

**ERIE COUNTY TECHNICAL SCHOOL
BOARD POLICY INDEX**

**Review Schedule
2011-2012**

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Policy Number	Preliminary Revision	Policy Title	Date	#	Review Month	Staff	Notes/Comments
OPERATING COMMITTEE PROCEDURES							
001		Name And Classification	June 28, 2007	1	Oct 2011	Aldo	OK
002		Authority And Powers	December 19, 1996	2	Oct 2011	Aldo	OK
003		Functions	December 19, 1996	3	Oct 2011	Aldo	OK
004		Membership	June 28, 2007	4	Oct 2011	Aldo	OK
005	AJ--7/5/12	Organization	December 19, 1996	5	Oct 2011	Aldo	OK; references Skill Center
006	AJ--7/5/12	Meetings	December 19, 1996	6	Oct 2011	Jeff	OK; references Skill Center
007		Distribution	June 28, 2007	7	Oct 2011	Paul	OK
008		Organization Chart	February 11, 2011	8	Oct 2011	Natalie	Needs new chart submitted to PSBA
009		Policy Formulation	November 19, 2002	9	Oct 2011	Paul	OK
PROGRAMS							
101	AJ--7/16/12	Philosophy Of Education/Mission Statement	December 19, 1996	10	Oct 2011	Paul	OK; review with ISO mission statement
102		Educational Goals	December 19, 1996	11	Oct 2011	Paul	OK
103		Non-Discrimination in School and Classroom Practices	July 26, 2007	12	Oct 2011	Natalie	OK
104		Equal Rights And Opportunities For Employment/Contract Practice	December 19, 1996	13	Oct 2011	Natalie	OK
105		Curriculum Development	December 19, 1996	14	Oct 2011	Jan	OK
105.1		Curriculum Review by Parents and Students	December 19, 1996	15	Oct 2011	Jan	OK
105.2		Exemption from Instruction	December 19, 1996	16	Oct 2011	Jan	OK
106		Course Guides	December 19, 1996	17	Oct 2011	Jan	OK; some vernacular has changed
107		Adoption Of Courses Of Study	December 19, 1996	18	Oct 2011	Jan	OK; some vernacular has changed
108		Adoption Of Textbooks	December 19, 1996	19	Oct 2011	Jan	OK
109		Resource Materials	December 19, 1996	20	Oct 2011	Jan	OK
110		Instructional Supplies	December 19, 1996	21	Oct 2011	Pat	OK
111		Lesson Plans	December 19, 1996	22	Oct 2011	Pat	OK
112		Guidance Counseling	July 26, 2007	23	Oct 2011	Pat	OK
113		Special Education	July 26, 2007	24	Oct 2011	Pat	OK
114		Safety Education	December 19, 1996	25	Oct 2011	Steve	OK
115		Co-op Program	December 19, 1996	26	Oct 2011	Pat	OK
118		Production And Service Work Performed By Students Or School P	March 26, 2009	27	Oct 2011	Paul	OK
121		Field Trips	December 19, 1996	28	Oct 2011	Natalie	OK
122		Extra-Curricular Activities	July 26, 2007	29	Oct 2011	Joe	OK
124		Summer School	December 19, 1996	30	Oct 2011	Joe	OK
125	AJ--7/5/12	Adult Education	December 19, 1996	31	Oct 2011	Natalie	OK; references Skill Center
126		Quotas	December 19, 1996	32	Oct 2011	Joe	OK
127		Assessment Of Educational Program	December 19, 1996	33	Oct 2011	Joe	OK
130		Homework	December 19, 1996	34	Oct 2011	Joe	OK
146		Student Services	July 26, 2007	35	Oct 2011	Joe	OK

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PUPILS							
201		Admission Of Students	January 28, 2010	36	November	Aldo	OK
202		Eligibility Of Nonresident Students	December 19, 1996	37	November	Jan	OK
203		Communicable Diseases/HIV Infection	December 19, 1996	38	November	Steve	OK
204		Attendance	July 26, 2007	39	November	Pat	OK
207		Confidential Communications of Students	July 26, 2007	40	November	Jan	OK
208		Withdrawal From School	December 19, 1996	41	November	Pat	OK
209		Health Examinations	July 26, 2007	42	November	Natalie	OK
210		Use Of Medications	December 19, 1996	43	November	Aldo	INJECTORS
211		Student Accident Insurance	December 19, 1996	44	November	Paul	OK
212		Reporting Pupil Progress	December 19, 1996	45	November	Jeff	OK
213		Assessment Of Student Progress	June 24, 2010	46	November	Jan	OK
215		Promotion And Retention	December 19, 1996	47	November	Joe	OK
216		Student Records	July 26, 2007	48	November	Pat	OK
216.1		Supplemental Discipline Records	December 19, 1996	49	November	Joe	OK
217	AJ--7/5/12	Graduation Requirements	December 19, 1996	50	November	Jan	OK; remove references to Skill Center
218		Student Discipline	July 26, 2007	51	November	Joe	OK
218.1		Weapons	February 23, 2006	52	November	Joe	OK
219		Student Complaint Process	December 19, 1996	53	November	Natalie	OK
220		Student Expression/Distribution and Posting of Materials	July 26, 2007	54	November	Paul	OK
221		Dress And Grooming	July 26, 2007	55	November	Pat	OK
222		Smoke-Free Environment	December 19, 1996	56	November	Steve	OK
223		Use Of Motor Vehicles	December 19, 1996	57	November	Paul	OK
224		Care Of School Property	December 19, 1996	58	November	Steve	OK
225		Students And The Police	December 19, 1996	59	November	Joe	OK
226		Searches	July 26, 2007	60	November	Joe	OK
227		Drugs And Alcohol	December 19, 1996	61	November	Joe	Needs more consideration--SAP
228		Student Government	June 28, 2007	62	November	Jan	OK
229		Student Fund Raising	December 19, 1996	63	November	Paul	OK
230		Public Performances By Students	December 19, 1996	64	November	Aldo	OK
231		Social Events And Class Trips	December 19, 1996	65	November	Aldo	OK
232		Participation In School Affairs	December 19, 1996	66	November	Aldo	OK
233		Suspension And Expulsion	July 26, 2007	67	November	Aldo	OK
234		Pregnant/Married Students	July 26, 2007	68	November	Jan	OK
235		Student Rights/Surveys	July 26, 2007	69	November	Natalie	OK
236		Student Assistance Program	July 26, 2007	70	November	Pat	Needs more consideration--SAP
237		Electronic Devices	August 24, 2006	71	November	Jeff	Needs more consideration
246		Student Wellness	June 22, 2006	72	November	Steve	OK
248		Sexual Harassment	December 19, 1996	73	November	Natalie	OK

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248.1		Ethnic Intimidation	December 19, 1996	74	November	Natalie	OK
249		Bullying/ Cyberbullying	December 16, 2008	75	November	Jeff	OK
ADMINISTRATIVE EMPLOYEES							
301		Creating A Position	December 19, 1996	76	December	Pat	OK
302		Employment Of Director	December 19, 1996	77	December	Paul	review regarding contract document
303		Employment Of Administrators	December 19, 1996	78	December	Joe	OK
308		Employment Contract	December 19, 1996	79	December	Joe	OK
309		Assignment And Transfer	December 19, 1996	80	December	Aldo	Need to include/consider Act 24
310		Abolishing A Position	December 19, 1996	81	December	Aldo	OK
311		Suspensions And Furloughs	December 19, 1996	82	December	Natalie	OK
312		Evaluation Of Director	December 19, 1996	83	December	Paul	OK
313		Evaluation Of Administrative Employees	December 19, 1996	84	December	Jan	Use of word observation
314		Physical Examination	December 19, 1996	85	December	Pat	OK
314.1		Infection Control/ Universal Precautions	February 25, 2010	86	December	Steve	Needs review regarding updates
315		Disqualification By Reason Of Health	December 19, 1996	87	December	Steve	OK
316		Nontenured Employees	December 19, 1996	88	December	Natalie	add Act 24 and 114
317		Disciplinary Procedures	December 19, 1996	89	December	Joe	OK
319		Outside Activities	December 19, 1996	90	December	Jeff	OK
320		Freedom Of Speech In Nonschool Settings	December 19, 1996	91	December	Jeff	OK
321		Political Activities	December 19, 1996	92	December	Steve	OK
322		Gifts	December 19, 1996	93	December	Jan	OK
323		Smoke-Free Environment	December 19, 1996	94	December	Aldo	OK
324		Personnel Files	December 19, 1996	95	December	Natalie	Review notification requirements
325		Dress And Grooming	December 19, 1996	96	December	Jan	OK
326		Complaint Policy	December 19, 1996	97	December	Jan	OK
327		Management Team	December 19, 1996	98	December	Pat	OK
328		Wage And Salary	December 19, 1996	99	December	Natalie	Review Act 93
331		Job Related Expenses	December 19, 1996	100	December	Jeff	Use of School Car first, needs included.
333		Professional Growth Guidelines	December 19, 1996	101	December	Jan	OK
334		Sick Leave	December 19, 1996	102	December	Joe	OK
335		Family and Medical Leaves	December 19, 1996	103	December	Paul	review actual forms-recommendations
336		Personal Leave	December 19, 1996	104	December	Pat	OK
337		Vacation	December 19, 1996	105	December	Jeff	vs Non-Duty? All "Full-Time" eligible?
338		Sabbatical Leave	December 19, 1996	106	December	Aldo	OK
338.1		Compensated Professional Leave	December 19, 1996	107	December	Joe	OK
339		Uncompensated Leave	December 19, 1996	108	December	Paul	review- PSERS credit language
342		Jury Duty	December 19, 1996	109	December	Natalie	OK
343		Holidays	December 19, 1996	110	December	Steve	Delete not needed

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348		Sexual Harassment	December 19, 1996	111	December	Paul	review for legal updates
351		Drug and Substance Abuse	December 19, 1996	112	December	Aldo	Review for federal law alignment
PROFESSIONAL EMPLOYEES							
401		Creating A Position	December 19, 1996	113	January	Pat	OK
404		Employment Of Professional Employees	December 19, 1996	114	January	Aldo	OK
405		Employment Of Substitute Professional Employees	December 19, 1996	115	January	Joe	OK
406		Employment Of Summer School Staff	December 19, 1996	116	January	Joe	OK
407		Student Teachers	December 19, 1996	117	January	Aldo	OK
408		Employment Contract	December 19, 1996	118	January	Joe	OK
409		Assignment And Transfer	December 19, 1996	119	January	Aldo	Review--changes in criminal history
410		Abolishing A Position	December 19, 1996	120	January	Aldo	OK
411		Suspensions And Furloughs	December 19, 1996	121	January	Natalie	OK
412		Evaluation Of Professional Employees	December 19, 1996	122	January	Paul	OK
413		Evaluation Of Temporary Professional Employees	December 19, 1996	123	January	Jan	OK
414		Physical Examination	December 19, 1996	124	January	Pat	OK
414.1		Infection Control/ Universal Precautions	February 25, 2010	125	January	Steve	OK
415		Disqualification By Reason Of Health	December 19, 1996	126	January	Steve	OK
416		Nontenured Staff Members	December 19, 1996	127	January	Natalie	OK
417		Disciplinary Procedures	December 19, 1996	128	January	Joe	OK
418		Penalties For Tardiness	December 19, 1996	129	January	Paul	OK
419		Outside Activities	December 19, 1996	130	January	Jeff	OK
420		Freedom Of Speech In Non-Instructional Settings	December 19, 1996	131	January	Jeff	OK
421		Political Activities	December 19, 1996	132	January	Steve	OK
422		Gifts	December 19, 1996	133	January	Steve	OK
423		Smoke-Free Environment	December 19, 1996	134	January	Aldo	OK
424		Personnel Files	December 19, 1996	135	January	Natalie	Review notification responsibilities
425		Dress And Grooming	December 19, 1996	136	January	Jan	OK
426		Complaint Policy	December 19, 1996	137	January	Jan	AVTS Principal should be replaced
428		Salary Determination	December 19, 1996	138	January	Natalie	OK
429		Substitute Compensation	December 19, 1996	139	January	Joe	OK
431		Job Related Expenses	December 19, 1996	140	January	Jeff	OK - Expense Vouchers?
432		Working Periods	December 19, 1996	141	January	Natalie	OK
433		Professional Growth Guidelines	December 19, 1996	142	January	Jan	OK
434		Sick Leave	December 19, 1996	143	January	Joe	OK; pg 3, eliminate comma after Principal
435		Family and Medical Leaves	December 19, 1996	144	January	Paul	Needs review, update
436		Personal Leave	December 19, 1996	145	January	Pat	OK
438		Sabbatical Leave	December 19, 1996	146	January	Aldo	OK
438.1		Compensated Professional Leave	December 19, 1996	147	January	Jeff	OK

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439		Uncompensated Leave	December 19, 1996	148	January	Paul	review- PSERS credit language
440		Responsibility Of Staff For Student Welfare	December 19, 1996	149	January	Paul	OK
442		Jury Duty	December 19, 1996	150	January	Natalie	OK
448		Sexual Harassment	December 19, 1996	151	January	Paul	Review for legal updates
451		Drug and Substance Abuse	December 19, 1996	152	January	Pat	OK
CLASSIFIED EMPLOYEES							
501		Creating A Position	December 19, 1996	153	February	Pat	OK
504		Employment Of Classified Employees	December 19, 1996	154	February	Aldo	Review--25 v. 30 hrs? Job Description?
505		Employment Of Substitute And Short-Term Employees	December 19, 1996	155	February	Joe	OK
508		Employment Contract	December 19, 1996	156	February	Joe	Did the probationary period chg w/contract?
509		Assignment And Transfer	December 19, 1996	157	February	Aldo	Secondary review--practice v. policy
511		Suspensions Or Layoffs	December 19, 1996	158	February	Natalie	OK
512		Evaluation Of Classified Employees	December 19, 1996	159	February	Paul	add quarterly reviews
514		Physical Examination	December 19, 1996	160	February	Pat	OK
514.1		Infection Control/ Universal Precautions	February 25, 2010	161	February	Steve	OK
515		Disqualification By Reason Of Health	December 19, 1996	162	February	Steve	OK
517		Disciplinary Procedures	December 19, 1996	163	February	Joe	OK
518		Penalties For Tardiness	December 19, 1996	164	February	Paul	OK
519		Outside Activities	December 19, 1996	165	February	Jeff	OK
523	AJ--7/5/12	Smoke-Free Environment	December 19, 1996	166	February	Aldo	Skill Center
524		Personnel Files	December 19, 1996	167	February	Natalie	Review notifications responsibilities
525		Dress And Grooming	December 19, 1996	168	February	Jan	OK
526		Complaint Policy	December 19, 1996	169	February	Jan	OK
528		Wage And Salary Determination	December 19, 1996	170	February	Natalie	OK
529		Substitute Compensation	December 19, 1996	171	February	Joe	OK
530		Overtime	December 19, 1996	172	February	Steve	Needs review, update
531		Job Related Expenses	December 19, 1996	173	February	Jeff	OK
532		Working Periods	December 19, 1996	174	February	Natalie	OK
534		Sick Leave	December 19, 1996	175	February	Joe	Is it 3 days or 5 days for a Doctors note?
535		Family and Medical Leaves	December 19, 1996	176	February	Paul	Needs review, update
536		Personal Necessity Leave	December 19, 1996	177	February	Pat	OK
537		Vacation	December 19, 1996	178	February	Jan	The last line- Responsibility of HQRM?
539		Uncompensated Leave	December 19, 1996	179	February	Paul	review- PSERS credit language
541		Benefits For Regularly Employed Part-time Personnel	December 19, 1996	180	February	Aldo	Review--25 v. 30 hrs? PSERS--500 hrs?
542		Jury Duty	December 19, 1996	181	February	Natalie	OK
543		Paid Holidays	December 19, 1996	182	February	Jeff	OK
548		Sexual Harassment	December 19, 1996	183	February	Paul	review for legal updates
551		Drug and Substance Abuse	December 19, 1996	184	February	Pat	OK

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FINANCES							
601		Objectives	December 19, 1996	185	March	Aldo	OK
602		Budget Planning	December 19, 1996	186	March	Aldo	OK
603		Budget Preparation	December 19, 1996	187	March	Aldo	OK
604		Budget Hearing/Adoption	December 19, 1996	188	March	Aldo	Review--Policy and practice differ
607		Tuition Income	December 19, 1996	189	March	Natalie	OK
608		Bank Accounts	December 19, 1996	190	March	Paul	OK
609		Investments	December 19, 1996	191	March	Paul	OK
610		Purchases Subject To Bid	November 21, 2006	192	March	Paul	Review bid minimums change 1/2013
611		Purchases Budgeted	December 19, 1996	193	March	Aldo	Review--new bid minimums
612		Purchases Not Budgeted	December 19, 1996	194	March	Paul	OK
613		Cooperative Purchasing	December 19, 1996	195	March	Paul	OK
614		Payroll Authorization	December 19, 1996	196	March	Natalie	OK
615		Payroll Deductions	December 19, 1996	197	March	Natalie	OK
616		Payment Of Claims	December 19, 1996	198	March	Natalie	OK
617		Petty Cash	December 19, 1996	199	March	Paul	Delete-not used
618		Special Purpose Funds	December 19, 1996	200	March	Aldo	OK
619		School Audit – Public	December 19, 1996	201	March	Natalie	OK
625		Procurement Cards	February 24, 2005	202	March	Natalie	Review bid minimums change 1/2013
PROPERTY							
701		Facilities Planning	December 19, 1996	203	March	Steve	Needs update ADA
701.1		Land Utilization	December 19, 1996	204	March	Steve	OK
702		Gifts, Grants, Donations	December 19, 1996	205	March	Jan	OK
703		Sanitary Management	December 19, 1996	206	March	Jeff	OK
704		Maintenance	December 19, 1996	207	March	Steve	OK
705		Safety	December 19, 1996	208	March	Joe	OK
705.1		Safety Advisory Committee	December 19, 1996	209	March	Joe	OK
706		Property Records	April 24, 2008	210	March	Jan	OK
706.1		Disposition Of Surplus Property And Supplies	February 24, 2011	211	March	Pat	OK
707		Use Of School Facilities	February 24, 2011	212	March	Pat	OK
708		Lending School Owned Equipment And Books	December 19, 1996	213	March	Jan	OK- Do we need "And Books" in title??
709		Building Security	December 19, 1996	214	March	Joe	OK
710		Use Of Facilities By Staff	December 19, 1996	215	March	Pat	OK
715		Use of FAX Machines	December 19, 1996	216	March	Jeff	OK- does not include newer xmission types
716		Integrated Pest Management	November 19, 2002	217	March	Steve	OK
717		Usage of Cell Phones and hand-held Communication Devices	February 28, 2008	218	March	Jeff	Personal Use prohibite. update to PA std.
OPERATIONS							

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801		Public Records	December 16, 2008	219	April	Paul	OK
803		School Calendar	December 19, 1996	220	April	Joe	OK
804		School Day	May 22, 2008	221	April	Joe	OK
805		Emergency Evacuation	December 19, 1996	222	April	Steve	Needs updated
806		Child/Student Abuse	December 19, 1996	223	April	Jan	Would like to review with Natalie for update
807		Opening Exercises	December 19, 1996	224	April	Pat	Do not follow
808		Food Services	December 19, 1996	225	April	Pat	Needs to reflect current practice
810		Transportation	December 19, 1996	226	April	Aldo	Update to include Idling restrictions
811		Bonding	December 19, 1996	227	April	Paul	OK
812		Property Insurance	December 19, 1996	228	April	Paul	OK
813		Other Insurance	December 19, 1996	229	April	Paul	Update for monthly insurance paments
814		Copyright Material	December 19, 1996	230	April	Natalie	Needs to reflect current practice
815		Acceptable Use Of Internet	May 26, 2005	231	April	Jeff	OK
815.1		Third Party Remote Access	February 25, 2010	232	April	Jeff	OK
818		Contracted Services	December 19, 1996	233	April	Steve	Possible review for clearances
822		Automated External Defibrillator	May 23, 2002	234	April	Pat	Needs to reflect current practice
COMMUNITY							
901		Public Relations Objectives	December 19, 1996	235	April	Aldo	OK
902		Publications Program	December 19, 1996	236	April	Aldo	OK
903	Pending	Public Participation In Operating Committee Meetings	December 19, 1996	237	April	Natalie	OK
904		Public Attendance At School Events	December 19, 1996	238	April	Natalie	OK
904.1		Smoke-Free Environment	December 19, 1996	239	April	Aldo	OK
905		Advisory Committees	December 19, 1996	240	April	Joe	OK
906		Public Complaints	December 19, 1996	241	April	Natalie	May want some reference to CIR process
907		School Visitors	December 19, 1996	242	April	Steve	OK
908		Relations With Parents	December 19, 1996	243	April	Jeff	OK
910		Community Relations	December 19, 1996	244	April	Joe	OK
911		News Media Relations	December 19, 1996	245	April	Jan	OK
912		Relations With Educational Institutions	December 19, 1996	246	April	Jan	OK
913		Relations With Special Interest Groups	December 19, 1996	247	April	Jan	OK
914		Relations With Intermediate Unit	December 19, 1996	248	April	Pat	OK