

# EASTERN CENTER FOR ARTS AND TECHNOLOGY

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# 2022-2023

# Student Handbook

3075 Terwood Road, Willow Grove, PA 19090

215-784-4800 • [www.eastech.org](http://www.eastech.org)

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### Administration

<b>Executive Director</b>	Dr. Cathleen Plesnarski
<b>Assistant Director</b>	Joseph Greb
<b>Supervisor of Career and Technical Education</b>	Gerry Rooney
<b>Business Manager</b>	Katie Braun
<b>Continuing Education Coordinator</b>	Leon Thurlow
<b>Practical Nursing Supervisor</b>	Carol Duell
<b>Marketing &amp; Recruitment Coordinator</b>	Amy Shields
<b>Data Services Specialist</b>	Greg Shields
<b>Student Success Coordinator</b>	Ferne Andre
<b>Student Success Coordinator</b>	Rebecca Ashworth
<b>Student Success Coordinator</b>	Veronica Stanley
<b>School to Career Coordinator</b>	Hayley Granacher
<b>School Nurse</b>	TBD
<b>Attendance Secretary</b>	Kathleen Kane*

\*To report a student absence: call: 215-784-4826 -or- email:

[attendance@eastech.org](mailto:attendance@eastech.org)

An Excuse for an absence can be sent to [attendance@eastech.org](mailto:attendance@eastech.org)

## **Chapter 1: 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. We endeavor to continue to be a leader in technology with a solid commitment to maintain partnerships with industries and a state-of-the-art facility while providing students of all ages with positive lifelong learning skills. We hope that you, who have chosen career and technical education as part of your education program, find EASTERN a place where new friendships are formed, your potential for leadership is developed, and your career goals can be obtained.

### **Admission of Students**

High School students who want to enroll in courses offered at EASTERN should apply through the Guidance Department at their high school. New students must complete the enrollment form available from their high 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 Continuing Education Coordinator.

### **Student Rights and Responsibilities**

Rights established for each student are associated with certain responsibilities. Students share, with the administration and faculty, the responsibility to develop a climate within the school that is conducive to wholesome learning and living. EASTERN provides an inclusive environment for all students. EASTERN's goal is to ensure our student's safety and emotional well-being and promote equity, inclusion, and belonging in all facets of the school's operations.

Students who feel they are being harassed or discriminated against due to race, ethnicity, gender, gender identity, sexual orientation, or religion should report such incidents to Dr. Plesnarski, EASTERN's Executive Director. For more information, please see Policy C130: Bullying and Other Unlawful Harassment.

<http://go.boarddocs.com/pa/eastech/Board.nsf/goto?open&id=B643M8077F71>.

Students who are **transgender or gender expansive** have the right to be called by their preferred names and pronouns. Students have the right to keep their transgender status confidential. Students have the right to use the bathroom and locker room that aligns with their gender identity. Students have the right to have their preferred name on school records, except for official transcripts. This includes using the student's preferred name in developing an EASTERN email address. Teachers will provide a form for all students at the start of the school year which includes a section where students may share their gender identity and preferred pronouns. This form also allows us to solicit feedback to know with whom students would like us to use their preferred name. Students who do not feel comfortable sharing this information with their teacher can use this form on the following page of our website to update their gender identity and pronouns - <https://tinyurl.com/56cf7at2>.

For more information, please see Policy C136: Gender Expansive and Transgender students - [https://go.boarddocs.com/pa/eastech/Board.nsf/files/CGBLXM57C546/\\$file/DP%20C136%20-%20Gender%20Expansive%20and%20Transgender%20Students.pdf](https://go.boarddocs.com/pa/eastech/Board.nsf/files/CGBLXM57C546/$file/DP%20C136%20-%20Gender%20Expansive%20and%20Transgender%20Students.pdf)

**It is the responsibility of each student to:**

- Attend school regularly and be on time for all classes and other school functions
- Be aware of and conduct themselves in accordance with all rules and regulations in accordance with school Code of Conduct and with local/state laws
- Respect school property and the property of others
- Respect the rights of all who are involved in the educational process; not interfere with the education of fellow students
- Put forth conscientious effort in the classroom
- Make all necessary arrangements to make up work when absent from school
- Dress and groom themselves to meet fair standards of safety, health, and common standards of decency
- Express their ideas and opinion in a respectful manner so as not to offend or slander others; refrain from using disrespectful, indecent, or obscene gestures or language
- Be willing to volunteer information, report to school staff, or to report via Safe2Say, on any concerns regarding safety and conduct within the school; any student whose actions present a threat to the safety and well-being of themselves, or others will be subject to discipline procedures, outlined in Chapter 5.

**Appeal**

Any student who wishes to question alleged unfair treatment received at EASTERN should make an appointment with the Assistant Director to discuss the matter further.

**Nondiscrimination Statement**

It is the policy of the Eastern Center for Arts and Technology not to discriminate based on race, sex, color, religion, age, disability, sexual orientation or national origin in its career and technical programs, activities, or employment as required by Title VI, IX, Section 504, and the Americans with Disabilities Act. EASTERN provides equal access to the Boy Scouts and other designated youth groups. EASTERN will take steps to assure that lack of English language skills will not be a barrier to admission and participation in its career and technical programs. Further assurance is given that services, activities, and facilities are acceptable to and usable by persons with handicaps. The following person has been designated to handle inquiries regarding the non-discrimination policies: Equity Coordinator, 3075 Terwood Rd., Willow Grove, PA 19090 – 215-784-4800

**Parental Involvement**

Parents are encouraged to check EASTERN’s Parent Portal regularly for up-to-date information on your student’s grades and attendance, and to contact the school for conferences relating to your student’s progress, tours, or other services.

### **Required Documentation Policy**

All students and their parents/guardians are required to complete state-mandated forms and documentation, each year that they attend EASTERN. Forms will be sent home, either in the mail or with the students, and it is the requirement of the parent/guardian to complete and promptly return the forms to EASTERN. Without proper documentation in their file, students will be prohibited from working in their shop areas. Continued failure to return required documentation may result in further disciplinary actions for the student.

Printable forms and the Student Handbook will also be made available on EASTERN website, on the Parents and Students page, or you may request hard copies by contacting Student Services.

### **Media Release**

Student images, such as photos and video, are used for promotional and recruiting purposes throughout the year. If you do not want your student's image used, please complete the Photo Refusal Form, found on our website on the Parents and Students page, or by contacting the Marketing and Recruitment Coordinator Office at 215-784-4806 or via email at [ashields@eastech.org](mailto:ashields@eastech.org).

### **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.

### **Pest Management Procedure**

Eastern Center for Arts and Technology uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM focuses on making the school building and grounds an unfavorable habitat for pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our licensed pest management professional, building custodial staff, office staff, and teaching staff. Pest sightings are reported to the IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals are used, EASTERN will use the least toxic product possible. Applications will be made only when students and staff do not have access to the area treated. Notices will be posted 72 hours prior to the application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify EASTERN in writing at the address listed below and include your name, address, telephone number, personal email address and which registry you wish to be placed on (emergency or non-emergency). The primary method of notification will be email. Please note in the letter if you do not have personal access to email.

If a chemical application must be made to control an emergency pest problem (such as stinging insects), notice will be provided to any parent or guardian who requests such notification in writing. Exemptions to all notifications include disinfectants and antimicrobial, self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices, or voids.

Each year EASTERN will prepare a new notification registry for both emergency and non-emergency applications. If you have any questions, please contact the IPM Coordinator at the address given below:

Katie Braun, Business Manager  
Eastern Center for Arts & Technology  
3075 Terwood Rd.  
Willow Grove, PA 19090

## **Chapter 2: General School Information**

### **Bell Schedule:**

Students must be in their program classroom prior to last bell at 7:45 AM and 12:00 PM

7:45 AM – 10:30 AM

12:00 PM – 2:45 PM

### **Building Access Procedures:**

- For student access, the Main Entrance doors by the flagpole and the entry/exit doors, located in the back of building at the ramp, will be open from 7:30 AM to 7:45 AM and re-opened at 11:45 AM to 12 PM on all school days.
- At all other times, entry/exit to the building will be permitted only at the Main Entrance doors by the flagpole.
- All visitors will be asked to present a valid state-issued ID, which will be scanned into the Raptor Visitor Management System, to obtain a visitor's badge before being allowed entry into the building.

### **Student Parking and Driving**

- Student parking at Eastern is for Seniors Only and requires a completed application and approved permit.
  - Parking permit forms are available on the school website ([www.eastech.org](http://www.eastech.org)) under the Parents & Students tab). We have limited spaces.
  - Students will need to bring their driver's license, vehicle registration, and current car insurance when requested.
  - Participating high school principals will verify the application to confirm the student has permission to drive.
  - Student Passenger Permission form must be completed by the passenger and signed by the parent if riding with an approved student driver.
- Parking is a privilege granted to students on a first come, first served basis. Students will be assigned a numbered spot and the number of spaces is limited.
  - Students must park in their assigned number spot every day.
  - Students cannot allow other students to use their parking spot.
  - If a student temporarily drives a different vehicle, or changes vehicles throughout the school year, they must notify the front office immediately upon arrival and have copies of the car insurance and registration information for that vehicle.
- Students are not permitted to drive through the bus lane, all student drivers must enter and exit via the upper driveway, behind the Veterinary Science building.
- Students must get teacher permission/hall pass to go out to their vehicle during school hours.
- Violations of the student parking and driving rules, repeated lateness, and/or unsafe driving will result in loss of this privilege and the student's parking permit will be revoked.

### **Student Drop-Off and Pick-Up**

- Student drop-off is between 7:30-7:45am and student pick-up is between 2:45-3:00pm
- Drivers must follow signage in the parking lot, directing the flow of traffic.
  - Cars transporting students must enter and exit via the main, upper driveway behind the Veterinary Science Building.
  - Students are to be dropped off and picked up at the designated location, in the back of the building, at the ramp.
- Driving through the bus lane while there are buses present is strictly prohibited.

- Driving through the faculty parking is not permitted, Students are not to be dropped off on that side of the building and no cars are permitted to drive through that way to exit

### **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.

### **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 to others, will be restricted from hands-on experiences and could be subject to disciplinary actions.
- Students who exhibit unsafe behavior, which may be related to substance use, will be referred to the Supervisor and seen by the nurse. Students suspected of being under the influence will not participate in hands-on activities for the remainder of the session.

### **Safe2Say Something**

“Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies.”

You can learn more about the “Safe2Say Something” initiative, download the app, and access their anonymous tip line at <https://www.safe2saypa.org/>

### **School Nurse Health Services**

Students are to report accidents to their instructor to ensure that proper medical attention can be given. First Aid will be available to students in the School Nurse’s Office.

Students requiring medications should have this on record with the School Nurse and the Attendance Office at EASTERN. This information is collected on the Student Emergency Information form sent home at the beginning of the school year. It is the parent/guardian’s responsibility to provide any necessary medical or dietary provisions, as needed, for your student.

### What the School Nurse **CAN** do:

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

### What the School Nurse **CANNOT** do:

- 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
- SAP - Student Assistance Program  
SAP is a systemic process using techniques to mobilize school resources to remove barriers to learning. All of our participating school districts have an SAP Team at their high schools. Referrals made at EASTERN are handled by the district team.

Referral - Anyone can refer a student to SAP when they are concerned about a student's behavior or changes in behavior. The students themselves can go directly to the SAP team to ask for help. The SAP team contacts the parent for permission to proceed with the SAP process which attempts to connect the student with resources needed for success.

### Lockers

Student lockers or storage areas are provided according to the individual program needs. All students' personal items should be in a locker during class and 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.

### Awards and 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, and grades, are honored by various civic groups.

### SkillsUSA

SkillsUSA is a national student organization. It promotes good citizenship, student leadership, professionalism, teamwork, and recognizes student achievement and excellence. Your student membership opens the door to many social activities, competitions, and even possible scholarship opportunities.

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

Any changes to a student's information must be updated with the main office. Changes to your student's address, phone number, emergency contacts, or any other pertinent student information, including medical, should be reported to the Attendance Secretary (See Chapter 3: Attendance for contact info).

### **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.

The assignment of schools is as follows:

- |  |   |
|--|---|
| <b><u>Mrs. Veronica Stanley</u></b><br><b><u>vstanley@eastech.org ext. 313</u></b> | <b><u>Mrs. Rebecca Ashworth -</u></b><br><b><u>rashworth@eastech.org ext. 316</u></b> |
| - Abington Senior High School  | - Hatboro-Horsham High School   |
| - Cheltenham High School   | - Jenkintown High School  |
| - Springfield Township High School   | - Lower Moreland High School  |
| - Upper Dublin High School   | - Upper Moreland High School  |
| - Alternative Schools  | - Private/Parochial Schools   |

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

Books and supplies may be issued to the students and become their responsibility during the school year. Students are responsible for the care and return of school property, which will be assessed for any abuse or damages.

Any abuse to school property may result in a financial obligation to fix or replace damaged items. Failure to pay obligations will result in the withholding of transcripts, certificates, and diplomas (see Chapter 7: Reciprocal Agreements).

### **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.

### **Course Web Pages**

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.

### **Hall Passes**

Before leaving a classroom, students must 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.

## **Chapter 3: Attendance**

### **Reporting a Student Absent**

Absence Call-out Line: 215-784-4826

- Call the above listed number to report an absence.
- This call must be followed by a written note, or an email to the Attendance Secretary, Ms. Kathleen Kane at **attendance@eastech.org**, to be considered excused.

### **Attendance Law & Policy**

Children between the ages of six and seventeen years of age are under the Pennsylvania Compulsory Attendance Law. For these students, 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 that their participating school district is in session and provides transportation. Students who attend EASTERN in the AM are required to attend their participating district unless permission to leave is given by the nurse or Administration. Absence is permitted only in those instances outlined in the Pennsylvania Compulsory School Attendance Laws for which an excuse must be presented.

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.

Absences fall into two categories: (1) **Excused** and (2) **Unlawful/Unexcused**.

#### 1. Excused Absences/Tardies/Early Dismissals:

- a. Illness
- b. Death of an immediate family member (5 days maximum)
- c. Medical or dental appointments
- d. Authorized school activities
- e. Required court attendance
- f. Urgent reasons as deemed appropriate by school administration
- g. Educational travel with prior approval (including college visits)
- h. Religious holidays observed by bona fide religious groups

- i. Religious instruction pursuant to §1546 of the Pennsylvania School Code (up to 36 hours per school year)
2. Unlawful Absences/Tardies/Early Dismissals:
  - a. Absence due to parental neglect
  - b. Missing the bus
  - c. Oversleeping
  - d. Vehicle problems/Traffic
  - e. Any other reason not covered in excused absences above

### **Absenteeism/Truancy Guidelines**

- If a student has been absent from school for any period of time, the parent or legal guardian **MUST** provide a written or electronic explanation of the absence within three (3) school days of the absence. If no such documentation is provided, the absence will be considered permanently counted as unexcused or unlawful.
- Absences due to illness, that are five (5) or more consecutive days, require a medical excuse note; documenting that the student has been seen, the anticipated length of care/recovery, and, if necessary, a note clearing the student from illness/injury when they may return.
- 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 the truant behavior.

### **Lateness to School (Tardiness)**

Students who arrive late to school must report to the main entrance and receive a late pass to be admitted to class; failure to do so is a violation of the Discipline Code.

Consistent lateness to school, because of personal illness, may necessitate a medical excuse from a doctor with a note from the parent/guardian.

### **Late/Tardy Grading and Discipline Procedures**

There is a mandatory 2-point deduction from the daily grade for lateness. When a student is unexcused late, the daily grade may be changed by the teacher due to student performance.

Students who have 3 or more unexcused lateness in a marking period will be counseled. A letter will be sent home for students who are late five times. Additional steps will be taken for excessive absences including in school suspension and/or a parent teacher conference. Student drivers will lose their parking pass if they have excessive lateness.

### **Dismissal During School Hours**

- A student who needs to be excused for a part of the day should present a written or electronic request from parent/guardian to the Attendance Secretary prior to the dismissal.
  - Same day emergency early dismissal must be verified with the parent by telephone before the student will be released from school.

- It is the student’s responsibility to make arrangements with their teacher to 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.

**School Closings**

In the event of weather or other emergencies, school closings will be announced on Channel 3 CBS, **Channel 10 NBC and Channel 6 ABC and their corresponding websites.** Information can also be found on the school website at [www.eastech.org](http://www.eastech.org).

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

**Flexible Instruction Day**

Eastern Center for Arts and Technology has been approved by the Pa Department of Education to conduct flexible instruction days in the unlikely event of a planned school closure. If a Flexible Instruction Day needs to be implemented, EASTERN will use the Blackboard/School Messenger system to notify families and students of an event. This system will send a recorded phone call to all parent/guardians’ and students as well as an email message. Messages sent to families will be posted on our website, Facebook, Twitter, and other social media accounts. The communication will direct families and students to the EASTERN website where instructions for accessing online assignments using the TEAMS platform will be posted. Students will be able to access on their laptops, tablet, or phone. All students will be provided work packets at the beginning of each marking period to keep at home. Students without technology access will then be directed to complete the provided written packets. Student attendance will be verified by participating in the online classroom during the Flexible Instructional Day. Students who could not be verified or who do not participate will be marked absent and be given three days to make up work. Students without technology access will submit the completed packet upon return to EASTERN to receive credit.

**Make-Up Work for Excused Absence**

Make-up work will be assigned by the teacher upon receipt of a valid excuse note. Make-up work will adjust the daily work ethic grade for each day of excused absence.

## **Chapter 4: Grading & Education Requirements**

### **Attendance and Employability Grade**

The objectives of each career and technical program at EASTERN require that learning be gained through program or laboratory participation by the student. No grade credit will be received for days absent without a legal excuse; in the case of legal excused absence, the student is granted the opportunity to complete work to increase the daily grade (see “Make-up Work for Excused Absence” in the *Attendance* section).

### **Marking Period Grades**

EASTERN has four grading periods, each approximately 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.

### **Incomplete Grade (I)**

Students may receive an incomplete grade only in the instances where additional time to complete work has been granted by the Supervisor. This extension of time is not to exceed the end of the next marking period. At the end of this time (I) will be changed to reflect a grade for the regular classwork completed and the work submitted by the deadline. An (I) cannot be given the last marking period of the school year when final grades are required.

### **Progress Reports**

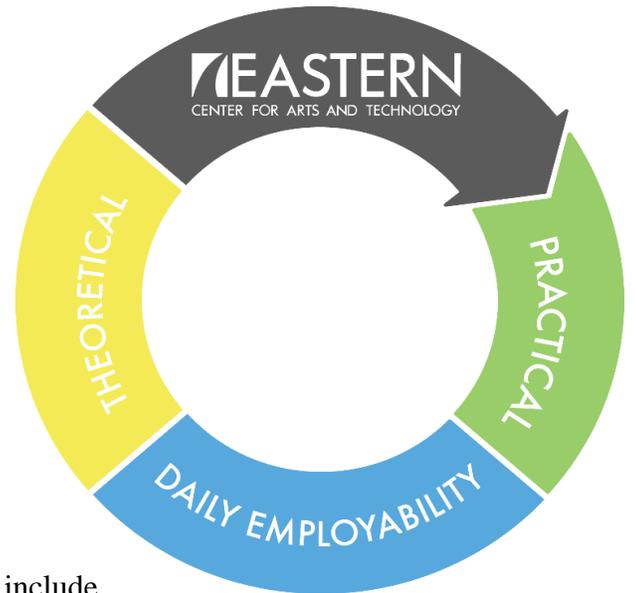
Progress reports are issued, to communicate achievement in the program, to both the students and the parent/guardian. Progress reports will be posted to the Student and Parent Portals once a marking period. An email blast will be sent to parents when the Reports are posted. If the student’s average percentage grade is less than 70%, or if there are any other indications of a potential failing grade, a progress report must be issued.

**Parent Portal**

The Parent Portal gives parents and guardians an opportunity to view your child’s grades and attendance records. The Parent Portal will be available after EASTERN’s Parent’s Night, and information about accessing the portal will be sent via e-mail.

**Student Grading**

Student grades are comprised of Theoretical, Practical, and Daily Employability grades.



**Theoretical Grade:**

- The Theoretical grade comprise 33 % of the grade. It includes tests, quizzes, homework, and assignments utilized each marking period to encourage the comprehension of technical skills.

**Practical Grade**

- The Practical grade comprise 33% of the grade and include projects and hands on activities which show competence in a skill necessary for entry level employment.

**Daily Employability:**

- The Daily Employability grade is a daily grade and is 34% of the student grade. It is comprised of competencies that reflect student behavior, employability, reliability, and attitude.  
The Daily Employability grade can be affected by punctuality, proper dress, teamwork, engagement in learning, safety, and problem solving.

**Employability Grades**

Grade	Descriptor/Behavior
10 - Outstanding Work	Student works independently above and beyond assigned task with leadership, initiative, and professionalism.
9 - Excellent 8 - Commendable 7 - Satisfactory	Student works with moderate or limited supervision and direction on assigned task.
4-6 - Poor Effort	Student needs supervision and direction or redirection on assigned task.

0-3 - Unsatisfactory	Student needs continuous supervision and redirection and does not accomplish assigned task.
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**Final Grades** Final grades are calculated from the quarter grades by the Student Information System and submitted to the participating school district. Grades from EASTERN appear on the district report card.

**Career Objective Forms**

This form is to be completed each year by students enrolled in Pennsylvania Department of Education (PDE)-approved career and technical education (CTE) programs.

- Students will complete a Career Objective form which will serve as their educational plan while at EASTERN.
- On the Career Objective form, students will select a job title to work towards while enrolled at EASTERN and document their current plans for after graduation.
- Teachers will consult with students to complete the forms and a final copy will be printed and sent home, in October, for a parent/guardian signature.
- *This form is required by state law, and you must sign and return it promptly. Failure to return forms will result in follow up notices.*

**Certificates of Completion**

Certificates of Completion will be granted, upon graduation, to those students who have achieved a final grade average of 70 or higher for the program and have completed all tasks in their chosen career objective.

**Maintenance of Student Records**

EASTERN is considered an extension of the sending school: therefore, the school of record shall be the graduating high school. EASTERN will forward all attendance and grade records to said high school to be included in all official student records. For further information on student records, refer to Board Policy C121.

**Transcript Requests**

High school transcripts must be requested on EASTERN’s website through the Office of Open Records link.

## Chapter 5: Discipline

### Code of Conduct

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. 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 the students may learn safe and efficient work habits. 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.

The guiding principle for this Code of Conduct is **respect**—respect for the rights of the students, the teachers, and the parents. 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.

### Goals of the Code of Conduct:

- 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

### **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. 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 in conjunction with the high school principal. Major discipline breaches will be coordinated with the high school principal and superintendent. Disciplinary actions are coordinated and based on district discipline policy and procedures.

### **Discipline Policy Guidelines**

The guidelines for administering discipline at EASTERN are authorized by the Eastern Center for Arts and Technology 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 the proper sequence and the approved discipline procedures to be followed by the EASTERN School Staff. This is designed as a quick reference to the discipline policy of the school.

School rules are reviewed by teachers in programs during the first week of school. Program expectations and safety requirements are clearly explained and student notification of such is documented by the teacher.

### **Discipline Procedure**

**Minor discipline infractions should be entered in the teacher journal. Repeated or more serious infractions should be handled and documented as follows:**

#### **1. Instructor/Staff Student Contact**

All student infractions require informing the student of the infraction and discussing the infraction with the student to ensure they understood the rule and the implications of not following it. The incident should be documented using the CSIU discipline wizard and an email will be automatically sent to the Supervisor of CTE. The teacher should note in the wizard that the incident was handled in class. This will create a record for incidents handled in class.

#### **2. Instructor/Parent Contact**

In the event of a second infraction, parents/guardians should be contacted by phone or e-mail by the instructor. Instructors are encouraged to continue contact with a parent if improvement in the student's behavior does not occur. The instructor needs to contact the parent regarding minor incidents handled in class before reporting the student to the Supervisor of Career and Technical Education with a repetitive level 1 infraction. The incident should be documented using the CSIU discipline wizard and an email will be automatically sent to the Supervisor of CTE. The teacher should note in the wizard that the incident was handled in class and that the parent/guardian was contacted. This will create a record for incidents handled in class.

#### **3. Referral to the Supervisor of Career and Technical Education**

A referral to the Supervisor should be completed when a student has a third level 1 discipline infraction or has a higher-level infraction. The referral is completed in CSIU in the discipline wizard and an email will be automatically sent to the Supervisor. If the student does not need to be immediately removed from the classroom due to safety or disturbance to the class, the supervisor will counsel the student when available. If the student must be removed from the classroom the teachers should have the assistant escort

the student to the office, if available, or contact the office to have someone escort the student to the office and wait for an administrator. The SSCs can be utilized to counsel students until an administrator is available if necessary.

#### **4. Supervisor Procedures for Referrals to the Supervisor**

The student will complete an incident report when they arrive. The Supervisor will discuss the incident based on the teacher's notes and the student's statement. If it is a safety violation an employability/retraining form may be required to show understanding of the safety procedure. Once completed the student will be allowed to return to class and discuss the safety violation with the teacher.

#### **Definitions**

A student sent to the office may have different consequences depending on the infraction. The goal of the Supervisor is to ensure the student understands the rules and the infraction, is calm and ready to reenter the classroom to learn, and that support necessary to eliminate the negative behavior is in place. Parents and the sending district personnel may be contacted to assist with situation. The Supervisor will close the referral with one of the following actions

1. **Handled in Class** – This is utilized when the teacher handles the issue in class and notes it in the teacher log and if a discipline infraction is written up in CSIU and the teacher deals with the situation.
2. **Counsel and Return to Class** – This is the most common action. The student will speak to the Supervisor about the infraction and be returned to class with an understanding of the infraction and a plan to eliminate further issues
3. **Warning**
4. **In School Suspension** – A student can be assigned in-school suspension and spend time in the SLC depending on the severity or repetitive nature of the incident. Notification is sent to the district contact and the parent.
5. **Out of School Suspension** – The student will be assigned Out of School Suspension and a mandatory meeting with the parent or guardian will be scheduled before the return. The High School contact is notified by phone and mail. This is for major incidents as per the discipline policy or repetitive issues after multiple days of in-school suspension.
6. **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.

## **Authority**

The Supervisor of Career and Technical Education will carry out the assignment of discipline for major breaches of this regulation and the discipline code. Major breaches of the discipline code will result in a 1 to 10-day suspension.

1. Suspensions less than 10 days will be coordinated with designated sending district personnel.
2. A 10-day suspension will be coordinated with the Superintendent from the student's district and a hearing will be held with that Superintendent or Designee.
3. 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.
4. The Supervisor of Career and Technical Education may deviate from the established policy by initiating a less severe action than called for in the policy if warranted.
5. The Supervisor of Career and Technical Education will use discretion before contacting the Law Enforcement Authority for offenses not listed as mandatory within the Memorandum of Understanding with the Upper Moreland Police Department.

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

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

### **Student Behavior/ Level I Infraction**

A student action which relates specifically to an inappropriate behavior. 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) passes 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 or with explicit instructor permission
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 being used without instructor permission or in a shop area posing a safety concern.
Failure to comply with school requirements	Failure to comply with school dress code, meet equipment requirements, and/or failure to complete and return required school documentation. This includes coming to school without a uniform or required tools, wearing hats or outer garments in the building, or turning in required documents requested by school.
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. Unacceptable Behavior may result in an In-School Suspension.

<b>Behavior</b>	<b>Definition</b>
Abuse of pass policy not affecting class time	Any use of a pass other than the purpose for which it was issued
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 with explicit instructor permission
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	Students who are illegally absent from EASTERN for their assigned session. Students present at their high school must be present at EASTERN unless excused by nurse or administration.

Exceeding the lateness to class policy	7 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
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. Ex. Parking without a permit, parking in a spot that is not assigned to you, careless/reckless driving

### **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 of out of school & possible citation to magistrate	Possession of tobacco, nicotine, or vaping products	Possession of any form of tobacco products or any form of vaping products in the school building or on school grounds
(Suspension) 1-10 days out of school	Fighting/Bullying	Any form of slapping, hitting, striking, etc., with apparent intent to inflict bodily harm or injury.
(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 destruction of school or 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
10-45 Days suspension and recommendation for expulsion hearing	Possessing or setting off explosive devices; possessing dangerous weapons	Possession, exchange, sale, or setting off explosive devices. Possession of dangerous weapons.
10-45 Days suspension and recommendation for expulsion hearing	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.

10-45 Days suspension and recommendation for expulsion hearing	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).
10-45 Days suspension and recommendation for expulsion hearing	Committing arson, setting off a false alarm	Deliberate setting off a fire in the building, school campus, or school bus
10-45 Days suspension and recommendation for expulsion hearing	Possession of drug paraphernalia	Having possession of items considered drug paraphernalia
10-45 Days suspension and recommendation for expulsion hearing	Violation of substance abuse board policy	Possession, 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. Each staff member and student shall be responsible to make their best efforts to maintain an educational environment free of bullying and cyber bullying.

**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 social media accounts. 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 email messages, instant messages, text messages, digital pictures, or images, or web site posting (including blogs).

- 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.
- 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 students, unless under teacher supervision, as part of a classroom activity, or with teacher approval. Earbuds/headphones are not permitted in areas where they may pose a safety concern. Violators will be subject to disciplinary action.

**Emergency contact for students:** Parents/Guardians can contact their students, during school hours, by calling the school at 215-784-4800.

### **Electronic Devices Discipline Procedures**

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 student will be sent to the Supervisor of Career and Technical Education's office. A disciplinary referral will be recorded in CSIU. 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.

- **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 until a meeting with the parent has been scheduled. 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.
  - Students may be required to hand in their phone, at the Supervisor's office, for the duration of school sessions if they have repeat offenses

### **Food & Drinks**

- Food and drinks are *not permitted* in the halls, classrooms, offices, and shop areas at EASTERN.
- There is no cafeteria to serve food to students at EASTERN.
- Students are to be given time to eat by their participating high school.
- If there is any concern about your student having time to eat, contact Student Services at EASTERN and the participating high school to make arrangements.
- Any student entering the building with open food and drinks will be instructed to dispose of it before they are permitted to go to their class.
- Food and drinks will be permitted during school activities, with prior administrative approval, or with explicit instructor permission.
- The vending machines in the Practical Nursing area are not for use by EASTERN high school students.

## **Code of Conduct/Discipline 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 schedules 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 1–10-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.

## **Chapter 6: Employment Opportunities**

### **Internship Program**

Our Internship Program offers opportunities for students to broaden their education through part-time work experience in local industries. These experiences supplement the education received at EASTERN. Students apply for this program through their instructor and EASTERN's School to Career Coordinator will assist with the application process and paperwork. Not all programs participate in the Internship program. Internships can be paid or unpaid.

To be considered for the Internship program, a student must:

- Be recommended by the instructor.
- Get parent/guardian and participating high school principal approval
- Be in the second year of the occupational program.
- Be passing all subjects.
- Have *no* major discipline or attendance issues.
- Have and continue to maintain a grade of C or better in the program.
- Have completed the competencies for his/her program and job title or have agreed with the instructor on a plan for their completion.
- Prepare to meet requirements to pass the NOCTI exam, as demonstrated by the pre-NOCTI results, and plan for NOCTI prep on days reporting to EASTERN.
- Secure reliable transportation to and from the internship site.
- Furnish his/her own tools, if necessary.
- Obtain working permit papers prior to placement, if under the age of 18.
  - Any employer of a student under 18 must submit PDE required clearances.

### **Employer Relationships**

EASTERN is in contact with local businesses and industry on a regular basis, creating relationships to support students in finding employment after graduation. Throughout the year, local employers will contact EASTERN to offer students/recent graduates the opportunity to apply for positions with their companies. The employment opportunities will be forwarded to the School to Career Coordinator to make the information available to students. There is no guarantee of job placement with employers, and it is the student's responsibility to pursue those opportunities.

## **Chapter 7: Reciprocal Agreements**

Reciprocal Agreements among EASTERN and the sending school districts honor the following:

### **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.