

Faculty & Staff Handbook

**Focused on
Service, Responsibility and Teamwork**

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ISO 9001:2000 Quality Registered
The Erie County Technical School is committed to being an
Equal Opportunity Educational Institution

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CORE VALUES

Our Mission

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

- Employ-Ability
- Career Planning
- Technical Education
- Supporting Academic

Our Vision

The Erie County Technical School, while continuing to serve our existing students, will serve the career preparation needs of new groups of students. We expect to serve more students who will pursue postsecondary education, as well as those who have yet to decide on their career or educational plans. Students will come to our school because we offer programs that help them pursue their career paths, lead them to respected occupations, and emphasize the need for lifelong learning.

We also expect to serve as the hub for career development of all students in our service area. It is imperative that students at all grade levels participate in a coordinated career development program so that they make informed career decisions. In support of this career development program and our overall mission, we will work to convince students, their parents and the public that career and technical education is good for everyone.

Our Quality Policy

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.

Our Principles

- Ensure the safety and welfare of our students
- Provide opportunities for learning
- Protect the public trust
- Provide for the transition from school to work or additional schooling
- Embrace diversity

CURRICULUM

Course Content

All courses shall include content based upon occupational analysis, clearly stated performance objectives deemed critical to successful employment and assessment of student competencies based upon performance standards.

The primary objectives of an occupational program are to prepare students for employment in high priority occupations supported by local employers, and for successful employment and lifelong learning through acquisition of high-level academic, technical and career development skills, efficient work habits and attitudes about the personal, social and economic significance of work.

Programs must have standards-based plans. A standards-based plan is an instructional system that is planned and managed by the instructor, based upon occupational analysis and clearly stated performance objectives that are deemed critical to successful employment as recommended by occupational advisory committees. Occupational tasks recommended by an Occupational Advisory Committee must provide the basis for instruction. The instructional process must derive its content from the task performed in each occupation and job and provide for the assessment of student performance on the basis of present performance standards.

Occupational programs shall be competency-based, meet licensure requirements, if required, provide extended classroom experience and meet minimum time requirements.

Programs shall have competency-based plans that are planned and managed by the instructor based upon occupational analysis and clearly stated performance objectives as recommended by Occupational Advisory Committees that are deemed critical to successful employment. The instructional process shall include content from the end-of-program NOCTI test in each program and provide for the assessment of student performance on the basis of pre-set performance standards.

Occupational Advisory Committee

An Occupational Advisory Committee shall be established for each program at the Erie County Technical School. The committee shall meet at least twice each school year to advise faculty members on curriculum and other related matters.

The use of Advisory Committees enables educational authorities to build programs that are based on the real needs of the community. The Administration at ECTS will conduct a luncheon and or dinner to assist the faculty in their efforts to conduct two OAC meetings. Each instructor is responsible for the continuing function of the Occupational Advisory Committee for his or her area. If the luncheon and dinner dates are inconvenient, it is the instructor's duty to make the proper arrangements for the scheduling of the meeting with the Administration, notifying

committee members at least two weeks in advance, planning the agenda, and submitting a written report of the meeting. Agendas and minutes of all meetings will be kept on file in the Shares Drive.

CAMPUS COMMUNICATION

Telephones

Every effort shall be made not to interrupt classes with phone calls except in the most urgent situations. Instructors are encouraged to activate their voice mail when classes are in session. No calls shall be put through to students. In extreme and verified emergency situations, the High School Secretary will see that the student receives the message.

In-house calls during class hours should be held to an absolute minimum since they might interrupt a lecture, demonstration, or other vital classroom activity.

Please do not allow students to use your office phone. If a student found it necessary to make a phone call, the student must get permission from the office and use the office courtesy telephone. **NOTE: All long distance calls must be school-related.**

Mailboxes

Instructors should check their mail box in the AM, during lunch period and at the end of the school day.

Correspondence

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.

CLASSROOM & LABORATORY MANAGEMENT

Classroom Management

It is important that each instructor be able to maintain proper shop control at all times and that this be done in a manner consistent with the philosophy of the school. The following suggestions are offered in order to establish and maintain an effective shop atmosphere:

1. Be businesslike. The students will be watching you to see what kind of person you are. Remember that first impressions mean a great deal.
2. Be prepared. Start lessons on time and know what you are going to say and do.

3. Keep your lessons and presentations interesting and keep your students busy at all times.
4. Know when to overlook. Overlook small things which are unintentional and unimportant.
5. Be consistent. Do not suppress certain student actions one day and tolerate them the next. Let the student know what you will and will not stand for, and your disciplinary problems will be few and far between.
6. Do not bluff. Students are quick to see through and lose respect for the instructor who continually threatens, but who does nothing about student misbehavior. Once you have decided that chastisement or punishment is merited, administer it matter-of-factly and return to the lesson.
7. Be fair. Treat all students alike.
8. Do not pretend that you know everything. Your students already know that you are not infallible, and they will respect you if you say, "I don't know; let's look it up."
9. Get to know your students. Instructors who take the time to know and understand their students usually find that their job has become more interesting and that major disciplinary problems have a way of disappearing rapidly.
10. Keep your sense of humor. Students look forward to their classes with mature, confident instructors whose cheerfulness and humor combine to make the lessons both interesting and worthwhile. In addition, humor has saved many a classroom situation from becoming needlessly embarrassing or difficult for both students and instructor.

Classroom Supervision

Classrooms are not to be left unattended. This can pose a serious breach if an accident should occur during the instructor's absence from the class.

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.

Maintaining discipline in the lab is your business. Maintaining discipline in the corridors, rest rooms, and school grounds is everyone's business. Do not condone overt acts. It is your duty to prevent or correct the situation or at least report it to the Principal.

A hall pass or a written permission slip is required to be in the possession of a student excused from your class to go to the other sections of the building (exceptions are work details). There is to be only one hall pass per lab; if students are going to be gone for a length of time, hand-write them a pass.

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

Instructors are responsible to make copies that support their classroom activities. Copyright laws must be followed at all times.

The **office clerical staff** has been instructed not to accept work of major involvement from anyone other than the administrative staff.

SkillsUSA and National Honor Society Meetings, and Co-op Seminars are mandatory sessions for those students designated to be in attendance. These classes do take preference over other activities in or outside your lab. Student organization representatives are required to be in attendance at all regularly scheduled meetings.

FACULTY CONDUCT

School Hours

School hours for fulltime instructors are 8:00 AM to 2:50 PM. Instructors are expected to be in their labs at 8:00 AM to greet students. Instructors shall be physically present to supervise students during these hours with the exception of a duty-free 30-minute lunch period. Attendance is required at all assembly programs, faculty meetings and other school-sponsored activities during the school hours. If it becomes necessary for you to be away from your lab for an extended period of time, notify the Principal. Extended discussions or conferences among faculty members that take one or both parties away from their labs are discouraged. Extended discussions or conferences with members of the administration should be scheduled prior to 8:00 AM or after 2:45 PM or request the administrator to meet with you in your lab. Please do not leave the building during school hours without signing the staff sign-out book on the front counter in the High School office.

Confidential Communications

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. However, information received from a student in confidence by a guidance counselor, school nurse or school psychologist in the public or private schools while in the course of their professional duties is privileged information to the extent that it cannot be divulged in any legal proceeding, civil or criminal, without the consent of the student, or if still a minor, the student's parents.

However, such information may be revealed without the student's consent to the student's parents, to instructors or to principals. An exception to the above is information revealed by the student concerning child abuse, neglect, or injury, which the recipient is under legal duty to report to the authorities.

Sexual Harassment

It is the policy of the Erie County Technical School that all employees should enjoy a working environment free from all forms of discrimination, including sexual harassment. No employee,

either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment lowers morale and is damaging to the work environment; it also is illegal. Therefore, the Erie County Technical School will treat sexual harassment like any other form of employee misconduct, and it will not be tolerated.

It is illegal and against the policies of this district for any employee, male or female, to sexually harass another employee by:

1. 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;
2. Making submission to or rejections of such conduct the basis for employment decisions affecting the employee; or
3. Creating an intimidating, hostile or offensive working environment by such conduct.

The Erie County Technical School will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly that an employee's refusal to submit to sexual advances will adversely affect the employee's employment or career development. This discipline can include termination.

The Erie County Technical School recognizes that the questions of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all facts in each case.

The Erie County Technical School will act positively to investigate alleged sexual harassment claims and to effectively remedy them when an allegation is determined to be valid. Given the nature of the type of discrimination, the Erie County Technical School also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

Use of school facilities, equipment and property

Use of campus resources by employees of the Erie County Technical School requires prior approval by the Director of Principal in charge. In all cases, any work performed by that employee using school equipment must be for the personal use of that employee. No work is to be done which will result in the direct profit to the employee.

HEALTH, SAFETY & WELFARE

Asbestos

The regulations regarding asbestos in school buildings require that all building staff be notified regarding the results of the building's asbestos plan. Every three years, an independent testing laboratory conducts a thorough inspection.

Microbac Laboratory completed the inspection, and these results are on file in the Business Office. You may review this report at any time; however, by law, it must remain in the office. The contents of this report show the location, types, conditions, and contents of the building's asbestos-containing building materials. Included are the inspector's recommendations for managing these materials. If you have any questions regarding this plan, please see the Director.

Bomb Threats

Should a bomb threat exist, it is most probable that the building will be evacuated. This will be determined by the ranking school administrator in conjunction with the State Police.

CONDITION: A bomb threat warning has been received and orders are given to evacuate the building.

Procedure

1. All students, faculty, administration and support personnel are to evacuate the building as indicated by directives of the public address system.
2. All persons are to use the standard fire drill exit procedure and either go to the assigned standing area or the Skill Center as per directions.
3. No one is to re-enter the building until the "all clear" is sounded.

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.

Instructions to person receiving a bomb threat

Remain calm, do not yell or scream; quietly try to attract someone's attention to possibly listen in on the conversation. Immediately after the call, write down as much information as you can

remember. Notify your supervisor IMMEDIATELY. The call should be discussed with NO ONE except the employee's supervisor.

Emergency Telephone Numbers

Fire or Ambulance911
State Police.....898-1641

All calls to Emergency Personnel should only be made with the proper Administrative permission.

Fire Drill

Procedure

1. Evacuate all students via nearest open fire exit. (Fire exits posted in lab).
2. Call the office to pinpoint the location of the fire (if possible).
3. Turn off all high voltage equipment (red panic buttons).
4. Close all windows and doors.
5. Take a copy of the class roster with you. Take roll—immediately report any student who is missing to the Principal or his designee.
6. Instruct students to move away from the building beyond the paved roadway.

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.

Handicapped students who are confined to a wheelchair or who possess a disability which hampers their exit should be assigned to a minimum of four classmates who can assist in the evacuation process. Deaf or blind students should also be assigned to a minimum of four classmates who can warn the deaf student of the impending danger and lead him/her to safety.

***NOTE: No one is to re-enter the building until the “all clear” is sounded.**

Tornadoes

The Erie County area is susceptible to high wind conditions and upon occasion severe high winds referred to as “twisters” or tornadoes.

Tornadoes may occur at any time of the day or night. However, according to the Weather Bureau, over 80% of tornadoes develop between noon and midnight; they normally occur during the warmest hours of the day. The awesome effects of a tornado are caused by three

basic elements: the extremely strong winds, the partial vacuum in the center of the twister and flying debris. The pressure difference between the inside and outside walls of a building normally causes the walls to collapse outward, windows to explode, and even the lightest particle of material to be transformed into a deadly missile.

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.

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.

This report should contain:

- A. Time of the accident
- B. Exact location of the accident
- C. Conditions under which the accident occurred
- D. Names of witnesses
- E. Statement of witnesses

First Aid Stations – Student Injuries

Health Assistant Lab, Ext. 8607
High School Office, Ext. 8680 or 8681

Foot Protection

The varied nature of shop programs throughout the technical school necessitates that each area, according to its course content and particular trade hazards, require specific types of safety equipment.

Safety shoes can be made in a wide variety of models, each with a different degree of foot protection. Probably the most common type recognized is the “safety-toe shoe” in which a steel toe box is incorporated into the design to afford a degree of protection to the toe area.

It shall be the responsibility of the classroom instructor to determine whether the foot wear worn by students is of sufficient design and construction to be used safely within the classroom environment.

In all trade areas, good, solid, leather work shoes should be the order of the day. Tennis/sneaker types of shoes are not permitted unless they are safety approved. Open/sandal types of shoes are not permitted.

Classroom instructors have the right to restrict any student from class participation if his/her physical attire (including shoes) presents any possible danger of life or limb.

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.

Safety Education

Safety education, consisting of safety practices, accident prevention, and occupational health habits shall be integrated into the instruction and practices in vocational educational programs.

The following vocational education safety standards shall be met:

1. Safety instruction is practiced in the laboratory and classroom.
2. Equipment guards and personal safety devices are in place and used.
3. Work stations are barrier-free assuring accessibility and safety under Section 504 of the Rehabilitation Act of 1973.
4. Provisions are made for safe practices to meet individual educational needs of handicapped persons under Section 504 of the Rehabilitation Act of 1973.
5. Storage of materials and supplies meets safety codes and guidelines.

Student Illness

Illness may range from a simple upset stomach to a serious internal disorder. Experienced instructors often learn to recognize fake requests from students to be excused from class. Instructors do have the first-line prerogative to deny this type of request. However, if there is the least doubt, instructors are advised to:

IMMEDIATELY CONTACT THE BUILDING PRINCIPAL OR ADMINISTRATIVE PERSON IN CHARGE.

Upon notification of an ill student, the Principal and/or the person in charge shall: Upon advice of the first aid person or the nurse, make the proper decision as to the disposition of the case. In all likelihood, one of the following decisions will be made:

- 2) The student will be asked to return to the class and not engage in activities until hopefully the problem has eased. Instructors will be asked to monitor the student. Parents may be notified, if possible.
- 3) The student will be kept in an observation area until a parent or approved guardian can transport the student.

Instructor Responsibility:

1. Learn to recognize any unusual behavior patterns.
2. Contact the office for any related help if a student exhibits unusual behavior.
3. Try to secure possible helpful information from other students.
4. In the case of a drug related problem, carefully observe the actions of all students. Try to secure any useful information.
5. Do not send sick students to the office alone. Have a responsible student accompany the sick student.

NOTE: Due to the confusion that many times results from accidents or illness, instructors are reminded to contact the office by intercom, telephone, or runner in the event that a sick student does not return to the classroom and no notification from the office is given.

There will be no transporting of ill or injured students or employees to doctor offices, hospitals, etc. If it is determined that medical treatment is required beyond our facilities, then the proper medical personnel will be summoned via 911.

Child Abuse Act 126

Who is mandated to report child abuse? The Child Protective Services Law, Act 126, specifies that all persons in a professional capacity who come in contact with children and who have reason to believe, based on professional or other training, that a child is an abused child, must report these cases.

Who should be notified in the school of suspected child abuse? The school professional shall immediately notify the Principal or the designated person in charge. Upon notification, the principal or designated agent shall assume the responsibility and have the legal obligation to report or cause a report to be made in accordance with Act 126 reporting procedure.

What are the child abuse reporting procedures? If an instructor suspects child abuse, it is their legal responsibility to contact the guidance counselor or principal immediately. The instructor is not required to prove an abuse situation; if abuse is suspected, the instructor must report it.

Can mandated reporters be held liable for reporting suspected child abuse? No, mandated reporters are granted immunity from civil and criminal liability if a report is made in good faith. The immunity remains in effect even if the suspicion of abuse was not correct.

Is the identity of a person reporting cases of suspected child abuse kept confidential? Yes, Act 126 mandates that the identity of all persons reporting cases of suspected child abuse is kept confidential.

Child Abuse & Neglect Indicators

Physical Indicators

Unexplained bruises and welts:

- on face, lips, mouth
- on torso, back, buttocks, thighs
- in various stages of healing
- clustered, forming regular patterns
- reflecting shape of article used to inflict (electric cord, belt buckle)
- on several different surface areas
- regularly appear after absence, weekend or vacation

Unexplained burns:

- cigar, cigarette burns, especially on soles, palms, back or buttocks
- immersion burns
- patterned like electric burner, iron, etc.
- rope burns on arms, legs, neck or torso
- infected burns, indicating delay in seeking treatment

Unexplained fractures/dislocations:

- to skull, nose, facial structure
- in various stages of healing
- multiple or spiral fractures

Unexplained lacerations or abrasions:

- to mouth, lips, gums, eyes
- to external genitalia
- in various stages of healing
- bald patches on scalp

Behavioral indicators

- Feels deserving of punishment
- Wary of adult contacts
- Apprehensive when other children cry

- Behavioral extremes: aggressiveness or withdrawal
- Frightened of parents
- Vacant or frozen stare
- Lies very still when surveying surroundings
- Will not cry when approached by examiner
- Responds to questions in monosyllables
- Inappropriate or precocious maturity
- Manipulative behavior to get attention
- Capable of only superficial relationships
- Indiscriminately seeks affection
- Poor self-concept

Physical Neglect

Physical indicators

- Underweight, poor growth pattern, failure to thrive
- Consistent hunger, poor hygiene, inappropriate dress
- Consistent lack of supervision, especially in dangerous activities or long periods
- Wasting of subcutaneous tissue
- Unattended physical problems or medical needs
- Abandonment
- Abdominal distension
- Bald patches on the scalp

Behavioral indicators

- Begging, stealing food
- Extended stays at school (early arrival and late departure)
- Rare attendance at school
- Constant fatigue, listlessness or falling asleep in class
- Inappropriate seeking of affection
- Assuming adult responsibilities and concerns
- Alcohol or drug abuse □ Delinquency (i.e., thefts)
- States there is no caretaker

Sexual Abuse

Physical indicators

- Difficulty in walking or sitting
- Torn, stained or bloody underclothing
- Pain, swelling or itching in genital area
- Pain on urination
- Bruises, bleeding or laceration in external genitalia, vaginal or anal areas

- Vaginal/penile discharge
- Venereal disease, especially in pre-teens
- Poor sphincter tone
- Pregnancy

Behavioral indicators

- Unwilling to change for gym or participate in physical education class
- Withdrawal, fantasy or infantile behavior
- Bizarre, sophisticated or unusual sexual behavior or knowledge
- Poor peer relationships
- Delinquent or runaway
- Reports sexual assault by caretaker
- Change in performance in school

Emotional Maltreatment

Physical indicators

- Speech disorders
- Lags in physical development
- Failure-to-thrive
- Hyperactive/disruptive behavior

Behavioral indicators

- Habit disorders (sucking, biting, rocking, etc.)
- Conduct/learning disorders (antisocial, destructive, etc.)
- Neurotic traits (sleep disorders, inhibition of play, unusual fearfulness)
- Psychoneurotic reactions (hysteria, obsession, compulsion, phobias, hypochondria)
- Behavior extremes: compliance, passive, aggressive, demanding
- Overly adaptive behavior: inappropriate adult, inappropriate infant
- Developmental lags (mental, emotional)
- Attempted suicide

Confidentiality of Student Abuse Reports

The school employee may not reveal the existence or content of a report of student abuse to anyone who does not have a legitimate interest and responsibility to investigate the allegations; persons who may share the school employee information will include, but are not limited to, school officials, county agency staff, and law enforcement officials.

Required Reporting

A school employee who has reasonable cause to suspect, on the basis of professional or other training and experience, that a student coming before the school employee in the employee's official or professional capacity is a victim of serious bodily injury or sexual exploitation by another individual, the school employee shall immediately notify the administrator of the alleged abuse or injury.

An administrator, and in certain cases a school employee (when the administrator is alleged to be responsible for inflicting the student abuse), shall refer immediately a report of abuse or injury alleged to have been committed by a school employee against a student on or after July 1, 1995, to law enforcement officials and the district attorney.

These requirements apply to suspected abuse or injury of a student whenever a school employee is functioning in his or her role as a school employee regardless of when or where the abuse or injury occurred.

When a school employee reports to an administrator that he/she suspects a student is the victim of student abuse, the administrator may not make an independent evaluation or investigation to decide whether or not to make a report to law enforcement officials and the district attorney; the administrator shall report immediately to a law enforcement official and the district attorney.

Penalties for Failure to Report

A school employee who willfully violates the mandate to report student abuse commits a summary offense; a school employee who, after being sentenced for failure to report, violates the mandate again, commits a misdemeanor of the third degree. An administrator who willfully fails to make a report as mandated by law commits a misdemeanor of the third degree.

FACILITIES

Keys

Due to the type and amount of equipment, the nature of the facility, and number of groups to be accommodated, it is imperative that building security be maintained. Lock your office area and classroom when leaving the building. Classrooms should be locked between AM and PM sessions.

Maintenance & Custodial Support

All problems relative to air conditioning, heating, plumbing, electrical systems, doors, windows, and non-operational equipment are to be reported to the Facilities Manager; a work request should then be completed to document the problem so that corrective action can be taken.

Property Inventory

For insurance purposes, the school is required to keep an inventory of all school property. In order to assist the Business Office and keep the inventory list current, all capital equipment items must be listed on the receiving copy (pink) of your Purchase Order. Serial number, make, and model numbers are required for each equipment item received.

Smoke-free Environment

The Erie County Technical School Operating Committee recognizes that smoking presents a health and safety hazard which can have serious consequences for the smoker as well as non-smokers. The Operating Committee has an educational interest in promoting good health and safety to its students, in the school environment, and thus cannot condone smoking or tobacco use within the school environment by any persons, including students, faculty and the general public. In addition, smoking presents a fire and safety hazard to its buildings, which is also a concern.

Definitions

1. "Smoking" means the carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking device.
2. "Tobacco Use" includes smoking and the use of smokeless tobacco in any form.
3. "School" means any educational facility operated and maintained by the Erie County Technical School Operating Committee within the grounds of the Kenneth D. Frantz Education Complex, including the Technical School, the Skill Center and all other buildings.

Policy

In order to protect students, employees and the general public from an environment that may be harmful to them and because the Operating Committee cannot, even by indirection, condone the use of tobacco because of its possible harm to personal well-being, the Operating Committee expressly prohibits smoking and tobacco use within the confines of any building encompassed by the Kenneth D. Frantz Complex, at any time.

Enforcement

The Director shall develop procedures to implement this policy, which includes informing students, employees, and the general public of the smoke-free environment policy at the school.

Penalties

1. First Offense – Oral reprimand by the immediate supervisor documented with copies to the Director and Solicitor.

2. Second Offense – Written reprimand by the immediate supervisor documented with copies to the Director and Solicitor.
3. Third Offense – Five (5) days suspension without pay documented with copies to the Director and Solicitor.
4. Fourth Offense – Immediate and indefinite suspension without pay pending recommendation for termination of employment.

BUSINESS & FINANCIAL OPERATIONS

Budget Planning

Instructors and staff shall be required to participate in the development of budgetary provisions for their respective departments in accordance with requests of the school administration. In preparing the budget, the responsible administrator shall set general priorities for expenditures and the budget shall contain the proposed revenue and expenditure in each financial category for the ensuing year. The budget accounts shall be consistent with the Manual of Accounting and Financial Reporting for PA Public Schools.

Procurement Cards

The Operating Committee approves the use of a procurement card process for permissible purchases and vendor payments by designated employees and is designed to reduce the cost and bureaucracy of purchasing and vendor payment activities.

Under no circumstances may a cardholder permit his card to be used by another individual. Each employee using a technical school procurement card shall sign a card usage agreement.

Procurement cards shall be used only for authorized technical school purchases and shall not be used for personal purchases. The technical school retains the authority to revoke any procurement card used for unauthorized or personal purposes.

Purchases on his/her assigned procurement card by an individual employee shall not exceed the budget account available balance, or the billing or cycle limit, as assigned by the Business Manager.

Procurement cards shall not be used to circumvent the required bidding process. Purchases over \$4,000.00 require quotes and/or bids in accordance with established Operating Committee policy and procedures.

The cardholder shall first determine that a budget account balance is available for each purchase before making a purchase. The ProSoft Budgetary Accounting and Requisition System are used to inquire into account balances. It is the cardholder's responsibility to immediately allocate to the proper budget account code in the VISA Information System according to the current work instruction.

Purchase Requisitions

For all purchases for contracts, supplies, repairs, and equipment not made with the

procurement card system shall be made through the ProSoft Requisition System creating a Purchase Order. The requisition shall be reviewed by the Business Manager and an approved Purchase Order printed before the order can be placed with the vendor. No employee may obligate the Operating Committee for a purchase without having gone through the approved routine. The school shall not be deemed responsible for any purchase made otherwise.

Production and Service Work Performed by Students or School Personnel

The Operating Committee believes that proper utilization of Production or live work provides the student with a realistic and practical educational learning experience. A production work project shall be defined as work which produces a product of useful and/or monetary value. Service work shall be defined as work which provides a personal service to people.

Live or production work or service requests shall be accepted from Erie County Technical School, participating school districts, governmental agencies, community agencies, non-profit charitable institutions, students and affiliated school personnel. The instructor shall determine eligibility prior to acceptance and scheduling of the work request.

A release form must be signed by the customer, and presented to the instructor prior to the start of the work or service project. The instructor shall request that the customer obtain the parts and materials to be used on their work project. The instructor shall not permit the release of property worked on until the customer makes full payment to the instructor of all amounts due per the invoice.

The instructor shall maintain an up-to-date record of production work and services performed on the approved Production and Service Work log. The instructor is to keep accurate records of the amount, cost, and descriptions of school materials and supplies used on a work project and invoice the customer on the approved form. School materials or supplies used for training related projects shall be listed and cost out. An invoice prepared by the instructor shall be issued to cover costs of school materials used.

The sales of products produced or services rendered by students or school personnel with school equipment, supplies or materials during or after school hours for personal gain are prohibited.

Fixed Assets – Acquisition and Control

Depreciable capital asset (equipment) acquisition requires prior administration and budget approval before ordering or purchasing. Capital asset requests will be submitted to administration annually when requested for the development of the following years' operating budget. A capital asset purchase plan will be approved as part of the ECTS and RCTC annual budgets approved by the Operating Committee.

Purchase orders must be approved and printed prior to ordering capital assets.

Capital Assets are the responsibility of the user (instructor).

ECTS Capital Asset Inventory Control Form (ISO form) must be completed by the responsible user/recipient of the capital asset. The inventory control form, once completed, will be delivered to the Business Office secretary. The Business Office secretary will assign the tag number and update the ProSoft fixed asset system with the information on the inventory control form and physically attach the tag to the asset.

Annually an asset listing will be printed for each building location (classroom/lab) and distributed to the appropriate employee to review and to verify its accuracy, noting any inconsistencies, and signing to validate that the information has been reviewed. The reviewed/signed inventory list will be returned to the Business Manager.

Donated Materials and Equipment

Businesses, manufacturing companies and individuals will on occasion offer to donate various items of equipment, supplies, scrap metals, vehicles, etc. to the school for use in its educational programs. Many offers of donations should not be accepted because the items are obsolete or in need of costly repairs. All donation offers shall be reviewed by the Principal or designee prior to acceptance. The Operating Committee shall make the final determination of acceptance of all donations prior to use by the school, upon recommendation by the Principal.

References:

Board Policy 602-Budget Planning
Board Policy 603-Budget Preparation
Manual of Accounting and Financial Reporting for PA Public Schools

Board Policy 625-Procurement Cards
ISO Work Instruction 2500.4.6-Procurement Cards
ISO Form 2500.06.02 – User Agreement

Board Policy 610-Purchases Subject To Bid
Board Policy 611-Purchases Budgeted
ISO Work Instruction 2500.4.1 – Purchase Order

Board Policy 118-Production and Service Work
ISO Form 3400.01.01- Work Log
ISO Form 3400.01.02-Customer Release
ISO Form 340.01.03- Customer Invoice

ECTS Capitalization Policy
ISO Form 2500.07.02-Equipment inventory Control

STUDENT CONDUCT

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 dismissals 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 AM 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. Students seeking permission for early dismissal should report to the High School office to offer written parent/guardian permission to the High School Secretary, acting as the Principal's designee.
2. The request must state if the student is driving or will be picked up by another family member.
3. If a student will be transporting another student, the student driving must have parental permission in writing to transport another student.
4. The student riding with another student must also present an excuse stating that he/she is permitted to ride with another student.

Student Tardiness

1. Any student who reports to class after 8:15 AM or 12:15 PM, or who returns late from any activity outside of the lab is to be sent to the office for an admit.
2. Student signs in at the office and issued a tardy slip.
3. Student shows tardy slip to instructor.
4. Accumulation of 3 or more tardies in a grade period will result in disciplinary action.

NOTE: ALL INSTRUCTORS ARE TO EMPHASIZE THAT PARENTS/GUARDIANS MUST CALL IN TO ADVISE THE SCHOOL OF THEIR CHILD'S ABSENCE. ALL CALLS SHOULD BE RECEIVED PRIOR TO 8:15 am – 464-8681.

Grading

Assessing student performance provides the basis for assigning student grades. The grading system used by the instructor should be easy to administer and must be compatible with the school's grade requirements. The method an instructor chooses in grading students must be fair and well defined and should evaluate students overall performance. Lab grades will be obtained thru participation, homework, quizzes, tests, and projects. Often a student or parent will want to know how a grade was earned, and the instructor or administrator will have to explain the procedure. Providing students with a copy of the grading system as part of the course syllabi will help students to identify their responsibilities and prevent disputes over grades later.

The grades issued must reflect what students have accomplished. They should provide feedback to students so they know how they are doing and assist them in determining what they need to improve. Grades should also assist the instructor in identifying the effectiveness of the instruction provided and determine any teaching strategies that need to be changed. Grades

should identify the development of attitudes, knowledge and skills required on the job in a consistent and effective manner. **Grades will be issued as a numerical percentage, not a letter grade.**

Reasonable Force

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

1. To quell a disturbance; or
2. To obtain possession of weapons or other dangerous objects; or
3. For the purpose of self-defense; or
4. For the protection of persons or property the use of reasonable force in the above circumstances is not to be construed as corporal punishment.

Corporal Punishment

Corporal punishment is forbidden!

Discipline

All students are expected to develop good work habits and attitudes, enter into class activities, and conduct themselves appropriately.

The following list includes acts and behavior which are UNACCEPTABLE and may result in disciplinary action. This list is NOT all inclusive.

1. Class disruption; insubordination; horseplay; harassment of students, faculty or staff; disrespect; obscenity or profanity.
2. Absence or tardiness without satisfactory explanation.
3. Loafing during assigned class hours or loitering outside of the assigned work area or areas without direct supervision.
4. Failure to follow specific instructions by faculty or staff.
5. Unauthorized use of materials or equipment.
6. Poor housekeeping or unsafe practices or procedures; i.e., safety violations.

The following list, which is not all inclusive, includes acts and behavior which are PROHIBITED and will result in disciplinary action including detention, in-school suspension, out-of-school suspension, restitution, expulsion, and possible legal action.

1. Falsifying records or excuses for absences.
2. Defacing, damaging or misusing school property.
3. Removing school property from the premises or stealing school property/supplies or property belonging to other students.
4. Fighting or other acts of physical violence including horseplay which can result in bodily harm to another individual.

5. Truancy, persistent absenteeism or tardiness.
6. Use or possession of tobacco, alcoholic beverages or narcotics on school property or transportation at school-sponsored events or activities.
7. Leaving the building during the session without notifying the instructor and the attendance office.
8. Violation of driving/riding regulations.
9. Weapons violations.

Disciplinary Action

Disciplinary action begins in the classroom/training area. Faculty is responsible for the discipline in their labs; however, should a student be referred to the office for discipline, then the Principal is responsible for actions taken.

Routine problems in the lab should be handled by the instructor; however, serious problems must be referred to the Principal. Any infractions that involve a violation of public law, such as the use of tobacco, stealing, truancy, vandalism, fighting, alcohol/drugs, etc. should be handled by the Principal. Except in situations described previously, it is expected that the instructor will handle his/her own discipline problems. It is strongly suggested that instructors confer with the Principal when chronic discipline problems occur. A parent conference is usually a very successful strategy in dealing with the chronically disruptive student. Removal of privileges (in a variety of formats) is also a viable option to deal with the chronic student. Most infractions will be assigned units of detention time. Major infractions and repeated offenses will result in in-school suspension or out-of-school suspension in extreme cases. In all suspensions, parents will be notified.

When students are assigned out-of-school suspensions from their home school, they will not be permitted to attend Vo-Tech classes. It is the philosophy of the Erie County Vo-Tech School that it is a privilege to come here, and good conduct is necessary at both schools in order for students to remain in good standing here at Vo-Tech.

Detention

After-school detention may be served either at the home school or the Vo-Tech 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. All detentions are issued by the Principal.

Suspension

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 instructor. 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 is **MANDATORY** prior to readmission to regular classes if the out-of-school suspension assigned was 5 days or more.

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.

HUMAN RESOURCES

Faculty Absence

If it is necessary for an instructor to be absent from school, contact Kelly Services no later than 6:30 AM. If at all possible, contact Kelly Services the night before, no later than 10:00 PM. Calls should be placed to 464-8699 and leave a voice mail message.

In the event of a scheduled absence such as workshops, personal days, field trips, etc., notify the High School Principal as early as possible.

As a matter of procedure, when an employee is absent from work due to illness for 3 or more consecutive days, a doctor's excuse is required when returning. This excuse should be attached to the absentee form presently required.

This procedure does not exclude the administrative right to require a doctor's excuse at any time under Section 1154(A) of the PA School Code.