

CHANGES MADE TO THE 2016 FACULTY HANDBOOK

All “teacher” or “teacher’s” **CHANGE TO** “Instructor” or “*Instructor’s*”

Page 4

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.

Change To

The Erie County Technical School is committed to providing contemporary career and technical education that exceeds the expectations of our customers while continually measuring our progress and improving our programs and services.

Page 5

The Administration at ECTS will conduct a luncheon and a dinner to assist the faculty in their efforts to conduct two OAC meetings.

CHANGE TO

The Administration at ECTS will conduct a luncheon and or dinner to assist the faculty in their efforts to conduct two OAC meetings.

Page 6

Letters and memorandums from you appearing on school letterhead and/or containing materials which may be construed as school policy or position must have prior approval of the Principal or Director. A copy of all approved communications is to be filed with the Principal.

CHANGE TO

Letters and memorandums from Instructors appearing on school letterhead and/or containing materials which may be construed as school policy or position must have prior approval of the Principal or Director. A copy of all approved communications is to be filed with the Principal.

Page 7

Lab doors (interior and exterior) are to be locked during lunch time or assembly programs unless you plan to be physically present during that time. STUDENTS ARE NOT TO BE IN THE LAB WITHOUT SUPERVISION.

CHANGE TO

Lab doors (interior and exterior) are to be locked during lunch time or assembly programs unless the instructor plans to be physically present during that time. STUDENTS ARE NOT TO BE IN THE LAB WITHOUT SUPERVISION.

Page 7

Under no circumstance should you permit or encourage students to leave the school building without specific written approval of the Principal or designee.

CHANGE TO

Under no circumstance should an instructor permit or encourage students to leave the school building without specific written approval of the Principal or designee.

Page 8

Information revealed by a student in confidence to an TEACHER or SCHOOL OFFICIAL is not privileged and may be repeated by that person without the student's consent.

CHANGE TO

Information revealed by a student in confidence to an INSTRUCTOR or SCHOOL OFFICIAL is not privileged and may be repeated by that person without the student's consent.

Page 9

Make unwelcome sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment

CHANGE TO

Making unwelcome sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment

Page 10

Instructor Responsibility

1. Make sure students are aware of exit routes and "Safe Areas" to report to.
2. See fire drill
3. DO NOT TOUCH ANYTHING SUSPICIOUS. NOTIFY the Director, Principal or his designee.
4. Take attendance at the "Safe Area". Account for any missing students. Unaccounted students are to be reported to the Principal or Fire Marshall immediately.
5. Report any possibly relevant student rumors to the office.

CHANGE TO

1. Make sure students are aware of exit routes and "Safe Areas" to report to.
2. Leave lights on
3. Leave all room doors closed but UNLOCKED
4. DO NOT TOUCH ANYTHING SUSPICIOUS. NOTIFY the Director, Principal or his designee.

5. Take attendance at the "Safe Area". Account for any missing students. Unaccounted students are to be reported to the Principal or Fire Marshall immediately.
6. Report any possibly relevant student rumors to the office.

Page 11

Eye & Face Protection

Safety Glasses ALL students, instructors, support personnel and visitors shall wear safety glasses, safety goggles, safety shields or approved lenses when entering areas so marked by the "Safety Glasses Required" type of signs. If no signs are present but there are yellow safety lines painted on the floor, no person is allowed past the yellow safety line without the proper eye protection. Side Shields are required on all safety glasses issued by the school.

Contact Lenses This type of eye wear is not considered a safety measure. Students wearing contact lenses MUST WEAR the appropriate eye protection. The wearing of contact lenses in areas that might possibly be subjected to chemical fumes, spills or accidental splashing is not recommended. Instructors in these areas are to require that all students wear full-face shields or full-face fitting goggles when performing any act involving the use of chemicals or acids. The wearing of contact lenses in any industry environment is not recommended irregardless of the type of face protection used.

ALL instructors are to acquaint ALL students with the contents of Act 116. Every instructor is to request both parental and student signatures in the lower portion of this form. Instructors are to keep these forms on file for the entire year. Instructors are also required to secure a parental signature stating that corrective eyeglasses worn by students do have approved safety glasses lens and can be worn in shop areas in place of safety glasses.

Move to page 12 after "Foot Protection"

Page 11

Instructor Responsibility

1. Make sure students are aware of all exit routes. This information should be posted on either the door or the bulletin board in each room.
2. Take your attendance book and account for all students at the safe area.
3. Make sure lights are ON and all doors are SHUT but UNLOCKED.
4. Check any areas in which students may not hear the warning bell. Examples of these areas may be: tool rooms, dark rooms, noisy areas, stockrooms, toilet areas.

CHANGE TO

Instructor Responsibility

1. Make sure students are aware of all exit routes. This information should be posted on either the door or the bulletin board in each room.
2. Take your Safety and Response Manual and account for all students at the safe area.
3. Make sure lights are ON and all doors are SHUT but UNLOCKED.

4. Check any areas in which students may not hear the warning bell. Examples of these areas may be: tool rooms, dark rooms, noisy areas, stockrooms, toilet areas.

Page 12

First Aid Procedure

1. Minor Injuries (Band-Aid type) – treat in lab. Caution: when possible, have the student dress the minor injury.
2. Doubtful injuries – send immediately to Health Assistant for treatment.
3. Major injuries – contact qualified first aid person – notify the office – do not move the patient.
4. Record all injuries on the form provided by the office.

CHANGE TO

First Aid Procedure

1. Minor Injuries (Band-Aid type) – treat in lab. Caution: when possible, have the student dress the minor injury.
2. Doubtful injuries – send immediately to Health Provider's office or High School Office.
3. Major injuries – contact qualified first aid person – notify the office – do not move the patient.
4. Record all injuries on the form provided by the office.

Page 26

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 is MANDATORY prior to readmission to regular classes.

Change to

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Page 14

Tornado Watch

A "Tornado Watch" has been issued. High winds are forecast and other atmospheric conditions indicate the possibility of a tornado.

Procedure

1. The office will monitor the local NOAA weather station.
2. If a tornado watch is issued, school personnel will be stationed as spotters at various locations around the building.
3. All students and instructors are to report to the areas listed on the Tornado Drill Map posted in the labs.

Tornado Warning

A “Tornado Warning” has been issued, and wind conditions around the school are very severe. All school personnel and students have been directed to take emergency action.

Procedure

1. All instructors are to immediately evacuate their students to the safe area indicated on the diagram or designated as emergency shelter areas.
2. All office staff is to immediately evacuate to the areas indicated.
3. All other support personnel are to take cover in any of the areas indicated.

Points to remember when seeking shelter

1. Interior hallways are the safest.
2. Stay out of any areas containing glass windows.
3. Stay out of areas with large roof spans.
4. Stay out of areas with loose items that may fly.

Instructor Responsibility

1. Acquaint your students beforehand of the procedures to take in the event of a tornado.
2. Practice these procedures at least once at the beginning of the school year.

MOVED TO FOLLOW DRILLS ON PAGE 11

Page 15, 16, 17

Child Abuse & Neglect Indicators
(Complete Section)

Moved to Follow Act 126