



AGENDA ITEM

MEETING DATE: August 25, 2022

SUBJECT: Student and Faculty Handbooks

SUBMITTED BY: Julie Aiken

DESCRIPTION: Student Handbook and Faculty Handbook for the 2022-2023 School Year. **Changes include minor adjustments to language and the following additions and deletions:**

Student Handbook:

ATTENDANCE

Students absent for medical reasons, including mandated quarantine, surgeries, or doctor, dentist, and counseling appointments, must submit a written excuse from the medical provider with the date(s) and time of the visit. These medical excuses are legal and separate from the 10 parental excuses.

BOARD POLICY ON ATTENDANCE

The Erie County Technical School's Joint Operating committee adopted the following policy on attendance:

1. Following the accumulation of six (6) days of absences/parental excuses, a letter will be sent informing parents of how important attendance is to students and their academic success. The letter will also review the school policies regarding absences if they should continue to accumulate.
 - a) Absences due to hospitalization and/or long term home illness will not be counted in the ten (10) day limit if parents provide a written physician's statement that excuses the absence in question.
 - b) Absences due to school related activities, suspensions, field trips, athletic contests, etc. will not be counted in the ten (10) day limit provided the student is a participant.
2. Following the accumulation of ten (10) parental excuses, a letter will be sent to parents requiring a physician's excuse to accompany any parental excuses thereafter. Failure to submit a doctor's excuse will cause the absence to be declared illegal/unexcused.
3. Students who accumulate ten (10) days of illegal/unexcused absences will be subject to an informal hearing and review of attendance records and academic status by the Principal's Office.

PARTICIPATION IN HOME SCHOOL ACTIVITIES DURING ECTS HOURS

Students frequently request permission to remain at the home school, or return to the home school, during their Erie County Technical School portion of the day. The Tech School is an extension of the home school and generally, **students will be given permission to do so if they are personally and directly involved in an event.** Examples may include participation in an athletic competition, participation in a school performance or participation in a special academic activity. Students must have written permission from a parent or guardian and a sending school official in advance to be considered for absence from ECTS.

Examples where students will not be permitted to be at the home school during ECTS hours include but are not limited to the following:

1. Routine athletic practice
2. Attendance at a pep rally as an observer
3. Attendance at a school presentation as a member of the audience
4. Any activity that does not require the input or participation of the individual requesting permission for absence from ECTS.

SENDING SCHOOL ACTIVITIES & ATHLETICS

Students may request permission to remain at their sending school, or return to the sending school, during their ECTS portion of the day. Participation in sending school field trips, rally's, performances, and activities require pre-approval from the instructor and ECTS school official. Request forms are available in the school office. Students who receive pre-approval will be excused, but not exempted from their assigned classwork.

Student athletes will be accommodated to attend games during their sports season. ECTS and the sending school will determine the early dismissal time from ECTS. Athletes will **not** be permitted to leave ECTS early for practices or meetings.

MISCELLANEOUS ITEMS OF INFORMATION

1. **Paper Documentation** – Any parent/guardian who wishes to have paper documents provided to them should contact the school office to make that request. Requests can include the Student Handbook, mid-quarter progress reports, report cards, etc.

Faculty Handbook:

E-mail

Staff should check their email at least twice per day; once at the start of the school day and again during the session break.

Mailboxes

Staff should check their mailbox daily. Students are not permitted to check mailboxes due to confidential information.

School Hours

Staff members should not leave the building during school hours (excluding the 30-minute lunch), without notifying their direct supervisor.

Detention

After-school and Saturday detention may be served at the sending school. The date and amount of detention time is determined by the sending school. All detentions are issued by the Principal.

Faculty Absence

If it is necessary for an instructor to be absent from school, contact the principal as soon as possible. Appropriate plans for the substitute teacher should be emailed to the principal as soon as possible. In an emergency situation, when plans cannot be developed by the instructor, emergency plans on file will be used.

Faculty and staff members needing to leave during the day for an emergency or due to illness must notify their supervisor prior to departure.

RECOMMENDATION: Motion to approve the 2022-2023 Student Handbook and Faculty Handbook.