



EXCELLENCE

in Career & Technical Education



STUDENT HANDBOOK

2025-2026

TABLE OF CONTENTS

General Information	2
Our Mission & Vision; School Calendar; Important Dates; Welcome, & Rules of Conduct, Work Practices & Procedures: Bell Schedule; Continuous Improvement; Student Participation in Surveys; Visitors; Employment Certificates; Facility Management.	
Safety	6
Emergency Information; Health Services; PPE Equipment & Safety Glasses; School Police Officer.	
Attendance	7
Absences, Truancy; Make Up Work; Tardiness; Early Dismissals; Educational Trips; Sending School Activities & Athletics; ECTS & Home School Calendar Dismissals; Emancipation; Placement Outside ECTS.	
Academics	9
Grades and Assessment of Student Progress; Required Materials for Instruction; Student Schedules; Course Change; Student Support Services, Special Education, and Instructional Aides.	
Student Code of Conduct	11
Philosophy; Authority of Staff; Infractions, Interventions, & Consequences; Safe & Drug Free School Policies; Procedural Policies; Definitions.	
Safe & Drug Free School Policies	13
Violations are Reciprocal; Reporting Violations; Reasonable Force; Harassment; Bullying/Cyberbullying; Weapons; Drugs; Alcohol; Tobacco/Vapes; Terroristic Threats/Acts.	
Procedural Policies	14
Dress Code, Electronic Devices & Cell Phones; Headphones & Ear Buds; Lockers; Transportation, Driving, & Parking; Water Bottles; Computer / Network / Internet Usage;	
Legal Items & Notices	20
Request for Records; Equal Rights and Title IX; Discrimination & Harassment Grievance Procedures; Family Educational Rights & Privacy Act.	

WELCOME

Welcome to the Erie County Technical School! We commend students and families on the choice to attend our school and take advantage of the opportunities that lie ahead. This handbook is provided to give information which will make the time at the Erie County Technical School (ECTS) a successful experience. Our staff will be working with students and families to develop the skills necessary to become successfully employed, join a branch of the military, or go on to further education.

A student's Passion, Respectfulness, Involvement, Dedication, and Employability efforts (the ECTS Be-Attitudes ~ "PRIDE") will be key factors in allowing staff to provide all students with a quality career and technical education.

THE ECTS MISSION

Erie County Technical School delivers *CAREER SUCCESS* to Northwest Pennsylvania through:

- **Employability**
- **Career Planning**
- **Technical Education**
- **Supporting Academics**

THE ECTS VISION

The Erie County Technical School (ECTS) will support all students in achieving their career and educational goals. Students 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. The ECTS Facility will serve as the hub for career development of all students in our service area. All students will participate in coordinated career development programs so that they make informed career decisions. In support of this career development program and our overall mission, the ECTS Family will work to demonstrate to students, their families, and the community the *value of career and technical education*.

Erie County Technical School is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact the Coordinator of Administrative Services & Human Resources, at 8500 Oliver Road, Erie, PA 16509, 814-464-8600.



2025 - 2026 School Calendar

August 2025				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Teacher: 6 Student: 4

September 2025				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Teacher: 21 Student: 21

October 2025				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Teacher: 23 Student: 22

November 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Teacher: 17 Student: 17

December 2025				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Teacher: 16 Student: 16

January 2026				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Teacher: 19 Student: 19

February 2026				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

Teacher: 19 Student: 18

March 2026				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Teacher: 20 Student: 20

April 2026				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Teacher: 18 Student: 18

May 2026				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Teacher: 20 Student: 20

June 2026				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Teacher: 6 Student: 5

- First & Last Day of School
- No School
- Teacher In-Service
(no school for students)
- End of Quarter
- Mid Quarter
- NOCTI Testing Window

Snow Make-up Days:

March 30, 2026

March 31, 2026

April 1, 2026

Approved: 1/23/25

2025-2026 ECTS Important Dates to Remember

August	February
<ul style="list-style-type: none"> • 8/20 – New Student Orientation • 8/26 – First Day of School 	<ul style="list-style-type: none"> • 2/13 and 2/16 – NO SCHOOL • 2/20 – Mid Quarter 3, Apprenticeship Panel
September	March
<ul style="list-style-type: none"> • 9/1 – NO SCHOOL • 9/17 – Advanced Training Day • 9/25 – Mid Quarter 1 • 9/26-9/27 – Diggers and Dumpers • 9/29 – Blood Drive 	<ul style="list-style-type: none"> • 3/6 – Military Panel • 3/25 – End of Quarter 3 • 3/30 and 3/31 – NO SCHOOL
October	April
<ul style="list-style-type: none"> • 10/13 – Teacher In – Service – NO SCHOOL • 10/29 – End of Quarter 1 • 10/31 – Walk for Wishes 	<ul style="list-style-type: none"> • 4/1, 4/2, 4/3, 4/6 – NO SCHOOL • 4/7 through 4/10 – Skills USA States • 4/9 – NOCTI Pre-Test (Juniors Only) • 4/16 – NOCTI Pre-Test (Seniors Only) • 4/20 through 4/24 - NOCTI
November	May
<ul style="list-style-type: none"> • 11/20 – Open House • 11/25 – Skills USA Team Building • 11/26, 11/27, 11/28 – NO SCHOOL 	<ul style="list-style-type: none"> • 5/4 – Mid Quarter 4 • 5/12 – Day of Service • 5/19 – Blood Drive • 5/20 – Senior Grades Close & Sign on Day • 5/22 – Mental Health Day • 5/25 – NO SCHOOL • 5/27 – Senior Awards Ceremony
December	June
<ul style="list-style-type: none"> • 12/1 – NO SCHOOL • 12/4 – Mid Quarter 2 • 12/23 through 12/31 – NO SCHOOL 	<ul style="list-style-type: none"> • 6/5 – End of Quarter 4 & Last Student Day • 6/8 – Last Teacher Day
January	
<ul style="list-style-type: none"> • 1/1 and 1/2 – NO SCHOOL • 1/9 – Skills USA Districts • 1/16 – End of Quarter 2 • 1/19 – NO SCHOOL • 1/21 – Blood Drive • 1/30 – Senior Portfolios Due 	

RULES OF CONDUCT, WORK PRACTICES, & PROCEDURES

The Technical School has rules of conduct, work practices, and procedures that all students are expected to follow. This handbook has been developed to define what the expectations and responsibilities are for students. **Students are responsible to know, understand, and follow this information.** These rules and regulations are necessary to assure a safe, efficient operation, as well as assure compliance with public law while protecting the well-being and rights of all students and staff. Many of these rules are common in public schools, while others are particular to a Technical School setting. Generally speaking, we ask students to:

1. Always be conscious of safety rules and regulations.
2. Maintain regular attendance and be on time.
3. Treat all people, equipment, and property with respect.
4. Establish a positive reputation as a student and a worker.

BELL SCHEDULE

AM SESSION:	8:00am Class Begins	PM SESSION:	12:00pm Class Begins
	10:45am Class Ends		2:45pm Class Ends

CONTINUOUS IMPROVEMENT GOAL & FORM

Since The Erie County Technical School is committed to providing career and technical education that exceeds the expectations of our customers while continually measuring our progress and improving our programs and services, we encourage the students to utilize the **Continual Improvement Action Form** that can be obtained in the school office or on the ECTS website, www.ects.org. If a student or parent finds a concern to share, the **Continual Improvement Action Form** should be submitted to the school office, Principal, or Director.

STUDENT PARTICIPATION IN SURVEYS

At the discretion of the Director of the Erie County Technical School, students may be asked to participate in surveys related to student matters. These surveys allow for the collection of data for evaluating programs, planning future programming, and improving the school.

VISITORS

All visitors must report to the high school office to enter the building. Visitors must have prior approval from an instructor or the principal to enter the building.

EMPLOYMENT CERTIFICATES

The sending schools issue employment certificates in compliance with State and Federal laws. Every student under eighteen years of age must have an employment certificate to work in a commercial establishment.

FACILITY MANAGEMENT

The Facility Director has all the records of facility management. If parents or guardians have questions about Integrated Pest Management or Asbestos Building Materials, please call the Director of the School or the Facility Director at 814-464-8600 to scheduled time for reviewing our processes or if there are special requests.

SAFETY

EMERGENCY INFORMATION

Emergency and vital information **must** be on record in the office **before** a student can perform any work in the lab. It is important that these be updated if there is an address or telephone change so that a family member may be reached. All students are urged to carry an accident insurance policy. The Erie County Technical School does not provide student insurance. All accidents or injuries must be reported to the instructor immediately.

HEALTH SERVICES

ECTS will follow the current guidelines set forth by the CDC and PDE in the event of another pandemic situation.

A student must report to the health office in any case of an injury or illness. The nurse or an ECTS administrator will make the decision to dismiss a student from school and will notify the parent/guardian. Students who become ill in school and report to areas other than the nurse's office (guidance, restrooms, off campus) will be considered "unexcused".

If a student is under a physician's care and is required to take medication during school hours, the school requires an order from a licensed medical provider and parent permission. A copy of the form required by the student's sending school is required here at ECTS as well. The medication must be in the original pharmacy labeled container. Medications in plastic bags or containers other than their original pharmacy container are NOT acceptable and will be treated as an illegal controlled substance.

A student who needs to carry a fast-acting rescue inhaler (usually for Asthma) with them during the day, or during a school sponsored trip, should have their doctor check off the appropriate box on the Authorization for Medication at School form. A student with a life-threatening allergy, who needs to have an epinephrine auto injector (EpiPen, Auvi-Q) available, needs to have a copy of the form from their sending school completed by their physician and guardian.

The General McLane School District's school physician oversees Erie County Technical School and writes standing orders for acetaminophen (Tylenol), ibuprofen (Advil), antacid (Tums), and diphenhydramine (Benadryl). These orders authorize the licensed nurse to administer these medications to a student with parental consent. At the beginning of each school year, parents complete the Consent for Administration of Over the Counter (OTC) Medications, where they can check off the medication they give permission for their child to receive. Written consent will be required before medications are provided to the student.

The emergency contact information is critical, please inform ECTS of changes to phone numbers and emergency contacts in case there is a need to reach a contact during the school day. Please keep ECTS informed regarding medications, allergies, medical conditions, and preferences to help us care for students in an emergency.

Students should stay home from school when they are ill and have any symptoms related to COVID. It is expected that the student's health will be screened at home prior to being sent to school.

PPE EQUIPMENT & SAFETY GLASSES

All personal protection equipment (PPE) and safety glasses are required during many activities performed at the Technical School. Students will be provided with one pair of safety glasses which he/she will be responsible for annually during their attendance at the Technical School. If the glasses are badly scratched, lost, broken, or stolen while in the possession of the student, they must be replaced by the student and can be purchased from the high school office for a nominal fee.

For students who wear corrective lenses must have safety lenses and side shields, the lab instructor has full authority to direct students to wear safety glasses at any time. The Commonwealth of Pennsylvania mandates that every teacher, student, visitor, and spectator who is engaged in or is within the area of down danger wear industrial quality eye protection. These activities include but are not limited to the use of hot liquids, solids or gases, or caustic or explosive materials; the milling, sawing, turning, shaping, cutting, grinding, or stamping of solid materials; the tempering heat treatment of kiln firing of metals and other materials; and the repairing or servicing of vehicles.

SCHOOL POLICE OFFICER

The Erie County Technical School employs a school police officer to provide for the best care, safety, welfare, and security of the students and staff. If anyone has a safety concern, please call us immediately 814-464-8600.

ATTENDANCE

ABSENCES – 10 DAYS PERMITTED

Regular school attendance is essential for success in school, work, and employment. Most employers regard school attendance as more important than grades when hiring new workers. **Students can be absent for up to ten (10) legally excused days, after ten legally excused days all absences will be marked illegal, unless medical. Once a student goes over fifteen (15) illegal days will result in not participating in Senior Awards Ceremony).** Students are required to adhere to the ECTS calendar and be in attendance, even during instances that do not coincide with the sending school calendar.

Students must account for all absences with notes from a parent /guardian. These notes, signed by the parent/guardian, must contain the reason and date(s) of absence. ECTS recognizes 10 parent/guardian excuses per school year. These legal excuses for not attending school are limited to: illness, observance of religious holidays, attendance of class for religious instruction (not to exceed 36 hours per school year), and a death in the immediate family. Certain absences may be classified as excused at the discretion of school officials. Additionally, students are expected to “call-off”, by contacting their instructor for absences that have not be pre-approved. Each instructor will provide expectations for their call-off policy.

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.

Failure to submit an excuse within 3 school days will result in an absence being declared illegal/unexcused. Illegal/unexcused absences may necessitate disciplinary action. The student will not be permitted to make up missed work.

NOTE: Seniors that have accumulated fifteen (15) or more days of unexcused illegal absences during the year will not be permitted to participate in the senior awards ceremony. Students with severe absenteeism will be referred to the sending school’s administration for discipline, the development of an attendance plan, or possible return to their sending school.

TRUANCY LAWS

Truancy will be filed by the sending school district for any attendance problems at ECTS. Truancy convictions can lead to fines for parents and a student’s driver license being suspended.

MAKE UP WORK

1. In the case of excused absences, the student shall be expected to make up any assignments or tests that may have been missed. **It is the responsibility of the student to contact the teacher regarding class content and homework.**
2. Students shall be afforded **one school day for each day of absence** to make-up missed work.
3. The Operating Committee of the Technical School believes there is an educational nexus between classroom presence and grading and that class attendance is relevant to the pupils’ overall performance and grades. Accordingly, students who have illegal/unexcused absences may be docked employability points and have opportunities (field trips and work projects) revoked for problems with attendance.

TARDINESS

Students who arrive late for the morning session (after 8:00 AM) or afternoon session (after 12:00 PM) must report to the school office to sign in and receive a pass. Students are permitted to be tardy **twice per grading period (Three Strikes Rule)**. Multiple offenses will result in detention, suspension, loss of driving privileges, and more.

EARLY DISMISSALS

All early dismissals are subject to administrative approval. Students should make their request by 8:30 A.M. and 12:30 PM. Students will not be excused before the regular dismissal time without a written request from the parent or guardian, except for serious illness. Once a student arrives on ECTS property, they are **not** permitted to leave the premises without administrative approval. After entering the building, no student is permitted to return to vehicles in the

parking lot for school safety reasons. **Students will not be permitted to leave with other students during the school day unless prior arrangements are made with sending school administrations.**

EDUCATIONAL TRIPS

Educational trips taken during the school year of three (3) days or more require pre-approval from a school official. These trips are included in the 10 permissible absences. Request forms are available in the school office. **Presenting an excuse for absences over 3 days without prior administrative approval will constitute as the time being an illegal absence.**

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 for legitimate school activities and athletics. Participation in sending school field trips, rallies, 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.

ECTS & HOME SCHOOL CALENDARS DISMISSALS

A calendar has been provided with the days the Technical School is in operation (page 3). ***If there would be a reason for a school closing/delay due to weather or building/property issue, the student should follow their sending school's declaration for that situation;*** ECTS will credit the absence as excused for "Absent-Home School". If the Erie County Technical School would determine a reason for it to delay or close operations, that day would be addressed with the "make-up" schedule on the ECTS calendar. These emergency incidences would be announced on local broadcasts and the school's mass communication system. There may be occasions that sending schools are closed or have early dismissals that do not coincide with the Technical School calendar, if the sending school provides transportation the student is expected to attend the Technical School.

EMANCIPATION

Students may write their own excuses when one of the following conditions occur:

1. The student has moved out of the parent's home and the parent(s) assumes no financial responsibility for the individual student. A parent must submit a letter of verification (i.e., no financial responsibility) to the Principal.
2. The student applies for and receives Welfare benefits.
3. The student is married.
4. The court declares the student emancipated.

Courts have ruled: "There may be complete emancipation even though the minor continues to reside with his parents. But emancipation is complete only where there is a total severance of the filial tie."

PLACEMENT OUTSIDE ECTS

Providing work to a student on any placement may not be available due to the nature of career and technical education and the restrictions within the placement. Students may be exempt from assignments, provided an alternative task, or be required to make up missed work. A student out on placement (medical or behavioral), may be removed from enrollment from ECTS. An administrative review will determine if a student is considered for re-enrollment during the current of following school year.

ACADEMICS

GRADES and ASSESSMENT OF STUDENT PROGRESS

All programs utilize a weighting system based on two major categories of the Erie County Technical School's Mission to calculate progress report grades:

1. Academic/Technical Skill – makes up 60% of the progress reported grade.
2. Employability – makes up 40% of the progress reported grade.

The Grading Scale for progress reporting is the following:

A = 93 – 100

B = 85 – 92

C = 77 – 84

D = 70 – 76

F = 69 or below

Exit = Below 50% (may be removal from ECTS)

REQUIRED MATERIALS FOR INSTRUCTION

Supplies necessary for assigned instructional projects will be supplied by the school. Materials for personal projects, even though approved by the instructor, will be paid for by the student. Several programs require uniforms or items of personal safety that must be purchased or rented by the student. This clothing and equipment must be properly worn during class sessions. **Students not in compliance will not be permitted to participate in lab activities and may receive a grade penalty.**

STUDENT SCHEDULES

The Erie County Technical School **reserves the right of assigning a level 2 or 3 student to the morning or afternoon session.** Both the parent and sending school would be notified of this decision prior to the start of school.

COURSE CHANGE

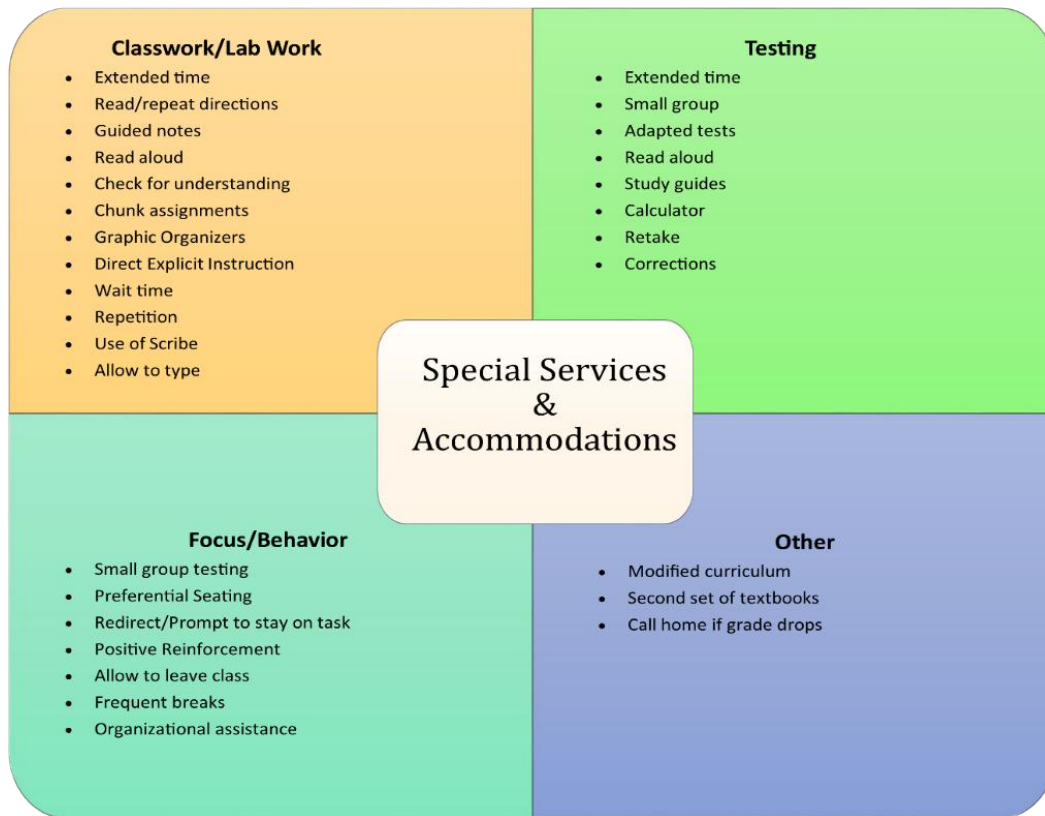
All requests for course changes must be handled through the High School office and must be approved by the sending school and ECTS Principals. Parents, instructors, ECTS counselor and sending school counselor must be on the same page before a change is made. **No schedule change requests will be entertained after the deadline of the second Friday in September. Semester Course changes will only be considered in special circumstances that are discussed by the ECTS and sending school personnel.** The student would have to be a student in good standing with attendance and effort. No changes will be made after the second (2nd) semester begins.

STUDENT SUPPORT SERVICES, SPECIAL EDUCATION & INSTRUCTIONAL AIDES

Student support services through regular education, guidance, and special education are provided to all students. If interested in learning more of the interventions and best practices of our support services, please contact our Coordinator of Support Services, Lesa Scalise, at lscalise@ects.org or ext. 8674. If a student has any barriers to accessing education, are falling behind, or struggling in any way, please reach out for help.

Instructional aides support our programs for students who are struggling with barriers to accessing education and need extra support for their success in Career and Technical Education. Below is a graphic that highlights some of the interventions and services provided to help students be successful, please note this list is not comprehensive.

Special Services and Accommodations, provided in accordance with the IEP/504 plan...



All staff members are to be treated with respect and their authority is to be followed for the best care, safety, welfare, and security of students at our school.

STUDENT CODE OF CONDUCT

PHILOSOPHY

It is the philosophy of the Erie County Technical School that it is a privilege to attend our school. Good conduct is necessary at both schools for a student to remain in good standing at the Erie County Technical School. Open communication and a partnership with parents and ECTS staff will offer the best possible experience for Erie County Technical School students. Parent involvement is strongly encouraged at all times. Every attempt will be made to counsel students to provide the best learning atmosphere and to avoid disciplinary measures.

Our hope is that students will make good choices while attending the Erie County Technical School, however staff will provide consequences for infractions whether minor or more significant should students make poor choices. **ECTS is an extension of the home school, the Erie County Technical School administration will contact the sending school administration regarding any significant or chronic problems with a student, and ECTS will utilize their disciplinary options for consequences.** Also, law enforcement officials may be involved with infractions that violate a public law such as fighting, stealing, weapons, threats, and vandalism, as well as drug, alcohol, and tobacco use.

For chronic or serious offenses, in-school or out-of-school suspension may be issued. Prior to any suspension, the student will meet with the principal to ensure that all due process rights are observed, and the parent/guardian will be notified of any suspension. **When a student receives an out-of-school suspension from the sending school or ECTS, the student will be suspended from both schools, and will not be permitted on the property of either school.** Repeated suspension may adversely affect Co-op placement or continued placement at the Tech school.

AUTHORITY OF STAFF

There is no division of authority among the staff of Erie County Technical School. All staff (including support staff and substitutes) are authorized to redirect or correct misbehaving students at any time or at any place during the school day. For more significant situations, staff will refer to the administration to investigate problems.

INFRACTIONS, INTERVENTIONS, & CONSEQUENCES

- **Level I – Minor Infractions;** typically handled at the classroom level. Those of a less serious nature that do not necessarily pose a threat to the health, safety, welfare or property of any person or the School Entity.
 - Disrespect to Staff, Student, School, Property, or Equipment
 - Disruptive Behavior or Disturbance
 - Minor Safety violations on school property, in a lab or classroom, while on school transportation, while on school trip, or at a school event.
 - Examples include, but are not limited to:
 - Failure to follow directions of a Staff Member
 - Failure to keep hands, feet, and other objects to self (HFO) / Horseplay
 - Failure to return required forms, supplies, or equipment in a timely manner.
 - Late to school or class, loitering or unauthorized presence in hallways, classrooms, or on property.
 - Unauthorized use of school owned property or another person's personal property
 - Inappropriate use personal communication devices or school computer or device
 - Inappropriate displays of affection
 - Inappropriate and/or unprofessional language/derogatory communications
 - Parking in unauthorized spaces or places
 - Running, blocking, or shouting in the hallway.
 - Dress Code violation or failure to comply with appropriate dress standards for a program.
 - Defacing School Property – Littering, damaging, or doing something to property that can be fixed with routing cleaning, removal, or a simple fix.

Level I Interventions and Consequences may include one or more of the following: Verbal or written reprimand, Proximity Contral, Reassignment of Seat, Parental Notification or Conference, Loss of Privilege or Opportunity, Community Service, Referral to Guidance, Referral to SPO, Referral to Administration, Positive Behavior Support or Success Plan, Detention, and/or other consequences deemed appropriate by ECTS Administration.

- **Level II – Significant/Ongoing Infractions;** handled at administrative level.
 - Three Strikes Rule for Level 1 Violations
 - Significant Disrespect to Staff, Student, School, Property, or Equipment
 - Significant Safety Violation that puts the welfare of self or another person in harm's way.
 - Significant Disturbance
 - Examples include, but are not limited to:
 - Cutting Class or leaving the building, transportation, or trip without permission
 - Academic Dishonesty – cheating on assignment, test, or project.
 - 1st violation in a school year also receives zero on the assignment and discipline.
 - 2nd violation in a school year results in a failing grade for the grading period and discipline.
 - 3rd violation moves to Level III (3 strikes rule) and results in failing grade for the year and removal from the program.
 - False accusations in School Safety with Safe2Say or other reporting methods (may be treated at level III or IV if the Disturbance to the educational environment warrants).
 - Failure to serve detention or follow through with satisfying consequence assigned for Level 1 violations.
 - Misconduct on a school trip or at an event off campus.

Level II Interventions and Consequences may include one or more of the following: Verbal or written reprimand, Detention, Suspension 1-3 days (inside or outside), Parental Conference, Loss of Privilege or Opportunity, Community Service, Referral to Guidance, Referral to SPO, Positive Behavior Support or Modification Plan, and/or other consequences deemed appropriate by ECTS Administration.

- **Level III – Major Infractions;** handled at administrative level, may lead to legal charges and a hearing before the Board of Directors of ECTS or a member school district.
 - Three Strikes Rule for Level 2 Violations
 - Major Disrespect to Staff, Student, School, Property, or Equipment
 - Major Safety Violation resulting in injury or potential injury.
 - Major Disruption
 - Examples Include, but are not limited to:
 - Student Altercation / Fighting
 - Bullying / Cyberbullying / Harassment
 - Insubordination / Disorderly Conduct
 - Destruction of School Property – item is no longer usable and/or replacement will be needed at the cost of the student who is the cause; value of replacement/fix is less than \$100.
 - Stealing or theft – value of replacement/fix is less than \$100.
 - Tobacco / Vape – Possession or use.
 - Possession of an item that is not school appropriate but not considered weapon, drug, or threat.

Level III Interventions and Consequences may include one or more of the following: Verbal or written reprimand, Detention, Suspension 1-10 days (inside or outside), Parental Conference, Loss of Privilege or Opportunity, Community Service, Referral to Guidance, Referral to SPO, legal charges, Positive Behavior Support or Success Plan, Removal from Program, and/or other consequences deemed appropriate by ECTS Administration.

- **Level IV – Legal Infractions;** handled at administrative level, may lead to legal charges and a hearing before the Board of Directors of ECTS or a member school district.
 - Persistent and willful misconduct (three strikes rule for Level III violations)
 - Alcohol (possession, use, intent to deliver)
 - Drugs/Unauthorized Substances related to a drug paraphernalia (possession, use, intent to deliver)
 - Weapons, including look alike toy or fake weapons.
 - Violence (Assault, Terroristic Threats or Acts, Arson, Reckless Endangerment)

- Unlawful Harassment
- Major Destruction of School Property – item is no longer usable and/or replacement/fix will be needed at the cost of the student who is the cause; value of replacement is greater than or equal to \$100.
- Burglary – value of replacement is greater than or equal to \$100.

Level IV Interventions and Consequences may include one or more of the following: Suspension 1-10 days (inside or outside), Expulsion, Parental Conference, Loss of Privilege or Opportunity, Referral to SPO, legal charges, Positive Behavior Support or Success Plan, Removal from Program, and/or other consequences deemed appropriate by ECTS Administration.

SAFE & DRUG FREE SCHOOL POLICIES

- **Violations at ECTS are Reciprocal and also Violations at Sending Districts**

Students must be aware that, in addition to the policies in effect at the technical school, students are also students at their sending school in regard to Student Code of Conduct violations.

- **Reporting Violations of the Student Code of Conduct**

Students are encouraged to report to school officials any incidents of harassment, drugs, alcohol, tobacco, weapons, or violence. Any student who alleges he/she is a victim of harassment or violence in the Erie County Technical School may use the school's complaint procedure or may complain directly to the administrator designed to receive such complaints. Except for claims that are knowingly false or made in reckless disregard of the facts, the filing of a complaint or otherwise reporting harassment or violence will not reflect upon the individual's status nor will it affect future grades or position assignments. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the ECTS legal obligations, basic fairness to the accused, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

- **Use of Reasonable Force by Staff**

The use of reasonable force may be used by school employees on all students. The use of reasonable force in the circumstances below is not to be construed as corporal punishment. Here are the situations where reasonable force may be utilized:

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

- **Prohibition against Discrimination and Harassment (including Bullying, Cyberbullying, Title IX Sex Based Discrimination and Harassment, and Dating Violence)**

It is the policy of the Erie County Technical School to maintain an environment for learning and working that is free from discrimination and harassment as defined herein and as defined with more specificity in Board Policy 103 and Board Policy 104, and associated policies and Attachments to those Policies (Grievance Procedures and Reporting Forms).

It shall be a violation of this policy to harass a student or school employee. Bullying can be a form of harassment. A student's sending, sharing, viewing, selling, purchasing or otherwise disseminating of obscene, pornographic, lewd, sexually explicit or nude images, photographs or video content of another student may be considered harassment.

- **Prohibition against Weapons**

It is the policy of the Erie County Technical School, in accordance with the statutes enacted by the State of Pennsylvania, that weapons are strictly prohibited and shall be a violation of the code of student conduct subject to disciplinary action up to and including suspension and/or expulsion. The school prohibits students from bringing, carrying, using, concealing or possessing weapons, or any replica or look-alike weapons, on school property, at any school-sponsored activity, or on any public conveyance providing transportation to a school or school-sponsored activity.

- **Prohibition against Drug and Alcohol**

It is the policy of the Erie County Technical School that the possession, use, being under the influence, furnishing, delivery or sale of any "unauthorized substance," "controlled substance," within the meaning of "The Controlled Substance, Drug, Device and Cosmetic Act" of Pennsylvania, alcohol, or items which substantially resemble any such unauthorized substance or controlled substance, is strictly prohibited and shall be a violation of the code of student conduct subject to disciplinary action up to and including suspension and/or expulsion.

Note: A student's use and/or possession of prescription or non-prescription drugs shall not be deemed to be a violation of this policy provided the student follows the proper Technical School procedures regarding use of medicine.

- **Prohibition against Tobacco, Tobacco Products, & Vaping Devices**

The possession or use of tobacco, tobacco products and vaping devices on any part of school property, including public conveyances providing transportation to a school or school-sponsored activity, is prohibited.

- **Prohibition against Terroristic Threats/ Terroristic Acts**

It is the policy of the Erie County Technical school that strictly prohibits students from communicating any terroristic threats or committing any terroristic acts directed at any student, teacher, administrator, or any other employee of the District, Board Member, or toward any school property.

PROCEDURAL POLICIES

- **Dress Code**

Students are encouraged to dress appropriately for employment in the training area in which they are enrolled and maintain the facilities in a manner of which we can all be proud. Some labs require uniforms, steel-toed shoes, coveralls or other work/safety related apparel. Other programs may have requirements regarding hair, nails, or hygiene. Students are expected to comply with their instructors' directives regarding dress standards that reflect the standards of the occupation they plan to enter. Frayed or torn clothing; clothing that includes written expressions of immorality, vulgarity, or advertises the use of drugs, alcohol, or tobacco products; or clothing that is excessively revealing is prohibited.

The following items are not considered acceptable for dress at the Erie County Technical School: bare midriffs, open back or low-cut tops, short shorts/skirts, pajama pants, or swim trunks. Shorts of an acceptable length are permissible in the building. The permission to wear shorts in a lab is the prerogative of each instructor. Hats may only be worn in the theory and lab work areas with instructor approval. Appropriate attire is defined as "that which meets industry standards". Pants are to be worn at an appropriate height around the waist. ECTS will not tolerate the view of undergarments because a student's pants are not at waist height. Any piece of clothing or accessory posing a safety threat is also not considered appropriate.

- **Electronic Devices & Cell Phones**

It is the policy of the Erie County Technical School that use of electronic devices by students during the school day in all buildings, vehicles, and outside school property is strictly prohibited. The administration and the professional staff reserve the right to designate times for supervised use for educational purposes. Students are prohibited from recording or photographing other students and staff. Students may request to use the school phones in case of an emergency.

All electronic devices, **specifically cell phones**, must be turned off and be inaccessible for student use and out of sight during the academic school day. **Cellular phones are to be secured in the student's lockers or an instructor's safe storage unit.**

For extenuating circumstances, administration may grant the use of a personal device for reasons such as emergency services, medical conditions requiring monitoring, or educational purposes. The building principal shall exercise discretion when deciding whether to grant approval of such requests. In all cases, such requests must be in writing and signed by the student's parent(s)/guardian(s). Erie County Technical School also reserves the right to request a signed statement from either the treating physician or the volunteer fire, ambulance, or rescue squad supervisor attesting to the need for a cellular telephone. Any violation of this policy will be handled via the Student Code of Conduct disciplinary measures which may include, but not limited to, confiscation of the device & parent picks it up.

- **Headphones & Earbuds**

Students may use personal headphones in school for an educational purpose with permission of the instructor.

- **Lockers**

A student's use of school lockers or other storage areas is a privilege, not a right. **All lockers are and shall remain the property of the Erie County Technical School**, not the student. As such, students shall have no expectation of privacy in their lockers. The Operating Committee reserves the right to authorize school officials to inspect any lockers at any time for any reason. Students are encouraged to keep their assigned lockers closed and locked at all times. Students have no right to change lockers or loan the use of their locker to another student and will be responsible for the contents of their assigned locker.

- **Transportation, Driving, & Parking**

The transportation of students is the responsibility of each participating school. Students may drive to the Technical School only with written permission from the Technical School administration and parent/guardian. The following rules apply to driving to the Technical School:

1. Students are to register their car(s) or any vehicle they intend to drive to the Technical School in the office. This registration is to be updated if there is a change in vehicle status.
2. Students are to park in assigned areas only; this will be explained on the first day of school.
3. Students are not permitted in parked vehicles during the school day. Upon arrival, students will remain in vehicles until release for entrance into the building. There shall be no loitering in the parking lot.
4. Students are to follow the exit procedures as outlined on the first day of school.
DIAGONAL TRAFFIC IN THE PARKING LOT IS NOT PERMITTED.
5. Traffic control marshals have absolute control over parking and driving. Students are to obey all suggestions, recommendations and comments made by the marshals.
6. Any accidents in the parking lot must be reported to the office; any incidence of vandalism shall be reported to the office. Incidences of vandalism should also be reported directly to the State Police.
7. **There is a 15 MPH speed limit on school property.**
8. **IF A STUDENT DRIVES TO THE TECHNICAL SCHOOL, PLEASE DO NOT ARRIVE EARLIER THAN 15 MINUTES PRIOR TO THE START OF CLASSES.**

Driving to ECTS is a privilege and permits may be revoked for any disciplinary reason including chronic absenteeism (10 or more days), chronic tardiness or violations of driving regulations.

Permits are available for eligible licensed drivers in the high school office. There is no fee for the first permit issued; additional permits are available for \$5 fee (non-refundable). **Anyone who parks at ECTS must have a permit displayed on their vehicle or they will be subject to trespassing and may be towed.** Permits are not transferable. The school does not approve of drivers transporting other students. If a driver transports other students, he/she assumes all legal responsibility for doing so.

- **Water Bottles**

Students may bring a clear bottle container with water into the school. All other outside drinks are not permitted (coffee, pop, juice, etc.). Water shall be consumed during break, or in a special circumstance specifically designed by an instructor.

- **Computer / Network / Internet Usage**

Internet/computer users are expected to behave responsibly in accessing and viewing information that is pertinent to the educational mission of the Technical School. The use of Technical School technology resources is a privilege, not a right. To acquire and retain that right, a student is required to abide by the generally accepted rules of network etiquette.

1. Accounts will be assigned to each student. Accounts/Passwords are not to be shared with others.
2. School related files are the only files to be saved on any Erie County Technical School hardware and/or systems.
3. Reading, modifying, or removing files and/or mail owned by others is prohibited.

4. Students are prohibited from giving out personal information, such as their (or others') addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of their school.
5. Playing unauthorized games or inappropriate textual material or graphic images is prohibited.
6. Only authorized, properly licensed software is to be used on the Technical School's computers.
7. Copying or modifying school software and/or borrowing software from the Technical School is not permitted.
8. Use for product advertisement, political activity, threatening, obscene, or harassing communications are strictly prohibited.
9. Students are prohibited from accessing material that is harmful to minors, considered pornographic, and/or condones an unlawful act. Students should be aware that the Technical School has implemented a protective measure that blocks or filters access to material or information which the Technical School has deemed inappropriate in an educational setting.
10. Students should understand that any communication across the Erie County Technical School network: a) has no guarantee of privacy; b) should only be used for legitimate educational purposes.
11. Copyright infringement. All communications and information via the network (i.e., the Internet) should be assumed to be private property and protected by copyright. Students may not reproduce copyrighted material without explicit permission of the author/owner.
12. Disruptive use. Students are prohibited from using the Technical School's network in such a way that would disrupt the use of the network by other users. Students may not create or share computer viruses. Students may not destroy another person's data. Students may not break in or attempt to break into other computer systems.
13. Purchase of products or services. Students are prohibited from purchasing products or services through the Technical School network. The Technical School is not responsible for any financial obligations arising from unauthorized use of the Technical School network for the purchase of products or services.

Disclaimers Regarding Use of Technology

1. When utilizing network resources, there is always the risk of a system failure which could result in loss of data, interruption of service, etc. The Technical School disclaims any responsibility for losses incurred as a result of system failure.
2. The Technical School cannot ensure the reliability or accuracy of information maintained on the Technical School computer system or accessed through the Technical School system. The Technical School disclaims responsibility for losses incurred as a result of reliance on unreliable or inaccurate information.
3. The Technical School disclaims responsibility for student misuse or unauthorized use of the system and disclaims responsibility for harm caused to the students themselves, to other persons or to organizations through misuse or unauthorized use of the Technical School's computer system as set forth in this policy.
4. Due to the nature of the vast amount of information and material available on the Internet, it is impossible for the Technical School to restrict access to all controversial materials. As such, the Technical School is not responsible for materials acquired or viewed by students on the Technical School's network and/or the Internet.

Vandalism at Erie County Technical School will result in cancellation of all computer privileges. Vandalism is any malicious attempt to harm or destroy data of another user, the Internet, internal networking operations. This includes, but is not limited to, the uploading or creation of computer viruses.

Problems with computers, networks, Internet, or peripherals are to be reported immediately. Each user has the responsibility to report all violations of privacy.

DEFINITIONS

- **Discrimination**

"Discrimination" shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, religious creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy and/or handicap/disability.

- **Harassment**

"Harassment" is a form of discrimination based on the protected classifications listed above consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and

name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the service, activities or opportunities offered by the District or a school.

- **Title IX Sex Discrimination**

"*Title IX Sex Discrimination*" includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation and gender identity.

- **Title IX Sex Discrimination**

"*Title IX Sex-Based Harassment*" a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including:

1. *Quid pro quo harassment* - a district employee or other person authorized to provide a district aid, benefit or service explicitly or impliedly conditioning the provision of a district aid, benefit, or service on an individual's participation in unwelcome sexual conduct.
2. *Hostile environment harassment* - unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from a district education program or activity. Determination of whether a hostile environment has been created is a fact-specific inquiry that includes consideration of factors, including but not limited to:
 - a. The degree to which the conduct affected the complainant's ability to access the district's education program or activity;
 - b. The type, frequency and duration of the conduct.

- **Bullying / Cyber-bullying**

"Bullying" means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and may include outside the school setting, which is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes "cyber-bullying".

- **Sexual Harassment**

"Sexual Harassment" is also a type of prohibited and unlawful harassment. By way of further explanation, sexual harassment shall consist of, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature made to a student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, or when
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual.

- **Dating Violence**

"Dating violence" shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.

- **Weapon**

“Weapon” shall include but not be limited to any of the following or any replica or look-alike of the following: shotguns, rifles, BB or pellet gun or any other guns; firearms; knives; metal knuckles; straight razors and razor blades; noxious, irritating or poisonous gases, including mace and pepper spray; poisons; explosive materials; bombs; missiles; chains; metal objects; laser pointers or any other object designed for protection or designed to harm others and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

- **Alcohol**

“Alcohol” is any alcohol or malt beverage as set forth in the Controlled Substance, Drug, Device and Cosmetic Act.

- **Controlled Substance/Drug**

A “controlled substance/Drug” is a substance or immediate precursor as set forth in Schedules I through IV of the Controlled Substance, Drug Device and Cosmetic Act.

- **Look-alike drug**

“Look-alike drugs” are any substance that substantially resembles or is meant to represent any illegal drug or unauthorized substance.

- **Prescription Drug**

“Prescription Drugs” are drugs and/or controlled substances lawfully prescribed to the user by a practitioner, such as a physician, osteopath, dentist, etc., who is licensed or registered in the Commonwealth of Pennsylvania to distribute or dispense or administer a controlled substance or other drug.

- **Non-prescription Drug**

“Non-Prescription Drugs” are substances commercially packaged and sold over the counter, in retail stores or distributed by mail, which either contain drugs of any type or is purported to produce drug-like effects.

- **Illegal Drug**

“Illegal Drugs” include, but are not limited to:

1. Prescription drugs which were intended for or prescribed for another by a practitioner.
2. Prescription drugs not administered pursuant to the physician’s or practitioner’s recommendation.
3. Any controlled substance as defined by the statutes of the Commonwealth of Pennsylvania, unless that controlled substance has been lawfully prescribed for use by a license practitioner.

- **Unauthorized Substance**

An “unauthorized substance” shall include but is not limited to alcohol, illegal drugs, controlled substances, non-prescription and prescription drugs which are being used in an abusive or unlawful manner or in a manner for which they were not intended or prescribed, anabolic steroids, look-alike drugs/substances and any substance which is intended to alter mood.

- **Tobacco/Nicotine**

“Tobacco/Nicotine” is defined as any tobacco product, a lighted or unlighted smoking product or a form of smokeless tobacco, or product containing nicotine.

- **Pipes**

A “pipe” is any device that is designed to smoke tobacco/nicotine or other controlled substance.

- **Vaping Devices**

A “vaping device” is any device that is designed for inhaling a vapor containing tobacco/nicotine or other controlled substance.

- **Possession**

A student is in “possession” of an item (weapon, drug, alcohol, tobacco, stolen property, etc.) when the item is found on the person of the student, in the student's locker, under the student's control while he/she is on school property, at

any school function or activity, on a school field trip, at any school event held away from the school, or while the student is on his/her way to or from the Erie County Technical School.

- **Terroristic Threat**

A “Terroristic Threat” is a threat to commit any crime of violence to another; or to cause evacuation of a building, place of assembly, or facility; or to cause serious public inconvenience in reckless disregard of the risk of causing such terror or inconvenience including bomb threats and false fire alarms.

- **Terroristic Acts**

A “Terroristic Act” is an act of violence to another person or property; or to cause evacuation of a building, place of assembly, or facility; or to cause serious public inconvenience in reckless disregard of the risk of causing such terror or inconvenience including bomb threats and pulling fire alarms without just cause.

- **Reprimand**

A “reprimand” is a verbal or written correction of inappropriate behavior, which may be utilized for Level 1 violations. If so, it will come from the instructor or, if deemed necessary, from the Principal.

- **Parental Conference**

A “parental conference” is a meeting that involves the parent/guardian and the ECTS staff that is completed by phone, virtual connection, or in-person. The parent conference may be utilized for all levels of violations and may involve the student, the instructor, the Principal, and the parents/guardians as requested. The time and notification of the conference will be established by the Principal.

- **Detention**

A “detention” is time outside the normal day that a student must be present at the school in a designated space. It may be utilized for Level I, II, or III violations. Detention at ECTS can be in the form of a Break Detention or in an hourly increment determined by the instructor or principal. After-school or Saturday detention will be served at the sending school. The date and amount of detention time is determined by the sending school. It is the responsibility of the parent to provide transportation for the student as all detentions will be scheduled with advance parental notice.

- **Suspension**

A “suspension” is time where school is in session and the student is not permitted to attend. ECTS will utilize the sending school philosophy of assigning suspension in the forms of In-School and Out-of-School. Suspensions are reciprocal (i.e., students are suspended from both the sending school as well as the technical school). Parents/guardians will be contacted and notified of the violation and the length of suspension. Parents will also receive written notification of any suspension. If a student is suspended and that day becomes an emergency day if sent home early, the suspension day(s) will start the next regular school day. 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 teacher. It is the student's responsibility to initiate and complete any classroom assignments **prior** to returning to regular classes. 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.

- **In-School Suspension** (1-9 days) is conducted in place of regular classes. The suspension may be held at the sending school.
- **Out-of-School Suspension** (1-10 days) is conducted in place of regular classes. Parents are advised that it is mandatory to keep her at home during the school day. A parental conference must be offered to the parent prior to readmission to regular classes.

- **Expulsion**

“Expulsion” is exclusion from school as determined by the Board of the Technical School for a period exceeding ten (10) school days and may be permanent exclusion from the school rolls. All expulsions require a prior formal hearing. Understand that expulsion results in the exclusion from the Technical School and/or from the student’s home school.

LEGAL ITEMS & NOTICES

REQUESTS FOR RECORDS

Any parent/guardian who wishes to have records provided to them should contact the school office to make that request. Requests can include policy and procedures (such as the Student Handbook or Board Policy), academics (such as mid-quarter progress reports or report cards), or any other item of interest. Right to Know requests can be made through our Business Manager, Jessica Garnica.

EQUAL RIGHTS & TITLE IX

It is the policy of the Erie County Technical School to maintain an environment for learning and working that is free from discrimination and harassment as defined herein and as defined with more specificity in Board Policy 103 and Board Policy 104, and associated Attachments (including Grievance Procedures) to those Policies.

Students are specifically notified that the District does not discriminate on the basis of sex, and prohibits sex discrimination, including sex-based harassment, in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681 *et seq.*, and its regulations, 34 C.F.R. Part 106, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both. See the *GRIEVANCE PROCEDURE* below.

DISCRIMINATION & HARASSMENT GRIEVANCE PROCEDURE

The Board encourages students and third parties who believe they or others have been subject to Title IX sex discrimination, including sex-based sex harassment, and any other discrimination or harassment as defined in this Policy and Board Policies 103 and 104, to promptly report such incidents to any school employee (but preferably the building principal) or the Title IX Coordinator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardian or any other person with knowledge of conduct that may violate this Policy is encouraged to immediately report the matter to any District employee (but preferably the building principal) or the Title IX Coordinator.

The complainant (the alleged victim) or the individual making the report may use the Discrimination/Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form (an Attachment to Policies 103/104) which has been developed for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this Policy and the relevant attachments followed. A copy of this Report Form can be accessed on the District's website at www.ects.org and through the building principal or the Title IX Coordinator. The rights of complainants and respondents (the accused) are outlined in detail in Policies 103/104 and associated Attachments, which outline the District's applicable Grievance Procedures.

To report information about conduct that may constitute Title IX sex discrimination, including sex-based harassment, or make a complaint of Title IX sex discrimination, please refer to the District's Nondiscrimination Policies and Grievance Procedures, which can be located on the District's website under Board Policies, Policy 103 (Students) and Policy 104 (Employees): www.ects.org or contact the District's Title IX Coordinator.

In the event of a conflict between this section and Board Policies 103 and 104, and associated Attachments, the language of Board Policies 103 and 104 and associated Attachments shall prevail.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator for students is:

Mrs. Mary Foulkrod, Career Planning Coordinator, Erie County Technical School, 8500 Oliver Rd,
Erie, PA 16509

Email: mfoulkrod@ects.org

Phone Number: 814-464-8679

The District's Title IX Coordinator for staff is:

Mrs. Cat Doty, Human Resources Director, Erie County Technical School, 8500 Oliver Rd,
Erie, PA 16509
Email: cdoty@ects.org
Phone Number: 814-464-8663

The U.S. Department of Education's Office for Civil Rights may be contacted at:

U.S. Department of Education
Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW
Washington, DC 20202-1100
Email: OCR@ed.gov
Phone: 800-421-3481 FAX: 202-453-6012; TDD: 800-877-8339
<https://ocrcas.ed.gov/contact-ocr>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 allows students access to their own educational records and sets guidelines for the viewing of student education records by outside parties. ECTS has adopted a student records policy consistent with FERPA. According to this policy, students have the following rights:

1. The right to inspect and review information contained in their educational records within 45 days of the day ECTS received a written request for access. Students must submit to the Director of Career and Technical Education, or designee, a written request that identifies the record(s) they wish to inspect. The Director or designee will make arrangements for access and notify the student of the time and place when the records may be inspected.
2. The right to seek amendment of their education records that the students believe to be inaccurate, misleading, or otherwise in violation of the students' privacy rights.
 - a. A student may request the ECTS to amend a record that he/she believes to be inaccurate or misleading by writing to the Director of Career and Technical Education, or his designee, clearly identifying the part of the record he/she wants changed and specify why it is inaccurate or misleading.
 - b. Within a reasonable time after it receives the request to amend, ECTS will decide whether to amend the record as requested. If the ECTS decides to amend the record as requested, it shall amend the record and inform the student of the amendment in writing.
 - c. If the ECTS does not agree to amend the record as requested by the student, then ECTS will notify the student of the decision and advise him/her of his/her right to a hearing regarding the request for amendment.
 - d. The hearing shall meet the following requirements:
 - 1) The ECTS shall hold the hearing within a reasonable time after it receives the request for a hearing.
 - 2) The ECTS shall give the student reasonable advance notice of the date, time and place of the hearing.
 - 3) The hearing will be conducted by an official of the ECTS who does not have direct interest in the outcome of the hearing.
 - 4) The student shall have the opportunity to present evidence on the issue of whether the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student. The student may be assisted or represented by counsel.
 - 5) ECTS shall make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision.
 - e. If as a result of the hearing:
 - 1) The ECTS decides that the information in the record is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall amend the record and inform the student of the amendment in writing.
 - 2) If the ECTS decides that the information in the record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the student of his/her right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of the ECTS. If such a statement is placed in the education records of the student, the ECTS shall maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

3. The right to consent to disclosures of personally identifiable information contained in educational records, exception to the extent that FERPA allows disclosures without consent. Three of these exceptions to the prior consent rule are as follows:
 - a. The ECTS may disclose education records to “school officials” with “legitimate educational interests” without obtaining the prior consent of the student. A “school official” is a person employed by the ECTS as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel), an individual of the Operating Committee, a person or company with whom the ECTS has contracted to perform a special task (such as an attorney), auditor, medical consultant or therapist), or a parent or student serving on an official committee of the ECTS (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks. A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his/her professional responsibility.
 - b. The ECTS will disclose education records without consent to officials of another school district or school entity in which a student seeks or intends to enroll.
 - c. Information which is labeled “directory information” by the ECTS is excluded from protection from release and can be released without student consent. The ECTS releases the following “directory information” to the public: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height or members of athletic teams, degrees, honors and awards received and the most educational agency or institution attended by the student, and other similar information that would not generally be considered harmful or an invasion of privacy if disclosed.

Additionally, federal law requires that the ECTS provides to military recruiters, upon request, three directory information categories—names, addresses and telephone listings of all students—unless the student has advised the ECTS that he/she does not want this information disclosed without their respective prior written consent.

If a student or family does not want some or all of this “directory information” released, please prevent its disclosure by declaring in writing a request to be removed from the directory shared with the military. This can be submitted to the Director or Principal.

4. The right to file complaints with the United States Department of Education concerning the alleged failures of the ECTS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA complaints is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Students must complete a Release Form prior to ECTS releasing personally identifiable information contained in a student’s education records (unless an exception applies). This includes medical, psychiatric or similar records, confidential in nature and only available with student permission to professionals in their respective fields.