



**2011-2012  
Student  
Handbook**

## **WELCOME**

Eastern Center for Arts and Technology welcomes all new and returning students. Since 1965, EASTERN has provided quality career and technical education to the people of our service area.

Our commitment is to continue to be a leader in technology with a solid commitment to maintain partnerships with industry, a state of the art facility, and to provide students of all ages with positive lifelong learning skills. We hope that you who have chosen career and technical education as part of your educational program find EASTERN a place where new friendships are formed, your potential for leadership is developed and your career goals can be obtained.

### **Administration**

Administrative Director	Mr. Thomas Allen
Assistant Director	Mr. Kevin Reilly
Supervisor of Career and Technical Education	Mr. Kurt Adam
Business Manager	Mrs. Teresa Giambrone
Supervisor of Adult Education	Dr. Thomas Gregor
School Nurse & Practical Nursing Supervisor	Mrs. Carol Duell
Organizational Advancement Director	Mrs. Amy Shields
School Improvement Coordinator	Mr. Tim Weaver
Student Success Coordinator	Ms. Tess Eichenberger
Student Success Coordinator	Ms. Ferne Andre

### **Admission of Students**

High School students who want to enroll in courses offered at EASTERN should apply through the Guidance Department of the school they attend. New students must complete the registration form available from their school counselor. It is recommended that students visit EASTERN prior to registration to reinforce their course selection. Adults who wish to enroll should contact the Supervisor of Adult Education at EASTERN.

### **Non Discrimination Statement**

EASTERN recognizes that all students are eligible for inclusion in programs or extracurricular activities. No student shall be denied access to because of the following: (1) that student is married; (2) the student is pregnant; (3) the student has a disability as identified by Chapter 15 (relating to protected handicapped students); (4) the student is an eligible student identified under Chapter 14 (relating to special education services and programs).

### **Equal Rights & Opportunities Policy**

All activities, services, education programs and employment practices at Eastern Center for Arts and Technology are nondiscriminatory as required by Title VI, Title IX and Section 504. If there are restrictions, they are based on one's ability and aptitude, not on one's sex, race, color, national origin or handicapping condition. Additionally, handicapped students may qualify for special services or instruction and equipment modification, and students with limited English language skills will not be denied participation in any activity or program. Complaints or

questions concerning discriminatory treatment and racial or sexual harassment should be directed to Tess Eichenberger, Title IX and VI Coordinator, or Ferne Andre, Section 504 Coordinator, at 3075 Terwood Road, Willow Grove, PA 19090, (215) 784-4800.

## **EDUCATION REQUIREMENTS**

In all of the career and technical offerings at EASTERN, there is a definite amount of learning which demands shop or laboratory participation by the student in order to meet the objectives of the course. No grade credit will be received for days absent and the grade will be affected accordingly. In case of legal absence, the student is granted the opportunity to make up work. The student is responsible for arranging to make-up work within 3 days of the absence. Credit will be based upon work completed.

### **Student Grades**

#### **Considerations**

- Work habits
- Interpersonal skills
- Production
- Tests
- Projects

#### **Clear Expectations and Feedback**

1. Each student understands the expectations for their performance at the outset of any course of study.
2. Each student is kept informed of his/her personal progress during the course of the marking period and is informed of his/her grade at the end of the marking period.
3. Frequent counseling by the teacher for students who are performing in an unsatisfactory manner, or underachieving.
4. Grading methods are appropriate for course of study and the maturity of the students.
5. Students are encouraged to evaluate their own achievement.
6. Grading will objectively evaluate and reward students for their efforts.
7. The grading system is subject to continual review and revision.

#### **Progress Reports**

1. Progress reports are issued to communicate to the student and parent the student's achievement in the program.
2. Reports will be issued on three posted dates during the marking period.
3. Progress reports inform the student and parent of both positive and negative performance.

**If the student's average for a 15 day period is less than 70% and/or any other indications of a potential failing grade or the inability to achieve a Completion Certificate are present, a progress report must be issued. Any marking period failing grade must have been preceded by a progress report.**

## **Marking Period Grades**

EASTERN has four grading periods, each about 45 school days. Percentage grades are issued at the end of each marking period. Participating high schools apply these percentages to their grading policies. Quarterly marking period grades are calculated following the program grading policy using data in the Student Information System Teacher Grade book. Grades are calculated based on daily grades, projects and test scores.

## **Honor Roll**

Students who have achieved a grade of 90 or higher at EASTERN will be listed on the EASTERN Honor Roll. The Honor Roll is posted at EASTERN and sent to each participating school and local newspapers.

**Incomplete Grade (I)** - Students may receive an incomplete grade only in instances where additional time to complete work has been granted. This extension of time is not to exceed the end of the next marking period. At the end of this time the (I) will be changed to reflect a grade for the regular class work completed and all work submitted by the deadline.

## **Transfer Grades**

When transferring student from one program or teacher to another before the end of a marking period, grades will be combined for the two programs for that quarter. The grade (reflecting the student's activity in the previous program) will be issued by the teacher, in order that the new teacher will have those grades to average with the work performed in the new area.

## **Semester and Final Grades**

An advisory semester grade and final grades are calculated from the quarter grades by the Student Information System. This is done after the second and the fourth marking periods.

## **Certificates**

A Certificate of Completion will be granted to those students who have achieved a final grade average of 70 or higher and have completed all required terminal performance objectives for their career objective.

## **Student Warranty**

The following elements will comprise the Student Warranty Program:

- All students who are enrolled in an Occupational Program for a period of one year or more will be eligible for the Student Warranty Program.
- Each student will be issued a document (Competency Transcript) listing all tasks and terminal performance objectives for the career objective which the instructor has certified the student has mastered.
- EASTERN will warranty that a student can successfully perform the tasks and performance objectives specified on the student's Competency Transcript.

The Warranty will be in effect for up to one year following a student's completion of the program.

**Daily Grade Rubric**  
**NEW: 2010-11 UNEXCUSED LATE REQUIRES A MANDATORY GRADE**  
**REDUCTION OF 2 POINTS**

Grade	Descriptor/Behavior	Grade	Descriptor/Behavior
<b>10</b> <b>Outstanding</b> <b>Work</b>	<p><b>Student works <u>independently above &amp; beyond</u> assigned task with <u>leadership, initiative &amp; professionalism.</u></b></p> <p>Score of 10 is relative to the following factors...</p> <ul style="list-style-type: none"> <li>➤ <b>Timeliness</b></li> <li>➤ <b>Interaction</b></li> <li>➤ <b>Attitude</b></li> <li>➤ <b>Language</b></li> <li>➤ <b>Safety</b></li> </ul>	<b>4-6</b> <b>Poor Effort</b>	<p><b>Student needs supervision &amp; direction or redirection on assigned task.</b></p> <p>Score of 4-6 is relative to the following factors...</p> <ul style="list-style-type: none"> <li>➤ <b>Timeliness</b></li> <li>➤ <b>Interaction</b></li> <li>➤ <b>Attitude</b></li> <li>➤ <b>Language</b></li> <li>➤ <b>Safety</b></li> </ul>
<b>9</b> <b>Excellent</b> <b>8</b> <b>Commendable</b> <b>7</b> <b>Satisfactory</b>	<p><b>Student works with moderate or limited supervision &amp; direction on assigned task.</b></p> <p>Score of 7-9 is relative to the following factors...</p> <ul style="list-style-type: none"> <li>➤ <b>Timeliness</b></li> <li>➤ <b>Interaction</b></li> <li>➤ <b>Attitude</b></li> <li>➤ <b>Language</b></li> <li>➤ <b>Safety</b></li> </ul>	<b>0-3</b> <b>Unsatisfactory</b>	<p><b>Student needs continuous supervision &amp; redirection &amp; does not accomplish assigned task.</b></p> <p>Score of 0-3 is relative to the following factors...</p> <ul style="list-style-type: none"> <li>➤ <b>Timeliness</b></li> <li>➤ <b>Interaction</b></li> <li>➤ <b>Attitude</b></li> <li>➤ <b>Language</b></li> <li>➤ <b>Safety</b></li> </ul>

The grading policy for 2011-12 calculates grades based on three categories:

- Professionalism – 33% (daily grades, soft skills assignments and clinical work comprise this portion of the grade)
- Knowledge – 33% (tests, quizzes, homework and article reviews are examples of this grade)
- Application – 34% (assessments on live work, projects, goal and competency completion)

# Grading Policy



## Knowledge 33%

### Minimum Assessments = 10

The Knowledge category involves the development of intellectual skills. This includes the recall or recognition of specific facts and procedural patterns, as well as problem solving and the development of intellectual abilities and skills.

Assessments may include:

- Test/Quiz
- Homework
- Notebook

## Professionalism 33%

### Minimum Assessments = 45

The Professionalism category includes the manner in which we deal with leadership, responsibility, initiative, work ethic and communication.

Assessments may include:

- Daily Grade
- Soft Skill Competency
- Clinical
- Article Report

## Application 34%

### Minimum Assessments = 10

The Application category includes physical application of knowledge. These skills require practice and are measured in terms of speed, precision, distance, procedures, or techniques in execution.

Assessments may include:

- Competency Completion
- Projects
- Goals

## **EMPLOYMENT OPPORTUNITIES**

### **Paid Internship Program**

Our Paid Internship program offers an opportunity for students to broaden their education through part-time work experience in local industries. These experiences supplement the education which the student receives at EASTERN. Students who have satisfactorily completed basic instruction in their career objectives, and are recommended by their instructor, are encouraged to participate in the Paid Internship program. Students apply for this program through their instructor.

### **Placement**

EASTERN cannot guarantee every student a job. However, we act as a clearing house for employers seeking help. This information is passed on to the instructors in the area involved to share with qualified interested students.

Employment opportunities are also posted on the bulletin board outside the Electronics Engineering Technology classroom.

## **GENERAL INFORMATION**

### **Bell Schedule:**

7:45 AM – 10:30 AM  
12:00 (noon) – 2:45 PM

### **DAY-TO-DAY BUILDING ACCESS PROCEDURES:**

- For student access, the Main Entrance doors and the entry/exit doors located in the Collision Repair wing will be open from 7:15 a.m. to 7:45 a.m. and re-opened at 11:45 a.m. to 12 Noon on all school days.
- At all other times, entry/exit to the building will be permitted only at the Main Entrance doors.
- Students who are working outside of the building will be monitored by the shop teacher. The teacher may open the solid garage door to aid in monitoring students but the secondary security door must be closed and secured.

### **Safety**

Students are required to practice safe working habits and exhibit responsibility for tools and equipment in EASTERN.

Any student not properly prepared to work safely in a shop environment or whose actions present a threat to the safety of themselves or others will be restricted from hands-on experiences, and could be subject to disciplinary actions.

## **Health Services/Accidents**

Students are to report accidents to their instructor to insure that proper medical attention can be given.

First Aid will be available to students in the School Nurse's Office. Parents are notified so that arrangements for further care can be made, if needed. Students requiring medications should have this on record with the School Nurse and the Attendance Office at EASTERN.

What the School Nurse does at EASTERN:

- Provides basic first aid
- Communicates with parents if a student is ill or seriously injured
- Provide a place of rest for a short time, no sleeping
- If required, arrange for transport to local Emergency Room for care

What the School Nurse **CANNOT DO** at EASTERN:

- Diagnose or treat illnesses or injuries beyond basic first aid
- Diagnose or treat illnesses that did not occur during school hours
- Keep stocked medications
- Administer medications to students without a written physician's prescription
- Have access to complete medical histories
- Replace medical care from a family health care provider

## **Insurance**

EASTERN does not carry insurance coverage for student accidents and injuries. Parents of students should recognize the need for protective insurance in case of accidental injury. Protective insurance is available to high school students at their participating school. It is requested that all students have this insurance protection.

## **Lockers**

Student lockers or storage areas are provided according to the individual laboratory needs.

Lockers should be kept locked at all times. Students are cautioned not to bring money or valuable items to school. These items will require more security than the school can provide. EASTERN will not accept responsibility for lost/missing items. Students are warned that lockers are the property of the school and therefore are subject to search.

## **Flag Salute**

EASTERN recognizes that students have the right to decline recitation of the Pledge of Allegiance and saluting the flag on the basis of personal belief or religious convictions.

## **Appeal**

Any student who wishes to question alleged unfair treatment received at EASTERN should make an appointment with the Assistant Director, Mr. Reilly or the Administrative Director, Mr. Allen.

## **Awards & Recognition**

EASTERN recognizes an outstanding student each month. The student of the month is selected from nominations made by teachers. In addition, at our annual Awards Night students who have outstanding ability, class performance, grades and attendance are honored by various civic groups. A list of available awards will be posted in each classroom.

## **Books, Supplies, Tools & School Property**

Books are on loan to the students and become their responsibility. Supplies are issued periodically. Students are responsible for the care and return of school property and will be assessed for any abuse to property. Failure to pay obligations will result in the withholding of transcripts, certificates, and diplomas.

## **Change of Address, Phone, Etc.**

Students who move or change phone numbers must notify the Attendance Office of the changed address or phone number.

## **Course Changes**

A student wishing to change courses at EASTERN should make an appointment to see the EASTERN Student Success Coordinator that works with their participating school.

See **Ms. Eichenberger** with concerns if you are a student from Abington, Academy of New Church, Anderson Alternative, Buxmont, Carson Valley, Cheltenham, Doylestown Adventure Learning Center, Greentree, Holy Family, Lakeside, Upper Dublin, Wordsworth and Wyncote Academy.

See **Ms. Andre** with concerns if you are a student from Archbishop Wood, Bishop McDevitt, Hatboro Horsham, Jenkintown, Lower Moreland, Philmont Christian, Springfield and Upper Moreland.

## **Clothing Requirements**

Safety and dress requirements will be prescribed for each shop and classroom according to the occupational needs of each area. A student who is not able to purchase the necessary items should discuss it with his/her instructor.

Student appearance should convey a professional image. Clothing and grooming appropriate to the relevant occupational and safety standards of the business or industry is suitable for students at EASTERN. Recreational clothing and caps/hats are inappropriate for classrooms, offices and most shops. Prescribed hats may be worn in shops if they are required by the industry and are provided for in the shop rules.

## **Parental Involvement**

Parents are encouraged to contact EASTERN for conferences relating to their student's progress, tours or other services.

## **PowerSchool**

Parents and students can access student grades, attendance, assignment and other information on the Internet. A link to student/parent pages will be available on the school website. Parents will receive one username and password. Students are advised to maintain password security. Students will be assigned access to class web pages as they become available.

## **Course WebPages**

Faculty/course webpages are used for posting course materials and other course-directive information. These pages are not considered to be “official information” pages for class assignments or information. Students should rely on the instructor directives as the “official information” for course requirements.

## **Parking**

Parking at EASTERN is by permit only. Parking is a privilege granted to students. Violations of school rules, repeated lateness or unsafe driving will result in loss of this privilege. Students are prohibited to be in cars during the day without permission of the office. Parking permit applications are available in the Student Learning Center. Permits will be required for entrance to the parking lot beginning October 3, 2011. The permit application requires proof of registration, insurance and permission of the participating high school principal.

A student who drives to school assumes responsibility for timely arrival. Parking permits will be revoked for repeated lateness or cutting.

## **Bus Transportation**

Bus transportation is furnished by the participating school. Students are expected to obey the rules of their local school while on the bus. Any violation will be reported to the participating school principal.

## **Hall Passes**

Before leaving a classroom students must sign out and then obtain a hall pass from their instructor. All students are required to have a hall pass when in the halls for any reason. This pass is to be shown to any faculty member or administrator upon request.

## **Recreational Equipment**

Athletic, recreational or audio equipment will not be used or played in EASTERN between 7:30 AM and 3:00 PM. Violators will be subject to disciplinary action.

## **SCHOOL CLOSINGS**

In the event of weather or other emergencies, school closings will be announced on **KYW 1060**. Our school number is **430**. If it is necessary to close the school due to inclement weather, of any kind, this number will be announced with the other school closing numbers. Information can also be found on the school website at [www.eastech.org](http://www.eastech.org).

If there is a 2 hour late arrival, AM students are not required to report to EASTERN.

## **ATTENDANCE LAW, POLICY AND REGULATIONS**

### **The Law**

Children between the ages of six and seventeen years of age are under the Pennsylvania Compulsory Attendance Law. For them, regular attendance is required unless they are absent for one of the reasons stated in the Attendance Regulations. Any other absences will be considered illegal and may result in disciplinary action.

Students are required to attend EASTERN every day their participating school district is open or on any day designated for their attendance by their Principal. Absence is permitted only in those instances outlined in the Pennsylvania Compulsory School Attendance Laws for which an excuse must be presented.

### **Attendance & Punctuality**

Students should make every effort to accumulate a good attendance record and to be on time every day. Regular school attendance is of prime interest to prospective employers and an excellent attendance record can give you that “edge” you need in obtaining a job.

### **Attendance Policy**

The Joint Committee of Eastern Center for Arts and Technology, consistent with legal directions from the Department of Education, will not condone nor permit absence from school for any illegal and unlawful reason and will consider attendance in its grading system.

### **Attendance Regulations**

Absences fall into two categories – Excused and Unlawful/Unexcused:

1. Excused Absences/Tardies/Early Dismissals:
  1. Illness
  2. Death of a family member
  3. Medical or dental appointments
  4. Authorized school activities
  5. Required court attendance
  6. Urgent reasons as deemed appropriate by school administration
  7. Educational travel with prior approval
  8. Religious holidays observed by bona fide religious groups
  9. Religious instruction pursuant to §1546 of the Pennsylvania School Code (up to 36 hours per school year).

## 2. Unlawful Absences/Tardies/Early Dismissals:

1. Absence due to parental neglect
  2. Missing the bus
  3. Oversleeping
  4. Any other reason not covered in excused absences above.
- Excused absences may be considered cumulative or noncumulative. All unlawful absences are considered cumulative.
  - All absences will be treated as unlawful until the school district receives a written excuse explaining the reason(s) for the absence.
  - Unexcused tardy or unexcused early dismissal minutes may be calculated and reflected as the equivalent of one unlawful absence
  - If a student has been absent from school for any period of time, the parent or legal guardian **MUST** provide a written explanation of the absence within three (3) calendar days of the absence. If such documentation is not provided, the absence will be considered permanently counted as unexcused or unlawful.
  - Telephone calls are still necessary to inform the School that the student will be absent on that day but **WILL NOT REPLACE** a written explanation of absence upon readmission.
  - Absences due to illness that are 3 or more consecutive days require an absence note documenting the reason for the absence and the dates of absence **FROM A MEDICAL DOCTOR OR PRACTITIONER** of the healing arts who is providing ongoing care for that child.
  - Students with excessive absences may be placed on "doctor's excuse status."
  - **EASTERN** and the participating school may conduct a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon Truancy Elimination Plan (TEP) to resolve truant behavior.

All other absences that occur without Administrative prior approval shall be declared unexcused and illegal. Unexcused/illegal absences cannot be made up. All absences will be treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three (3) calendar days of the absence.

Parents/guardians must notify **EASTERN** if their student will be legally absent 5 school days or longer, so that arrangements can be made for home assignments. Medical substantiation may be required.

### **18 Year Old Students Signing Absentee Excuses**

The Division of Child Accounting, Department of Education, Harrisburg, has indicated that an eighteen year old is no different than other students.

They are still required to have their parents sign excuses if they are living with their parents. Emancipation must be proven to the school and is the burden of the student. This would require

a notarized statement from the parents absolving them of all legal responsibility, proof of a change of address (voting registration, license, etc.) or whatever other proof the school would consider appropriate. Marriage for an eighteen year old is not, in itself, a criterion for emancipation if the student is living with the parents of the eighteen year old. An eighteen year old is required to follow the attendance rules of the school. The only time an eighteen year old is treated differently is when there is a specific law, such as, the privilege of voting.

Absences - excused or unexcused - will result in a daily grade of zero (0). The daily grade for an excused absence can be made up by following the makeup procedure.

Make-up Procedure - Attendance Policy to be followed for all absences student is absent from school.

- Makeup work is assigned on Fridays
- All written make-up work is due on Mondays, unless an alternative date is provided by the teacher

Procedure:

- Teachers establish a designated site for make-up forms
- Student fills out a blue make-up form by Friday and meets with the teacher to get an assignment.
- Attendance Office verification, the attendance secretary must verify that the absence being made up is for an excused absence for which a note is on file by initialing the form before the work is completed.
- Student completes all work by the due date.
- Completed make-up form is signed by the Supervisor and a copy is placed in the student file.
- The teacher changes a grade for makeup work once the assignment has been completed and then documents the action in the comments section of the grade book.

Methods of Makeup:

- All work must be completed outside of the regular school session, except for days when a student's high school is closed.
- All make-up assignments must be completed during the marking period of the absences and submitted by the due date.
- The method of grading will be determined by the teacher prior to the make-up assignment.
- The following are approved make-up assignments:
  - Written assignment- tied to the curriculum
  - Live Work
  - Other school events (Joint Committee Presentation, Open House, etc)
  - High School is closed and student attends EASTERN

### **Perfect Attendance Definition**

A student will be credited with Perfect Attendance if she/he has no excused or unexcused absences and no more than five (5) occurrences of lateness at EASTERN in a school year.

## DISMISSAL DURING SCHOOL HOURS

### Early Dismissal

Attempts should be made to schedule medical and dental appointments at times other than during the school day. A student who needs to be excused for a part of the day should present a written request from parent/guardian to the Attendance Office the day prior to the dismissal. Same day emergency early dismissals must be verified with the parent by telephone before the student will be released from school. A student who has an appointment during school hours is expected to attend school until the time of the dismissal and return to school after the appointment unless medical reasons prevent the student from returning to school. It is the student's responsibility to make arrangements for make-up work.

In case of illness or accidents, students will be released to their parents or taken for further treatment upon parent's permission. Students will not be released from the school in the case of illness unless there is a responsible adult to receive them at home. Transportation must be provided for the student by parent or guardian.

### Lateness to School (Tardiness)

Consistent lateness to school because of personal illness may necessitate a medical excuse. Students who arrive late to school must report immediately to the Student Learning Center in order to be admitted to class; failure to do so is a violation of the Discipline Code.

### ALL LATE STUDENTS MUST REPORT TO THE MAIN ENTRANCE

#### Plan for Lateness in a Marking Period

**Lateness- There is a mandatory 2 point deduction from the daily grade. When a student is unexcused late, the daily grade may be further reduced by the teacher because additional criteria have not met in the grading rubric.**

**Students entering late with food or drinks may not go to class until everything is consumed or discarded. The SLC aide will issue a pass to class that states the reason for the additional late minutes.**

Student            At first bell, student proceeds to assigned class. At second bell, student is in class

Teacher            Do not let student in without pass (other than late buses)

1. First unexcused tardy - teacher counsels student; daily grade reduction
2. Second unexcused tardy - call home; Progress Report (may be issued by teacher); daily grade reduction
3. Third unexcused tardy - grade reduction; the student will be retained in the SLC to meet with the Supervisor of Career and Technical Education before going to class. A letter will be sent home.

## Office

4. Fourth unexcused tardy- grade reduction; the Supervisor of Career and Technical Education will counsel student and notify parents and their high school principal by letter.
5. Fifth unexcused tardy - grade reduction; possible In-School suspension - parent conference - parking privilege may be revoked. (1 week parking suspension from EASTERN and their high school.)
6. Sixth unexcused tardy – possible In-School or Out-of-School suspension. . (2- 4 weeks parking suspension from EASTERN and their high school.)

# **CODE OF CONDUCT**

## **Eastern Center for Arts and Technology**

### **RATIONALE**

The Code of Conduct, as established by the Joint Committee of Eastern Center for Arts and Technology, is a set of guidelines designed to make clear to both students and staff the procedures and rules of the school.

Traffic laws and signals enable travelers to reach their destinations safely, with a minimum of frustration or confusion. Similarly, school rules promote learning in a well-organized, safe and pleasant environment.

As educators, the staff is given the task of helping each student identify and develop their aptitudes and interests as a preparation for employment. Classroom teachers, therefore, frequently make demands similar to those of a job foreman or supervisor so that students may learn the safe and efficient work habits that lead to success. The student, as a potential employee, must learn to work cooperatively with their teacher/supervisor and with their fellow workers. He or she must exercise self-discipline, work responsibly, respect the rights and property of their employer and their fellow workers and do their part to make the work environment both pleasant and profitable.

The guiding principle for this Code of Conduct is respect - respect for the rights of the students, the teachers, the parents. Not only teachers, but students and parents must contribute to maintaining the proper respect for individual rights.

### **GOALS**

In order to realize the goals of this Code of Conduct, it is necessary to establish certain rules, regulations, and procedures that will develop and maintain the proper learning environment.

The goals of the Code of Conduct are:

...to guarantee the rights of the staff to teach and the student to learn in an atmosphere free of disruptive speech or actions;

...to establish a safe school environment in which the rights and personal dignity of both students and staff are assured;

...to encourage the student toward mature and responsible behavior through self-discipline;

...to ensure all students a classroom atmosphere to complete the course of study prescribed by state and local school authorities;

...to reduce the occurrence of discipline problems by:

- promoting an atmosphere of mutual respect and productive interdependence;
- gearing diagnostic and prescriptive learning activities to the individual attitudes, abilities, and interests of students;

- referring students in need of counseling, examination, or other such rehabilitative measures to the appropriate personnel.

...to comply with federal, state, and local laws;

...to protect and maintain school property.

## **RESPONSIBILITY**

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

No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

It is the responsibility of each student to:

- Be aware of and conduct themselves in accordance with all rules and regulations for student behavior and conduct.
- Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have knowledge relative to such cases.
- Dress and groom themselves so as to meet fair standards of safety, health and common standards of decency.
- Assume that until a rule is waived, altered, or repealed, it is in effect.
- Be aware of and comply with state and local laws.
- Protect school property.
- Attend school daily, except when excused, and be on time for all classes and other school functions.
- Make all necessary arrangements for making up work when absent from school.
- Pursue and attempt to complete the course of study prescribed by state and local school authorities.
- Refrain from using disrespectful, indecent or obscene gestures or language in the presence of others.

Any student whose actions present a threat to the safety and well-being of themselves or others will be subject to discipline procedures.

## **Discipline Policy and Guidelines 2011-2012**

### Dissemination of Policy

Every effort shall be made to give students an opportunity to correct their behavior and succeed in their chosen instructional program before being removed from class. School policy and regulations pertaining to the infractions of rules will be printed in the Student Handbook. Instructional programs will post the rules and subsequent disciplinary actions in the classroom area.

Students will be instructed in the rules of the school at the school-wide orientation held during the first week of classes. This information will be posted in the Faculty and Student Handbooks.

The disciplinary actions of the behavioral code are meant to be constructive in nature and not to be solely punitive. All disciplinary actions are predicated upon cooperative and courteous student behavior during the discipline proceedings. Any misconduct, abusive behavior or uncooperative attitude during the discipline procedure may result in additional disciplinary action. In order to insure a fair standardized discipline system, EASTERN utilizes a progressive system of student discipline accountability.

The discipline guidelines are composed of two major parts; specific discipline procedures and student offenses requiring disciplinary action. The instructor will be responsible for carrying out disciplinary action involving in-class student behavior. Out-of-class, repeated in-class and major breaches of discipline are the responsibility of the Supervisor of Career and Technical Education. Upon accumulation of several offenses, the Supervisor of Career and Technical Education will either assign a student In-School suspension or Out-of-School suspension. All decisions concerning student discipline will be made by the Supervisor of Career and Technical Education. Recommendation for expulsion is the responsibility of the Supervisor of Career and Technical Education with the final decision resting with the Administrative Director.

### Discipline Policy Guidelines

The guidelines for administering discipline at EASTERN, are authorized by the Eastern Center for Arts and Technology School Joint Operating Committee. Board policy # C-118 details the authority and procedures pertaining to specific situations at EASTERN. The listing of procedures and applicable situations is by no means complete and final, and is subject to additions, deletions, and modifications.

### Specific Discipline Procedures

This section lists in the proper sequence and the approved discipline procedures to be followed by the EASTERN School staff. This is designed for a quick reference to the complete list of steps to be taken in the overall discipline policy of the school.

#### **Step A. Instructor /Staff - Student Contact**

All student infractions require Step A, which may be anything from an instructor/student conference to informing the student of the breach of discipline in which the student has been involved. The instructor may consider this step sufficient or report the incident directly to the Supervisor of Career and Technical Education using the Discipline Referral Form (Step A is not applicable in out-of-class infractions or major breaches of discipline.)

**Possible Instructor/Staff actions include:**

- Verbal reprimands
- Withdrawal of classroom privileges
- Special assignments
- Isolation within shop or classroom
- Adjustment to the professional grade
- Other appropriate responses

**Step B. Instructor/Parent Contact**

Parent contact may be in the form of a telephone call, email, or in-school conference at the instructor's convenience. Instructors are encouraged to continue contact with a parent if improvement in the student's behavior does not occur. However, an instructor needs only to use Step B once per pupil, not per offense, before reporting the student to the Supervisor of Career and Technical Education. The instructor must keep a record of the date of parent contact with anecdotal report and make a log entry in the PowerSchool administration program.

**Step C. Referral to the Supervisor of Career and Technical Education**

The teacher must call the office to notify all concerned that a student has been asked to leave the classroom. A discipline referral form should be sent to the Supervisor of Career and Technical Education with the student by the end of the session. Teachers must record the incident in Power School. The student will be informed, by the teacher/staff member, of the specific violation(s) listed on the discipline referral form, before the form is sent (or concurrently) to the Supervisor of Career and Technical Education. Students will complete a Student Learning Center Incident report when they arrive in the SLC.

**Step D. Procedures for Students Assigned to the Student Learning Center (SLC) for In-School Suspension**

- Student will be notified by the Supervisor of Career and Technical Education.
- Instructors will be notified of the scheduled SLC assignment and are to provide specific written assignments designed to continue the student's education for the time the student is assigned to the SLC.
- On the day of SLC assignment, the student is to report to SLC with all books, assignments, etc. At the beginning of the school day the student is to report directly to SLC, no later than 7:50 am and 12:05 pm.
- Upon completion of SLC assignment, the student will be placed on the next step in the disciplinary schedule.

## **Step E. Disciplinary Action by Supervisor of Career and Technical Education**

The Supervisor of Career and Technical Education or designee will carry out the assignment of a consequence(s) for student misbehavior. In-School Suspension does not require a parent conference. Out-of-School Suspensions require a parent re-admission conference. The procedure for issuing consequences will be as follows:

1st offense . . . 1 day In-School Suspension on the day of the incident and return to class next day. The Supervisor of Career and Technical Education will consult with the teacher to determine if further consequences are necessary.

2nd offense . . . 1-2 days In-School Suspension

3rd offense . . . 1-3 days In-School Suspension in the SLC and optional parent and/or school representative meeting

4th offense . . . 3 days Out-of-School Suspension

5th offense . . . 3-5 days Out-of-School Suspension

6th offense . . . 3-10 days Out-of-School Suspension

**Warning letters may be sent out by the Supervisor of Career and Technical Education at any time. Reasons for a letter may be poor attendance, tardiness or electronics violations and any special circumstances deemed necessary by the Supervisor of Career and Technical Education. The student may provide a written statement (available in the SLC) of the incident to the Supervisor of Career and Technical Education or designee.**

- ❖ Students shall be permitted to make up exams and work missed while being disciplined by full suspension. The work should be completed within a time span equal in school days to the suspension period. It is the student's responsibility to secure this work.

Should a student commit a violation of law or school policy which may merit expulsion or exclusion from school for a continuous period in excess of ten (10) school days as determined by the Director, the offense will be referred to the superintendent of the school district of residence of the student.

The Director and other administrators of EASTERN will cooperate with the administration and Board of School Directors of the participating District in order to coordinate the informal hearing procedure, conduct an investigation, secure written statements and anecdotal records substantiating the charges, and provide information and notification requirements for a formal hearing for expulsion proceedings in accordance with the Pennsylvania School Code. The formal hearing for expulsion will be conducted by the Board of the participating school district.

## **DEFINITIONS**

The following definitions may promote a better understanding of the Code of Conduct:

- Direct contact with pupil and parent. Since direct contact with the home is frequently helpful in working out a student problem; in those cases where

it is appropriate a conference with parents or guardian, school counselors and other school personnel may be arranged. Outside social agencies may be asked to cooperate in the procedure.

- Student Learning Center (SLC). The SLC is an area intended to provide a place where students, who are unable to benefit from the regularly scheduled shop instructions, can receive supervised instruction on an individual basis for short periods of time.
- Suspension
  - **In-School** Suspension - a student may be suspended from school by an administrator, without a hearing, for a period of up to three days. This suspension will be served in the SLC during the time that the student attends EASTERN.
  - **Out-of-School** Suspension - a student may be suspended from school by an administrator, without a hearing, for a period of up to three days.
- Reassignment - Upon recommendation of the administration of EASTERN, any student who demonstrates her or his inability to benefit from the learning environment, or who constitutes a threat to the health, safety or well-being of others will be referred to the participating school superintendent to be withdrawn from EASTERN and reassigned to another educational opportunity.
  - The Supervisor of Career and Technical Education will carry out the assignment of discipline for major breaches of the discipline code.
  - Major breaches of the discipline code will result in a 1 to 10 day suspension.
  - The Supervisor of Career and Technical Education may use discretion in assigning a disciplinary action greater than what is called for if the offense warrants.
  - If the Supervisor of Career and Technical Education wishes to deviate from the established policy by initiating a less or more severe action than called for in the policy.
  - The local or state police will be notified in cases of major breaches of discipline for any violation of law.

### **Student Offenses Requiring Disciplinary Action**

This section lists unacceptable student behaviors and the definition for In-Class Student Behavior, Out-of-Class Student Behavior and Major Breaches of discipline.

#### **In-Class Student Behavior/ Level I Infraction**

**A student action which relates specifically to an inappropriate in-class behavior, committed within the time period of the instructional program area, classroom or under the supervision of a specific teacher. Unacceptable behavior may result in an In-School Suspension.**

<b>Behavior</b>	<b>Definition</b>
Use of Offensive Language	Verbal or non-verbal disrespect of authority
Disruptive Behavior/Horseplay	Actions including pushing, shoving, wrestling and running that may lead to injuries
Shop Safety Violation (non-injury)	Unsafe actions with tools, materials or equipment in the shop or classroom
Abuse of pass policy affecting class time	Any use of a hall (green or other) pass other than the purpose for which it was issued, thereby affecting class time
Consuming food and/or beverages in classroom/lab area (non SkillsUSA event)	Bringing food/beverages into and/or eating in class or lab areas
Disruption of classroom activities	Behaving in ways that are obnoxious & annoying, thereby hindering progress in the class
Possession of matches and lighters	Being in possession of matches and lighters
Use of an electronic device during the school day	The electronic device is visible to the teacher or school personnel
Failure to comply with school dress code and/or equipment and supply requirements	Failure to comply with school requirements, i.e. notebooks, paper, pencils, etc. Wearing hats or outer garments in the building(hats/outer garments confiscated)
Falsification of oral or written communication/documentation	Intent on falsifying written documents or lying to any staff member concerning school related matters
Computer use violation	Violation of the school networking and internet policies
Late to school	Late to school (except a late bus)
Cheating/Plagiarism	Turning work in as your own when it was done by someone else
Bullying and Cyber bullying and harassment of any type	Any form of harassment or intimidating behavior, toward another student executed by any student in person or through texting, media or social networking websites

## Out-Of-Class Student Behavior/ Level II Infractions

**A student offense which relates to any non-class period activity such as time in school activities or any unassigned time between entering the school in the morning and leaving school in the afternoon. Unacceptable Behavior may result in an In-School Suspension.**

<b>Behavior</b>	<b>Definition</b>
Offensive Language	Verbal or non-verbal disrespect of authority
Abuse of pass policy not affecting class time	Any use of a pass other than the purpose for which it was issued
Use of offensive language	Verbal abuse, using offensive/foul language (use of offensive language specifically directed at a staff member will result in suspension)
Being in an unauthorized area	Being anywhere on the grounds without an authorized pass
Bringing food to school without permission of school authority	Bringing and/or eating food in school with the exception of school sponsored events or at the discretion of the instructor
Not signing into school (not obtaining a late pass)	Any student who has not been accounted for in roll call and who does not sign in at the appropriate office directly upon arriving at school
Truancy	Referral to the student's high school for truancy action
Exceeding the lateness to class policy	3-6 or more tardies in a marking period
Overly demonstrative displays of affection	Overly demonstrative display of affection is deemed as inappropriate for the educational environment
Disruptive behavior	Behaving in ways that are obnoxious and annoying thereby disturbing classes and/or threatening the safety, welfare, and rights of others
Possession of matches, and/ or lighters; electronic device	Being in possession of matches, or lighters; radios of any kind
Failure to comply with school dress policy	Failure to comply with proper school regulations including wearing of tank tops, hats, shorts, or excessively provocative clothing
Bullying and Cyber bullying and harassment of any type	Any form of harassment or intimidating behavior, toward another student executed by any student in person or through texting, media or social networking websites
Falsification of oral or written communication/ documentation	Intentional falsifying written documentation or lying to any staff member concerning school related matters
Violation of Bus, Driving, and Parking Regulations	Failure to comply with bus regulations, driving and parking regulations. Includes compound Policy

## Major Breaches of Discipline/ Level III Infractions

Any student offense in or out of classes which is identified by the EASTERN Discipline Policy as a major breach of discipline. This list is not all inclusive. NOTE: Many of the following infractions will result in arrest and/or fines.

Consequence	Behavior	Definition
(Suspension) 1-10 days out of school	Hazing/Sexual Harassment/ Bullying	Physical or mental abuse of another student
(Suspension) 1-10 days out of school	Intimidation/Bullying	Threats directed toward the person or property of any staff member, student or society
(Suspension) 1-10 days or out of school	Possession of tobacco	Possession of tobacco ( including smokeless tobacco and chewing tobacco) in the school building or on school grounds
(Suspension) 1-10 days out of school	Fighting/Bullying	Slapping, hitting, striking, etc., with apparent intent to inflict bodily harm
(Suspension) 1-10 days out of school	Theft of school or personal property	Unauthorized removal of property from established location
(Suspension) 1-10 days out of school expulsion hearing	Physical assault on staff member	Pushing, shoving, punching, hitting, slapping, or any physical movement intended to inflict bodily harm
(Suspension) 1-10 days out of school	Committing minor vandalism	Engaging in behavior leading to the damage and/or destruct on of school personal property - Restitution must be made in all acts of vandalism
(Suspension) 1-10 days out of school	Use of offensive language	Verbal abuse, using offensive language specifically directed at a staff member or other students
(Suspension) 1-10 days out of school	Leaving school grounds without permission	Leaving school grounds without prior administrative approval
(Suspension) 1-10 days out of school	Safety violation (injury)	Any hazardous or potentially hazardous behavior which could or would result in injury. To include huffing or inhaling hazardous substances normally found in shop area.
(Suspension) 1-10 days out of school	Insubordination	Failure to abide by school regulations and/or comply with a legitimate request by a member of the staff to encourage other students to be insubordinate and/or insolent

## Major Breaches of Conduct/Level IV Infractions

Requiring the Upper Moreland Police and the referral and coordination of consequences with the participating high school administration

Consequence	Behavior	Definition
<b>10-45 Days suspension and recommendation for expulsion hearing</b>	Possessing or setting off explosive devices; possessing dangerous weapons	Possess on, exchange, sale, or setting off explosive devices. Possession of dangerous weapons.
<b>10-45 Days suspension and recommendation for expulsion hearing</b>	Robbery, stealing, major vandalism	Engaging in behavior leading to the damage and/or destruction of school personal property. Restitution must be made in all acts of vandalism.
<b>10-45 Days suspension and recommendation for expulsion hearing</b>	Terroristic threats, criminal activity	A threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience to property or an individual(s).
<b>10-45 Days suspension and recommendation for expulsion hearing</b>	Committing arson, setting off a false alarm	Deliberate setting off a fire in the building, school campus, or school bus
<b>10-45 Days suspension and recommendation for expulsion hearing</b>	Possession of drug paraphernalia	Having possession of items considered drug paraphernalia
<b>10-45 Days suspension and recommendation for expulsion hearing</b>	Violation of drug and board policy	Possess on, use or abuse of any controlled substance, including alcohol

## **Bullying & Cyber bullying**

All forms of bullying and cyber bullying by EASTERN students are prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy shall be subject to appropriate discipline.

Bullying shall mean a pattern of repeated harmful behavior by a person or a group of persons with more physical or social power toward a less powerful person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. EASTERN has identified three types of bullying:

- Physical - the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
- Verbal - includes taunting, malicious teasing, name calling, and making threats.
- Psychological or Relational - involves spreading rumors manipulating social relationships, and engaging in social exclusion or intimidation.

Cyber bullying shall mean forms of verbal or psychological bullying that occur on the Internet through email, instant messaging, or personal profile websites such as Facebook and/or My Space. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of EASTERN by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures, or images, or web site posting (including blogs). All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of EASTERN, offenders shall be subject to appropriate discipline.

Each staff member and student shall be responsible to make their best efforts to maintain an educational environment free of bullying and cyber bullying.

Students shall be encouraged to report bullying or cyber bullying complaints to EASTERN staff and their parent(s) /guardians. Parents/Guardians are encouraged to report suspected acts to the administration.

All employees who receive a complaint alleging bullying or cyber bullying shall investigate to determine if bullying or cyber bullying is indicated. If the employee suspects that the bullying or cyber bullying has occurred, they must notify the administration. Employees who witness acts of bullying/cyber bullying shall respond appropriately to ensure the observed acts of bullying/cyber bullying cease and to teach students that bullying/cyber bullying is not acceptable behavior.

Students who are found to have bullied others will be referred to their high school guidance counselor and may receive one or more of the following: counseling at their high school, a parental conference, suspension, loss of privileges, and/or exclusion from school-sponsored activities.

Depending on the severity of a particular situation, the administration may also take appropriate steps to further ensure student safety. Such steps may include the implementation of a safety plan, separating and supervising students involved, providing employee support for students as needed, and reporting incidents to law enforcement.

### **Electronic Devices**

Electronic devices are not permitted to be used in school by high school students. Students are discouraged from carrying them to school. All such devices should be switched OFF during school time. Students may not make or receive calls or messages during school times. Violators will be subject to disciplinary action. **Emergency Contact:** Parents/Guardians can contact students in an emergency by calling the school at 215/784-4800.

The following are the consequences for all students:

- **First offense:** Teacher warning, no penalty provided the student cooperates and secures the device for the day.
- **Second offense:** The device will be confiscated by the teacher and sent to the Supervisor of Career and Technical Education's office. A disciplinary referral will be recorded in Powerschool. The student's daily grade may be altered for the session. The Supervisor of Career and Technical Education's office will notify the student's parent/guardian by letter stating future violations will require the parent/guardian to appear at the school to collect the device. The device will be returned to the student at the end of the school day.
- **Third and subsequent offenses:** The device will be confiscated and the student's parent/guardian will be notified. The device will not be returned to the student. The parent/guardian must appear at the school to collect the device. The third and subsequent offenses will be treated as open defiance with consequences ranging from In-School suspension to out of school suspension. An Out-of-School suspension also prohibits a student from attending their high school.

### **Food & Drinks**

Food and drinks are not permitted in the halls, classrooms, offices and shops at EASTERN during school sessions except in the case of school activities with prior administrative approval.

## **RECIPROCAL AGREEMENT**

### **Out-of-School Suspensions**

Out-of-School Suspensions assigned at EASTERN are binding at the student's participating high school and prevent attendance until re-admittance at EASTERN. EASTERN, likewise, shall honor suspensions given at the high schools.

### **Unmet Obligations**

Failure to pay fees for lost, stolen or damaged property will result in withholding of all grades and credits. EASTERN has a reciprocal policy with participating schools, whereby an obligation at one school causes withholding of grades and credits at the other school.