be received within fifteen working days.
- If the grievance is not resolved to the grievant's satisfaction using Step 1, the grievant shall submit a formal written complaint within fifteen working days to the ECTS administrator or his/her designee. A formal written response will be returned to the grievant from the ECTS administrator within fifteen working days.

## **II. WEAPONS**

The Erie County Technical School, in accordance with the statutes enacted by the State of Pennsylvania, prohibits students from bringing, carrying, using, concealing or possessing weapons, or any replica or look-alike weapons, on school property, at any school-sponsored activity, or on any public conveyance providing transportation to a school or school-sponsored activity.

Weapon - the term shall include but not be limited to any of the following or any replica or look-alike of the following: shotguns, rifles, BB or pellet gun or any other guns; firearms; knives; metal knuckles; straight razors and razor blades; noxious, irritating or poisonous gases, including mace and pepper spray; poisons; explosive materials; bombs; missiles; chains; metal objects; laser pointers or any other object designed for protection or designed to harm others and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

Any student found in possession of or bringing, carrying, using or concealing a weapon or any replica or look-alike weapon in violation of this weapons policy shall be expelled for a period of not less than one (1) year.

The administrative director of the Technical School may recommend modifications of such expulsion requirements for a student on a case-by-case basis.

The Technical School shall, in the case of an exceptional student violating this weapons policy, take all steps necessary to comply with the Individual with Disabilities Education Act (Public Law 91-230, 20 U.S.C. – 1400et seq.).

A student who attempts to assemble or create a weapon while on school property is also subject to this policy.

### III. COMPUTER/NETWORK/INTERNET USAGE GUIDELINES

Internet/computer users are expected to behave responsibly in accessing and viewing information that is pertinent to the educational mission of the Technical School. The use of Technical School technology resources is a privilege, not a right. To acquire and retain that right, you are required to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following guidelines:

1. Accounts will be assigned to each student/staff member. Accounts/Passwords not to be shared with others. Distribution or alteration of a password is prohibited.
2. School related files are the only files to be saved on the account.
3. Reading, modifying, or removing files and/or mail owned by others is not allowed.
4. Students are prohibited from giving out personal information, such as their (or others') addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of their school, even through e-mail correspondence.
5. Playing unauthorized games or inappropriate textual material or graphic images is prohibited.
6. Only authorized, properly licensed software is to be used on the Technical School's computers.
7. Copying or modifying school software and/or borrowing software from the Technical School is not permitted.
8. Use for product advertisement, political activity, threatening, obscene, or harassing communications are strictly prohibited.
9. Students are prohibited from using peer-to-peer networking applications on the Internet/World Wide Web, such as, but not limited to "fasttrack," "gnupella," "cazaa," and "napster."
10. Students are prohibited from accessing materials that is profane or obscene; material that is pornographic, expressly including child pornography; material that is harmful to minors (i.e., pictures or visual depictions which, taken as a whole, appeal to a prurient interest in nudity, sex or perverted or lewd acts); material that advocates or condones the commission of unlawful acts (illegal); and/or material that advocates or condones violence or unlawful discrimination towards other people (hate literature). Students should be aware that the Technical School has implemented a Technology Protection Measure that blocks or filters access to the above categories of material or information which the Technical School has deemed inappropriate for viewing by students in the educational setting.
11. Electronic mail (e-mail)
  - a.) Students must understand that there is no guarantee of privacy in their e-mail messages and that e-mail messages are subject to review by the Technical School at any time. Routine maintenance and monitoring of the Technical School's system may lead to discovery that the student has violated the law or a school policy/rule. An individual search of a student's e-mail will be conducted if there is a reasonable suspicion that a user has violated the law or school policy/rule.
  - b.) E-mail should be used only for legitimate educational purposes or as

- authorized by the Technical School.
- c.) Students must be courteous and respectful in their e-mail message to others.
12. Plagiarism. Students are reminded that it is plagiarism to “cut and paste” information from the Internet and then pass it off as their own original ideas. Students are prohibited from plagiarizing information and resources from the Internet and are reminded to cite properly sources used from the Internet.
  13. Copyright infringement. All communications and information via the network (i.e., the Internet) should be assumed to be private property and protected by copyright. Students may not reproduce copyrighted material without explicit permission of the author/owner. Only public domain software can be downloaded.
  14. Disruptive use. Students are prohibited from using the Technical School’s network in such a way that would disrupt the use of the network by other users. Students may not create or share computer viruses. Students may not destroy another person’s data. Students may not break in or attempt to break into other computer systems.
  15. Purchase of products or services. Students are prohibited from purchasing products or services through the Technical School network. The Technical School is not responsible for any financial obligations arising from unauthorized use of the Technical School network for the purchase of products or services.

#### **Disclaimers of Liability Regarding Use of Computer/Internet**

- A. When utilizing online resources, there is always the risk of a system failure which could result in loss of data, interruption of service, etc. The Technical School disclaims any responsibility for losses incurred as a result of system failure and students are advised to make a personal back-up of material contained/saved on the Technical School network.
- B. The Technical School can not ensure the reliability or accuracy of information maintained on the Technical School computer system or accessed through the Technical School system. The Technical School disclaims responsibility for losses incurred as a result of reliance on unreliable or inaccurate information.
- C. The Technical School disclaims responsibility for student misuse or unauthorized use of the system and disclaims responsibility for harm caused to the students themselves, to other persons or to organizations through misuse or unauthorized use of the Technical School’s computer system as set forth in this policy.
- D. Due to the nature of the vast amount of information and material available on the Internet, it is impossible for the Technical School to restrict completely access to all controversial materials. As such, the Technical School is not responsible for materials acquired or viewed by students on the Technical School’s network and/or the Internet.

Vandalism at Erie County Technical School will result in cancellation of all computer privileges. Vandalism is any malicious attempt to harm or destroy data of another user, the Internet, internal networking operations. This includes, but is not limited to, the uploading or creation of computer viruses.

Problems with computer, network, Internet, or peripherals are to be reported immediately. Each user has the responsibility to report all violations of privacy.

### **Consequences of Violating Computer Usage Guidelines**

1. Students will be notified of each alleged violation of these Guidelines and will be given an opportunity to respond to the allegation.
2. Depending on the severity of the violation of the Guidelines, students face disciplinary consequences ranging from warning to loss of privilege of use of the Internet/computer network to suspension and/or expulsion from the Technical School. Repeated less severe violations of the Guidelines will be treated as more serious violations of the Guidelines. All discipline resulting from a violation of these Guidelines will be handled pursuant to the requirements and procedures set forth in the Technical School discipline policies and/or each respective home school district's discipline policies.
3. Suspicion of a student's illegal use of the Technical School's network and/or Internet access, such as copyright violations, theft of services, using the system to publish defamatory statements, may be reported to the appropriate legal authorities for possible prosecution.
4. Students are responsible for damages to the equipment, systems and software resulting from deliberate or willful acts.

### **IV. LOCKER POLICY**

A student's use of school lockers or other storage areas is a privilege, not a right. Lockers are only provided for the convenience of students. All lockers are and shall remain the property of the Erie County Technical School, not the student. As such, students shall have no expectation of privacy in their lockers. The Operating Committee reserves the right to authorize school officials to inspect any and all lockers at any time for any reason.

While students have no reason to expect privacy in their lockers with regard to incursions by school officials, students are encouraged to keep their assigned lockers closed and locked against incursion by other students.

A school official is authorized to search a student's personal possessions found within his/her locker when there is reasonable suspicion that the student is violating school policies or rules or poses a threat to themselves or the school population and when it is reasonable to believe that evidence of this violation can be found within the student's personal possessions.

The assignment of a locker is at the sole discretion of the Principal; students have no right to change lockers or loan the use of their locker to another student without the consent of the Principal.

### **V. OPEN DRINK CONTAINER PROHIBITION**

Students may not carry opened drink containers into the school. Examples of prohibited beverages/containers may be, but are not limited to: pop, juice or coffee. Students will be asked to immediately dispose of the opened container and its contents. Repeated infractions will be considered as Class "A" violations (see page 28 of this handbook).

Students may bring a beverage to school if it is sealed. The beverage shall be consumed at lunch, at break or a special circumstance specifically designed by an instructor.

## **VI. SMOKING/TOBACCO PRODUCTS (INCLUDING POSSESSION)**

The use or possession of tobacco or tobacco products on any part of school property, including public conveyances providing transportation to a school or school-sponsored activity, is prohibited.

“Tobacco” is defined as “a lighted or unlighted smoking product and smokeless tobacco in any form.” 18 PA. C.S.C.- 6306.1.

In-school suspension or Saturday detention will be assigned to any student who violates this policy on the first offense; an out-of-school suspension will occur on the second offense; the third offense will result in the student being issued a summary offense through the District Justice’s office.

## **VII. DRUGS AND ALCOHOL**

It is the policy of the Operating Committee that the possession, use, furnishing, delivery or sale of any “unauthorized substance,” “controlled substance,” within the meaning of "The Controlled Substance, Drug, Device and Cosmetic Act" of Pennsylvania, alcohol, or items which substantially resemble any such unauthorized substance or controlled substance, shall be a violation of the code of student conduct and subject the student to disciplinary action.

A “controlled substance” is a drug, substance, or immediate precursor as set forth in Schedules I through IV of the Controlled Substance, Drug Device and Cosmetic Act, 35 P.S.-780-104.

An “unauthorized substance” shall include but is not limited to alcohol, illegal drugs, controlled substances, non-prescription and prescription drugs which are being used in an abusive or unlawful manner or in a manner for which they were not intended or prescribed, anabolic steroids, look-alike drugs/substances and any substance which is intended to alter mood.

“Alcohol/drug” include any alcohol or malt beverage, any controlled substance as set forth in the Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. – 780-102, SS780-104, any substance or medicine for which a prescription is required under the law and/or any substance which is intended to alter mood. The term “drug” also means: (a) Substances recognized in the official United States Pharmacopeia, or official National Formulary, or any supplement to either of them; (b) Substances intended for use in the diagnosis, cure, mitigation, treatment of or prevention of disease in humans or to other animals; (c) Substances (other than food) intended to affect the structure of any function of the human body or other animal body; (d) Substances intended for use as a component of any article specified in clauses a, b, or c, but not including devices or their components, parts or accessories. (Section 2 of the Controlled Substances, Drug, Device and Cosmetic Act, 35 P.S. – 780-102; Section 2 of the Pennsylvania Drug and Alcohol Control Act, 71 P.S. – 1690-102.

“Illegal drugs” include, but are not limited to:

- a. Prescription drugs which were intended for or prescribed for another by a practitioner.
- b. Prescription drugs not administered pursuant to the physician’s or practitioner’s recommendation.
- c. Any controlled substance as defined by the statutes of the Commonwealth of Pennsylvania, unless that controlled substance has been lawfully prescribed for use by a license practitioner.

“Look-alike drugs/substances” are any substance that substantially resembles or is meant to represent any illegal drug or unauthorized substance.

“Non-Prescription Drugs” are substances commercially packaged and sold over-the-counter, in retail stores or distributed by mail, which either contain drugs of any type or is purported to produce drug-like effects.

“Possession” student is in possession of unauthorized substances or illegal drugs found on the person of the student, in the student’s locker, under the student’s control while s/he is on school property, on property being used by the school, or at any school function or activity, at any school event held away from the school, or within the bounds of a designated drug-free school zone.

“Prescription Drugs” are drugs and/or controlled substances lawfully prescribed to the user by a practitioner, such as a physician, osteopath, dentist, etc., who is licensed or registered in the Commonwealth of Pennsylvania to distribute or dispense or administer a controlled substance of other drug.

The Operating Committee prohibits the use, possession, or distribution of any controlled substance or unauthorized substance during school hours, on school property, or at any school sponsored event. Students suspected of violating this policy or committing any other illegal activities regarding controlled or unauthorized substances face severe disciplinary action which could include suspension, expulsion or referral to the proper law enforcement agency. A parent conference is mandatory prior to a student being returned to regular classes subsequent to discipline resulting from a violation of this policy. Penalties will be invoked in compliance with the Drug and Alcohol Policy approved by the Technical School Operating Committee. A copy of this policy is available upon request, however, it is the policy of the Operating Committee that violation of the Drug and Alcohol Policy shall be dealt with in progressive decrees of discipline based upon the severity of the offense.

Students must be aware that, in addition to the policies in effect at the vocational school, students are also students at their home school and, as such, are subject to the Drug and Alcohol policy there as well.

If a student is found in possession, using or under the influence of any unauthorized substance, controlled substance, alcohol, or any look-alike substances for a second time (i.e., commits a second offense), the student shall receive ten (10) days of out-of-school suspension and shall be referred to the Operating Committee of the Erie County Technical School with a recommendation for expulsion.

NOTE: A student’s use and/or possession of prescription or non-prescription drugs shall not be deemed to be a violation of this policy provided the student follows the proper Technical School procedures regarding use of medicine.

### **VIII. DRESS CODE**

Students are encouraged to dress appropriately for employment in the training area in which they are enrolled and maintain the facilities in a manner of which we can all be proud.

Some labs require uniforms, steel-toed shoes, coveralls or other work/safety related apparel. Students are expected to comply with their instructors' directives regarding dress standards that reflect the standards of the occupation they plan to enter.

Frayed or torn clothing; clothing that includes written expressions of immorality, vulgarity, or advertises the use of drugs, alcohol, or tobacco products; or clothing that is excessively revealing is prohibited. The following items are not considered acceptable for dress at the Erie County Technical School: bandanas, halter tops, half tops for men or women, cut-offs or gym trunks. Shorts are permissible in the building. The permission to wear shorts in a lab is the prerogative of each instructor!

**Hats are not permitted to be worn in the high school office, cafeteria or any theory room.** Hats may only be worn in the lab work areas with teacher approval.

Any piece of clothing or accessory posing a safety threat is also not considered appropriate. Appropriate attire is defined as "that which meets industry standards"; remember, the impression you make could be "your first foot in the door" to a job!

## **IX. TERRORISTIC THREATS/TERRORISTIC ACTS**

The Operating Committee prohibits any student from communicating any terroristic threats or committing any terroristic acts directed at any student, teacher, administrator, or any other employee of the District, Board member, or toward any school property.

"Terroristic Threat" is a threat to commit any crime of violence to another; or to cause evacuation of a building, place of assembly, or facility; or to cause serious public inconvenience in reckless disregard of the risk of causing such terror or inconvenience including bomb threats and false fire alarms.

"Terroristic Act" is an offense against property or involving danger to another person.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act in violation of this policy, the following guidelines shall be applied:

1. The Technical School principal may immediately suspend the student. The student may remain on suspension status until s/he has a hearing before the Board.
2. Upon further investigation, the principal or his/her designee may report the student to local law enforcement officials.
3. The principal or his/her designee shall report the student's violation to the student's parents. A conference with the student's parents shall be scheduled.
4. The principal may recommend expulsion of the student to the Board. The term for the expulsion may range from eleven (11) days up to permanent expulsion from the Technical School and/or the student's home district.

## **TYPES OF PUNISHMENT**

- I. **Verbal or written reprimand** will be an appropriate approach for some violations. If so, it will come from the instructor or, if deemed necessary, from the Principal.
- II. **Detention** may be required for some violations.  
After-school detention may be served either at the home school or the Technical School. If the detention is served at the home school, the amount of detention time is determined by the home school; however, if the detention is served at the vocational school, **ONE HOUR** of detention time will be served.  
In all cases, it is the responsibility of the parent to provide transportation for the student after the detention is served.

In all cases, detention cannot be held without one day's prior notice to the student. If school is not in session, (snow day, etc.) make up that day(s) detention during the next regular school day.

- III. **Parental Conference** may be required for some violations. This may involve the student, the instructor, the Principal, and the parents/guardians as requested. The time and notification of the conference will be established by the Principal.
- IV. **Suspension** may be warranted for some violations. This punishment can be recommended by the instructor. Suspension will be implemented by the Principal or his designee. Parents/guardians will be contacted and notified of the violation and the length of suspension. If a student is suspended and that day becomes an emergency day, the suspension day(s) will be made up the next regular school day(s).

**IN-SCHOOL SUSPENSION** (1-9 days) is conducted in place of regular classes. A student may be suspended in accordance with discipline rendered by the Principal. The suspension may be held at the vocational school or the home school. A prescribed area will be designated for a student serving the suspension, and he/she will do school assignments throughout the period. A parental conference may be scheduled depending upon the severity of the incident or the length of the suspension. Parents will receive written notification of any suspension.

During the suspension, the student has a right to make up any class work that was missed; however, the work must be completed during the suspension if previously assigned by the teacher. If work was not previously assigned, then the student has an equal number of days (comparable to the suspension) to complete all assignments. Failure to complete assignments will result in a zero (or "F" grade) being issued by the instructor for those assignments.

**OUT-OF-SCHOOL SUSPENSION** (1-10 days). All out-of-school suspensions are reciprocal; i.e., students are suspended from both the home school as well as the vocational school. The student is sent home and parents are advised that it is mandatory to keep him/her at home during the school day. A parental conference must be offered to the parent prior to readmission to regular classes.

This type of suspension will be utilized when a severe discipline infraction occurs or when the Principal believes that the safety and welfare of others is in jeopardy.

It is the student's responsibility to initiate and complete any classroom assignments **prior** to returning to regular classes. Failure to complete said assignments will result in a zero (or "F" grade) being issued by the instructor for those assignments.

- V. **Expulsion** Expulsion is exclusion from school as determined by the Board of the Technical School for a period exceeding ten (10) school days and may be permanent exclusion from the school rolls. All expulsions require a prior formal hearing.  
Understand that expulsion could result in the exclusion from the Technical School and/or from the student's home school.

If it is determined after an informal hearing that a student's presence is his/her normal class would constitute a threat to the health, safety, or welfare of others and it is not possible to hold a formal hearing within the period of suspension,

the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with an alternative form of education.

### **REASONABLE FORCE**

The use of reasonable force may be used by school employees on all students:

- A. To quell a disturbance; or
- B. To obtain possession of weapons or other dangerous objects; or
- C. For the purpose of self-defense; or
- D. For the protection of persons or property

The use of reasonable force in the above circumstances is not to be construed as corporal punishment.

### **VIOLATIONS AND PUNISHMENTS**

- I. Class "A" violations of school policy are considered minor in nature, and the students can expect punishment in one or more of the following forms:

- 1. Verbal or written reprimand
- 2. Detention
- 3. Parental Conference
- 4. Consequences deemed appropriate by ECTS Administration

Examples of these violations, but not limited to, are:

- 1. Bringing radios, tape players, etc. to school
- 2. Failure to return required forms
- 3. Disruptive behavior in and around the school area
- 4. Failure to return school loaned equipment, books, and other equipment
- 5. Littering in classrooms, halls or any other part of school property
- 6. Loitering after school
- 7. Running or shouting in the halls
- 8. Tardy to school or class
- 9. Unauthorized use of school owned property
- 10. Unauthorized use of personal property
- 11. Unauthorized presence in the halls
- 12. Inappropriate displays of affection in public
- 13. Bus problems (most problems will be handled by home school personnel who have primary responsibility in this area)
- 14. Parking in unauthorized spaces or places
- 15. Failure to comply with appropriate dress standards in school or in the lab

- II. Class "B" violations of school policy are considered major in nature, and the student can expect punishment in one or more of the following forms:

- 1. Parental conference
- 2. Suspension in or out of school one to ten days
- 3. Consequences deemed appropriate by ECTS Administration

Examples of these violations, but not limited to, are:

1. Repeated Class "A" violations
2. Safety violations
3. Dishonesty--cheating on homework, a test, or a project carries an additional penalty of being given no credit for that assignment
4. Cutting classes or leaving the building without permission
5. Defacing school property, restitution will also be required
6. Misconduct on field trips or any other school-related trips or programs which involve students leaving school property
7. Failure to serve detention
8. Fighting
9. Forgery
10. Insubordination, defiance, disrespect
11. Motor vehicle violations
12. Truancy
13. Use of profanity, obscenities, or possessing pornographic material on school premises
14. Threatening or intimidating others
15. Throwing an object
16. Removing school property from the premises or stealing school property/supplies or property belonging to other students

III. Class "C" violations of school policy and penal laws are considered serious in nature, and the student can expect punishment in the following form:

1. Refer to proper law enforcement authorities
2. Return to the home school
3. Suspension
4. Expulsion
5. Consequences deemed appropriate by ECTS Administration

Examples of these violations but not limited to, are:

1. Repeated Class "B" violations
2. Arson
3. Assault and battery
4. Disorderly conduct
5. Extortion
6. Removing school property from the premises or stealing school property/supplies or property belonging to other students
7. Possession or use of firearms, firecrackers, smoke bombs, or explosives
8. Threats or bomb scares
9. Unauthorized use of school fire alarm system
10. Vandalism
11. Violation of the School or State Vehicle Code
12. Sex offenses
13. Specific Violations of the Drug, Alcohol, Tobacco, and Weapons Policies

\* \* \* \* \*

The Erie County Technical School does not discriminate on the basis of race, color, national or ethnic origin, sex or handicap in the administration of any of its education programs and activities in accordance with applicable federal statutes and regulations. Inquiries should be directed to Title IX Coordinator, Erie County AVTS, Erie, PA 16509 Phone (814) 864-0641.