

CHANGES MADE TO THE 2019 FACULTY HANDBOOK

Cover Page

ISO 9001:2000 Quality Registered

Changed To

ISO **9001** Quality Registered

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Occupational Advisory Committee

Paragraph 2

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.

Changed To

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 **Breakfast, luncheon 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 **breakfast**, 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.

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Classroom Supervision

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.

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Retention of Student Files

Instructors should maintain students' files for the duration of the students' enrollment in the program. Such paperwork directly related to the educational acquisition of the curriculum should be supported with the utilization of a student program portfolio and/or student file. Upon the student completion of the program, the students work should be purged.

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Health, Safety & Wellness

Asbestos, Bomb Threats, Fire Drill, Tornadoes – All Removed

Changed To

Emergency Situations

Please see Safe School Plan flip chart for protocol addressing Bomb Threats, Fire Drills, and other emergencies.

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Facilities

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.

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

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Facilities

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.

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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. *Upon the receipt of new equipment, please contact the Business Office for an asset tag.*

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Added:

Technology

School technology is intended to provide a flexible instructional and learning environment. It is replaced on a regular cycle with the goal of keeping pace with both technological and educational advancements.

Equipment, software, and technology training is fostered both with peer user groups, large group instruction, documentation, and multimedia based lessons.

Faculty and staff that are issued portable computers and/or tablets are permitted to take and use these devices off campus, as long as it does not disrupt classroom instruction. Alternate devices are not always available for substitutes.

The school provides student use computers in every classroom. In some cases, sharing between classrooms may be required when every student needs a device. When not in use, all devices should be plugged into a power source.

Successful instructional technology is dependent on faculty adoption of the advancements, as well as regular care and concern for their reliable operation. All technology equipment should be in fully operational condition every day or reported in the helpdesk with technology services.

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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.

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Business & Financial Operations

Purchase Requisitions

For all purchases for contracts, supplies, repairs, and equipment not made with the procurement card system shall be made through the Financial Edge 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.

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Business & Financial Operations

Purchase Requisitions

If a purchase order would be required for the acquisition of materials, supplies, or equipment, please contact the Business Office for assistance.