

## Welcome

**Welcome to the SUN Area Technical Institute (SUN Tech).** You are part of a select group of students who elected to be part of an innovative program; a program consisting of 180 days of concentrated study in technical programs.

This handbook is intended to provide general information about your school. It will serve as a guide so that you can take full advantage of the programs of this school. All programs offered at SUN Tech are focused on enabling all students to start their careers following well defined career pathways to high priority occupations and family sustaining wage jobs in Pennsylvania. The interest you show and the effort you put forth will be a measure of success for you and our entire school.

Administration, while fulfilling the school's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning, reserves the right to make exceptions to these guidelines depending on the severity and frequency of the situation.

### Technicians for the 21st Century

SUN Tech is a future focused, 21st century technical school, which is constantly restructuring and developing new programs of study built on over 43 years of performance excellence in career and technical education. SUN Tech is focused on its student, industry, and community customers, and is dedicated to offering world class programs.

SUN Tech courses are cluster designed (fields of study related by technology) to prepare students with career pathways to more choices for future employment and/or education beyond high school. Cluster curriculum is team teaching to provide students technical skills to be cross-trained and cross-functional students, and to provide Quality Management (QM) leadership and employability skills. This closely matches the definition of the education and skills of the "Technician" in the 21st Century. All SUN Tech programs are Tech Prep certified leading to higher education choices at over 47 Pennsylvania postsecondary schools.

### New Opportunities for Performance Excellence in World Class Technical Education

The primary purpose of SUN Tech is to provide a future focused program of study that will enable students to start their careers by developing employability/transferable skills to become **quality** workers, self-supporting, respectable citizens, and life-long learners that earn family sustaining wages. To accomplish this aim, students must not only become skilled in their chosen occupational field, but receive cross-training in related occupations to develop those traits necessary to interact and communicate with other people in related occupational fields. In this way, young men and women with the ability and ambition to attain performance excellence and leadership in

their chosen fields will be prepared to be young entrepreneurs that adapt themselves to the constantly changing demands of society.

**CAREER PATH TO HIGHER EDUCATION:** Harrisburg Area Community College, Pennsylvania College of Technology and SUN Tech are partners for success. Many of our programs are articulated to give students a head start on college and their careers. You, as a SUN Tech graduate, can be awarded advanced placement credit at HACC, Penn College, or one of 476 other schools of your choice. This credit is based on a recommendation by your instructor to recognize your achievement as a student. **It is equivalent to a scholarship ranging in value up to \$6,000.00 of financial savings and career advancement towards your associate degree.** You will still be able to pursue studies to achieve a baccalaureate degree if you want to further your education and career options at a later date.

As a student, help yourself grow by devoting your efforts to the task of starting your career by learning the occupation and related studies you have chosen. Work with the faculty and staff under existing rules and regulations that were designed to prepare you for work and life itself.

It is our sincere wish that the time spent at SUN Tech will be rewarding and enjoyable.

“The task of the excellent teacher is to **stimulate apparently ordinary people to unusual effort...** The tough problem is not in identifying winners; it is in **making winners out of ordinary people.** That after all, is the overwhelming purpose of education.”

## Mission Statement

It is SUN Tech's mission to provide World Class Technical Education by continually improving:

**Safe and Supportive Environment +  
Unparalleled Instructional Services & Curriculum +  
Nationally Recognized Student Achievement**

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**Highly Skilled Future Leaders!**

## Belief Statements

1. All students can learn and will be encouraged and challenged to reach their full potential.
2. Programs should enable students to acquire the knowledge, skills and attitudes necessary to be productive members of society.
3. Career Guidance is essential for all students.
4. Professional development is vital for a well-trained and creative staff.
5. Students, through their actions and choices, have the final responsibility for their education.
6. All students will have saleable skills upon program completion.
7. The community and students must be committed to the pursuit of excellence in programs and services.
8. Education is a continuing experience.

9. Students will develop respect for themselves and others.
10. SUN Tech will partner with the private sector to ensure a curriculum that is industry-responsive.
11. Students must be **Self-Directed Learners** who use positive core values to create a positive vision for themselves and their future, set priorities and achievable goals, create options for themselves, monitor and evaluate their progress, and assume responsibility for their actions.
12. Students must be **Collaborative Workers** who use effective leadership and group skills to develop and manage interpersonal relationships within culturally and organizationally diverse settings.
13. Students must be **Complex Thinkers** who identify, assess, integrate, and use available resources and information to reason, make decisions, and solve problems in a variety of contexts.
14. Students must be **Community Contributors** who contribute their time and energies, and talents to improving the welfare of others and the quality of life in their diverse communities.
15. Students must be **Quality Producers** who create intellectual, artistic, practical and physical products which reflect originality in high standards and use of advance technologies.

## **Goals for Student Achievement**

- Goal 1:** Students will learn a variety of learning strategies, personal skills, and time management skills to enhance learning.
- Goal 2:** Students will demonstrate integrated knowledge and skills in applying multidisciplinary approaches to solving problems.
- Goal 3:** Students will communicate with clarity and purpose.
- Goal 4:** Students will evaluate and refine the use of multiple strategies to solved a variety of problems, and generate new and creative ideas.
- Goal 5:** Students will work with others in a variety of situations to set and achieve goals. They will deal with disagreement and conflict caused by diversity of opinions and beliefs.
- Goal 6:** Students will take responsibility for actions and demonstrate honesty, fairness, and integrity. They will act as responsible citizens in the community, state, and nation.

## **TRIPLE CROWN OF EXCELLENCE**

SUN Tech partners with three (3) distinct external stakeholder groups: Business and Industry, Parents/Citizens, and Governmental agencies each with defined expectations of organizational or educational excellence.

To this end, SUN Tech has actively pursued three world class quality initiatives: (1) **ISO Registration**

(**organization & operations**) from our business and industry partners focused on organizational standards for doing business by “doing what you say and saying what you do” for higher student achievement. (2) **Middle States Commission Accredited (best educational practices)**, accreditation that high schools, colleges and universities have held since 1887. Parents and citizens have grown to expect all schools to be accredited as a sign of educational excellence focused on higher student achievement. (3) **Malcolm Baldrige National Quality Award (MBNQA) applicant (data driven decision making)**, SUN Tech filed our first application in May 2003. The MBNQA feedback report has served as a road map to further refine how SUN Tech educates our student customers. Based on the data and customer feedback reports SUN Tech is better prepared to serve our student customer that will enable students to achieve higher career expectations and earn family sustaining wages.

SUN Tech’s Business and Industry partners respect the ISO Registration; Parents recognize Middle States Commission Accreditation as a sign of educational excellence in their schools; and the Malcolm Baldrige National Quality Educational Criteria for Performance Excellence is recognized by both the federal and state governmental agencies. Clearly, SUN Tech is setting world class educational standards and expectations of career excellence for our student customers and faculty alike.

## **What does ISO Registration Mean?**

Many people don’t know what ISO 9001 means. A simple way is to look at it as a stamp of approval for *what* SUN Tech does (education and instruction) and *how well* it does this. It is something like a “Good Housekeeping Seal of Approval” or a UL (Underwriters Laboratories) designation given after evaluations by specific external organizations.

An ISO Quality Management System (QMS) requires an organization to identify its *customers and stakeholders*. For SUN Tech, our primary customers are our students, whether secondary school students or adults. We have a large variety of stakeholders including parents, the school systems that send their students to SUN Tech, as well as employers and other groups in the community. The ISO registration process provides an outside opinion, by objective observers, about the quality of SUN Tech’s *product* (our “Curriculum and Instructional Services”).

A main focus of our QMS is on customer and stakeholder satisfaction. Are we meeting the needs and expectations of these groups? Our goal is to meet *and* exceed what is expected of SUN Tech. Feedback from customers and stakeholders furnishes information about how well SUN Tech is meeting these expectations and helps to identify ways to continually improve.

These efforts are coordinated and managed by SUN Tech’s Quality Management Team. The team looks for ways to improve *what* SUN Tech does and *how* it does it.

If you have any comments or suggestions to help SUN Tech in its journey of Continuous Improvement, see any member of the Quality Management Team.

## **SUN Tech's Quality Management Team**

Dennis Hain	Administrative Director
Wanda Brubaker	Office Manager
Wendy Chalmers	Resource Specialist Instructor
Carol D'Amico	Adult Ed. & Purchasing, Coord.
Tom Gray	LAN Administrator
Tim Harvey	Drafting CAD Instructor
Jamie Kotarski	Welding Instructor
Cathy Kreitzer	Administrative Assistant
Susan Lovejoy	Criminal Justice Instructor
Ron Mapes	Bldg. & Grounds Supervisor
Jodi Marshall	Management Representative
R. Dirk Metzger	Resource Specialist Instructor
Brian Reich	LAN Technician
Geoff Schmitz	Guidance Counselor
Chris Shabanowitz	Math Instructor
Judy Sharer	Assistant Administrative Director
Greg Snook	HVAC & Plumbing Technology Instructor
Patty VanHorn	Job Coach, Resource Dept.
Joseph Weisser	Co-op Coordinator

## **The Malcolm Baldrige National Quality Improvement Act of 1987**

– Public Law 100-107

The Malcolm Baldrige National Quality Award was created by Public Law 100-107, signed into law on August 20, 1987. Public Law 100-107 led to the creation of a new public-private partnership. Principal support for the program comes from the Foundation for the Malcolm Baldrige National Quality Award, established in 1988.

The Award is named for Malcolm Baldrige, who served as Secretary of Commerce from 1981 until his death in 1987. His managerial excellence contributed to long-term improvement in efficiency and effectiveness of government.

### **Education Criteria Purposes**

The Malcolm Baldrige Education Criteria for Performance Excellence are the basis for organizational self-assessments, for making Awards, and for giving feedback to applicants. In addition, the Education Criteria have four other important purposes:

- to help improve organizational performance practices and capabilities;
- to facilitate communication and sharing of best practices information among education organizations and among organizations of all types;
- to foster the development of partnerships involving schools, businesses, human service agencies, and other organizations via related criteria; and
- to serve as a working tool for understanding and improving organizational performance, and guiding planning and training.

## **The Malcolm Baldrige Education Criteria for Performance Excellence Goals**

The Criteria are designed to help organizations enhance their educational performance through focus on dual, results-oriented goals:

- delivery of ever-improving value to students and other stakeholders, contributing to improved education quality; and
- improvement of overall organizational effectiveness and capabilities as educational organizations.

## **MIDDLE STATES ACCREDITATION**

Parents and citizens have long recognized accreditation as an expected sign of educational excellence for the area high schools and colleges. August 2003 marked the start of the self study for the accreditation process for the SUN Area Technical Institute to become accredited. SUN Tech became fully accredited in March 2004. The Middle States Association of Colleges and Schools set the standards for accreditation for career and technology schools and programs that are qualitative statements that reflect research-based best practices evident in schools offering career, technical, and vocational programs at the secondary and/or postsecondary levels. Most importantly, the standards serve as a school improvement mechanism focused on higher student achievement. Indicators have been developed for each standard. Neither the indicators nor the standards are to be used as a checklist; rather, the indicators should amplify a standard and show possible ways that a school, evaluator, advisory committee, or reader can demonstrate a particular standard is met. Standards serve as guidelines for school improvement to ensure the school's organization, mission, philosophy, goals, and data are focused on higher student achievement.

## **QUALITY MANAGEMENT**

The purpose of this policy is to state the quality values and philosophy of the SUN Area Technical Institute and the requirements for school-wide quality management.

The quality system at the school involves all employees and students and is primarily based on the principles of completely satisfying all external and internal customers, providing the highest quality educational products and services, and the continual improvement of everything we do. This formalized quality system consists of eight (8) quality values that are used in our day-to-day activities. There are eleven (11) key activities, all of which are carried out by individual employees, students, and/or formalized quality teams.

This policy shall serve to guide the actions of all employees and provide the basis for implementing a quality management system (QMS) throughout the SUN Area Technical Institute. The School's QMS complies with the ISO 9000 international quality standard and is guided by the requirements of the Baldrige National Quality Program's Education Criteria.

## **Overview**

The underlying philosophy of quality management is twofold: we do what we say regarding our quality policies and procedures, and we continually improve all work processes of the school. Continual improvement is an ongoing customer-driven process involving definition of key processes, identification and resolution of problems, errors, needless complexity and reduction of variation. This results in improvement, which generates ever-higher quality services to all of our customers (external and internal). The School's external customers include our students and their parents, the Joint Operating and Occupational Advisory Committees, postsecondary educational institutions, and employers. Internal customers are defined as the next person who receives an individual employee or student's work within the organization. This includes faculty, staff administration, superintendent of record, contractors/partners and others on the SUN Tech payroll.

## **Quality Values**

Quality management requires involvement by all employees working individually and as teams to maintain and improve their work processes with the emphasis on customer satisfaction. Management must stimulate improvement of the process by removing barriers to systems improvement.

The following values shall be used by all employees in conducting our business:

1. Quality management is fundamental to achievement of our School's purpose.
2. Leadership roles and activities will focus on vision, planning and innovation to achieve expected results and creating value for all customers, stakeholders and communities served by the School.
3. School-wide focus on enhancement of student learning will be achieved by continual improvement of educational and administrative systems, processes and techniques.
4. Understanding the present and future needs of customers and satisfying these needs using quality management principles is essential to achieving a world-class leadership position.
5. Relationships will be characterized by trust, professional respect and employee involvement in the decision-making process.
6. Quality-driven suppliers and partners who provide reliable products and supportive services on a timely basis shall be considered stakeholders.
7. Trained employees practicing teamwork and using statistical methods and problem-solving tools are the foundation of organizational success.
8. Administration, faculty and staff modeling, deploying and teaching quality improvement principles for students to enhance their understanding of quality principles and their employability.

## ALL STUDENTS

SUN Tech's quality principles and practices will be integrated into the curriculum and daily activities of all programs. This will give each student first-hand experience with world-class quality techniques regarding goal setting, performance tracking and action planning.

**Personal Quality Planning.** (Develop, maintain and deploy a written quality plan throughout the school year that will encourage personal accountability for academic performance and competency achievement.)

Expectations: All students shall:

1. Develop a written personal mission statement related to their chosen career objective and supportive of the program's stated mission statement.
2. Develop, a written set of personal beliefs regarding the personal behaviors that will be essential to the achievement of their personal mission statement.
3. At the start of each marking period, develop a written action plan listing specific continual improvement objectives to be achieved to ensure progress toward their stated mission statement and chosen career objective. Action plans must include objectives related to completion of assignments and achievement of competencies. In addition attendance, punctuality, safety accidents must be included if determined to be a performance concern. Other continual improvement objectives may be included as desired.
4. For each marking period and throughout the school year, track measurable data relating to each continual improvement objective indicating current level of performance and performance target. Data must be updated on at least a weekly basis.
5. Participate in reviewing and improving continual improvement objectives for the whole program.
6. Complete Student Quality Plan (AD1986) and worksheet (AD1985).

### **Student Right to Quality Education**

All students have the right to a quality education. However, with this right comes the responsibility to act, dress, study, and express oneself in an appropriate manner suitable for maintaining an environment conducive to learning. A student's rights only extend within oneself and no student has the right to infringe upon the rights classmates have to a quality education. It is the intent of SUN Tech to protect and preserve the rights of all our students in an effort to provide the best education possible. IT IS EACH STUDENT'S RESPONSIBILITY TO REVIEW THIS HANDBOOK WITH HIS/HER PARENTS OR GUARDIANS.

### **SUGGESTION BOX CUSTOMER SATISFACTION FEEDBACK FORM (SUN AD 1951)**

SUN Tech utilizes a Suggestion Box CUSTOMER SATISFACTION FEEDBACK FORM (CSF form, SUN AD

1951) located on the left wall at the Main Office counter to enable students to address issues of concern or improvement to the SUN Tech Administration, which implements policies governing the handling of complaints and grievance by students. The Quality Management Team (QMT) meets weekly to review and resolve all CSF forms submitted by students and other interested individuals. This information is provided to notify you of your rights and privileges under the Middle States Association, Standards, for Accreditation for Career and Technology Schools and Programs. These are the primary statement of standards endorsed and approved by the Commission on Secondary Schools for use with secondary career and technology programs.

### **Complaints**

If you feel that the SUN Area Technical Institute is not complying with the Customer Satisfaction Feedback policies or not guaranteeing your rights outlined above, you may call or file a letter of complaint with the: Commission on Secondary Schools, Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104 or phone 215-662-5603.

## **CODE OF STUDENT CONDUCT**

### **Beliefs About Employability & Transferable Skills**

Students should:

- practice time management
- arrive prepared for class
- dress appropriately for work environment
- work cooperatively and participate as a team member
- work independently
- accept constructive criticism
- organize and schedule work and maintain information
- make informed decisions and develop critical thinking skills
- communicate information effectively
- demonstrate pride and confidence in quality of work
- work effectively with diverse populations
- demonstrate awareness of community needs
- follow directions
- work enthusiastically and adapt to change
- demonstrate understanding of business/industry
- demonstrate leadership
- exhibit honesty/integrity
- participate in community service projects

### **Authority of Teachers and Administrators**

According to Section 1317 “Loco Parentis” of the Public School Code: “Every teacher, vice-principal and principal in the public school shall have the right to exercise the same authority as to conduct and behavior over the pupils attending his/her school during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them.”

## Behavioral Guidelines

SUN Tech and all sending school districts, are bound by the Commonwealth of Pennsylvania Regulations and Guidelines on Student Rights and Responsibilities, Pennsylvania Code, Title 22, Education, Chapter 12. In order to protect these responsibilities and rights, a set of behavior guidelines have been developed.

The following behaviors are considered inappropriate and may result in disciplinary action. PROGRAM DISRUPTION, SOME EXAMPLES LISTED BELOW BUT NOT LIMITED TO ONLY THESE EXAMPLES, may result in lunch detention, loss of driving privileges, suspension or expulsion from SUN Tech and/or also the exclusion from participation in the Certificates Awards Program, depending on the severity and/or frequency of incident(s):

- Open defiance of authority, willful refusal to do as requested, or other disrespectful behavior toward school personnel.
- Pushing, shoving, throwing, fighting or general horseplay.
- Using abusive, obscene gestures or disrespectful language.
- Threatening, intimidating, harassing, hazing or other forms of verbal or physical assault directed toward other students or school personnel.
- Possessing or threatening to use any object that could be viewed as a weapon.
- Willfully defacing or damaging school property or the personal property of any school employee, student or visitor on school grounds.
- Theft or possession of stolen property.
- Forging names (e.g. parents/teachers) on school related documents.
- Opening or entering another student's locker without his/her permission.
- Violating safety rules of individual labs.
- Manifesting behavior that is disruptive and interferes with the education of other students.
- Wearing clothing that poses a health or safety hazard or is deemed inappropriate by SUN Tech staff.
- Possession or use of tobacco products on school property or while at a school-sponsored activity.
- Possession of open and/or beverage with broken seal in school's hallway
- Possessing, using, or being under the influence of alcohol or illegal drugs while on school property or at a school-sponsored activity.
- Students may not use electronic devices to transmit any form of media during the school day (i.e. voice, text, photos, movies, MP3 files etc.)
- Running or loitering in hallways or on school grounds.
- Leaving school grounds during school hours without written permission from the Attendance Office and/or FASO of SUN Tech and/or student's high school.
- Leaving an assigned area without permission or a completed hall pass.
- Entering or exiting the building through any door except the front entrance or student parking lot entrance during arrival or dismissal.

- Being repeatedly tardy or having unexcused absences from school.
- Displaying, posting or distributing any written material on school property without prior administrative approval.
- Driving or riding in a student vehicle to or from SUN Tech without SUN Tech Administrative authorization.
- Transporting items that are considered a weapon to or from SUN Area Technical Institute as defined in the SUN Tech Weapons Policy.\*\*

*\*\*Act 167 states that the possession of a weapon on school property or on a school bus has been classified as a misdemeanor of the first degree. Similarly, assault on a fellow student or staff member is a misdemeanor of the first degree. Students and parents should be aware of several conditions in the law:*

- A misdemeanor of the first degree is punishable by a fine of up to \$10,000 and/or imprisonment up to 5 years.
- A weapon is broadly defined as an instrument that can do bodily harm.
- Any attempt to cause bodily injury to any school employee or a fellow student is classified as an aggravated assault and is also a misdemeanor of the first degree.

## **Student Professional Image Guidelines**

Students at SUN Tech are expected to **look and act like young professionals or technicians**. Business and industry expects nothing else. Be a young professional. Our school is a place **where students are being prepared to enter the world of work immediately upon graduation or after taking advance training at a post-high school institution**. SUN Tech, therefore, **must set standards to follow that will ensure the students' acceptance in the world of work**. These standards will also provide a safe, wholesome, and healthy atmosphere in which to learn a chosen trade or profession. **S.B. 494 (4-98) with Act 46 of 1998 "Amendments to the School Code" allows schools to require students to wear uniforms or standardize dress**. The main purpose of SUN Tech is to prepare young men and women for the world of work and to help students' best meet their career goals. The rationale is basically threefold:

1. Safety – Safety hazards, while varying from one program to another, are inherent in every program.
2. Personal Hygiene – Personal pride is best reflected in one's personal appearance.
3. Clothing (Based on Standards of Business and Industry) Student attire that is most desirable of entry level workers that meet the expectations of employers. Therefore, all students are required to wear their program clothing/uniform; which includes the appropriate slacks, jeans, shirts and sweatshirts as identified by Policy No. 221. The uniform must be visible at all times as outer clothing/uniforms during all classes, field trips, job site work activities, during course work at higher education, etc. Warmer clothing such as sweatshirts without hoods; will be the same as the program color with the appropriate logo and program name visible at all times. If a student is still cold, they are permitted to wear insulated shirts, long or short sleeved, under their program clothing/uniform. No street clothing, coats, sweaters, jackets or sweatshirts will be worn over top of SUN Tech

program clothing/uniforms inside SUN Tech.

The following regulations will be followed during school hours and at all school functions:

4. Students' hair must be clean and well groomed, **NO SPIKED HAIR** or unnatural colored hair such as fantasy and/or party fashion color.
5. Students who operate high-speed, power machinery must confine long hair with a cap, hair net, headband, or other appropriate device.
6. Proper footwear should be given careful consideration in keeping with safety regulations. Bare feet and wearing of sandals/flip flops, open toe/open heel shoes and slippers are forbidden.
7. Extremes in clothing are not permitted. All clothing must be neat, clean and meet the standards set to insure working conditions that are safe and healthful for each individual program.
  - a. Shirts will be tucked in at the waist at all times
  - b. To prevent injury when working around machinery, sleeves must be rolled up, jewelry such as large rings, beads, and wrist watches should be removed.
  - c. Decorative necklaces, chains, collars, etc. that are exposed and free hanging shall not be worn. Other than nondangling earrings, there shall be **no visible or clear body piercing jewelry of any kind, e.g., nose rings/studs, eyebrow rings/studs, tongue studs, ear/plug/expansion rings, clear studs or rings, etc.**
  - d. No visible "hickies" permitted
  - e. Wild eye or special effects contact lenses are not permitted at SUN Tech.
  - f. Shorts, T-shirts or any clothing that advertises tobacco, drugs, or alcohol, or depicts profane, morbid, grotesque, or sexually suggestive or extremist language/designs (example: confederate flag), garments with open or bare backs, or any garment that overexposes the body, including upper and/or lower cleavage, tank tops, halter tops, crop tops, midriff tops, tube tops, visible undergarments, spandex pants, stirrup pants, capris, leggings, flip flops, sandals, decorative gloves and fingerless gloves are not proper attire for school and therefore are **not permitted at SUN Tech.**
  - g. Extremely baggy pants are not permitted. All pants must be secured around the waist and may not hang down around the hips revealing undergarments.
  - h. Shirt and pant/shirt combinations that reveal the exposed stomach, back, or undergarments are not permitted.
  - i. Skirts must be knee length or longer.
  - j. Holes in clothing are unacceptable as a safety requirement and will not be permitted.
  - k. No wallets with chains
8. Hats, and other head coverings, are only permitted in program areas with the instructor's permission. Hats, and other head coverings, must be left in the student's locker during lunch, or while in the halls or other classrooms.
9. Foul and/or inappropriate language is not acceptable at SUN Tech.
10. Large gym bags, nap sacks, and duffel bags are not permitted in any program. Backpacks will be permitted at the discretion of each individual instructor.
11. Coats are not to be worn in the building during the school day. A coat is defined as a parka, overcoat, raincoat, or

trench coat that is typically worn outdoors during cold or inclement weather. Student violators should be referred immediately to the main office.

12. Public displays of affection (hugging, kissing, etc....) are not appropriate behaviors during school and therefore are not permitted at SUN Tech.

The staff will make a determination of the appropriateness of other items not listed and what materially interferes with the education process. It is the responsibility of all staff members to enforce the dress code. **The administration holds the right to make the final determination whether clothing is inappropriate for school and a disruption to the educational process.**

Administration reserves the right to adapt dress codes to fit the need of the activity.

## **Performance Benchmarks For SkillsUSA/ HOSA/Co-op Ed/Leadership**

Membership in SkillsUSA/HOSA student organizations are open and all students are encouraged to join their program chapter. Students participation in leadership roles, local, district, state and national competitions (including delegates) and cooperative education **should represent only the best of SUN Tech students. To insure that this quality is reflected in our students, those competing or participating must meet the following standards:**

1. **Attendance must be maintained at a 95% level or better.** Exceptions: Extended illness (doctor excused) and pre-approved absences.
2. **A grade of 80% or better must be maintained in all courses** in which the student is enrolled during the school year. This includes not only the technical program but Math, English, Physical Education, etc.
3. **Students must have completed 70% of the required competencies** for their chosen Career Objective to participate in the Co-op Program.
4. **Discipline issues** will be grounds to remove students from leadership roles, participation in competition(s), Cooperative education, internships and other school-related activities.

## **Attendance Guidelines**

Upon returning from an excused or unexcused absence students must first report to the main office for an admittance slip before entering their program. Students who attend morning classes or events at their home school must first report to the SUN Tech main office and sign in before entering their program.

### ***Excused Absences***

1. Seven (7) days: Parents will be notified by letter that their son/daughter is required to bring a parental excuse for all absences. The student **must have the parental excuse** with them when returning to SUN Tech or the absence(s) will be recorded as unexcused.
2. Twelve (12) days: Parents will be notified by letter that their son/daughter is required to bring a medical excuse

for all absences. The student **must have the medical excuse** with them when returning to SUN Tech or the absence(s) will be recorded as unexcused.

### ***Unexcused/Illegal Absences***

1. Four (4) unexcused/unlawful days: The student will lose their driving/riding privileges (ride the bus) for two (2) weeks and the attendance record will be turned over to the District Magistrate for prosecution. Students may also receive detention and/or In-School Suspension. The student will also be required to have a medical excuse with them when returning to SUN Tech for all absences they acquire for the remainder of the school year.
2. Five (5) unexcused/unlawful days: The student will lose their driving/riding privileges (ride the bus) for four (4) weeks and the attendance record will be turned over to the District Magistrate for prosecution. Students may also receive detention and/or In-School Suspension.
3. Six (6) or more unexcused/unlawful days: The student will lose their driving/riding privileges (ride the bus) for the remainder of the school year and the attendance record will be turned over to the District Magistrate for prosecution. Students may also receive detention and/or In-School Suspension.

If the student continues to accumulate unexcused absences, he/she may **fail for the year**. The administration will review grounds for suspension or expulsion and/or may request a due process hearing before the Joint Operating Committee to determine if suspension/expulsion from SUN Tech is warranted.

**Since you are enrolled in a concentrated program, it is extremely important that absences be minimized.**

## **Tardiness Guidelines**

### ***Unexcused Tardies***

1. All students who are late must immediately upon arriving to school, report to the Office for a tardy slip which will be given to their instructor.
2. Three (3) unexcused tardies: The student will receive a **written warning** informing him/her that they have reached their third unexcused tardy.
3. Four (4) unexcused tardies: The student will **lose their driving/riding privileges** for **two (2) weeks**. He/she will ride the bus for two (2) weeks.\*
4. Five (5) unexcused tardies: The student will **lose their driving/riding privileges** for **four (4) weeks**. He/she will ride the bus for four (4) weeks.\*
5. Six (6) unexcused tardies: The student will **lose their driving/riding privileges** for the **remainder of the school year**. He/she will ride the bus for the remainder of the school year.\*

\*Depending on the severity of the incident, the student may also receive detention and/or In-School Suspension.

If a student has a clean record for one (1) month, an unexcused tardy will be subtracted from their record. Students are considered tardy if they are not in their rooms at the

designated starting time. Not returning at the scheduled time after lunch will be considered as being tardy, also.

## **Pre-Approved Absences**

Pre-approval may be obtained through the Main Office for college visitations. Pre-approved college visits will not be counted as an absence. The number of college visitations may not exceed three (3) for the school year. A student needs to supply the Main Office with a written parental note for the visit or notice from the college prior to the day of the visit. Requests will not be accepted after the fact. When the student returns to SUN Tech after the college visit, they will need to bring proof from the college that they were visiting the college. If no such proof is brought with the student the day they return, the visitation will be counted as an absence.

## **Observing Special Religious Holidays**

Any student who wants to attend special religious services during school hours will be required to bring a note from their parents requesting permission. The parents will also have to provide transportation for these occasions. Any time a student is excused to attend religious services, the day will be recorded as a legal absence.

## **Permission to Leave SUN Tech**

Students should avoid making appointments with doctors, dentists, etc., during school hours.

‘Important business’ or ‘important errands’ are not considered valid reasons for being excused. The reason must be stated, in writing, signed by the parent or guardian, and presented at the Office for evaluation. Students will be excused for valid, urgent reasons.

Parents should not ask pupils to be excused to go to the bank or to attend to business matters. Business which is important enough for the student to be excused from the school should be important enough for the parent to provide written excuses to be presented to the Office the day before the student wants to be excused.

Should it become necessary for a student to leave SUN Tech during a regular school day, the student shall secure a passport from the Office. This passport is good only for the scheduled appointment and the student must return to SUN Tech immediately following the appointment.

## **Use of Medications**

The Joint Operating Committee shall not be responsible for the diagnosis and treatment of student illness.

For purposes of the policy, “medication” shall include all medicines prescribed by a physician, any patent drug, aspirin, or cough medications.

Medications taken by the student will be overseen by an EMT. The dispensing of prescribed medication in accordance with the direction of a parent & family to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours.

Before any medication may be dispensed to any student during school hours, the Joint Operating Committee shall require the **written permission of the parent/guardian and the written order of the prescribing physician.** A request from the parent shall relieve the Joint Operating Committee and its employees of the liability for dispensing of medication. The order from a physician shall include the purpose of the medication, dosage required, dispensed time, and period for which medication is to be dispensed. Any side effects of the medication should be noted. The document(s) shall be kept on file in the office of the First Aid/Safety Officer.

Because of the nature of the immediate need for the medically prescribed asthma inhalers/Epinephrine Auto-Injectors, students will be permitted to carry their medically prescribed asthma inhalers/Epinephrine Auto-Injectors on their person if documented in the Main Office. Should the student use this medical device in any unsafe or threatening manner, this would be a violation of the SUN Tech Weapons Policy and would be dealt with accordingly.

## **The Possession or Use of Tobacco Products**

The Joint Operating Committee recognizes that the use of tobacco products and other presumptive look-alike tobacco products presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern.

Act 145 of 1996 "Use of Tobacco in Schools" took effect on February 3, 1997. "The new law defines possession or use of tobacco products or smokeless tobacco by a student in a school building, a school bus, or on school property owned by, leased by, or under control of a school district as a summary offense. School districts must initiate prosecution. A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs or admitted to alternative adjudication in lieu of imposition of a fine. A student is in possession of tobacco when found on the person of the student; in the student's locker, under the student's control while on school property, on property being used by the school, at any school function or activity, or at any school event held away from the school.

Students will receive a copy of this law at the beginning of the school year and will be required to read it and sign that they understand the law and the penalties that will occur as a result of possession or use of tobacco at SUN Tech.

SUN Tech will enforce this law. The following is a guideline for how this law will be enforced at SUN Tech. Please note, the penalties are the same for possession as for use.

First Offense - one day of In-School Suspension and turned over to police for prosecution.

Second Offense - three days Out-of-School Suspension and turned over to police for prosecution.

Additional Offenses - up to 10 days Out-of-School Suspension and review of students' record for possible expulsion from school and turned over to police for prosecution.

## **Electronic Devices**

Further, students will not be permitted to use such devices while participating in extracurricular activities unless expressly authorized by the building administrator or the

sponsor of the activity. Such devices should be kept in your vehicle or at home. Students shall have no expectation of privacy in the possession of portable electronic devices when used in violation of school board policy.

The Joint Operating Committee (JOC) prohibits all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, BlackBerries, and personal laptop computers, as well as any new technology developed with similar capabilities.

The Joint Operating Committee (JOC) prohibits use of electronic devices by students during the school day in school buildings; on school property; on school buses and vehicles; during the time students are under the supervision of the school; and in locker rooms, bathrooms, health suites and other changing areas at any time.

The Joint Operating Committee (JOC) prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in school buildings; on school property; on school buses and vehicles; and at school-sponsored activities.

The Joint Operating Committee (JOC) prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. The school may report such conduct to state and/or federal law enforcement agencies.

All electronic devices are strictly prohibited unless expressly authorized in advance by the administrative director or designee.

1. Students may not have these devices turned on during the hours of the school day. Cell phone use is prohibited; possession of a cell phone is considered being "In Use" regardless if the phone is turned on or off.
2. Students may not use a cell phone during the school day.
3. Students may not use electronic devices to transmit any form of media during the school day (i.e. voice, text, photos, movies, mp3 files, etc.)
4. Students must comply with directives from school personnel to turn off and turn over these devices with memory (sim) card in tact at any school sponsored event. Failure to comply will be viewed as a violation which could result in an up to 10 day suspension.
5. Portable electronic devices used during an exam will be viewed as cheating.
6. Portable electronic devices used for harassment will be viewed as bullying.

The administration, staff and faculty has the right to confiscate any such electronic devices that are used/found in violation of school board policy. Any confiscated devices must be turned off/deactivated by the student and will be returned to the student at the conclusion of the following school day, following week or the end of the school year

depending on the severity and/or frequency of incident(s). SUN Tech assumes no responsibility for loss or damage to personal electronic devices incurred by a student or family if an electronic device is lost, stolen, vanished or misused while in possession of the student or if confiscated by school personnel. SUN Tech shall not be liable for the loss, damage, or misuse of any electronic device brought to school by a student. The use of personal technology resources will be governed by the Acceptable Use Policy.

## **Live Work**

Live work requests will be considered by acceptance only with the written **approval of the instructor and the Office**.

Any student who receives permission to complete a project other than a regular, assigned school project will be required to purchase all material. All debts incurred through student projects, including materials and service charges, must be paid prior to removal of the project from the program and school property. The instructor will compute all charges for materials or parts.

For payment, the student or person responsible will take the Work Order Form to the Office. All copies will be receipted with copies being retained for Office use, student or owner use, and instructor use.

Students with outstanding debts owed to the school may not work on outside projects until all previous debts are paid in full. All live work debts are subject to disciplinary action. See Outstanding Debts/Student Responsibilities below for explanation.

## **Students' Fund Raising Projects**

All fund raising projects conducted during the school year must be approved and scheduled through the Main Office. Fund raising projects must follow these guidelines:

1. Students may sell items during lunch (except food items) and after school hours only. Students may **not** sell door to door within the school.
2. The preparation of items for fund raising projects (sandwiches, baked goods, . . .) may not be done during school hours.
3. Food items that are sold as part of a fund raising project may not be sold during lunch or distributed to students prior to lunch.
4. All fund raising debts are subject to disciplinary action. See Outstanding Debts/Student Responsibilities below for explanation.

## **Outstanding Debts/ Student's Responsibility**

Students have an obligation to make restitution when they incur a financial obligation to the school. This includes debts incurred through fund raising projects, live work, supplies, tools, equipment, textbooks, lunch loans, and other items that are lost, broken, damaged, or misused. The student and parent(s)/guardian(s) will be responsible for any costs associated with the repair or replacement of any of the listed items, reasonable wear and tear excepted. The replacement cost will be the current market replacement cost. All

obligations must be satisfied within 30 calendar days of the date that the item was lost or damaged. Failure to satisfy any financial obligation connection with the use of school equipment may result in disciplinary action. Additionally, any such loss or damage may result in any/or all of the following:

1. Loss of the ability to participate or attend any school-sponsored event, trips, and activities including the Certificate Awards Ceremony.
2. Withholding of progress reports and program certificates.
3. Receiving perks, prizes and items purchased through program fund raisers.
4. Working on outside projects until all previous debts are paid in full.
5. Institution of legal action for the collection of the obligated cost.
6. Pursuit with criminal authorities under applicable criminal law.

## **Safety**

### ***Safety is Everyone's Business!***

A good worker is a safe worker because industry and business place a premium on safe workers (**costs of Workers Compensation**). You must develop the necessary safety habits while you are in school. You will be acquainted with the safety rules and regulations for each trade by your teacher.

#### **Some General Safety Rules for All to Follow**

1. Decorative necklaces, chains, collars, etc. that are exposed and free hanging shall not be worn. Other than non-dangling earrings, there shall be no visible or clear body piercing jewelry of any kind, e.g. nose, eyebrow, tongue rings/studs, ear plug/expansion rings, clear studs or rings, etc.
2. Do not operate machines unless instructed by the teacher.
3. Obey warning and danger signs.
4. Horseplay will not be tolerated in the program or classroom, halls, or Cafetorium.
5. Don't take chances. If you are not sure about what you are supposed to do **ASK YOUR TEACHER**.
6. Avoid wearing loose clothing, flowing neckties, rings and wrist watches around moving machines. Your clothing must fit properly.
7. All injuries, no matter how slight, must be reported to your teacher. First aid will be given by the First Aid/Safety Officer in charge. An Accident Report must be completed.
8. Wear safety glasses and other protective equipment where and when required, as required by Act 116.
9. SUN Tech is responsible for your safety, searches will be conducted on reasonable cause.

Students who do not follow safety requirements can be placed in detention, In-School Suspension, or can be suspended from school.

## **Driving Policy**

1. Students may not operate their cars during the school day.
2. Driving Permit – \$1.00 per vehicle, must be displayed on back side of rearview mirror at all times. Students who receive three (3) driving tickets issued by SUN Tech will lose their driving privileges for two (2) weeks. You are young adults– drive safely.

3. Students will not be permitted to go to their car during the school day for any reason unless permission is given.
4. Once a student drives onto the school property, they are to proceed to the parking lot, immediately disembark, and go directly to their assigned programs.
5. Students shall respect school property by not disposing of litter other than in those places provided.
6. Any student driving a vehicle to SUN Tech may not transport any more than four passengers in a car (including the driver), two in a truck (including the driver) and one on a bike.
7. On school property, a school bus will always have the right of way.
8. Students driving on school property shall not exceed the speed limit of 15 miles per hour. Students shall respect the safety and property of others by avoiding reckless and dangerous driving practices.
9. The Joint Operating Committee will not be responsible for motor vehicles which are lost, stolen or damaged, or from theft of possessions, while the car is parked anywhere on school property. All liability for your car and possessions is the sole responsibility of the driver/owner.
10. Driving is a privilege. SUN Tech reserves the right to revoke driving privileges or passenger privileges.
11. Park your vehicle facing front (main road). **Pull out, do not back out of parking spaces.**
12. Wait for the bus to leave. Follow instructions of the parking lot attendant.
13. Park your motorcycle in the designated parking area along the grass to the back of the main parking lot behind the West corner of the building just to the right of the fire hydrant. Cycle only parking signs are posted and lines designate the area.
14. **Driving Violations: Based on Campus/Community/Highway Violation Reports Drivers Can Lose Their Driving Privileges and be Compelled to Ride the Bus to SUN Tech Based on School Law/Code.**
15. Driving Violations:
  - First Violation – Driving permit suspended for two weeks. He/she will receive a one day In-School Suspension and ride the bus for 2 weeks.
  - Second Violation – Driving permit is suspended for four weeks. He/she will receive a one day In-School Suspension and ride the bus for 4 weeks.
  - Third Violation – Driving permit is suspended for the remainder of the school year and parents/guardians will be notified. He/she will receive a one day In-School Suspension and ride the bus for the remainder of the school year.
16. Driving violations, such as incidents involving the police, school buses, reckless driving, or driving during a driving suspension will be dealt with at the discretion of the Administration.

## Parking Lot

Students are not permitted in the parking lot during the school day without a written pass from their instructor or another staff member. Students must **sign out** in their program before exiting the building. Vehicles that advertise extremist language/designs will not be allowed in the parking lot (example: confederate flag).

## **Discipline**

Teachers carry the responsibility of assisting in the development of tomorrow's leaders. It is in their best interest to plan interesting, exciting, and educationally sound activities that support the goals of SUN Tech.

Teachers:

1. Promote a climate of respect and dignity designed to strengthen the self-image of each student.
2. Develop a close cooperative relationship with parents for the educational benefit of the student.
3. Identify and communicate with appropriate personnel of changing behavior patterns and personality traits of all students.
4. Distinguish between minor misconduct, which is best handled by the teacher, and major misconduct, which is best handled by the Administration.
5. Assist in the enforcement of the discipline and dress code in all areas of the school.

Students in violation of school/program policies or guidelines will be disciplined by the individual program instructor or other school personnel by submitting an incident report. Administrative action can/will include the student being assigned placement in In-School Suspension, suspension from SUN Tech, possible expulsion from SUN Tech, exclusion from school functions and/or the Certificate Awards Program, loss of driving privileges, and severe violations will be reported to the local police. Parents/Guardians may call the Administrative Director of SUN Tech in reference to any discipline issue.

## **In-School Suspension Program**

Placement in ISS is designed to educate the student on "Why the rules and regulations in this school were set in place by business and industry." Students are assigned to ISS for a variety of reasons including excessive absences, excessive tardiness, and discipline issues. Activities will/can include meaningful assignments which will be provided and graded by the instructor.

## **Exclusion From SUN Tech**

Students may be excluded from SUN Tech and their sending school for, but not limited to, the following types of reasons:

1. Continued refusal to obey school policies and regulations.
2. Insolence or insubordination to school employees.
3. Theft or vandalism of school property or property of others while such is located on the school's property.
4. Failure to respond to lesser punishment and/or previous conferences.
5. Improper conduct at school-sponsored activities whenever or wherever held.
6. Behavior that interferes with the learning opportunity and rights of other students or prevents such other students from receiving the maximum benefits from their instructional program.
7. Possession of, use or any evidence of consumption (Safety Issue) of controlled substance or possession of paraphernalia.
8. Fighting and/or with dangerous offensive weapons.
9. Bullying, or physically or mentally intimidating other

students or employees of the school.

10. Contributing to the delinquency of other students.
11. Endangering other persons or property, or threatening to do so and/or with dangerous offensive weapons.
12. Tampering with/altering services, food products, equipment, accessories, or technology.
13. Student disciplinary violations that demonstrate uncontrolled self-restraint, physical abuse or harassment towards others occurring at any time during the school year could result in student being **“PROHIBITED FROM PARTICIPATING IN THE CERTIFICATE AWARDS PROGRAM and BEING ARRESTED FOR DEFIANT TRESPASSING”** SHOULD YOU ATTEND THE AWARDS PROGRAM at the conclusion of the year. Expulsion hearings will be held before the student’s sending school district because they have legal jurisdiction over their district’s students. SUN Tech is an extension of the sending district’s planned programs of study and meets the sending district’s graduation requirements outlined in school law/code.

Exclusion from school may be affected by suspension or expulsion. See Chapter 12 of the PA School Code “Regulations on Student Rights and Responsibilities.” “Suspension” shall mean exclusion from school for an offense for a period of up to 10 days, after an informal hearing before the Admin. Director is offered to the student and the student’s parents, in accordance with policies established by the Joint Operating Committee. **“Suspension and Expulsion” shall mean exclusion from SUN Tech and your sending school for an offense for a period of 10 days, and may be permanent expulsion from the school rolls.**

## **Pupil Purchases**

All students are required to wear program uniforms. The student is responsible for the purchase of these uniforms.

## **Locker Regulations**

Teachers involved in assigning lockers will issue them to students as soon as possible after the opening of school. Each student is assigned a box locker with a combination lock and a coat locker without a lock. **No student will be permitted to supply their own lock for an assigned coat locker.** The student must not change lockers without permission of the teacher.

Lockers must be inspected by the teacher quarterly. The purpose is to maintain proper sanitary conditions in the program.

Lockers are and shall remain the property of SUN Tech, and to the extent students have any expectation of privacy for items stored in lockers, it is very limited.

## **Searches**

Any time during the school year, students may be subject to general, random, or individualize searches conducted by administration or law enforcement. Searches may include students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, which may be searched without a warrant when in the school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the

school population, or evidence that there has been a violation of the law, Joint Operating Committee policy, or school rules.

## Make-up Assignments

SUN Tech work that is missed can never be made up fully. Explanations, discussions, and teacher demonstrations have been missed. Therefore, it is important that every student attend school on a regular basis. Under many circumstances, make-up work will be limited by the nature of the program.

The following is the procedure for completing make-up work for students who have been absent due to **illness, Out-of-school suspension, and other excused or pre-approved reasons.**

1. Students may elect to make up work for the days that they have been legally absent and for absences that have been pre-approved through the Main Office. The responsibility lies with the student to **request** the make-up assignments on the day he/she returns to school, no later than 30 minutes after his/her arrival time. The students must fill out a request for make-up work and turn it in to his/her instructor. The instructor has one day to prepare make-up assignments from the time of the request. For out-of-school suspension, the responsibility lies with the student to request make-up work within the first day of the OSS. Parents/guardians may pick-up assignments in the Main Office during the regular school day hours. Students will be allotted an amount of time equal to the days suspended starting on the day the assignment was made available to complete the assignment.
2. **All tests missed during any absence can be made up to 100% maximum.**
3. **Daily grades and competencies grades can be made up to a 70% maximum for acceptably completed make-up work. Exception:** Credit for pre-approved absences (college visits, placement tests, home school activities...) will not be limited to 70%.
4. Students **will not** be given the opportunity to do make-up work for daily grades or competencies grades for days when their absences are **unexcused** (except for out-of-school suspensions). They will receive a zero for each unexcused day. Students who are inexcusably tardy will receive a zero for that period of time (to be factored into their daily grade).
5. Make-up work is defined as an assignment to supplement the work missed. These assignments should be meaningful and of sufficient quantity to warrant a grade, but not in excess of what the students will be capable of completing in a reasonable amount of time.
6. **Make-up assignments are to be completed at home and not during the time the student is at SUN Tech.**
7. When students return from being absent, they will be allotted an amount of time equal to the days absent or pre-approved to complete and submit all make-up work for grading. (E.g. - two days absent means two days to turn in make-up assignments.)
8. In cases where it does occur that a student is absent the last day or last several days of the grading period and there is the intent that make-up work will be completed, the teacher will submit their grade (electronically) as scheduled, and a grade change will then be made upon completion of the make-up work. Only office personnel can enter this assignment grade and grade change. An incomplete grade cannot be accepted.

## Internet

Internet access is provided for the benefit of student research and as part of the curriculum in the Technology Cluster. Internet access is available in the SUN Tech Computer Labs.

### Guidelines for Internet Usage:

1. All SUN Tech staff and students must sign the Acceptable Use of Computers/Internet Policy, No. 815 Form before being permitted to access the Internet.
2. All users must log on using their own user name and password. Users are not allowed to log on using another user's account.
3. All internet users are prohibited from using the internet to post malicious, bullying, demeaning information on any website similar/like Youtube.com, MySpace.com, etc.
4. Students are prohibited from viewing any inappropriate websites such as images or photographs that are obscene, pornographic, lewd or otherwise illegal.
5. Students are prohibited from downloading or installing any illegally obtained copyrighted material.

## Alcohol, Controlled Substances and Drug Awareness

The Joint Operating Committee recognizes that the misuse and abuse of alcohol, controlled substances and drugs can create serious problems with adverse legal, physical, psychological and social implications for all members of the school community. Consequently, SUN Tech must make its students aware of these problems and their implications and must prevent such problems from arising in its school.

The definitions contained and used in the Controlled Substance, Drug, Device and Cosmetic Act and in the Pennsylvania Drug and Alcohol Abuse Control Act shall also apply for the purposes of this policy.

As used in this policy:

“Alcohol” means a liquid containing any percentage by volume or weight of ethanol or ethyl alcohol, including but not limited to beer, brandy, cordials, whiskey and wine.

“Controlled Substance” shall mean all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs
3. Alcoholic beverages
4. Anabolic steroids
5. Drug paraphernalia
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, such as but not limited to herbal incense or other products containing synthetic cannabinoids.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Joint Operating Committee policy.

“Drug” means (i) substances recognized in the official United States Pharmacopeia or official National Formulary, or any supplement to either of them; and (ii) substance intended for use in the diagnosis, cure, mitigation, treatment or preven-

tion of disease in man or other animals; and (iii) substances (other than food) intended to affect the structure of any function of the body of man or other animals; and (iv) substances intended for use as a component of any article specified in clause (i), (ii), or (iii), but not including devices or their components, part or accessories.

Look-alike drugs shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance, or is used in a manner likely to induce others to believe the material is a controlled substance.

Provisions shall be made in the programs of the school to lead students to an awareness of the problems created by the misuse and abuse of alcohol, controlled substances and drugs, and all their implications.

The distribution, gift, possession, sale, under the influence or use of any alcohol, controlled substance, drug or look-alike drug is prohibited during school hours, at any time while on school property, and at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

## **Sexual Harassment Policy**

**Purpose** – It is the policy of the Joint Operating Committee of SUN Tech to maintain a learning environment in its programs and activities that is free from sexual harassment.

**Prohibited Conduct** – It shall be a violation of this policy for any employee to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or school employees through conduct or communications of a sexual nature as defined below.

**Definition** – Unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written or physical conduct of a sexual nature when made by an employee to a student or when made by any student to another student or to an employee constitutes sexual harassment.

Some specific examples of actions that may constitute sexual harassment if the conduct falls within the definition set forth above are:

- repeated verbal harassment or abuse, sexual name calling, gestures, jokes, pictures, continued discussion about sexual behavior;
- pressure for sexual activity;
- spreading sexual rumors;
- unwelcome touching of a sexual nature;
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, membership or position.

**Procedures** – Any student or parent/guardian who alleges sexual harassment by any employee or student in the School **may use the School's complaint procedure and report directly to the Administrative Director or, in the alternative,** may complain to a teacher, the guidance counselor or the First Aid/Safety Officer. The Administrative Director shall be notified of every allegation of sexual harassment reported by a student. Teachers, the guidance counselors and other staff members should notify the Administrative Director of such allegations made to them by a student or parent. Parents or guardians will be notified of complaints of sexual harassment involving their children.

**Reprisal** – It shall be a violation of this policy for any employee or student to retaliate against complainants or against persons who testify, assist or participate in the investigation. Retaliation includes any form of intimidation, reprisal or harassment. The School shall discipline any employee or student who retaliates.

No retaliatory action will be taken or tolerated against a complainant who has in good faith filed a complaint of sexual harassment.

## **Bullying**

Bullying, or any form of harassment or abuse that is purposefully cruel, demeaning, or meant to be hurtful or harmful, will not be tolerated at SUN Tech and will be dealt with in the most severe manner possible.

Staff members will help their students to understand the unique differences of other students and ensure the acceptance of all students. Staff members must report any incidents involving “bullying” to the administration immediately. Students are also encouraged to report incidents to any staff member.

Any student involved in any type of “bullying” (written, verbal, physical, internet, third party) will receive a minimum of one day of In-School Suspension. Students who continue to display this type of inappropriate behavior will continue to be suspended from school and may possibly be expelled.

## **Vandalism**

Any member of the Administrative, Professional or Non-professional staff apprehending students in the act of damaging school property or the property of others, either inside or outside of the school building, will report such infractions to the Office immediately along with the offender.

## **Weapons Policy**

Students are not permitted (**BY FEDERAL & STATE LAW**) to possess or transport any object that could reasonable be considered a dangerous substance or a dangerous weapon on school premises at any time. This would include school buses to and from SUN Tech, student vehicles, and any school-sponsored activity on school premises or off school premises during the day or evening hours. Any student not adhering to this policy may face charges under the Pennsylvania Criminal Code as deemed necessary by school authorities. **Drivers in violation of the WEAPONS POLICY will have their driving privileges suspended for the remainder of the year. Drivers/Riders will ride the bus. If a student rides/drives after the suspension he/she is in violation of the SUN Tech driving suspension and will be suspended one day for each incident of not riding the bus. The only exception would be special appointments, which require prior approval. A parental/guardian must submit a written request to the Administrative Director for permission to drive to SUN Tech.**

SUN Tech recognizes the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law as stated in the Federal Gun-Free Schools Act 26 of 1995 and Safe Schools Act 30, Amended, of 1997.

**Definitions:**

- a. "Weapon" – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, jewelry or pen weapons, firearms, shotgun, rifle, bb or pellet gun, look-alike gun, paintball gun, chemical agent, explosive device, fireworks, ammunition, and any other instrument or implement capable of inflicting serious bodily injury.
- b. "Possession" – a student is in possession of a weapon when the weapon is found on the person of the student, in the student's vehicle, in the student's locker, under the student's control while the student is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on the way to or from SUN Tech. Weapons under the control of law enforcement personnel are permitted. The Administrative Director may authorize other persons to possess weapons in school buildings. The Administrative Director may prescribe special conditions or procedures to be followed before giving such authorization.

These guidelines will be followed for violations of the weapons policy:

1. The weapon will be confiscated and turned over to the police.
2. The local law enforcement officials will be called to investigate the incident as required by the Acts to prosecute through the Justice System.
3. A gun or firearm violation will result in a minimum expulsion of one year as stated in the Federal Gun-Free Schools Act of 1994. An Expulsion Hearing will be held before the full Joint Operating Committee as required by Pennsylvania School Code. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Act.
4. Possession of other weapons will result in a minimum of an immediate 10-day out of school suspension.
5. A complete review of the student's discipline record, past behavior, and circumstances of the incident will be used as a criteria in the disciplinary recommendation. Students who wish to avoid disciplinary action for inadvertent possession of weapons as described above may do so by immediately, upon discovery of the weapon(s), present such weapon(s) to the Administrative Director and immediately surrender such weapon(s) to his/her care.

## **Equipment and Tools Supplied by School**

While this policy prohibits weapons, it is not meant to interfere with instruction and use of appropriate school supplied equipment and tools (ie. utility knives) by employees and students. Program supplied tools, when properly used and stored, shall not be considered a weapon for the purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will take effect.

## **Extracurricular Activities at Sending School**

The SUN Area Technical Institute encourages students'

participation in extracurricular activities at their sending school; therefore, early dismissals from SUN Tech to participate in these activities will be permitted. However, certain steps are necessary to receive this privilege.

1. Students will make this request to their sending high school principal, coach, or activity advisor. If the activity is a sporting event, SUN Tech will need to be provided a season schedule.

2. The sending high school principal, coach, or activity advisor shall contact SUN Tech and give their approval for a student's early dismissal.

3. Students will be dismissed individually with transportation supplied by the sending school or the individual student.

4. Students must report to the Main Office, pick up a passport and sign out at dismissal time in order to leave the building.

## **Curriculum Review by Parents and Students**

The Joint Operating Committee adopts this policy to ensure that parents have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

The rights granted by this policy are granted to parents of students enrolled in this school where the students are under the age of eighteen (18) and to the students themselves when the student is age eighteen (18) or over.

Upon request by a parent or student, the district will make available existing information about the curriculum, including academic standards and competencies to be achieved, instructional materials and assessment techniques.

The following conditions shall apply to any request:

1. No more than one (1) request per semester may be made by any parent or student for each enrolled child.
2. To assist the school in providing the correct records to meet the needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.
3. The written request will be sent to the Administrative Director.
4. The school will respond to the parent or student within ten (10) school days by designating the time and location for the review.
5. The school may take necessary action to protect its materials from loss, damage, or alteration and to ensure the integrity of the files, including the provision of designated employee to monitor the review of the materials.
6. No parent or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents and students is permitted.

## **Students Who Attend SUN Tech**

The student body at SUN Tech is a blend of three different student groups:

**Juniors** or **Seniors** enrolled at SUN Tech complete their technical education and graduate from their sending schools. Their options are higher education, workplace or military service.

**Underclasspersons** – students enrolled as 9th or 10th graders who want to complete their technical education before their junior or senior year.

**Adults** who have elected to enroll at SUN Tech to be *retrained* or *upgrade* their technical skills. This program was developed to meet the “Need” for *lifelong learners to keep American workers competitive* in an ever changing technical workplace.

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## From the Faculty/Administration

Professional ethics will guide our performance and behavior to provide the technical education and skills with experience that will:

- Enable students to achieve their career objectives that are realistic, achievable and challenging.
- Daily/weekly lesson plans/schedules are designed to maximize students “Time on Tasks,” thus avoiding wasted time.
- Clearly state/show the criteria that will assess/measure progress towards world class standards and achieving each competency.
- Encourage students to keep focused on “Time on Task,” daily/weekly to achieve their career objectives.
- Work with all supporting agencies/groups to help students overcome identified/hidden barriers that may hinder or impede the students’ achievement of their chosen career objective.

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## 2011-2012 School Year Calendar

### AUGUST

- 23 Teacher In-Service Day
- 24 First Student Day

### SEPTEMBER

- 5 Labor Day Holiday, No School

### OCTOBER

- 5 Open House - 9:00 a.m. - 8:00 p.m.
- 10 Teacher In-Service, No Students
- 24 First Marking Period Ends

### NOVEMBER

- 2 First Occupational Advisory Committee  
Dinner/Meeting - 6:30 p.m.
- 24-29 Thanksgiving Holiday, No School

### DECEMBER

- 23-30 Winter Break, No School

## **JANUARY**

- 2 New Year's Day, No School
- 9 Second Marking Period Ends
- 16 Martin Luther King Day, No School/1st Make-Up Day

## **FEBRUARY**

- 17 Presidents' Day, No School/2nd Make-up Day
- 20 Presidents' Day, No School/3rd Make-up Day

## **MARCH**

- 16 Third Marking Period Ends
- 28 Second Occupational Advisory Committee Meeting - 6:30 p.m.

## **APRIL**

- 5 Spring Break, No School/5th Make-up Day
- 6 Spring Break, No School
- 9 Spring Break, No School/6th Make-up Day
- 10 Spring Break, No School/4th Make-up Day

## **MAY**

- 25 Fourth Marking Period Ends
- 28 Memorial Day Holiday, No School
- 30 Last Student Day
- 30 Certificate Awards Program - 7:30 p.m.
- 31 Teacher In-Service, Last Staff Day, 1/2 a.m.

## **Administration & Support Staff**

Amanda Aucker	.....	Instructional Aide
Debra Benfer	.....	Food Server
Ramon Beiler	.....	FASO/Secretary
Wanda Brubaker	.....	Office Manager
Carol D'Amico	.....	Adult Education & Purchasing Coordinator
Julie Dauler	.....	Instructional Aide
Tammy Eberhart	.....	Asst. Cook
Crystal Glass	.....	Evening Maintenance/Custodian
Tom Gray	.....	LAN Administrator
Dennis Hain	.....	Administrative Director
Linda Hendricks	.....	Instructional Aide
Jamie King	.....	Business Manager
Cathy Kreitzer	.....	Administrative Assistant
Brenda L. Kurtz	.....	Attendance Clerk
Ronald Mapes	.....	Bldg. & Grounds and Receiving Supv.
Jodi Marshall	.....	Adult Ed/Co-op/Guidance Secretary
Brian Reich	.....	LAN Technician
Judy Sharer	.....	Assistant Administrative Director
Rebecca Sherman	.....	Instructional Aide
Tonya Strous	.....	Head Cook
Tonya Struble	.....	Instructional Aide
Scott Styers	.....	Custodian
Patty VanHorn	.....	Job Coach
Maria Walter	.....	Math Instructional Aide
Heather Weller	.....	Math Instructional Aide
Debra Wetzel	.....	Instructional Aide

## Faculty

Terry Anselmo	Adv. Precision Machining Instructor
Terry L. Boonie	Computer & Networking Tech. Instructor
Wendy Chalmers	Resource Specialist Instructor
Gary Gregory	Masonry Instructor
Donald Gunther	Collision Repair Tech. Instructor
Crystal Gutshall	Cosmetology Instructor
Robin Harvey	Rm. 114 Health Sciences Instructor
Tim Harvey	Drafting CAD Instructor
David Hauck	Auto Tech. Instructor
Jamie Kotarski	Welding Instructor
Susan Lovejoy	Criminal Justice Instructor
Kim McBride	Advertising Art Instructor
R. Dirk Metzger	Resource Specialist Instructor
Patricia Millett	Rm. 201 Health Sciences Instructor
Jack Neidig	Diesel Mechanics Instructor
Dorothy Randler	Dental Sciences Instructor
Van Reichelderfer	Electrical Systems Instructor
James Romig	Adv. Wood Products Mfg. Instructor
William Samuelson	Carpentry Instructor
Geoff Schmitz	Guidance Counselor
Leonard Schwartz	Electronics Instructor
Chris Shabanowitz	Math Instructor
Greg Snook	HVA/C & Plumbing Instructor
Joseph Weisser	Co-op Coordinator
Justin Wright	Food Service Instructor

## School Day

The School Day at SUN Tech consists of six hours and forty-five minutes, thirty-two minutes of which is the lunch period. This schedule allows students enough time to return to their sending schools to participate in extracurricular activities.

## Daily Schedule

8:05 a.m.	Classes Open
8:20 - 9:00 a.m.	Period 1
9:00 - 9:45 a.m.	Period 2
9:45 - 10:30 a.m.	Period 3
10:30 - 11:08 a.m.	Period 4
11:08 - 12:00 p.m.	Period (lunch)
12:00 - 12:45 p.m.	Period 5
12:45 - 1:30 p.m.	Period 6
1:30 - 2:15 p.m.	Period 7
2:15 - 2:50 p.m.	Period 8
2:15/2:19/2:40/2:50 p.m.	Dismissal

## Opening Exercises/Flag Displays

The Board adopted this policy to ensure that SUN Tech complied with state and federal laws concerning flag displays and opening exercises while respecting the rights of individuals. Each student shall be required to salute the flag and recite the Pledge of Allegiance or the National Anthem during opening exercises. A student may refuse to recite the Pledge of Allegiance or salute the flag based on religious conviction or personal belief.

A student who declines to participate in opening exercises shall maintain a respectful attitude throughout the exercises.

## **Cafetorium**

Students will be scheduled for lunch between 11:13 a.m. and 12:00 p.m. Hats are not permitted in the Cafetorium, please leave all hats in your program.

In moving to the cafetorium, all students are to go directly to the cafetorium under the direction of their teacher.

There are two serving lines for both Type A and a la carte lunches. Lunches may not be charged.

All students report to the cafetorium whether or not they eat lunch and whether or not they carry or purchase their lunch.

All eating must be done in the cafetorium. No one will be permitted to carry food or drinks out of the cafetorium.

Only plastic bottles or cans from the factory manufacture with a sealed cap may be brought to school in a packed lunch or during approved activities. No beverage cups (example coffee) can be brought into SUN Tech.

After finishing lunch, students are permitted to go to the outside recreation area, or remain in the cafetorium until their lunch period concludes. Students must obtain a pass and sign out to go to the restroom or office. A maximum of two minutes is allotted to return to program. Admission after that is considered tardy. Recreation Area: benches, basketball court/volleyball area in front of the Cafetorium – **NOT** curb, dumpster, access road areas, grass area by The Learning Center or parking lot, etc.

## **Free and Reduced Lunch Program**

Students who wish to participate in the Free or Reduced Lunch Program shall fill out and turn in the required application to the Office as soon as possible.

## **Cafetorium Schedule**

The 30-minute lunch period will begin at five different times: 11:08, 11:13, 11:18, 11:23 and 11:28 a.m. and will conclude after 32 minutes.

At the beginning of each grading period, the lunchtime for each program will be announced; it will be changed for each grading period.

## **Video Cameras**

As part of SUN Tech's Safe Schools Program, individuals in SUN Tech may be monitored by video camera. These video cameras are placed around the school in public areas such as the Classroom/Lab, halls, main lobby, cafetorium, vending machines, courtyard, and parking lot.

## **Lost and Found Articles**

A student who finds lost articles should take them immediately to the Office; any student who loses articles should report the loss to the Office.

## **School Closing**

All students attending SUN Tech will follow the calendar for SUN Tech; not their sending school calendar, with the exception of snow or emergency closings.

BIG COUNTRY 1240 AM  
WKOK 1070 AM

WMLP 1380 AM  
WVLY 100.9 FM

Special closings in the event of snow or other emergencies will be announced by sending schools. Students are urged to listen to local radio and television stations and observe the school closing of their school district. You may receive a phone message from SUN Tech and/or your school district. If your sending school closes, you will not report to SUN Tech. If your sending school is open, you will report to SUN Tech as scheduled unless SUN Tech is closed.

## **Announcements**

Daily announcements and information will be given to students by their teacher each morning from the Daily Bulletin. Special announcements will be made over the Public Address System. Early dismissals will be by PA announcement (only) after buses arrive.

## **Bulletin Boards**

Program bulletin boards will contain the individual program's important notices and information. School-wide bulletin boards are available for school-related activities.

Sending school and other appropriate announcements will be posted in the Cafetorium and in the Office.

## **Sending School Events**

Students will return to their sending high school for special events, while a student at SUN Tech, at the discretion of their sending school administration.

In cases of students being active participants in sports, band, etc., the sending school will provide SUN Tech with the membership list of team members, etc., and these students will be dismissed individually with transportation supplied either by the sending school or the individual student.

## **Hall Passes**

Only one student at a time may leave their program for any reason during a regular school day and must first secure a hall pass and sign out. Such pass shall list the student, date, time of departure, reason, destination and signature of issuing teacher. Upon completion of the visit, students shall secure the signature of the teacher or person visited and the time of return. Hats are not permitted in the building except in the program areas with the permission of the instructor.

## **Working Papers**

Students under the age of 18 who expect to work must make application for working papers at the office of the Principal or Superintendent of their sending school district. Before this can be done, the student must have a job. Working papers are required for every change of job, it's the law.

## **Change of Address**

A change of address should be reported to the Office at once.

## **Student Records**

The following information is provided to notify you of your rights and privileges under the Family Educational

Rights and Privacy Act (FERPA), a federal law which protects the confidentiality of student educational records by limiting their disclosure. FERPA guarantees parents and eligible students (students who attained eighteen years of age or are married) certain rights which are described below.

1. Access to records:

Parents or eligible students have the right to inspect their child's or their own educational records, to receive copies of the records in most cases, and to have a school official explain the records if requested. To inspect your child's or your records, contact the local school administrator or counselor. When a child's parents do not live together, both parents have the right of access to all information relating to their child's education unless there is a court document specifically prohibiting it. Report cards, progress reports and other educational information routinely provided to the custodial parents by the school may also be sent to the non-custodial parent upon request.

2. Challenge to records:

Parents or eligible students have the right to request that their educational records be changed if they are inaccurate, misleading or violate student's rights, and to have a hearing if that request is refused.

3. Disclosure:

FERPA provides that educational records cannot be released without written consent of the parent or eligible student, except in certain specified instances.

4. Policy:

A more detailed explanation of your rights, the procedures to follow if you want to take advantage of them, and the limitations on the release of records is presented in the School District's FERPA policy statement. You may obtain a copy of this policy by contacting the Office of the Director.

5. Complaints:

If you believe that the SUN Area Technical Institute is not complying with FERPA or not guaranteeing you your rights outlined above, you may file a letter of complaint with the federal office in charge of enforcing the Act at this address:

FERPA Office  
Dept. of Education  
U.S. Dept. of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **Student Health Records**

The following information is provided to notify you of your rights and privileges under the Privacy Rule and Security Rule of the Health Insurance Portability and Accountability Act (HIPAA), a federal law which protects the confidentiality of student medical records information by limiting their disclosure. HIPAA guarantees new rights to parents or guardians of students as patients by imposing new restrictions on healthcare providers and those who maintain

health information.

School districts have access to, use, and store medical information and protected health information about students as part of the student records (FERPA) and NOT as a healthcare provider or those that maintain health information for healthcare providers. Districts collect medical information on students. HIPAA does not apply to FERPA (Family Educational Rights and Privacy Act) records.

SUN Tech is considered a “covered entity” because they “have access to, use, and store medical information and protected health information” because of this status SUN Tech became compliant on April 14, 2003 in the following items:

- Identify and train a privacy officer,
- adopt and document privacy policies and procedures,
- train all staff members,
- provide safeguards for information,
- verify that business associates treat PHI with privacy,
- notify parents and students of their privacy rights,
- investigate complaints from students and parents or guardians about privacy matters,
- take action against complaints,
- devise and implement an office plan for security,
- maintain continual quality control on implementation of policies, procedures, and security measures.

### **Complaints**

If you feel that SUN Tech is not complying with HIPAA or not guaranteeing your rights outlined above, you may file a letter of complaint with the federal office in charge of enforcing the ACT at this address: U.S. Department of Human Services, Office Inspector General – HIPAA HOTLINE, 330 Independence Ave., SW, Washington, DC 20201 or HOTLINE 800-447-8477.

### **Documents**

HIPAA – STUDENT Federal Privacy Complaint SUN AD 1011 (FORM 11)

HIPAA – STUDENT Local Notice of Privacy Breach SUN AD 1014 (FORM 14)

## **First Aid Services**

A First Aid/Safety Officer will be available during the regular school day. Medical attention can be obtained by contacting the First Aid/Safety Officer or the Main Office. The emergency first aid policy will be made available upon request.

## **Student Insurance**

All **students are urged to participate** in the insurance program offered at SUN Tech. The cost of this insurance is minimal. SUN Tech does not assume responsibility for payment of any medical bills for students. Student insurance from SUN Tech will not cover any sports activity at your sending school.

## **Guidance Counselor Services**

SUN Tech provides counseling services to assist students in resolving education, vocational, social, and personal problems. Emphasis is placed on the individual

student with the counselor ready to listen to any problem. Questions concerning vocational goals and career choices may be more readily resolved as the counselor and student make use of test scores and other personal data. **Information is also available about higher education following graduation.**

## **Student Assistance Program**

The Student Assistance Program (SAP) exists at each sending school and is made up of teachers, counselors, nurses and principals who have special training in areas such as drug and alcohol, depression, family problems, suicide, and other adolescent concerns that are causing interference for the teen. The student assistance team accepts referrals from staff, students, or parents. All information is kept confidential. SAP is an identification program, an intervention program, and a referral program.

### **WHEN TO MAKE A REFERRAL...**

It may be time to refer yourself or a friend if you notice the following signals:

1. Drop in grades;
2. Cutting school;
3. Change in personal appearance;
4. Erratic behavior;
5. Physical symptoms: runny nose, watery eyes, frequent illness, listlessness;
6. Illegal activities - theft, selling/buying drugs, extorting money, etc.;
7. Family problems;
8. Visible signs or talk of harming oneself or others.

### **HOW TO MAKE A SAP REFERRAL...**

1. Call or talk to a Guidance Counselor
2. Call or talk to a Principal or the Assistant Director
3. Talk to a teacher

## **Placement Tests For College Entrance Exams**

All arrangements for being excused from SUN Tech by students wanting to take placement tests shall be done at the Office. A copy of a letter from the college or school should accompany your request. Failure to provide evidence of the scheduled test will result in an unexcused absence.

## **Field Trips**

During the year, it is likely that your instructor will plan field trips for your class. All field trips must receive prior approval through the office. Students with outstanding debts owed to the school, and students with three or more incident reports turned in to the office, will be excluded from such field trips. Decisions regarding exclusion of students from field trips will be made at the discretion of the instructor and the administration. Below are a few rules to follow on any field trip:

1. Students should be attentive, courteous and respectful.
2. Obey all rules and regulations established by your teacher and the people conducting the tour.
3. Stay with your group; do not wander around.
4. Be as observant as possible because your class will

discuss the trip after returning to school and you could possibly be tested on the material covered.

5. Remember the same school regulations apply to field trips as when you are in school.

## **Occupational Advisory Committee**

The Occupational Advisory Committee is comprised of a group of individuals representing business and industry relating to each program. Each program instructor and a student representative will sit on this committee that meets at least twice a year. This committee is responsible for shop safety, major program purchases, and continual revision of curriculum. It is the task of the Occupational Advisory Committee to ensure that SUN Tech continues to meet the highest standards in Career and Technical Education.

## **Telephone**

Only emergency telephone calls will be accepted for students by the school with your instructor's permission. Students may use a telephone located in the Main office for emergency calls with permission from the administration. Only under the instructor's supervision/permission, may students use the classroom telephone.

## **Fire Drill Regulations**

1. Students should become familiar with fire drill plans posted in each room.
2. Turn off all power and lights. Close door after leaving room.
3. Students must move quickly but quietly, pushing, running, talking, etc., will not be permitted.
4. All students will participate and no one shall remain in the building during a fire drill.
5. Personal belongings such as books and lunches are to be left in the building.
6. Teachers will accompany their students out of the building and through the designated exits and maintain order through the entire drill. Each teacher is responsible for their own class.
7. Classes will pass in single file. When outdoor stations are reached, formation will be retained; pupils will face about and will remain quiet until a signal to reenter is sounded.
8. Should any exit be blocked by fire, smoke, a door that refuses to open, or a barricade set up for drill purposes, the teacher will immediately raise both hands to halt class. The teacher will then lead students to the nearest exit in a quiet, orderly manner.

## **Visitors**

Many visitors are received at this school each year. We welcome visitors because we think our school is worth seeing.

All visitors must park at the front of the building in the spaces reserved for visitors and enter through the Main Lobby Entrance. Dental patients must park in the student parking lot in the spaces reserved for dental patients and enter through the doors at the West Entrance by the Dental Clinic. All visitors, with the exception of Dental, Cosmetology, and Restaurant patrons/clients, **must sign in the Visitors' Book in the Main Office and obtain a visitor's pass.**

Parents are always welcome to make arrangements to

come to discuss their son's or daughter's progress in school. These arrangements can be made through the Office.

Visitors will not be permitted to use tools, materials or equipment because of the obvious hazards involved. To limit interruptions to the education process, visitors are asked to visit after 2:30 p.m. **Visitors will not be permitted in programs when there are substitute teachers.**

## **Transportation**

All participating schools provide transportation to and from school in the form of special buses. Students are under school jurisdiction from the time they get on the bus to come to school until they get off the bus on the way home.

## **SUN Tech Assemblies**

From time to time, assemblies will be held. These programs for students will be of an informational and/or entertaining nature.

Each program will move to the Cafetorium/LGIR when called on the Public Address System, and sit together with their instructor at tables where assigned.

The audience owes its courteous attention to those on the stage who are in charge of the program.

Talking or having your head down is out of place at an assembly, and appreciations should be shown by applause only.

## **Chapter Meetings**

Programs are permitted two club meetings per year; one before the winter break and one at the end of the school year. Students may not leave the building to pick up meeting supplies or food. All class meetings must receive prior approval through the Office. A limit of \$8.00 per student may be appropriated from the program's treasury for a class meeting.

1. The meeting will be conducted on an individual program basis and in the respective program. Students will not be permitted to be in the halls or in programs other than their own.
2. Meetings should not start until after 12:00 noon.
3. Activities during the meeting should be controlled and limited to such things as sitting in a group and talking, playing tapes or CD's, viewing an appropriate video tape, etc. Please refrain from any boisterous activities.
4. Sufficient time should be allotted so that the program may be thoroughly cleaned before dismissal.

## **SkillsUSA**

SkillsUSA is a national organization that serves high school and college students and professional members who are enrolled in training programs in technical, skilled, and service occupations, including health occupations. SkillsUSA prepares America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship, and character development. It builds and reinforces self-confidence, work attitudes, and communication skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement

in community service activities. SkillsUSA programs include local, state and national competitions in which students demonstrate occupational and leadership skills.

## **SkillsUSA Activities**

As SkillsUSA grows, many activities will be desired. Often such planned activities require funds to implement them, and in turn, require other activities to accumulate money. This can be done through the sale of products purchased from an outside firm for resale, or the manufacturing of products for sale. These methods are acceptable and encouraged; however it must be pointed out that the authorized policy of the school for sale of products or other fundraising activities is as follows:

1. Set up an area in the cafetorium and conduct business only during the lunch period.
2. Set up areas outside the school and conduct business other than school hours.
3. Door-to-door selling other than school hours.

## **HOSA**

The Health Occupations Students of America (HOSA) exists to assist students in developing leadership and technical skills competencies. It is intended for those who plan to enter careers that provide care and health services.

HOSA is an integral part of Health Occupations. Through HOSA students develop a better vocational understanding, an awareness of social intelligence, civic consciousness, and leadership skills. HOSA members have the opportunity to strengthen their skills by HOSA activities, by interacting with professionals in health-related fields, business people, and other HOSA members.

## **HOSA Activities**

Some of the activities in which the SUN Tech Chapter of HOSA will engage in are as follows:

1. Collect food during the Holiday Season.
2. Take blood pressures at school and at a local mall.
3. Participate in Dental Education Programs.
4. Sell Daffodils for the American Cancer Society.
5. Assist with The Children's Miracle Network Telethon and make a contribution to this HOSA national priority.
6. Sell various products to support chapter activities.
7. Participate in state HOSA competition.
8. Conduct regular Chapter meetings, some involving guest speakers.
9. Take field trips to health care facilities and a community college.

Students in the Dental Assisting Program and the Health Professions and Related Sciences Program may participate in the HOSA Chapter at the SUN Area Technical Institute. They follow the HOSA motto: **"The Hands of HOSA Mold the Health of Tomorrow."**

## **Community Service**

Each student and staff member is involved in the public relations of the school. Students are encouraged to participate in and support community service projects through their individual programs and through school-wide student organizations.

## Grading Procedures

SUN TECH issues a Progress Report with an accompanying task list, instead of a Report Card. The purpose of this Progress Report is to equate the student's progress to industry/business requirements, and will be issued every nine weeks. Grades are based on practical application and theory.

Every student will be required to take a final examination which will be averaged with the four marking period grades. The final exam is one-fifth of the final grade.

At the middle of each grading period, a Mid-quarter Report will be sent to parents/guardians of those students whose achievement is substandard.

		EVALUATION DESCRIPTORS
5	100-94	Can perform this skill satisfactorily with initiative and adaptability to problem situations.
4	93-86	Can perform this skill satisfactorily without assistance and/or supervision.
3	85-78	Can perform this skill satisfactorily but requires periodic assistance and/or supervision.
2	77-70	Can perform parts of this skill satisfactorily but requires considerable assistance and/or supervision.
1	Below 70	Has some knowledge about this skill but cannot perform the skill satisfactorily.

## Mathematics Program

All students will be tested for their math ability and those who are in need of remedial math will be assigned accordingly. You may terminate only by testing satisfactorily.

Students enrolled in SUN Tech who have not had the recommended mathematics background for their chosen program or who need credit toward graduation will be able to schedule the course while attending SUN Tech. Students from all programs who may be interested in continuing their education after graduation are encouraged to enroll in the appropriate mathematics course. If there is sufficient interest and scheduling allows, the following courses will be offered:

Pre-Algebra, Algebra I, Algebra II, Geometry (Independent Study), Trigonometry, Calculus, Industrial Math

1. The teacher for some programs will recommend the math courses that are essential to achieving maximum value from the program.
2. Students wishing to enroll in a math course must do so during the first two weeks of school. Late enrollment may be possible depending upon the student's math background and willingness to make up all work missed.
3. Students who enroll in a math course are required to attend class daily. Students who do not attend their scheduled math class, are tardy, or report to class unprepared will be assigned In-School Suspension and may be dropped from the course and therefore lose their math credit.

## Certificates

A student who enters a program at the SUN Area Technical Institute and who continues in attendance until graduation shall be eligible to receive a Certificate of

Achievement, provided all obligations and debts owed to the school have been paid.

## **Cooperative Education Program**

The Cooperative Education Program is a combined effort of the school and business/industry for training and offers opportunities for students to become directly involved with work prior to graduation. The primary goal of the program is to introduce the student-learner to the world of work via actual experience on the job.

The school coordinator works with the student to secure working papers, arranges employment interviews, periodically evaluates and supervises the student's progress.

Students are placed in the Cooperative Education Program only if they meet the standards listed as "Performance Benchmarks" on page 13 in addition to the following requirements. The student must be sixteen years of age or older and must meet all the age requirements set by the State and Federal Child Labor Laws. The student must indicate an interest in following the occupation as a life's work and intend to stay in school until they graduate. The student must possess the qualifications for employment set by the employer and earn the recommendation of the teacher for admission into the Cooperative Education Program. Job placement service is available to assist students in finding employment when their course work has been completed.

## **Student Awards**

Students will be recognized at the end of the school year based on available donations.

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# **Pennsylvania School Code**

## **CHAPTER 12**

### **Students and Student Services**

#### **Student Rights and Responsibilities**

#### **§12.1. Free education and attendance.**

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

(b) Parents or guardians of all children between the ages of 8 and 17 are required by the Compulsory Attendance Law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools nor from extracurricular activities because of being married, pregnant, disabled, or in need of special education services and programs.

#### **§12.2. Student responsibilities.**

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

(b) No student has the right to interfere with the education

of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

(c) Students should express their ideas and opinions in a respectful manner.

(d) It is the responsibility of the students to conform with the following:

(1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

(2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.

(3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational process.

(4) Assist the school staff in operating a safe school for all students enrolled therein.

(5) Comply with Commonwealth and local laws.

(6) Exercise proper care when using public facilities and equipment.

(7) Attend school daily and be on time at all classes and other school functions.

(8) Make up work when absent from school.

(9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.

(10) Report accurately in student media.

(11) Not use obscene language in student media or on school premises.

### **§12.3. School rules.**

(a) The board of directors has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. The board of directors has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.

(b) Board of directors may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

(c) Each board of school directors shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

### **§12.4. Discrimination.**

Consistent with the Pennsylvania Human Relations Act (43 P. S. §§951-963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin, or disability.

### **§12.5. Corporal Punishment.**

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of

corporal punishment is prohibited.

(b) Teachers and school authorities may use reasonable force under the following circumstances

- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

### **§12.6. Exclusions from school.**

(a) The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by §14.143 (relating to disciplinary placements) and 34 CFR 300.519-300.529 (relating to discipline procedures).

(b) Exclusion from school may take the form of suspension or expulsion.

(1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

(i) Suspensions may be given by the principal or person in charge of the public school.

(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.

(iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in §12.8(c) (relating to hearings).

(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors.

(2) Expulsion is exclusion from school by the board of school directors for a period exceeding 10 school days and may be permanent expulsion from the school rolls.

Expulsions require a prior formal hearing under §12.8.

(c) During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).

(d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals, or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education which

may include home study.

(e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the board of directors, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act (20 U.S.C.A. §§1400-1482).

(3) If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa. C. S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See §12.1 (b) (relating to free education and attendance).

### **§12.7. Exclusion for classes – in-school suspension.**

(a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.

(b) Communication to the parents or guardian shall follow the suspension action taken by the school.

(c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parents or guardian prior the the 11th school day in accordance with the procedures in §12.8 (relating to hearings).

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

### **§12.8. Hearings.**

(a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) *Formal hearings.* A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.

(2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing

notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parents requests a public hearing.

(4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on his own behalf.

(8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

(9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

(i.) Laboratory reports are needed from law enforcement agencies.

(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§1400-1482).

(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is meant to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

(iii) A student has the right to question any witnesses present at the hearing.

(iv) A student has the right to speak and produce witnesses on his own behalf.

(v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

## **§12.9. Freedom of Expression.**

(a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.

(b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity, or interferes with another individual's right.

(c) Students may use publications, handbills, announcements, assemblies, group meeting, buttons, armbands, and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

(1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

(2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

(d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.

(e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

(f) Bulletin boards must conform to the following:

(1) School authorities may restrict the use of certain bulletin boards.

(2) Bulletin board space should be provided for the use of students and student organizations.

(3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications must conform to the following:

(1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

(2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

(3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

(4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by nonstaff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

(2) The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

### **§12.10. Flag Salute and Pledge of Allegiance.**

It is the responsibility of every citizen to show proper respect for his country and its flag.

(1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.

(2) Students who choose to refrain from such participation shall respect the right and interest of classmates who do wish to participate.

### **§12.11. Hair and dress.**

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right must include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, or other situations when special attire may be required to insure the health or safety of the student.

(d) Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

### **§12.12. Confidential communications.**

(a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa C.S. §5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

### **§12.13. (Reserved)**

### **§12.14. Searches.**

(a) The board of school directors every school entity shall adopt reasonable policies and procedures regarding student

searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

(b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

(c) Prior to a locker search students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

## **§12.15. (Reserved)**

## **§12.16. Definitions.**

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

*Corporal punishment* - A form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

*Governing board* - The board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

*Prekindergarten* - A program operated by a school district or by a community agency under contract from a school district that is open to children who are at least 3 years of age and completed prior to the school district's entry age for kindergarten, unless individual exceptions to the age requirements are made by the school district.

*School entity* - A local public education provider (for example - public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

*Student assistance program* - A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

*Student services* - Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

(i) Services may include school guidance counseling, health services (under Article XIV of the Public School Code of 1949 (24 P.S. §§14-1401-14-1423) and 28 Pa. Code Chapter 23 (relating to school health), psychological services, social work and home and school visitor services.

(ii) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

## **STUDENT RECORDS**

### **§12.31. General Requirements.**

(a) The board of school directors of every school entity shall adopt a plan for the collection, maintenance and dissem-

ination of student records.

(b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in State or Federal law.

(c) Copies of the plan shall be submitted to the Department only upon the request of the Secretary.

### **§12.32. Elements of the Plan.**

The plan for student records must conform with applicable State and Federal laws, regulation and directives identified in guidelines issued by the Department.

### **§12.33. (Reserved)**

## **SERVICES TO STUDENTS**

### **§12.41. Student Services**

(a) Each school entity shall prepare a written plan for the implementation of a comprehensive and integrated K-12 program of the student services based on the needs of its students. The plan shall be prepared and revised in accordance with the time frames and procedures described in § § 4.13(a), (b), (d), (e) and (f) (relating to strategic plans). Services offered by community agencies in public schools shall be coordinated by and under the general direction of the school entity. The plan must include policies and procedures for emergency care and administration of medication and treatment under The Controlled Substance, Drug, Device and Cosmetic Act (35 P. S. § § 780-101—780-144) and guidelines issued by the Department of Health. The Department of Health guidelines are available from the Division of School Health, Department of Health, P. O. Box 90, Harrisburg, Pennsylvania 17108. A school district that operates a prekindergarten program shall address its prekindergarten program in its strategic plan.

(b) Though the variety of student services offered will differ from school to school depending upon its size and the needs of its students, the following categories of services shall be provided by each school entity in planning its student services:

(1) Developmental services for students that address their developmental needs throughout their enrollment in school. Developmental services include guidance counseling, psychological services, health services, home and school visitor services and social work services that support students in addressing their academic, behavioral, health, personal and social development issues. When prekindergarten is offered, these services must include nutritional services or referrals. Nutritional services include:

(i) Federal and State funded school meal programs.

(ii) Special Supplemental Feeding Program for Women, Infants and Children (WIC).

(iii) Food Stamp Program.

(iv) Pennsylvania Fresh Foods Program.

(v) Local food and nutrition services for children and families.

(2) Diagnostic, intervention and referral services for students who are experiencing problems attaining educational achievement appropriate to their learning potential.

(i) Student services staff use diagnostic services to identify barriers that limit a student's success in school. Intervention services actively engage

student services staff in activities planned to reduce or eliminate specific barriers to student success.

(ii) Student services staff may arrange for referrals to other school-based or school-linked professionals or may refer parents and guardians to appropriate community-based services for assistance.

(3) Consultation and coordination services for students who are experiencing chronic problems that require multiple services by teams or specialists.

(i) Consultation services are used by student services staff, in partnership with parents or guardians, to obtain assistance to address barriers and issues that are outside the scope of the student services professional.

(ii) Consultation and coordination services may be used to assist in the diagnosis, intervention or referral of students who face barriers to success.

(iii) Coordination services connect school resources with other available resources to assist students in meeting their educational objectives.

(c) Student services must:

(1) Be an integral part of the instructional program at all levels of the school system.

(2) Provide information to students and parents or guardians about educational opportunities of the school's instructional program and how to access these opportunities.

(3) Provide career information and assessments so that students and parents or guardians might become aware of the world of work and of a variety of career options available to individual students.

(4) Provide basic health services outlined in Article XIV of the Public School Code of 1949 (24 P. S. §§ 14-1401—14-1423) for students and information to parents or guardians about the health needs of their children.

(d) When student assessments using individual surveys are administered, parents or guardians shall be informed of the nature and scope of the surveys and of their relationship to the educational program of their child, consistent with section 445 of the General Education Provisions Act (20 U.S.C.A. § 1232h) regarding protection of pupil rights. Parents or guardians, or the student if the student is 18 years of age or older, shall have the right to refuse to participate in the survey by means of procedures established by the school entity.

(e) Persons delivering student services shall be specifically licensed or certified as required by statute or regulation.

(f) The Department will provide guidelines and technical assistance to local education agencies in planning student services.

### **§ 12.42. Student assistance program.**

School entities shall plan and provide for a student assistance program under section 1547 (g) of the Public School Code of 1949 (24 P. S. § 15-1547 (g) regarding alcohol, chemical and tobacco abuse program).

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