

Book	Policy Manual
Section	800 Operations
Title	800 Operations
Code	Cross Reference
Status	First Reading
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Erie County Technical School

KEY:

Numbers - existing JOC policy	CQ - Checklist and Questionnaire	Mins - JOC minutes
AOA - ECTS Resolution Amending Restated Articles of Agreement for Operation	Ft Hbk - Faculty Handbook	Web - school website
CMC - Classified Master Contract	St Hbk - Student Handbook	

800 OPERATIONS

POLICY	RESOURCES	NEW LANGUAGE	DELETIONS/NOTES
800 Records Management - New		- New policy: This policy is recommended by PSBA for the protection of the CTC from potential legal challenges and/or a loss of funding. This draft policy has been written in accordance with the School Code and other state laws and regulations. The draft policy has been written to address the establishment of a designated person at the school responsible for managing school records, and identify a committee to develop a Records Management Plan, which includes the retention schedule as part of the Plan. The draft policy also addresses language on the management of records in different formats (manual vs. electronic and email records).	- IMPORTANT NOTE: There is language preceded by brackets in the Records Coordinator section which should be used to ensure the correct administrator is named as the Records Coordinator. Please determine which option is in accordance with CTC <u>practice or wishes</u> . Please place an X in the appropriate brackets to indicate the desired option. PSBA <i>recommends</i> selecting the Director, but this is a local decision. - IMPORTANT NOTE: There is language preceded by brackets in the list under the Records Coordinator section. Please determine which option is in accordance with CTC <u>practice or wishes</u> . Please place an X in the appropriate brackets to indicate the desired option. PSBA <i>recommends</i> selecting "annually", but this is a local decision. - IMPORTANT NOTE: There is language preceded by brackets in the Records Management Committee section which should be used to ensure the correct administrators are included in the Records Management Committee. Please determine which option is in accordance with CTC <u>practice or wishes</u> . Please place an X in the appropriate brackets to indicate the desired option. PSBA <i>recommends</i> selecting the Business Manager and JOC member(s), but this is a local decision. - IMPORTANT NOTE: There is language preceded by brackets in the Records Management Committee section which should be used to ensure the correct timeframes are selected. Please place an X in the appropriate brackets to indicate the desired option. PSBA <i>recommends</i> selecting "periodically", but this is a local decision. - IMPORTANT NOTE: There is language preceded by brackets in the Email Records section which should be used to ensure the correct timeframes are selected. Please place an X in the appropriate brackets to indicate the desired option. PSBA <i>recommends</i> selecting "as required by the Records Management Plan", but this is a local decision.
801 Public Records	801		-Minor clerical changes have been made to the draft policy. The original draft policy has not been reviewed since 2008. It is strongly recommended that the JOC review policy 801 for accuracy as part of the Policy Manual Review process. An additional copy of policy has not been included in draft section, as it is unnecessary.
803 School Calendar	803, Mins, Web	-An informational statement regarding the minimum days of instruction has been added to the Authority section. -Language regarding collaboration with sending school districts has been added to the Delegation of Responsibility section in accordance with PDE recommendation.	-Original policy language stating the Professional Advisory Council shall have a calendar prepared by March has not been retained in the draft policy as it no longer appears to be JOC practice based upon JOC minutes. Please review and revise in accordance with school practice. -Original policy language regarding attendance at the school on days the sending school district is not in session has been retained in the Guidelines section, but is from 1996. Please review and revise in accordance with school practice.
804 School Day	804	-Language regarding collaboration with sending school districts to determine daily sessions has been added to the Authority section in accordance with PDE recommendation. -Language regarding the Director informing the JOC of closings has been added to the Delegation of Responsibility section as a recommendation.	-Original policy language regarding the alterations of the regular school session has been revised and expanded upon in the Delegation of Responsibility section to provide more concrete detail.
805 Emergency Preparedness and		- New policy: This policy is recommended	

Response - New		by PSBA for the protection of the CTC from potential legal challenges, auditing purposes, and/or a loss of funding. This policy represents issues that may be driven by law or regulation. This draft policy is meant to communicate the CTC's general operations surrounding emergency preparedness and response, including required emergency and security drills, school safety and security assessments, emergency planning, continuity of operations, and education and training. This draft policy has been written in accordance with the PA Public School Code, Act 44 of 2018, Act 18 of 2019, and recommendations of the Pennsylvania Emergency Management Agency (PEMA). Please Note: In accordance with these provisions, school employees are required to complete a minimum of three (3) hours of training every five (5) years on school safety and security, based on the needs of the school entity. Training must address any combination of one or more of the following areas: • Situational awareness. • Trauma-informed approaches. • Behavioral health awareness. • Suicide and bullying awareness. • Substance use awareness. • Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. • Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others. Note: this item and the requirements for threat assessment do not take effect until the 2021 school year, but has been included in the policy since it is one of several options for training to be held over the next five (5) years. New policy language also clarifies the requirements for fire drills, school security drills, bus evacuation drills and the emergency preparedness drill, in accordance with the provisions of law. Language was also added on the Safe2Say Something program and the requirements for development of procedures to assess and respond to reports received from the Safe2Say Something program. School entities who receive specific federal funding grants for readiness and emergency management may also have additional requirements for compliance with the National Incident Management System (NIMS). -IMPORTANT NOTE: PSBA's Safe2Say Something Procedures are attached to policy 805 for ease of use. Please save the attachment to your local computer or server, modify as necessary and save them. Safe2Say Something Procedures are mandated by 24 P.S. 1303-D. School entities may choose to use them as a stand-alone document, create them as a separate Joint Operating Committee policy, or make them an attachment to Policy 805, at the school entity's discretion.	
805 Emergency Evacuation - Recommended to Retire	805		-The original CTC policy, 805, Emergency Evacuation, has not been included in the draft policy manual as this language is very procedural, not recommended for policy, and might be better suited for administrative regulations. The original policy was also last reviewed in 1996, and may no longer be in accordance with CTC practices. It is recommended the JOC vote to retire policy 805.
805.1 Relations With Law Enforcement Agencies - New		-New policy: This policy is recommended by PSBA for the protection of the CTC from potential legal challenges, auditing purposes, and/or a loss of funding. This policy represents issues that may be driven by law or regulation. This draft policy has been written in accordance with 24 PS 1303-A and other applicable laws and regulations. This draft policy is meant to provide the CTC with guidance in executing	

		and updating a memorandum of understanding and reporting incidents as required.	
805.2 School Security Personnel - New		-New policy: This policy is recommended by PSBA for the protection of the CTC from potential legal challenges, auditing purposes, and/or a loss of funding. This policy represents issues that may be driven by law or regulation. This draft policy has been written in accordance with new PA Public School Code sections, Act 44 of 2018, Act 67 of 2019, and Act 91 of 2019. This draft policy is meant to provide the CTC with definitions, roles and responsibilities for the School Safety and Security Coordinator and school security personnel. Policy 805.2 addresses the school security personnel specifically defined and addressed in the PA Public School Code. 24 P.S. 13-1312-C of the PA Public School Code clarifies that the law does not preclude school entities from hiring other personnel for security purposes (i.e., hall monitors, crossing guards, etc.). School entities should consult with the school solicitor in determining the requirements and qualifications necessary for these types of personnel that are not specifically addressed in law and policy. It is critical that school entities work with their school security personnel and school solicitor to develop job descriptions and administrative regulations or procedures on use of force and owning and handling of firearms (if applicable) for school security personnel. -IMPORTANT NOTE: There is language on school security personnel preceded by brackets throughout the draft policy. Language on school security personnel is optional, as indicated by brackets { }, please select which language is applicable based on whether the CTC employs or contracts for school police officers or school security guards, and/or an agreement for a School Resource Officer (SRO). Please place an X in the appropriate brackets to indicate the desired options.	
806 Child Abuse	806, Ft Hbk		-The draft policy has been heavily revised in accordance with amendments made to the School Code, Chapter 10 of the state regulations, the Child Protective Services Law, Act 15 of 2015, the Trafficking Victims Protection Act, and ESSA, which: • Eliminates the separate student abuse standards • Expands the definition of child abuse to include sex trafficking and other behaviors/actions • Expands the list of enumerated mandated reporters (policy now covers independent contractors and volunteers as well as employees) • Broadens the basis to report suspected child abuse • Changes the procedures for reporting suspected abuse • Enhances background check requirements • Extended the time period to obtain new certifications (previously called "clearances") to sixty (60) months • Expands the training requirements of employees and contractors • Requires the school entity to display of a poster containing reporting resources • Prohibit certain actions by school employees who are aware of misconduct -The definitions of the terms; "subject of the report", "founded report", "founded report for school employee", "indicated report", "indicated report for school employee", "applicant" have not been included in the draft policy as these terms are no longer used in the revised draft policy. The term "county agency" has also not been included.
807 Opening Exercises/Flag Displays	807	-Language regarding the display of the United States flag has been added to in the Authority section in accordance with 24 PS 771. -The National Anthem has been added to the draft policy, as 24 PS 771 indicates that this can be recited instead of, or in combination with, the Pledge of Allegiance. -The fourth paragraph regarding silent prayer or meditation has been added to the Authority section as a recommendation.	-The original CTC policy regarding the provision of a written notice to parents/guardians when a student refuses to salute the flag has not been included in the draft policy. Although this language is derived from law, this language is not recommended. Should the CTC wish to add such language to the draft policy, it should first be reviewed with a Solicitor.

808 Food Services - Recommended to Retire	808, CQ, Mins, Web		-The original CTC policy, 808, Food Services, has not been included in the draft policy manual. If a school entity operates any sort of food services (breakfast, lunch, summer food program), a food services policy is required. If they do not, a food services policy is unnecessary. According to CTC resources, and confirmed by CTC staff, ECTS no longer operates food services. It is recommended the JOC vote to retire policy 808.
808.1 Student Meal Charge Accounts - Recommended to Retire	808.1		-The original CTC policy, 808.1, Student Meal Charge Accounts, has not been included in the draft policy manual. According to CTC resources, and confirmed by CTC staff, ECTS no longer operates food services. It is recommended the JOC vote to retire policy 808.1.
810 Transportation	810, AOA, CQ, Web		-The original CTC policy language has been replaced with PSBA's recommended policy guide. The original policy language referred back to the Articles of Agreement. However, no language regarding transportation was present in the AOA provided. The draft policy language has been written in accordance with the applicable laws and regulations, including Title 22 requirements. The new language has been written to broadly address the CTC's basic transportation program requirements. The terms 'school bus' and 'school vehicle' have been defined in the draft policy as stated in the School Vehicle Code, and the policy reflects transportation requirements regarding distance boundaries, charter school students, homeless students and children in foster care. The school is mandated by state or federal law or regulation to maintain a policy regarding this topic. - IMPORTANT NOTE: There is language options preceded by brackets in the Authority section. These options indicate CTC's and sending district's transportation requirements. Please determine which option is in accordance with CTC practice or wishes. Please place an X in the appropriate brackets to indicate the desired option.
810.1 School Bus Drivers and School Commercial Motor Vehicle Drivers - New		-New policy: Policy 810.1, School Bus Drivers and School Commercial Motor Vehicle Drivers, is required if the school entity hires bus drivers/commercial motor vehicle drivers or a combination of school-hired bus drivers and contracted bus drivers. Commercial motor vehicles are defined in the draft policy as they are defined in law. Please refer to this definition when determining if the draft policy is applicable to the school entity. This draft policy has been written in accordance with the applicable laws and regulations. Contracted bus drivers are actually addressed through Policy 818, Contracted Services Personnel. Even if the CTC contracts for or does not provide transportation via school buses, Policy 810.1 is being provided in case the CTC employs commercial motor vehicle drivers; please consult the school solicitor and remove draft if necessary.	- IMPORTANT NOTE: There is language preceded by brackets in the Delegation of Responsibility section which should be used to ensure the correct administrator is named as the contact person. Please determine which option is in accordance with CTC <u>practice or wishes</u> . Please place an X in the appropriate brackets to indicate the desired option. PSBA <i>recommends</i> selecting the Director, but this is a local decision. - IMPORTANT NOTE: There is language preceded by brackets which would insert the contract carrier in the Reporting Requirements section. It should be determined if these options are in accordance with CTC <u>practice or wishes</u> . If this language is desired, please be sure to place an X in the brackets to indicate this language should be included. If this language is not desired, please strike or delete this language.
810.2 Transportation - Video/Audio Recording - New		-New Policy: Policy 810.2 is required only if the JOC authorizes audio recording on school buses and vehicles. This policy has been drafted to clearly define the CTC's authority to use video and audio recordings on CTC buses and CTC vehicles in accordance with state law, and the CTC's responsibility to provide notice on the use of video and audio recording equipment.	
810.3 School Vehicle Drivers - New		-New policy: This policy is recommended by PSBA for the protection of the CTC from potential legal challenges and/or a loss of funding. This policy represents issues that may be driven by law or regulation. This draft policy has been developed to apply only to non-CDL drivers who operate a school vehicle, and addresses traffic safety and the operation of a school vehicle including texting and use of an electronic device, employment requirements for background checks and employment history reviews, reporting requirements, controlled substances and alcohol, prohibited conduct, maintenance of records and training.	- IMPORTANT NOTE: There is language preceded by brackets which would insert the contract carrier in the Reporting Requirements section. It should be determined if these options are in accordance with CTC <u>practice or wishes</u> . If this language is desired, please be sure to place an X in the brackets to indicate this language should be included. If this language is not desired, please strike or delete this language. - IMPORTANT NOTE: There is optional language for school entities to choose which types of drug and alcohol testing they conduct preceded by brackets in the Controlled Substances and Alcohol section. It should be determined if these options are in accordance with CTC practice or wishes. If any of the language is desired, please be sure to place an X in the brackets to indicate such language should be included. If any language is not desired, please strike or delete such language.
811 Bonding	811	-Clarifying language regarding bonds has been added to the Authority section in accordance with law and regulation.	

812 Property Insurance	812	-The second paragraph regarding the factors considered in the placement of insurance has been added to the Authority section in order to better describe the process. Please review and revise as necessary. -IMPORTANT NOTE: There is new language regarding the appointment of an administrator who shall be responsible for these insurance needs preceded by brackets in the Authority section. Please determine which option is in accordance with CTC <u>practice or wishes</u>. Please place an X in the appropriate brackets to indicate the desired option. PSBA recommends selecting the "an insurance advisor, who may be the Agent of Record", but this is a local decision. This choice must be consistent between policies 812 and 813.	-Original policy language regarding consultant review of school entity insurance policies has not been included in the draft policy as this language is procedural, not recommended for policy, and might be better suited for administrative regulations if it is still accurate.
813 Other Insurance	813	-IMPORTANT NOTE: There is new language regarding the appointment of an administrator who shall be responsible for these insurance needs preceded by brackets in the Authority section. Please determine which option is in accordance with CTC <u>practice or wishes</u>. Please place an X in the appropriate brackets to indicate the desired option. PSBA recommends selecting the "an insurance advisor, who may be the Agent of Record", but this is a local decision. This choice must be consistent between policies 812 and 813.	-Specific types of insurance coverage have not been retained in the draft policy. This coverage is usually identified in employment contracts, handbooks, compensation plans and bargaining agreements, which can change often and for this reason such language is not recommended for JOC policy. The original CTC policy was also last revised in 1996, and may no longer be in accordance with JOC practice. It has been replaced with the second and third paragraphs in the Authority section specifying insurance shall be offered in accordance with these factors in order to better describe the process. Please review and revise as necessary.
814 Copyright Material	814	-The third paragraph regarding student instruction has been added to the Delegation of Responsibility section as a recommendation from the PSBA policy guide.	-The original CTC policy Permitted Copies, Prohibited Copies, Off-Air Recordings, and Computer Software sections have not been included in the draft policy as this language may be out of date, is procedural, not recommended for policy, and might be better suited for administrative regulations or teacher handbooks.
815 Acceptable Use of Internet, Computers and Network Resources	815, Ft Hbk, St Hbk	-The Definitions section has been added to the draft policy in order to clarify terms used in the draft policy in accordance with state and federal law. The definitions section has been drafted by PSBA legal staff and is <i>highly</i> recommended. -Language regarding use expectations, ISP cooperation, reporting, and inappropriate materials has been added to the Authority section as a recommendation. -The JOC is granted the right to determine what sort of content is specifically inappropriate to minors by 47 USC 254; this list should be included in the adopted policy. Such a list has been added to the Authority section, please review and revise as necessary. IMPORTANT NOTE: There is a space in this list to add additional items as the CTC wishes. -Language regarding Internet blocking/filtering software has been expanded upon in the Authority section in accordance with provisions of the Children's Internet Protection Act (CIPA). -The second paragraph regarding policy notification has been added to the Delegation of Responsibility section in accordance with requirements of 24 PS 4604. -More items have been added to the Delegation of Responsibility section in order to clarify the administrative duties related to the draft policy as recommended by the PSBA policy guide. -A list of internet safety measures has been added to the Safety section in accordance with 47 CFR 54.520. -An extensive list of prohibited actions/uses has been added to the Prohibitions section. Prohibitions may be related to law or regulation, be supported to other CTC policy, and/or PSBA recommendation. -The School Website section has been added to the draft policy in response to recent court cases, is optional. Please review and revise as necessary. -The last paragraph regarding discipline has been expanded upon in the Consequences for Inappropriate Use subsection in accordance with PSBA recommendation.	IMPORTANT NOTE: The draft policy and user agreements should be discussed with the CTC's technology director and solicitor to ensure it accurately reflects the CTC's practices and informs users about the CTC's systems. -Original policy language regarding the "Student Computer/Network/Internet Usage Guidelines and Adult Use of Networked Resources Policy" has been replaced with recommended language about the draft policy and user agreements in the Delegation of Responsibility section. The Student Computer/Network/Internet Usage Guidelines may need to be revised if/when the draft policy is approved by the JOC. Please note, the Adult Use of Networked Resources Policy could not be located in the CTC resources.
815.1 Third Party Remote Access -			-The original CTC policy, 815.1, Third Party Remote Access,

Recommended to Retire			has not been included in the draft policy manual. It is unclear which third parties and what sort of connections are being referred to in policy. This language is also a bit procedural, not recommended for policy, and might be better retained as an administrative regulation or other guideline. The original policy was also last reviewed in 2010, and may no longer be in accordance with CTC practices. A draft of said policy can be created in the web-based system for consideration or JOC review at request. It is recommended the JOC vote to retire policy 815.1.
818 Contracted Services Personnel	818, CMC	-The Definitions section has been added to the draft policy in order to clarify terms used in the draft policy. -The Pre-Employment Requirements section has been added to the draft policy in accordance with the applicable laws and regulations. -The Arrest and Conviction Reporting Requirements section has been added to the draft policy in accordance with the applicable laws and regulations. -IMPORTANT NOTE: There is language regarding contracted transportation providers preceded by brackets in the Arrest and Conviction Reporting Requirements section. It should be determined if this option is in accordance with CTC <u>practice or wishes</u>. If this language is desired, please be sure to place an X in the brackets to indicate this language should be included. If this language is not desired, please strike or delete this language. -The Educator Misconduct section has been added to the draft policy in accordance with 24 PS 2070.9a. -The Training section has been added to the draft policy in accordance with the School Code. -The Child Abuse Reporting section has been added to the draft policy in accordance with 23 PA CSA 6311. -The Confidentiality section has been added to the draft policy in consideration of other CTC policies relating to student records.	-This draft policy has been significantly revised to outline contractor requirements and the manner in which the CTC directs and monitors contractor compliance in accordance with revisions made to the Child Protective Services Law (CPSL). -Language from the original CTC policy regarding the requirements for contractors was outdated, and has been replaced or expanded upon in the Guidelines section from the PSBA policy guide, which addresses employment history reviews, reporting of arrests and convictions, training for the employees of independent contractors, and consequences for the failure of contractors to comply in accordance with the Child Protective Services Law (CPSL) and 24 PS 111.
819 Suicide Awareness, Prevention and Response - New		-New Policy: The school is mandated by state or federal law or regulation to maintain a policy regarding this topic. This draft policy has been drafted in accordance with the most current research and recommended practices developed in partnership with the Penn State Medical Group, The Pennsylvania Bureau of Children's Behavioral Health, and Allegheny County Student Assistance Program Western Psychiatric Institute and Clinic of UPMC. Section 1526 of the Pennsylvania School Code requires each school entity to adopt a youth suicide awareness and prevention policy, inform each school employee and the parent or legal guardian of each student of the policy, and post the policy on the school entity's website.	IMPORTANT NOTE: There is language preceded by brackets in the list in the Protocols for Administration of Student Education section. It should be determined if these options are in accordance with CTC <u>practice or wishes</u>. If any of the language is desired, please be sure to place an X in the brackets to indicate such language should be included. If any language is not desired, please strike or delete such language. PSBA <i>recommends</i> the first two items, but this is a local decision. IMPORTANT NOTE: There is language preceded by brackets in the Referral Procedures section. Please determine which option is in accordance with CTC <u>practice or wishes</u>. Please place an X in the appropriate brackets to indicate the desired option. PSBA <i>recommends</i> selecting the "school behavioral health professional" but this is a local decision. The delegated employee could be any in this list, as long as they are receiving additional training.
822 Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)	822	-The first paragraph regarding a person certified to administer CPR has been added to the Authority section in accordance with 24 PS 1424.	-The Location and Protocol sections from the original policy have not been included in the draft policy as this language is procedural, not recommended for policy, and might be better suited for administrative regulations. Very general language regarding the maintenance of units and the establishment of procedures and administrative regulations for the use of AED's has been added to the draft policy in lieu of this language.
824 Maintaining Professional Adult/Student Boundaries - New		-New Policy: This policy is recommended by PSBA to clarify authority and communicate current school operations. This draft policy has been developed in response to increased incidents of inappropriate adult-student relationships arising in school settings. The policy includes prohibited conduct related to: romantic or sexual relationships, social interactions, and electronic communications. The prohibited conduct includes a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct. The policy includes a process for individuals to report inappropriate or suspicious conduct,	

		and provisions related to investigations, discipline and training.	
827 Conflict of Interest - New		- New Policy: The school is mandated by state or federal law or regulation to maintain a policy regarding this topic. This draft policy has been written in accordance with both the State Ethics Act and federal Uniform Grant Guidance requirements. The most recent revisions made to Policy Guide 827 specify that: (1) conflicts of interest publicly disclosed by JOC members or employees resulting in abstention from voting under the Ethics Act must be followed up with a written statement attached to the JOC meeting minutes and; (2) based on provisions of the Uniform Grant Guidance, clarify that when a potential conflict of interest is reported or exists, the Director or designee must report it in writing to the federal awarding agency or pass-through entity, such as The Pennsylvania Department of Education, Division of Federal Programs, in accordance with the federal awarding agency's policy.	
828 Fraud - New		- New policy: This policy is recommended by PSBA for the protection of the CTC from potential legal challenges and/or a loss of funding. This draft policy has been written in accordance with the applicable laws and regulations in order to offer the CTC with guidance for reporting and investigating reports of fraud.	
830 Breach of Computerized Personal Information - New		- New policy: This policy is recommended by PSBA for the protection of the CTC from potential legal challenges and/or a loss of funding. This draft policy has been written in accordance with the applicable laws and regulations in order to offer the CTC with guidance for reporting any system security breaches.	