

**ERIE COUNTY TECHNICAL SCHOOL
BOARD POLICY INDEX
Proposed Review Schedule**

The Board Policy Manual is available under the Public Information tab at www.ects.org

Number	Title	Date	#	Month
OPERATING COMMITTEE PROCEDURES				
001	Name And Classification	June 28, 2007	1	October
002	Authority And Powers	December 19, 1996	2	October
003	Functions	December 19, 1996	3	October
004	Membership	June 28, 2007	4	October
005	Organization	December 19, 1996	5	October
006	Meetings	December 19, 1996	6	October
007	Distribution	June 28, 2007	7	October
008	Organization Chart	February 11, 2011	8	October
009	Policy Formulation	November 19, 2002	9	October
PROGRAMS				
101	Philosophy Of Education/Mission Statement	December 19, 1996	10	October
102	Educational Goals	December 19, 1996	11	October
103	Non-Discrimination in School and Classroom Practices	July 26, 2007	12	October
104	Equal Rights And Opportunities For Employment/Contract Practices	December 19, 1996	13	October
105	Curriculum Development	December 19, 1996	14	October
105.1	Curriculum Review by Parents and Students	December 19, 1996	15	October
105.2	Exemption from Instruction	December 19, 1996	16	October
106	Course Guides	December 19, 1996	17	October
107	Adoption Of Courses Of Study	December 19, 1996	18	October
108	Adoption Of Textbooks	December 19, 1996	19	October
109	Resource Materials	December 19, 1996	20	October
110	Instructional Supplies	December 19, 1996	21	October
111	Lesson Plans	December 19, 1996	22	October
112	Guidance Counseling	July 26, 2007	23	October
113	Special Education	July 26, 2007	24	October
114	Safety Education	December 19, 1996	25	October
115	Co-op Program	December 19, 1996	26	October
118	Production And Service Work Performed By Students Or School Personnel	March 26, 2009	27	October
121	Field Trips	December 19, 1996	28	October
122	Extra-Curricular Activities	July 26, 2007	29	October
124	Summer School	December 19, 1996	30	October
125	Adult Education	December 19, 1996	31	October
126	Quotas	December 19, 1996	32	October
127	Assessment Of Educational Program	December 19, 1996	33	October
130	Homework	December 19, 1996	34	October
146	Student Services	July 26, 2007	35	October
PUPILS				
201	Admission Of Students	January 28, 2010	36	November
202	Eligibility Of Nonresident Students	December 19, 1996	37	November
203	Communicable Diseases/HIV Infection	December 19, 1996	38	November
204	Attendance	July 26, 2007	39	November
207	Confidential Communications of Students	July 26, 2007	40	November
208	Withdrawal From School	December 19, 1996	41	November
209	Health Examinations	July 26, 2007	42	November
210	Use Of Medications	December 19, 1996	43	November
211	Student Accident Insurance	December 19, 1996	44	November
212	Reporting Pupil Progress	December 19, 1996	45	November
213	Assessment Of Student Progress	June 24, 2010	46	November
215	Promotion And Retention	December 19, 1996	47	November

Number	Title	Date	#	Month
216	Student Records	July 26, 2007	48	November
216.1	Supplemental Discipline Records	December 19, 1996	49	November
217	Graduation Requirements	December 19, 1996	50	November
218	Student Discipline	July 26, 2007	51	November
218.1	Weapons	February 23, 2006	52	November
219	Student Complaint Process	December 19, 1996	53	November
220	Student Expression/Distribution and Posting of Materials	July 26, 2007	54	November
221	Dress And Grooming	July 26, 2007	55	November
222	Smoke-Free Environment	December 19, 1996	56	November
223	Use Of Motor Vehicles	December 19, 1996	57	November
224	Care Of School Property	December 19, 1996	58	November
225	Students And The Police	December 19, 1996	59	November
226	Searches	July 26, 2007	60	November
227	Drugs And Alcohol	December 19, 1996	61	November
228	Student Government	June 28, 2007	62	November
229	Student Fund Raising	December 19, 1996	63	November
230	Public Performances By Students	December 19, 1996	64	November
231	Social Events And Class Trips	December 19, 1996	65	November
232	Participation In School Affairs	December 19, 1996	66	November
233	Suspension And Expulsion	July 26, 2007	67	November
234	Pregnant/Married Students	July 26, 2007	68	November
235	Student Rights/Surveys	July 26, 2007	69	November
236	Student Assistance Program	July 26, 2007	70	November
237	Electronic Devices	August 24, 2006	71	November
246	Student Wellness	June 22, 2006	72	November
248	Sexual Harassment	December 19, 1996	73	November
248.1	Ethnic Intimidation	December 19, 1996	74	November
249	Bullying/ Cyberbullying	December 16, 2008	75	November
ADMINISTRATIVE EMPLOYEES				
301	Creating A Position	December 19, 1996	76	December
302	Employment Of Director	December 19, 1996	77	December
303	Employment Of Administrators	December 19, 1996	78	December
308	Employment Contract	December 19, 1996	79	December
309	Assignment And Transfer	December 19, 1996	80	December
310	Abolishing A Position	December 19, 1996	81	December
311	Suspensions And Furloughs	December 19, 1996	82	December
312	Evaluation Of Director	December 19, 1996	83	December
313	Evaluation Of Administrative Employees	December 19, 1996	84	December
314	Physical Examination	December 19, 1996	85	December
314.1	Infection Control/ Universal Precautions	February 25, 2010	86	December
315	Disqualification By Reason Of Health	December 19, 1996	87	December
316	Nontenured Employees	December 19, 1996	88	December
317	Disciplinary Procedures	December 19, 1996	89	December
319	Outside Activities	December 19, 1996	90	December
320	Freedom Of Speech In Nonschool Settings	December 19, 1996	91	December
321	Political Activities	December 19, 1996	92	December
322	Gifts	December 19, 1996	93	December
323	Smoke-Free Environment	December 19, 1996	94	December
324	Personnel Files	December 19, 1996	95	December
325	Dress And Grooming	December 19, 1996	96	December
326	Complaint Policy	December 19, 1996	97	December
327	Management Team	December 19, 1996	98	December
328	Wage And Salary	December 19, 1996	99	December
331	Job Related Expenses	December 19, 1996	100	December
333	Professional Growth Guidelines	December 19, 1996	101	December
334	Sick Leave	December 19, 1996	102	December
335	Family and Medical Leaves	December 19, 1996	103	December

Number	Title	Date	#	Month
336	Personal Leave	December 19, 1996	104	December
337	Vacation	December 19, 1996	105	December
338	Sabbatical Leave	December 19, 1996	106	December
338.1	Compensated Professional Leave	December 19, 1996	107	December
339	Uncompensated Leave	December 19, 1996	108	December
342	Jury Duty	December 19, 1996	109	December
343	Holidays	December 19, 1996	110	December
348	Sexual Harassment	December 19, 1996	111	December
351	Drug and Substance Abuse	December 19, 1996	112	December
PROFESSIONAL EMPLOYEES				
401	Creating A Position	December 19, 1996	113	January
404	Employment Of Professional Employees	December 19, 1996	114	January
405	Employment Of Substitute Professional Employees	December 19, 1996	115	January
406	Employment Of Summer School Staff	December 19, 1996	116	January
407	Student Teachers	December 19, 1996	117	January
408	Employment Contract	December 19, 1996	118	January
409	Assignment And Transfer	December 19, 1996	119	January
410	Abolishing A Position	December 19, 1996	120	January
411	Suspensions And Furloughs	December 19, 1996	121	January
412	Evaluation Of Professional Employees	December 19, 1996	122	January
413	Evaluation Of Temporary Professional Employees	December 19, 1996	123	January
414	Physical Examination	December 19, 1996	124	January
414.1	Infection Control/ Universal Precautions	December 19, 1996	125	January
415	Disqualification By Reason Of Health	December 19, 1996	126	January
416	Nontenured Staff Members	December 19, 1996	127	January
417	Disciplinary Procedures	December 19, 1996	128	January
418	Penalties For Tardiness	December 19, 1996	129	January
419	Outside Activities	December 19, 1996	130	January
420	Freedom Of Speech In Non-Instructional Settings	December 19, 1996	131	January
421	Political Activities	December 19, 1996	132	January
422	Gifts	December 19, 1996	133	January
423	Smoke-Free Environment	December 19, 1996	134	January
424	Personnel Files	December 19, 1996	135	January
425	Dress And Grooming	December 19, 1996	136	January
426	Complaint Policy	December 19, 1996	137	January
428	Salary Determination	December 19, 1996	138	January
429	Substitute Compensation	December 19, 1996	139	January
431	Job Related Expenses	December 19, 1996	140	January
432	Working Periods	December 19, 1996	141	January
433	Professional Growth Guidelines	December 19, 1996	142	January
434	Sick Leave	December 19, 1996	143	January
435	Family and Medical Leaves	December 19, 1996	144	January
436	Personal Leave	December 19, 1996	145	January
438	Sabbatical Leave	December 19, 1996	146	January
438.1	Compensated Professional Leave	December 19, 1996	147	January
439	Uncompensated Leave	December 19, 1996	148	January
440	Responsibility Of Staff For Student Welfare	December 19, 1996	149	January
442	Jury Duty	December 19, 1996	150	January
448	Sexual Harassment	December 19, 1996	151	January
451	Drug and Substance Abuse	December 19, 1996	152	January
CLASSIFIED EMPLOYEES				
501	Creating A Position	December 19, 1996	153	February
504	Employment Of Classified Employees	December 19, 1996	154	February
505	Employment Of Substitute And Short-Term Employees	December 19, 1996	155	February
508	Employment Contract	December 19, 1996	156	February
509	Assignment And Transfer	December 19, 1996	157	February

Number	Title	Date	#	Month
511	Suspensions Or Layoffs	December 19, 1996	158	February
512	Evaluation Of Classified Employees	December 19, 1996	159	February
514	Physical Examination	December 19, 1996	160	February
514.1	Infecton Control/ Universal Precautions	February 25, 2010	161	February
515	Disqualification By Reason Of Health	December 19, 1996	162	February
517	Disciplinary Procedures	December 19, 1996	163	February
518	Penalties For Tardiness	December 19, 1996	164	February
519	Outside Activities	December 19, 1996	165	February
523	Smoke-Free Environment	December 19, 1996	166	February
524	Personnel Files	December 19, 1996	167	February
525	Dress And Grooming	December 19, 1996	168	February
526	Complaint Policy	December 19, 1996	169	February
528	Wage And Salary Determination	December 19, 1996	170	February
529	Substitute Compensation	December 19, 1996	171	February
530	Overtime	December 19, 1996	172	February
531	Job Related Expenses	December 19, 1996	173	February
532	Working Periods	December 19, 1996	174	February
534	Sick Leave	December 19, 1996	175	February
535	Family and Medical Leaves	December 19, 1996	176	February
536	Personal Necessity Leave	December 19, 1996	177	February
537	Vacation	December 19, 1996	178	February
539	Uncompensated Leave	December 19, 1996	179	February
541	Benefits For Regularly Employed Part-time Personnel	December 19, 1996	180	February
542	Jury Duty	December 19, 1996	181	February
543	Paid Holidays	December 19, 1996	182	February
548	Sexual Harassment	December 19, 1996	183	February
551	Drug and Substance Abuse	December 19, 1996	184	February
FINANCES				
601	Objectives	December 19, 1996	185	March
602	Budget Planning	December 19, 1996	186	March
603	Budget Preparation	December 19, 1996	187	March
604	Budget Hearing/Adoption	December 19, 1996	188	March
607	Tuition Income	December 19, 1996	189	March
608	Bank Accounts	December 19, 1996	190	March
609	Investments	December 19, 1996	191	March
610	Purchases Subject To Bid	November 21, 2006	192	March
611	Purchases Budgeted	December 19, 1996	193	March
612	Purchases Not Budgeted	December 19, 1996	194	March
613	Cooperative Purchasing	December 19, 1996	195	March
614	Payroll Authorization	December 19, 1996	196	March
615	Payroll Deductions	December 19, 1996	197	March
616	Payment Of Claims	December 19, 1996	198	March
617	Petty Cash	December 19, 1996	199	March
618	Special Purpose Funds	December 19, 1996	200	March
619	School Audit – Public	December 19, 1996	201	March
625	Procurement Cards	February 24, 2005	202	March
PROPERTY				
701	Facilities Planning	December 19, 1996	203	March
701.1	Land Utilization	December 19, 1996	204	March
702	Gifts, Grants, Donations	December 19, 1996	205	March
703	Sanitary Management	December 19, 1996	206	March
704	Maintenance	December 19, 1996	207	March
705	Safety	December 19, 1996	208	March
705.1	Safety Advisory Committee	December 19, 1996	209	March
706	Property Records	April 24, 2008	210	March
706.1	Disposition Of Surplus Property And Supplies	February 24, 2011	211	March

Number	Title	Date	#	Month
707	Use Of School Facilities	February 24, 2011	212	March
708	Lending School Owned Equipment And Books	December 19, 1996	213	March
709	Building Security	December 19, 1996	214	March
710	Use Of Facilities By Staff	December 19, 1996	215	March
715	Use of FAX Machines	December 19, 1996	216	March
716	Integrated Pest Management	November 19, 2002	217	March
717	Usage of Cell Phones and hand-held Communication Devices	February 28, 2008	218	March
OPERATIONS				
801	Public Records	December 16, 2008	219	April
803	School Calendar	December 19, 1996	220	April
804	School Day	May 22, 2008	221	April
805	Emergency Evacuation	December 19, 1996	222	April
806	Child/Student Abuse	December 19, 1996	223	April
807	Opening Exercises	December 19, 1996	224	April
808	Food Services	December 19, 1996	225	April
810	Transportation	December 19, 1996	226	April
811	Bonding	December 19, 1996	227	April
812	Property Insurance	December 19, 1996	228	April
813	Other Insurance	December 19, 1996	229	April
814	Copyright Material	December 19, 1996	230	April
815	Acceptable Use Of Internet	May 26, 2005	231	April
815.1	Third Party Remote Access	February 25, 2010	232	April
818	Contracted Services	December 19, 1996	233	April
822	Automated External Defibrillator	May 23, 2002	234	April
COMMUNITY				
901	Public Relations Objectives	December 19, 1996	235	April
902	Publications Program	December 19, 1996	236	April
903	Public Participation In Operating Committee Meetings	December 19, 1996	237	April
904	Public Attendance At School Events	December 19, 1996	238	April
904.1	Smoke-Free Environment	December 19, 1996	239	April
905	Advisory Committees	December 19, 1996	240	April
906	Public Complaints	December 19, 1996	241	April
907	School Visitors	December 19, 1996	242	April
908	Relations With Parents	December 19, 1996	243	April
910	Community Relations	December 19, 1996	244	April
911	News Media Relations	December 19, 1996	245	April
912	Relations With Educational Institutions	December 19, 1996	246	April
913	Relations With Special Interest Groups	December 19, 1996	247	April
914	Relations With Intermediate Unit	December 19, 1996	248	April
Count			248	
Reviews per Month			35	
Review per Month per Administrator (7)			5	