



STUDENT HANDBOOK AND CODE OF CONDUCT 2023 - 2024



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SUN Area Technical Institute

**HANDS-ON
REAL LIFE
EXPERIENCE**

Remember:

**You Are
America's Future
Young Professionals.**

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Welcome

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

This handbook is intended to provide general information about SUN Tech. It will serve as a guide so that you can take full advantage of the programs offered. All programs offered at SUN Tech are focused on enabling all students to start their careers or transition into a postsecondary institution following well defined career pathways to high priority occupations and family sustaining wage jobs in Pennsylvania.

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

Technicians for the Future

SUN Tech is a future focused, technical school which is constantly restructuring and developing new programs of study built on over 55 years of performance excellence in career and technical education. SUN Tech is focused on its student, industry, and community customers, and is dedicated to offering world class programs.

SUN Tech courses are cluster designed (programs of study related by technology) to prepare students with career pathways to more choices for future employment and/or education beyond high school. Cluster curriculum is team teaching to provide students technical skills to be crosstrained and cross-functional students, and to provide Quality Management (QM) leadership and employability skills. This closely matches the definition of the education and skills of the "Technician" in the 21st Century. All SUN Tech programs are certified leading to higher education choices at over 477 Pennsylvania postsecondary schools.

Students Occupationally and Academically Ready (SOAR)

SOAR is a Pennsylvania Department of Education program that eases student's path from high school to college and from college into a high demand occupation by allowing students to earn college credits while still in high school. Many of SUN Tech's day-time classes are SOAR approved programs of study. SUN has approved P.O.S that offer SOAR credits, information can be found at collegetransfer.net.

Mission Statement

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

Safe and Supportive Environment +

Unparalleled Instructional Services & Curriculum +

Nationally Recognized Student Achievement

Highly Skilled Future Leaders!

Belief Statements

1. All students can learn and will be encouraged and challenged to reach their full potential.
2. Programs should enable students to acquire the knowledge, skills and attitudes necessary to be productive members of society.
3. Career Guidance is essential for all students.
4. Professional development is vital for a well-trained and creative staff.
5. Students, through their actions and choices, have the final responsibility for their education.
6. All students will have saleable skills upon program completion.
7. The community and students must be committed to the pursuit of excellence in programs and services.
8. Education is a continuing experience.
9. Students will develop respect for themselves and others.
10. SUN Tech will partner with the private sector to ensure a curriculum that is industry-responsive.
11. Students must be **Self-Directed Learners** who use positive core values to create a positive vision for themselves and their future, set priorities and achievable goals, create options for themselves, monitor and evaluate their progress, and assume responsibility for their actions.
12. Students must be **Collaborative Workers** who use effective leadership and group skills to develop and manage interpersonal relationships within culturally and organizationally diverse settings.
13. Students must be **Complex Thinkers** who identify, assess, integrate, and use available resources and information to reason, make decisions, and solve problems in a variety of contexts.
14. Students must be **Community Contributors** who contribute their time and energies, and talents to improving the welfare of others and the quality of life in their diverse communities.
15. Students must be **Quality Producers** who create intellectual, artistic, practical and physical products which reflect originality in high standards and use of advance technologies.

Goals for Student Achievement

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

SUN Area Career & Technology Education Foundation

SUN Area Career & Technology Education Foundation was established in 2010 as a means to bridge the financial gap not funded by traditional sources of revenue. The Foundation enriches the educational experience of the general student population and assists individual students with financial need offering scholarships for higher education, paying for SUN Tech student PC Now dual enrollment credits, supplying materials and equipment that advances technology, providing funds for program renovations and expansions, helping students pay for uniforms and tools, and ensuring that students have access in their chosen career path.

The foundation is recognized by the I.R.S. as a 501 (C) (3) organization approved to receive charitable contributions. Donations of equipment, materials, and cash are greatly appreciated. Gifts in honor or in memory of friends or family can be recognized. For more information regarding the Foundation go to: www.sun-tech.org.

Suggestion Box Customer Satisfaction Feedback Form (SUN AD 1951)

SUN Tech utilizes a Suggestion Box CUSTOMER SATISFACTION FEEDBACK FORM (CSF form, SUN AD 1951) located in the Main Office or on the SUN Tech website, www.sun-tech.org. This form enables students to address issues of concern or improvement to the SUN Tech Administration, which implements policies governing the handling of complaints and grievance by students. The Quality Management Team (QMT) meets weekly to review and resolve all CSF forms submitted by students and other interested individuals. This information is provided to notify you of your rights and privileges under the Middle States Association, Standards, for Accreditation for Career and Technology Schools and Programs. These are the primary statement of standards endorsed and approved by the Commission on Secondary Schools for use with secondary career and technology programs.

Complaints

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

Middle States Accreditation

Parents and citizens have long recognized accreditation as an expected sign of educational excellence for the area high schools and colleges. August 2015 marked the start of the self study for the accreditation process for the SUN Area Technical Institute to become accredited. SUN Tech became fully accredited in 2016. The Middle States Association of Colleges and Schools set the standards for accreditation for career and technology schools and programs that are qualitative statements that reflect research-based best practices evident in schools offering career, technical, and vocational programs at the secondary and/or postsecondary levels. Most importantly, the standards serve as a school improvement mechanism focused on higher student achievement. Indicators have been developed for each standard. Neither the indicators nor the standards are to be used as a checklist; rather, the indicators should amplify a standard and show possible ways that a school, evaluator, advisory committee, or reader can demonstrate a particular standard is met. Standards serve as guidelines for school improvement to ensure the school's organization, mission, philosophy, goals, and data are focused on higher student achievement.

All Students

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

Personal Quality Planning. (Develop, maintain and deploy a written quality plan throughout the school year that will encourage personal accountability for academic performance and competency achievement.) All students shall complete Student Quality Plan (AD1986) and worksheet (AD1985).

Student Right to Quality Education

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

Special Education Programs and Services

Every student with a special need and/or disability attending SUN Area Technical Institute shall be offered an educational program that meets his/her individual needs. All programs comply with regulations set forth in the Individuals with Disabilities Education Act, Pennsylvania School Code Chapter 14, and Section 504 of the Americans with Disabilities Act. SUN Tech seeks to educate children with disabilities within the general educational curriculum to the maximum extent possible. Students are offered educational programs which afford them the greatest opportunity for success and success in life after high school. SUN Tech provides all students with a safe environment for learning, giving them recognition as individuals, and the opportunity to succeed in their chosen program. All opportunities and activities extended to the general population of students shall be provided for students with disabilities where feasible. The Joint Operating Committee designated Kristy Etzler as SUN Tech's Section 504 Coordinator.

Student Information System, Skyward

This Family Access system will allow the student and the primary guardian to check attendance, grades, profile information, food service account balance, program information, and more. Student Report Cards will be automatically posted to Family Access. To gain access to Skyward, simply follow the link provided at www.sun-tech.org. In order for you to have access to this system, each student and guardian is provided a user name and temporary password.

Skylert Notification System

SUN Tech has a school-wide notification system called Skylert. Skylert will allow SUN Tech the ability to send instant communication via phone, SMS text, and email to parents and guardians. The goal is to utilize this effective and efficient communication system as part of our continuous effort of keeping staff, students and parents informed and safe. Along with general information and school closings, reunification and emergency notifications may be shared through the Skylert system.

Visitor Management System

SUN Area Technical Institute uses the Raptor Visitor Management System in our Main building and in the West Campus building as part of the SUN Tech's program of campus safety for students and faculty. The safety of our students is our highest priority and the Raptor Visitor Management System provides a consistent way to aid in maintaining the safety of our students. Therefore, all visitors to the school must be scanned into the system and obtain a visitor badge. Upon entering a district building, visitors will be asked to present a valid state-issued ID, which will be scanned into the system. It is important to note that the Raptor system only scans the visitor's name, date of birth and photo for comparison with a national database of registered sex offenders. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore, any other information on the ID is not scanned by the system and is not accessible to any of the users. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. Upon leaving, visitors must report back to the Raptor kiosk to scan out of the building.

Beliefs About Employability & Transferable Skills

Students should:

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

Authority of Teachers and Administrators

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

CODE OF STUDENT CONDUCT

Behavioral Guidelines

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

The following behaviors are considered inappropriate and may result in disciplinary action. SOME EXAMPLES LISTED BELOW BUT NOT LIMITED TO ONLY THESE EXAMPLES, may result in lunch detention, loss of driving privileges, loss of Co-op privileges, in-school suspension, out of school suspension or expulsion from SUN Tech, may not participate in clinic experience, exclusion from field trips, exclusion from participation in the Certificates Awards Program or disciplined as deemed appropriate by administration, depending on the severity and/or frequency of incident(s):

- Open defiance of authority, willful refusal to do as requested, or other disrespectful behavior toward school personnel.
- Pushing, shoving, throwing, fighting or general horseplay.
- Using abusive, obscene gestures or disrespectful language.
- Threatening, intimidating, harassing, hazing or other forms of verbal or physical assault directed toward other students or school personnel.
- Terroristic threat (a threat, communicated either directly or indirectly, to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility or public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience).
- Possessing or threatening to use any object that could be viewed as a weapon.
- Willfully defacing or damaging school property or the personal property of any school employee, student or visitor on school grounds.
- Theft or possession of stolen property.
- Any form of cheating or plagiarism.
- Forging names (e.g. parents/teachers) on school related documents.
- Opening or entering another student’s locker without his/her permission.
- Violating safety rules of individual labs.
- Manifesting behavior that is disruptive and interferes with the education of other students.
- Wearing clothing that poses a health or safety hazard or is deemed inappropriate by SUN Tech staff.
- Possession or use of tobacco, vape or juul products on school property or while at a school-sponsored activity.

- Possession of open and/or beverage with broken seal in school's hallway. Only bottles or cans from the factory manufacture with a sealed cap may be brought to school in a packed lunch or during approved activities. Only SUN Tech approved beverage bottles may be brought into SUN tech and filled with water after entering the building.
- Possessing, using, or being under the influence of alcohol or illegal drugs while on school property or at a school sponsored activity.
- Students may not use personal electronic devices to transmit any form of media during the school day (i.e. voice, text, photos, video, MP3 files etc.) Students may not use school issued devices to transmit any media except media that is directly related to the educational/instructional objectives.
- Student cellphone use should only be at approved designated times throughout the school day. Students may only use cellphones during approved lunch break, at the discretion of the administration. Students will not be permitted to utilize cell phones, smart watches or other personal devices in the classroom, lab, hallway, or other common areas for any reason, including during the last 45 minutes of the school day.
- Running or loitering in hallways or on school grounds.
- Leaving school grounds during school hours without written permission from the Attendance Office and/or FASO - Student Health and Safety Coordinator.
- Leaving an assigned area without permission will not be permitted.
- Entering or exiting the building through any door except the front entrance or student parking lot entrance during arrival or dismissal.
- Being repeatedly tardy or having unexcused absences from school.
- Displaying, posting or distributing any non-school written or technological material on school property without prior administrative approval.
- Transporting items that are considered a weapon to or from SUN Area Technical Institute as defined in the SUN Tech Weapons Policy.*** All personal tools for program purposes should be inventoried and stored in the student's assigned locker. Exceptions may apply to students participating in cooperative education who need to carry their tools to and from the building.

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

- A misdemeanor of the first degree is punishable by a fine of up to \$10,000 and/or imprisonment up to 5 years.
- A weapon is broadly defined as an instrument that can do bodily harm.
- Any attempt to cause bodily injury to any school employee or a fellow student is classified as an aggravated assault and is also a misdemeanor of the first degree
- If a student is expelled for making terroristic threats, the Joint Operating Committee may require, prior to re-admission, that the student provides competent and credible evidence that the student does not pose a risk of harm to others.

Discipline Matrix

The order of listed infractions is not ranked or sequential, nor is it to be considered an all-inclusive list. The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.

Level I Infractions

Level I Infractions are misbehaviors which disrupt the learning environment or may create a threat to the health, safety, property and/or welfare of the students and/or staff. Level 1 infractions may include, but are not limited to:

- Academic dishonesty
- Classroom to classroom and/or school activities.
- Repeated insubordination/failure to adhere to directions.
- Dress code infraction
- Excessive unexcused tardiness to class from lunch
- Failure to report or leaving assigned area without permission.
- Horseplay
- Inappropriate display of affection
- Inappropriate language
- Misuse of computer/network
- Other minor infractions of unacceptable behavior or any condition that causes a disruption of the educational process or constitutes a health and/or safety hazard
- Forgery
- Pestering/teasing others/Verbal Abuse
- Refusal to participate in class
- Unauthorized use of personal electronic devices
- Theft \$100.00 in value or less

Possible Consequences

Suggested Consequences may include, but, are not limited to any combination of the following:

- Phone communication with parent **AND**
- Student conference with teacher, counselor, and/or building administrator **AND** potentially one or more of the following possibilities:
- Loss of privileges
- Detention (after school, and/or lunch)
- In-School Suspension (ISS)
- Loss of Privileges

Reoccurring offenses of Level I infractions may result in additional consequences.

Level II Infractions

Level II Infractions are more serious in nature than Level I which disrupt the learning environment or may create a threat to the health, safety, property and/or welfare of the students and/or staff. Includes all Level I infractions which are habitual. Level II infractions may include, but are not limited to:

- Abusive language
- Discriminatory harassment including verbal or physical conduct that denigrates or shows hostility towards an individual.
- Caused, attempted to cause, or threatened to cause physical injury to another person: Fighting: mutual combat, minor injury without medical attention; Fighting or assault on a student: unprovoked; Fighting
- Cafetorium/LGIR/Bus/Cafeteria misconduct
- Caused, or attempted to cause, damage to school or private property including defacement or graffiti.
- Defiance/Insubordination
- Excessive unexcused tardiness/truancy to school
- Failure to comply with building procedures.
- Failure to serve consequences.
- Leaving school grounds without permission
- Theft between \$100 and \$400
- Knowingly receiving stolen school or private property
- Repeated / Habitual Level I infractions.
- Possession or use of Tobacco/Juul product

Possible Consequences

Suggested Consequences may include, but, are not limited to any combination of the following:

Phone communication with parent **AND** student conference with teacher, counselor, and building administrator **AND** potentially one or more of the following possibilities:

- Loss of privileges
- Multiple Detentions (after school, and/or lunch)
- Behavior management contract
- In-school suspension
- Out-of-school suspension
- Referral to Student Awareness team
- Police referral

Level III Infractions

Level III Infractions are of a more serious nature than Level I and Level II which disrupt the learning environment or may create a threat to the health, safety, property and/or welfare of the students and/or staff. Includes all Level I infractions which are habitual. Level II infractions may include, but are not limited to:

- Abusive, obscene, or profane language and/or gestures
- Bullying/Cyberbullying/Harassment
- Fighting and/or disorderly conduct
- Major computer use/network violations
- Physical Assault
- Possession of pornography
- Repeated Level Two offenses
- Theft
- Possession, use, or delivery of any controlled substance, alcohol, or intoxicant
- Stole, or attempted to steal, school or private property / Theft – over \$400
- Engaging in racial and/or ethnic intimidation including use of racial slurs, epithets, and jokes related to stereotypes

Possible Consequences

Suggested Consequences may include, but are not limited to any combination of the following:

In person meeting with parent, at school, to include teacher, counselor, and/or building administrator **AND** potentially one or more of the following possibilities:

- Loss of privileges
- Exclusion from extra-curricular activities
- Behavior management contract
- In-school suspension
- Out-of-school suspension
- Referral for supportive resources (SAP, etc...)
- Suspension of transportation privileges
- Police referral and/or charges filed to magistrate.

Level IV Infractions

Level IV infractions are of a more serious nature than Level I, II and Level III which disrupt the learning environment or may create a threat to the health, safety, property and/or welfare of the students and/or staff. Includes all Level I infractions which are habitual. Level II infractions may include, but are not limited to:

- Arson or tampering with fire alarms, extinguishers, or activating a false alarm.
- Commission of any other act punishable under the Pennsylvania Crimes Code
- Possession of weapons on school property, school bus or any other school-sponsored activity
- Possession and/or use of drugs and/or alcohol or any unauthorized substance; possession of drug paraphernalia; intent to sell and/or distribute drugs and/or alcohol or any unauthorized substance. This includes school grounds, school buildings, school buses or participating in or attending an approved school function.
- Production/distribution of pornography (including pictures or videos of sexually explicit images)
- Possessing, selling, or otherwise furnishing any firearm, knife, explosive, or other dangerous object. This includes the possession of an imitation firearm, knife, explosive, or other dangerous object. "Imitation" means a replica that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is an actual firearm, knife, etc. (Note: Pursuant to Act 26, possession of a weapon results in a mandated 1-year expulsion.)
- Repeated Level Three Offenses
- Substantiated threats/terroristic threats of harm made against the school, school officials, other students, and/or school property (verbal, written, and/or posted on social media)

Possible Consequences

Suggested Consequences may include, but are not limited to any combination of the following:

In person meeting with parent, at school, to include student conference with teacher, counselor, and building administrator **AND** one or more of the following possibilities:

- Loss of privileges
- Exclusion from extra-curricular activities
- Behavior management contract
- Out-of-school suspension
- Referral for supportive resources (SAP, etc...)
- Suspension of transportation privileges
- Police referral and/or charges filed to the Magistrate.
- Administrative recommendation for alternative placement at the discretion of the administration.

Student Professional Image Guidelines

Students at SUN Tech are expected to **look and act like young professionals or technicians**. Our school is a place **where students are being prepared to enter the world of work immediately upon graduation or after taking advance training at a post-high school institution**. SUN Tech, therefore, **must set standards to follow that will ensure the students' acceptance in the world of work**. These standards will also provide a safe, atmosphere in which to learn a chosen trade or profession. **S.B. 494 (4-98) with Act 46 of 1998 "Amendments to the School Code" allows schools to require students to wear uniforms or standardize dress**. The main purpose of SUN Tech is to prepare young men and women for the world of work and to help students' best meet their career goals. The rationale is basically threefold:

1. Safety – Safety hazards, while varying from one program to another, are inherent in every program.
2. Personal Hygiene – Personal pride is best reflected in one's personal appearance.
3. Clothing (Based on Standards of Business and Industry) Students are required to wear their program clothing/uniform; which includes the appropriate slacks, jeans, shirts and sweatshirts as identified by Policy No. 221. The uniform must be visible at all times as outer clothing/uniforms during all classes, field trips, job site work activities, during course work at higher education, etc. Students may choose to instead wear professional business attire to field trips. **Warmer clothing** will be the same as the program color with the appropriate logo and program name visible at all times. If a student is still cold, they are permitted to wear insulated shirts, long or short sleeved, under their program clothing/uniform. No street clothing, coats, sweaters, jackets or non-SUN Tech sweatshirts or hoodies will be worn over top of SUN Tech program clothing/uniforms inside SUN Tech's buildings.

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

4. Students who operate high-speed, power machinery must confine long hair with a cap, hair net, headband, or other appropriate device.
5. Proper footwear should be given careful consideration in keeping with safety regulations. Bare feet and wearing of sandals/flip flops, open toe/open heel shoes and slippers are forbidden.
6. Extremes in clothing are not permitted. All clothing must be neat, clean and meet the standards set to insure working conditions that are safe and healthful for each individual program.
 - a. To prevent injury when working around machinery, sleeves must be rolled up, jewelry such as large rings, beads, and wrist watches should be removed.
 - b. Decorative necklaces, chains, collars, etc. that are exposed and free hanging shall not be worn in situations that could cause a safety concern, at the discretion of the instructor.
 - c. Wild eye or special effects contact lenses are not permitted at SUN Tech.
 - d. Shorts, T-shirts or any clothing that advertises tobacco, drugs, or alcohol, or depicts profane, morbid, grotesque, or sexually suggestive or extremist language/designs

(example: confederate flag), garments with open or bare backs, or any garment that overexposes the body, including upper and/or lower cleavage, tank tops, halter tops, crop tops, midriff tops, tube tops, visible undergarments, spandex pants, stirrup pants, capris (pants above the ankles), leggings, flip flops, sandals, decorative gloves and fingerless gloves are not proper attire for school and therefore are **not permitted at SUN Tech**.

- e. Extremely baggy pants are not permitted. All pants must be secured around the waist and may not hang down around the hips revealing undergarments.
 - f. Skirts must be knee length or longer.
 - g. Holes in clothing are unacceptable as a professional and safety requirement and will not be permitted. Holes, rips, and tears in shirts, jeans, or pants covered by tape is unacceptable.
 - h. No wallets with chains
7. Hats, and other head coverings, are only permitted in program areas with the instructor's permission. Hats, and other head coverings, must be left in the student's locker during lunch, or while in the halls or other classrooms. Head coverings for religious purposes should be discussed with administration.
 8. Foul and/or inappropriate language is not acceptable at SUN Tech.
 9. Large gym bags, nap sacks, and duffel bags are not permitted in any program. Backpacks will be permitted at the discretion of each individual instructor.
 10. Coats are not to be worn in the building during the school day. A coat is defined as a parka, overcoat, raincoat, or trench coat that is typically worn outdoors during cold or inclement weather. Students who violate this and do not follow instructions to remove the coat should be referred to the main office.
 11. Public displays of affection (hugging, kissing, etc....) are not appropriate behaviors during school and therefore are not permitted at SUN Tech.
 12. Dress down participation is an opportunity provided to support local community organizations on days determined by administration throughout the school year. Programs wishing to participate in dress down day opportunities will be required to select a program t-shirt that represents an organization of their choice to raise funds. Programs not following this guidance may have privileges for participation in dress down day revoked anytime throughout the year.

The staff will make a determination of the appropriateness of other items not listed and what materially interferes with the education process. It is the responsibility of all staff members to enforce the **Student Professional Image Guidelines**. **The administration holds the right to make the final determination whether the student's professional image is inappropriate for school and a disruption to the educational process.**

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

Student Distribution & Posting of Materials

Students have the responsibility to act in accordance with Joint Operating Committee Policy 220. Student Expression/Distribution and Posting of Materials (Policy 220), to obey laws governing libel and obscenity, and to be aware of the full meaning of their expression.

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

Unprotected Student Expression means expressions that are not protected by the right of free expression because such expressions violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

1. Violates federal, state or local laws, Joint Operating Committee policy or school rules or procedures.
2. Is libelous, defamatory, obscene, lewd, vulgar or profane.
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incites violence, advocates use of force or threatens serious harm to the school or community.
5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the school and school programs.
7. Violates written school procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Distribution of Non-school Materials

Non-school materials - any printed, technological, or written materials meant for posting or general distribution to others that are not prepared as part of the curricular or approved extracurricular program of the school, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

The distribution by students of all non-school materials will be governed by the following procedures:

1. All non-school materials, together with a copy of the plan of distribution, must be submitted to the building administrator, no later than twenty-four (24) hours prior to the planned distribution. The plan of distribution will set forth in detail the desired time, place and manner of distribution, as well as those who will be distributing the materials.
2. Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to distribute such material on school property must provide in writing his/her name, address, telephone number and organization,

if any. This information will be filed in the building administrator's office.

3. The Administrative Director or designee will review the material, determine if it constitutes unprotected expression. The building administrator or designee will notify the student(s) planning to distribute non-school material of the decision to grant or deny permission to distribute the material as planned. If the decision is to not permit the distribution, the building administrator or designee will specify the reasons for the decision and will specify the changes in the content of the material or in the plan of distribution which must be made, if any, in order to secure such permission. If the student(s) desiring to distribute such material make(s) such changes in a manner satisfactory to the Administrative Director or designee prior to the planned distribution, the building administrator or designee may then grant permission to distribute.
4. Any materials that have not been approved for distribution will not be distributed on school property, at school-sponsored functions or on school-provided vehicles.

SUN Area Technical Honor Society

The SUN Area Technical Honor Society has a mission to honor student achievement and leadership, promote educational excellence, and career opportunities for technical students. They provide recognition for excellence in technical education and create occupational opportunities for America's top workforce education students. The criterion for being nominated for the technical honor society is to maintain a 93% average through the third marking period, to maintain a 95% attendance rate, and to act with integrity. Acceptance into the SUN Area Technical Honor Society is subject to Administrative review.

Dual Enrollment/Program of Study Credits

The SUN Area Technical Institute is excited to offer the following Penn College Dual Enrollment Programs: Precision Metalworking, Carpentry, Collision Repair Technology, Computer & Networking Technology, Diesel Technology, Culinary Arts, Health Professions and Related Sciences, and Welding. SUN Tech also offers two Penn College Dual Enrollment math courses, MTH 123 and MTH 125. Penn College Dual Enrollment is a program that allows SUN Tech students to take college classes while attending school. The courses are taught at the SUN Area Technical Institute by Penn College-approved SUN Tech instructors as part of their program's yearly Curriculum.

The tuition for Penn College Dual Enrollment is **FREE**.

To enroll in Penn College Dual Enrollment for a specific program listed above, the student must express interest to their instructor and complete the online application at www.pct.edu/dualenrollment. Students who are interested in enrolling in the dual enrollment math courses should contact Math Instructor, Sarah Krebs. The prerequisite of a placement exam may be required dependent of the Penn College Dual Enrollment course the student enrolls in.

For an application and/or more information about Penn College NOW courses at SUN Tech, contact the Assistant Administrative Director at SUN Tech by calling 570-966-1031.

Program of Study

The Development of Pennsylvania Programs of Study (POS) and Perkins Statewide Articulation Agreement for Advanced College Credit Opportunities

The development of statewide career and technical programs of study (POS) satisfies the requirements of the 2019- 2025 Carl D. Perkins V Act related to the Classification of Instructional Program (CIP) Codes that align to the Pennsylvania Department of Labor and Industry High Priority Occupations list. Currently, 38 POS have been developed by the Bureau of Career and Technical Education (BCTE) and are available for access. Each local Perkins Career and Technical Education recipient of funds under the Perkins V Act will be required to offer the relevant courses of all POS.

The POS were aligned to high priority occupations, as established by the Pennsylvania Department of Labor and Industry. For each POS, a committee was established which included statewide representation from business and industry, instructors, and administrators from secondary and postsecondary education institutions, and other interested parties. A secondary competency task list was developed for each POS that must be completed and signed off on by the secondary school technical instructor at the end of the year showing that the student was proficient on all competency tasks, earning 82% or better on those tasks.

In order for students to qualify for the Perkins Statewide Articulation Agreement and receive credits for proficiently accomplishing all secondary competency tasks within the students POS the following documentation must be provided when applying at postsecondary institutions:

The Secondary School agrees to:

- A. Implement the approved PDE Program(s) of Study.
- B. Provide assessment of student competencies based upon performance standards as prescribed by the approved PDE Program of Study.
- C. Furnish documentation necessary to the Postsecondary Institution upon a student's written request. Documents should be student specific and should verify that the student meets all secondary requirements of the approved PDE Program of Study.
- D. Provide documentation to the postsecondary institution that must include each of the following items, if applicable
 - High School Diploma;
 - Official Student Transcript;
 - Secondary Competency Task List with the signature of a secondary school technical instructor;
 - PA Certificate of Competency or PA Skills Certificate in technical program area and
 - Industry certifications earned

Students Occupationally and Academically Ready (SOAR) Advanced College Credit Opportunities through the Perkins Statewide Articulation Agreement

SOAR Programs offer qualifying students advanced credit(s) with partnering postsecondary institutions in POS aligned Career and Technical Education programs. To view current advanced credit opportunities articulated with postsecondary institutions through the Perkins Statewide Articulation Agreement, go to the equivalency search results at CollegeTransfer.net.

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

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

1. **Attendance must be maintained at a 95% level or better.** Exceptions: Extended illness (doctor excused) and pre-approved absences.
2. **A grade of 80% or better must be maintained in all courses** in which the student is enrolled during the school year. This includes not only the technical program but Math, English, Physical Education, etc.
3. **Students must have completed 70% of the required competencies, at 82% accuracy, with a plan to achieve 100% completion,** for their chosen Career Objective to participate in the Co-op Program.
4. **Discipline issues** may be grounds to remove students from leadership roles, participation in competition(s), Cooperative education, internships and other school-related activities.

Cooperative Education Program

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

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

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

Attendance Guidelines

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

Excuses for Absences

Students who have been absent from school are required to bring a signed excuse to school immediately upon returning after the absence. Students are considered to have an illegal/unexcused absence until the school receives a legal excuse. **Failure to present an excuse immediately upon returning to school will result in the absences being permanently recorded as unexcused or illegal.** The excuse is to contain the following information:

1. Date(s) of absences
2. Reason for absence
3. Signature of parent or guardian

If a student is sent home from school because of the symptoms of any contagious disease, re-admission to school can be secured only by a permission slip from a doctor.

Excused Absence

Absence for the following reasons is excused and legal: illness, injury, quarantine, court appearance, death in the immediate family, family emergency, religious holiday (if requested prior to), college visit (if requested prior to), and educational trip (if requested and approved by SUN Tech administration prior to).

Absences

1. Five (5) days: Parents will be notified by letter that their son/daughter has missed 5 days.
2. Ten (10) days: Parents will be notified by letter that their son/daughter is required to bring a medical excuse for all additional absences. The student **must have a medical excuse** with them when returning to SUN Tech or the absence(s) will be recorded as unexcused.

Unexcused Absence

Unexcused absence will be declared for any of the following reasons: truancy, absence through over-sleeping, missing the bus, shopping, visiting relatives, babysitting, remaining home to do school work, chores, etc. For all unexcused absences, the student will not be allowed to receive any credit for work missed, unless otherwise approved by the director or designee.

Unexcused/Illegal Absences

1. Three (3) unexcused/illegal absences: 3 unexcused/illegal absences will prompt the student and parents/guardians to be invited to participate in a student attendance improvement conference. At that conference, with or without the student and parent/guardian, an attendance improvement plan will be developed and put into place. If the student incurs additional unexcused/illegal absences beyond the attendance of improvement conferences or the student refuses to participate in the improvement plan, SUN Tech may refer the student to the District Magistrate.

2. Four (4) unexcused/illegal absences: Referral to Magistrate for failure to follow SAIP. The student will serve 1 hour of after-school detention. If the student is not a driver, the student will serve two days of lunch detention.
3. Additional days unexcused days will result in additional days of after-school detention.
Students may lose points for unexcused/illegal absences. Refer to the make-up assignments section on Pages 22-23.

Tardiness Guidelines

It is important that students report to school on time. **All students should be in their program at the designated time, or they will be considered tardy and must report to the Main Office for a tardy pass.** Students arriving late to SUN Tech must report to the office before going to class, and should have an excuse note, signed by the parent/guardian, stating the reason for being tardy. Once again, instructors will not admit late students to class without a pass from the office, if tardy is at the start of the student's day. Not returning at the scheduled time after lunch will be considered an unexcused tardy and points may be deducted from the daily grade.

3 UNEXCUSED TARDIES = Warning

**4 UNEXCUSED TARDIES = 1 Hour after school
detention**

**ADDITIONAL UNEXCUSED TARDIES= 1 after-school
detention for each day**

**Students who do not drive will be issued 2 lunch detentions
in place of 1 after-school detention**

Educational Trips

A student needs to ask for a Request for a Preplanned Educational Tour or Trip form from the Main Office. The completed form should be returned five (5) or more days prior to the requested dates of absence. The request may be approved or denied by the Administrative Director or designee. Criteria that will be reviewed prior to approval are attendance, grades and discipline. No trip will be approved in excess of ten (10) days. Upon receiving approval, the student should notify their teachers and secure their assignments for the duration of the absence. Educational trips are excused absences.

Non-Educational Trips

A written excuse from a parent(s)/guardian(s) needs to be turned in five (5) or more days prior to the requested dates of absence. The request will be approved or denied by the Administrative Director. Criteria that will be reviewed prior to approval are attendance, grades and discipline. The absences will be excused or unexcused depending on the reason, following the state guidelines.

Observing Special Religious Holidays

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

Permission to Leave SUN Tech

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

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

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

Should it become necessary for a student to leave SUN Tech during a regular school day, the student shall secure a passport from the Office. This passport is good only for the scheduled appointment and the student must return to SUN Tech immediately following the appointment. Students must be picked up by an adult when leaving for appointment unless approval is given by an administrator.

Make-up Assignments

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

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

1. Students may elect to make up work for the days that they have been **legally absent** including that they have been pre-approved through the main office. Instructors are expected to communicate with the student about assignments that are missed when the students' request make-up assignments for absent days. The instructor has one day to prepare make-up assignments from the time of the request. For out-of-school suspension, the responsibility lies with the student to request make-up work within the first day of the OSS. Parents/guardians may pick-up assignments in the Main Office during the regular school day hours. Students will be allotted an amount of time equal to the days suspended starting on the day the assignment was made available to complete the assignment.
2. **All assignments missed during excused absences can be made up to 100% maximum.**
3. **Daily grades will be input into the grading system as a no-count score with no effect to students daily grade.**
4. Competencies/tasks grades may never be able to be made up due to time constraints.
5. Make-up work is defined as an assignment to supplement

the work missed. These assignments should be meaningful and of sufficient quantity to warrant a grade, but not in excess of what the students will be capable of completing in a reasonable amount of time.

6. **Make-up assignments are to be completed at home and not during the time the student is at SUN Tech.**
7. In cases where it does occur that a student is absent the last day or last several days of the grading period and there is the intent that make-up work will be completed, the teacher will submit their grade (electronically) as scheduled, and a grade change will then be made upon completion of the make-up work. An incomplete grade cannot be accepted.
8. Students **will not** be given the opportunity to do make-up work for daily grades or competencies grades for days when their absences are **unexcused**. They will receive a zero for each unexcused day. Students who receive an unexcused tardy will receive a zero for that period of time (to be factored into their daily grade).

Use of Medications

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

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

Medications taken by the student will be overseen by a Student Health and Safety Coordinator. The dispensing of prescribed medication in accordance with the direction of a parent & family to a student during school hours but not prior to 10:00 a.m. will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available during school hours. Before any medication may be dispensed to any student during school hours, the Joint Operating Committee shall require the **written permission of the parent(s)/guardian(s) and the written order of the licensed prescriber**. A request from the parent shall relieve the Joint Operating Committee and its employees of the liability for dispensing of medication. The order from a physician shall include the purpose of the medication, dosage required, dispensed time, and period for which medication is to be dispensed. Any side effects of the medication should be noted. The document(s) shall be kept on file in the office of the Student Health and Safety Coordinator.

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

School Emergency Epinephrine Act

In accordance with the School Emergency Epinephrine Act, permission is granted by a parent(s)/guardian(s) for the Student Health and Safety Coordinator or a trained staff member to administer an Epinephrine Auto-Pen injector to his/her student in the event of anaphylactic shock. To refuse administration of Epinephrine in the event of an emergency situation, an opt-out form MUST be obtained and returned to the Student Health and Safety Coordinator.

Naloxone Administration

In the event of Opioid overdose permission is granted by parent(s)/guardian(s) for the Student Health and Safety Coordinator to administer emergency Naloxone. To refuse Naloxone in the event of an emergency situation, an opt-out form MUST be obtained and returned to the Student Health and Safety Coordinator.

Through the 'Good Samaritan' provision of Act 139, friends, loved ones and bystanders are encouraged to call 911 for emergency medical services in the event an overdose is witnessed and to stay with the individual until help arrives.

The provision offers certain criminal and civil protections to the caller so that they cannot get in trouble for being present, witnessing and reporting an overdose.

Administering Naloxone: Physicians are permitted to write third party prescriptions for naloxone and you are immune from liability for giving naloxone if you believed the person was suffering from an opioid overdose (heroin or prescription pain medication) and you called for medical help/911 after giving the medication.

Symptoms of an opioid overdose include:

- Marked confusion, delirium, or acting drunk
- Frequent vomiting
- Pinpoint pupils
- Extreme sleepiness, or the inability to wake up
- Intermittent loss of consciousness
- Breathing problems, including slowed or irregular breathing
- Respiratory arrest (absence of breathing)
- Cold, clammy skin, or bluish skin around the lips or under the fingernails

Depressed breathing is the most dangerous side effect of opioid overdose. Lack of oxygen to the brain can not only result in permanent neurologic damage, but may also be accompanied by the widespread failure of other organ systems, including the heart and kidneys. If a person experiencing an opioid overdose is left alone and asleep, the person could easily die as their respiratory depression worsens.

Individual Diabetes Management Plan

All employees will be trained on diabetic emergencies. Employees in direct contact with any student known to be diabetic shall receive additional annual training on diabetes related symptoms and immediate emergency responses. The Individual Diabetes Management Plan will serve as the Diabetic Management Plan for students with diabetes.

The Possession or Use of Tobacco Products

The Joint Operating Committee recognizes that tobacco and

vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment.

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

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

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

First Offense - One day of Out-of-School Suspension and turned over to magistrate for prosecution.

Second Offense - Three days Out-of-School Suspension and turned over to magistrate for prosecution.

Additional Offenses - up to 10 days Out-of-School Suspension and review of student’s record for possible expulsion from school and turned over to magistrate for prosecution.

Lighters are not permitted at SUN Tech. Lighters will be confiscated. A lighter is considered a portable device used to generate a flame.

E- Cigarettes/Vapes are not permitted on school grounds, at any school function or activity, or at any school event held away from school. Consequences may be the same as possession or use of a tobacco product.

Any items confiscated will be collected as evidence and not returned to the student or parent(s)/guardian(s), with no exceptions.

Electronic Devices

The Joint Operating Committee (JOC) prohibits all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; with the exception of school issued devices with educational, instructional objective purpose. No wireless internet connections with unfiltered connection (personal hotspots) are permitted to be used during the school day for any purpose. Examples of these electronic devices include, but shall not be limited to, handheld game consoles, cell phones, iPads, apple watches/smart watches and personal laptops, and any new or old technology developed with similar capabilities.

The Joint Operating Committee (JOC) prohibits use of electronic devices by students during the school day in school buildings; on school property; on school buses and vehicles; during

the time students are under the supervision of the school; and in locker rooms, bathrooms, health suites and other changing areas at any time.

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

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

Students will not be permitted to use such devices while participating in extracurricular activities unless expressly authorized by the building administrator or the sponsor of the activity. Such devices should be kept in assigned locker. Students shall have no expectation of privacy in the possession of portable electronic devices when used in violation of school board policy.

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

1. Students may not have these devices turned on during the hours of the school day; possession of a cell phone is considered being "In Use" regardless of if the phone is turned on or off.
2. Students may not use cell phone or other personal electronic devices during the school day.
3. Instructors will require students to store cell phones in individually assigned student locker for the duration of the school day. Any student seen with a device on their person (I.e pocket) will be considered device being "In Use" resulting in surrendering the device.
4. Students may not use personal electronic devices to transmit any form of media (i.e. voice, text, photos, movies, mp3 files, etc.) during the school day with the exception of school required media while utilizing a SUN Tech issued device. Personal electronic devices are not permitted in the building such as personal laptops, iPads, etc..
5. Students must comply with directives from school personnel to turn off and turn over these devices at any school sponsored event. Failure to comply will be viewed as a violation which could result in an up to 10-day suspension
6. Portable electronic devices used during an exam will be viewed as cheating.
7. Portable electronic devices used for harassment will be viewed as bullying.

The administration, staff and faculty has the right to confiscate any such electronic devices that are used/found in violation of school board policy. Any confiscated devices must be turned off/deactivated by the student and will be returned to the student at the conclusion of the following school day, following week or the end of the school year depending on the severity and/or frequency of incident(s). SUN Tech assumes no responsibility for loss or damage to personal electronic devices incurred by a student or family if an electronic device is lost, stolen, vanished or misused while in possession of the student or if confiscated by school personnel. SUN Tech shall not be liable for the loss, damage, or misuse of

any electronic device brought to school by a student. The use of personal technology resources will be governed by the Acceptable Use Policy.

Each student enrolled at SUN Area Technical Institute will have access to a school issued device. Students are required to pay a non-refundable \$20 dollar technology fee. The district agrees to cover the expense of one device repair, however should there be additional repairs necessary beyond the first due to negligence, there will be an additional \$10 dollar fee required thereafter.

Program Radio

Volume of the program radio should be kept as “background noise.” No one should have to raise their voice to be heard over the radio

Live Work

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

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

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

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

Students’ Fund Raising Projects

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

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

See Outstanding Debts/Student Responsibilities for explanation.

Outstanding Debts/Students Responsibility

Students have an obligation to make restitution when they incur a financial obligation to the school. This includes debts incurred through fundraising projects, live work, supplies, tools, equipment, textbooks, and other items that are lost, broken, damaged, or misused. The student and parent(s) / guardian(s) will be responsible for any costs associated with the repair or replacement of any of the listed items, reasonable wear and tear excepted. The replacement cost will be the current market replacement cost. All obligations must be satisfied within 30 calendar days of the date that the item was lost or damaged. Failure to satisfy any financial obligation connection with the use of school equipment may result in disciplinary action. Additionally, any such loss or damage may result in any/or all of the following:

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

Safety

Safety is Everyone's Business!

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

Some General Safety Rules for All to Follow

1. Do not operate machines unless instructed by the teacher.
2. Obey warning and danger signs.
3. Horseplay will not be tolerated in the program or classroom, halls, or Cafetorium.
4. Don't take chances. If you are not sure about what you are supposed to do ASK YOUR TEACHER.
5. Avoid wearing loose clothing, rings and wrist watches around moving machines. Your clothing must fit properly.
6. All injuries, no matter how slight, must be reported to your teacher. First aid will be given by the Student Health and Safety Coordinator in charge. An Accident Report must be completed.
7. Wear safety glasses and other protective equipment where and when required, as required by Act 116.
8. SUN Tech is responsible for your safety, searches will be conducted on reasonable cause.

Discipline for students who do not follow safety requirements may result in lunch detention, loss of driving privileges, loss of Co-op privileges, in-school suspension, suspension or expulsion from SUN Tech, may not participate in clinic experience, exclusion from participation in the Certificates Award Program or disciplined as deemed appropriate by administration, depending on the severity and/or frequency of incidents.

Driving Policy

1. Students may not operate their car during the school day.
2. Driving Permit- \$1.00 per vehicle, must be displayed on back side of rearview mirror at all times.
3. Students will not be permitted to go to their car during the school day for any reason unless permission is given.
5. Students shall respect school property by not disposing of litter other than in those places provided.
7. On school property, a school bus will always have the right of way.
8. Students driving on school property shall not exceed the speed limit of 15 miles per hour. Students shall respect the safety and property of others by avoiding reckless and dangerous driving practices.
9. The Joint Operating Committee will not be responsible for motor vehicles which are lost, stolen or damaged, or from theft of possessions, while the car is parked anywhere on school property. All liability for your car and possessions is the sole responsibility of the driver/owner.
10. **Driving is a privilege.** SUN Tech reserves the right to revoke driving privileges or passenger privileges.
11. Park your vehicle facing front (main road). **Pull out, do not back out of parking spaces.**
12. Wait for the bus to leave. Follow instructions of the parking lot attendant.
13. Park your motorcycle in the designated parking area along the grass to the front of the main parking lot. Cycle only parking signs are posted and lines designate the area.
14. **Driving Violations: Based on campus violation reports drivers can lose their driving privileges and be compelled to ride the bus to SUN Tech based on school law/code. Please make the changes to capitalization in this bullet .. I lowercased the letters to the appropriate words.**
16. Driving violations, such as incidents involving the police, school buses, reckless driving, or driving during a driving suspension will be dealt with at the discretion of the Administration.

Parking Lot

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

Discipline

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

Teachers:

1. Promote a climate of respect and dignity designed to strengthen the self-image of each student.
2. Develop a close cooperative relationship with parents for the educational benefit of the student.
3. Identify and communicate with appropriate personnel about changing behavior patterns and personality traits of all students.

4. Distinguish between minor misconduct, which is best handled by the teacher, and major misconduct, which is best handled by the Administration.
5. Assist in the enforcement of the discipline and dress code in all areas of the school.

All students in violation of school/program policies or guidelines will be disciplined by the individual program instructor or other school personnel by submitting an incident report. Administrative action can/will include the student being assigned placement in lunch detention, after school detention loss of Co-op privileges, in-school suspension, suspension or expulsion from SUN Tech, exclusion from participation in the Certificates Award Program or disciplined as deemed appropriate by the administration, depending on the severity and/or frequency of incidents. Parents/Guardians may call the Administrative Director of SUN Tech in reference to any discipline issue and/or reference the SUN Tech's website for discipline policies.

Disciplinary Action

Student behavior that is considered inappropriate may result in lunch detention, after school detention, loss of Co-op privileges, in-school suspension, suspension or expulsion from SUN Tech, may not participate in clinic experience, exclusion from participation in the Certificates Award Program or 31 disciplined as deemed appropriate by the administration, depending on the severity and/or frequency of incidents.

Exclusion From SUN Tech

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

1. Continued refusal to obey school policies and regulations.
2. Insolence or insubordination to school employees.
3. Theft or vandalism of school property or property of others while such is located on the school's property.
4. Failure to respond to lesser punishment and/or previous conferences.
5. Improper conduct at school-sponsored activities whenever or wherever held.
6. Behavior that interferes with the learning opportunity and rights of other students or prevents such other students from receiving the maximum benefits from their instructional program.
7. Possession of, use or any evidence of consumption (Safety Issue) of controlled substance or possession of paraphernalia.
8. Fighting and/or with dangerous offensive weapons.
9. Bullying, or physically or mentally intimidating other students or employees of the school.
10. Contributing to the delinquency of other students.
11. Endangering other persons or property, or threatening to do so and/or with dangerous offensive weapons.
12. Tampering with/altering services, food products, equipment, accessories, or technology.
13. Student disciplinary violations that demonstrate uncontrolled self-restraint, physical abuse or harassment towards others occurring at any time during the school year could result in student being **"PROHIBITED FROM PARTICIPATING IN THE CERTIFICATE AWARDS PROGRAM and BEING ARRESTED FOR DEFIANT TRESPASSING"**

SHOULD YOU ATTEND THE AWARDS PROGRAM at the conclusion of the year. Expulsion hearings will be held before the student's sending school district because they have legal jurisdiction over their district's students. SUN Tech is an extension of the sending district's planned programs of study and meets the sending district's graduation requirements outlined in school law/code.

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

Locker Regulations

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

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

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

Searches

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

Internet

Internet access is provided for the benefit of student research and as part of the curriculum in all SUN Tech programs.

Guidelines for Internet Usage:

1. All SUN Tech staff and students must sign the Acceptable Use of Computers/Internet Policy, No. 815 Form before being permitted to access the Internet.
2. All users must log on using their own user name and password. Users are not allowed to log on using another user's account.
3. All internet users are prohibited from using the internet to post malicious, bullying, demeaning information on any website

similar/like Youtube, Facebook, Twitter, Snapchat, etc.

4. Students are prohibited from viewing any inappropriate websites such as images or photographs that are obscene, pornographic, lewd or otherwise illegal.
5. Students are prohibited from downloading or installing any illegally obtained copyrighted material.
6. Students are not permitted to connect SUN Tech devices to outside network internet sources such as a personal hotspot device while in the building.
7. All SUN Tech issued hotspot devices must be utilized for school related assignments only and remain at home. These devices should only be utilized for school related assignments, limiting the usage to 15 GB or less per month. Violation of this could result in additional charges to the student.

CONTROLLED SUBSTANCES/ PARAPHERNALIA

The Joint Operating Committee recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the school shall strive to prevent abuse of controlled substances.

For purposes of this policy, **controlled substances** shall mean all:

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

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drugs** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

The Joint Operating Committee prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, and at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

The Joint Operating Committee may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational or extracurricular programs resulting from violations of this policy.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school or a school-sponsored activity, whether or not via school furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

The Administrative Director or designee shall develop administrative regulations to identify and control substance abuse in the school which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Provide education concerning the dangers of abusing controlled substances.
3. Disseminate to students, parents/guardians and staff Joint Operating Committee policy and administrative regulations governing student abuse of controlled substances.
4. Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

The Administrative Director shall react promptly to information and knowledge concerning possible or actual incidents of possession, use or sale of controlled substances. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

The Administrative Director shall annually, by July 31, report all incidents of possession, use and sale of controlled substances by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.

In all cases involving students and controlled substances, the need to protect the educational community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and his/her parent(s)/guardian(s).

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building administrator has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a breathalyzer test. Failure to submit to the required test will result in a finding that the student failed the test, and all applicable remedies may be applied as if the student in fact took and failed the test.

Disciplinary Action for Personal Use and/or Possession

First Offense –

1. Student will be suspended from school for up to ten (10) school days.
2. Law enforcement agency shall be notified.
3. Referral to sending school SAP Team.
4. Drug counseling may be recommended.
5. Recommendation may be made for removal from SUN Tech.

Second Offense and Beyond –

1. Student will be suspended from school for ten (10) days.
2. Law enforcement agency shall be notified.
3. Referral to sending school SAP Team.
4. Drug counseling shall be recommended.
5. Student may lose the following privileges: driving, Co-op, field trips, off site projects, participation in extracurricular activities, clinical participation, participation in the Certificate Awards Program.
6. Recommendation shall be made for removal from SUN Tech.

Possession with Intent to Sell or Distribute –

1. Student will be suspended from school for ten (10) days.
2. Law enforcement agency shall be notified.
3. Referral to sending school SAP Team.
4. Drug counseling shall be recommended.
5. Student may lose the following privileges: driving, Co-op, field trips, off site projects, participation in extracurricular activities, clinical participation, participation in the Certificate Awards Program.
6. Recommendation shall be made for removal from SUN Tech.

Drug Testing for Health Clinical Program

Parents and students should be aware that students enrolled in health occupations courses will be subjected to a drug test prior to being permitted to participate in clinical settings. Students may also be subject to testing between placements. Students who do not pass the pre-placement test will not be permitted to participate in the clinical program but will be provided with alternative course work instead of the clinical work. Consideration should be given to this fact even prior to entering into the health occupations program, since it should be known that this requirement will exist at that point in the coursework and likely will be an ongoing requirement when working in this or related fields.

Written guidelines, describing the collection procedures, chain of custody rules for samples, and other aspects of the testing program, will be distributed to each student when first entering the health occupations program and again at the time the student is to be tested. These guidelines are developed in association with and based on the standard processes utilized by the vendor performing the test for the school.

Discrimination/Title IX Sexual Harassment Policy

Purpose – It is the policy of the Joint Operating Committee of SUN Tech to maintain a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment and extracurricular activities without any form of discrimination, including Title IX sexual harassment.

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

Harassment is a form of discrimination based on the protected classifications consisting of unwelcome conduct such as graphic, written, electronic, verbal, nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is 1. sufficiently severe, persistent or pervasive; and 2. a reasonable person in the complaint's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by the school.

Some specific examples of actions that may constitute harassment include:

- Repeated verbal harassment or abuse, sexual name calling, gestures, jokes, pictures, continued discussion about sexual behavior
- Pressure for sexual activity
- Spreading sexual rumors
- Unwelcome touching of a sexual nature
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, membership or position.

Procedures – Any student or parent(s)/guardian(s) who alleges sexual harassment by any employee or student in the school shall file a complaint to inform the building administrator or Title IX coordinator, Kristy Etzler. A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building administrator, as well as properly making any mandatory police or child protective services reports required by law. Parents or guardians will be notified of complaints of harassment or discrimination involving their child. For more information regarding the Title IX Policy please reference policy 103, 247, 249 and 252 on the SUN Tech website www.sun-tech.org

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

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

Disability harassment – intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student’s participation in or receipt of benefits, services, or opportunities in the school’s educational programs, nonacademic services, or extracurricular activities. See policy 103.1 for further information.

Bullying/Cyberbullying

The Joint Operating Committee is committed to providing a safe, positive learning environment for its students. The Joint Operating Committee recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to mere serious violence. Therefore, the Joint Operating Committee prohibits bullying by SUN Tech students.

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

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

For the purpose of this policy, **bullying**, is defined as follows:

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.” Olweus Bullying Prevention Program.

Bullying is aggressive behavior that involves unwanted, negative actions. Bullying involves a pattern of behavior repeated over time. Bullying involves an imbalance of power or strength.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Joint Operating Committee prohibits all forms of bullying by SUN Tech students.

The Joint Operating Committee encourages students who have been bullied to promptly report such incidents to the Assistant Administrative Director or designee.

The Joint Operating Committee directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the School’s legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Assistant Administrative Director or designee shall develop administrative regulations to implement this policy.

The Assistant Administrative Director or designee shall ensure that this policy and administrative regulations are reviewed annually with students at an assembly or by other means.

The Assistant Administrative Director or designee, in cooperation with other appropriate administrators, shall review this policy every (3) years and recommend necessary revisions to the Joint Operating Committee.

The School’s administration shall annually provide the

following information with the Safe School Report:

1. Joint Operating Committee's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within the school building and on the web site, if available.

Education

The School may develop and implement bullying prevention and intervention programs. Such programs shall provide staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

Complaint Procedure

Step 1 – Reporting

A student or third party who believes she/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the Assistant Administrative Director or designee, or a school employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Assistant Administrative Director or designee.

If the Assistant Administrative Director or designee is the subject of a complaint, the student, third party, or employee shall report the incident directly to the Administrative Director.

The complainant or reporting employee is encouraged to use the report form available from the Assistant Administrative Director or designee, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of bullying, the Assistant

Administrative Director or designee shall immediately investigate the complaint, unless the Assistant Administrative Director or designee is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

The findings of the investigation shall be provided to the parents of the accused student and the complainant.

Step 3 – Investigative Report

The Assistant Administrative Director or designee shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The investigative report shall be retained by the Assistant Administrative Director or designee as appropriate.

Step 4 – School Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the school shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. Counseling services and/or educational activities.
2. Parental conference.
3. Loss of school privileges including driving, Co-op and participation in the Certificate Awards Program.
4. Exclusion from school-sponsored activities.
5. Transfer to an out of school placement.
6. Detention.
7. Suspension.
8. Expulsion
9. Recommendation for counseling/therapy outside of the School.
10. Referral to law enforcement officials.
11. Referral to Student Assistance Program.
12. Restorative conferences.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, she/he may submit a written appeal to the Administrative Director within fifteen (15) days.

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

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

Vandalism

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

Weapons Policy

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

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

Definitions:

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

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

1. The weapon will be confiscated and turned over to the police.
2. The local law enforcement officials will be called to investigate the incident as required by the Acts to prosecute through the Justice System.
3. A gun or firearm violation will result in a minimum expulsion of one year as stated in the Federal Gun-Free Schools Act of 1994. An Expulsion Hearing will be held before the full Joint Operating Committee as required by Pennsylvania School Code. The Superintendent may recommend modifications

of such expulsion requirement on a case-by-case basis. In the case of an exceptional student, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Act.

4. Possession of other weapons will result in a minimum of an immediate 10-day out of school suspension.
5. A complete review of the student's discipline record, past behavior, and circumstances of the incident will be used as a criteria in the disciplinary recommendation. Students who wish to avoid disciplinary action for inadvertent possession of weapons as described above may do so by immediately, upon discovery of the weapon(s), present such weapon(s) to the Administrative Director and immediately surrender such weapon(s) to his/her care.

Equipment and Tools Supplied by School

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

Student Financial Obligation

When items such as tools, books, supplies, equipment, school-wide candy sale, program obligations, SKILLS USA/HOSA fund raising and other school property are lost, broken or misused and it is determined that the student is responsible for payment of such items, form AD-1482 will be completed and the students will be made aware that payment for such items shall be made within 30 calendar days. Failure to satisfy this obligation within the required time frame will result in a parent conference and/or:

1. Loss of participation in or attendance at any school-sponsored event, trips, and/or activities.
2. Loss of items purchased through program fund raisers.
3. Institution of legal action for collection of the obligated costs.
4. Pursuit with criminal authorities under applicable criminal law.

Field Trips

During the year, it is likely that your instructor will plan field trips for your class. All field trips must receive prior approval through the office. Decisions regarding the exclusion of students from field trips will be made at the discretion of the instructor and the administration. Below are a few rules to follow on any field trip:

1. Students should be attentive, courteous, and respectful.
2. Obey all rules and regulations established by your teacher and the people conducting the tour.
3. Stay with your group; do not wander around.
4. Be as observant as possible because your class will discuss the trip after returning to school and you could possibly be tested on the material covered.
5. Remember the same school regulations apply to field trips as when you are in school.

6. **Field Trip Dress Policy:** students attending a field trip should follow the required attire communicated by the instructor. Instructors may designate students to wear their school uniform or their dress-down day attire with the program-specific, dress-down day shirt.
The administration reserves the right to deny or make exception to this policy.

SUN Tech Assemblies

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

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

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

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

Extracurricular Activities at Sending School

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

1. Students will make this request to their sending high school principal, coach, or activity advisor. If the activity is a sporting event, SUN Tech will need to be provided a season schedule.
2. The sending high school principal, coach, or activity advisor shall contact SUN Tech and give their approval for a student's early dismissal.
3. Students will be dismissed individually with transportation supplied by the sending school or the individual student.
4. Students must report to the Main Office, pick up a passport and sign out at dismissal time in order to leave the building.

Review of Instructional Materials by Parents/Guardians and Students

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

Instructional material means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audiovisual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). For purposes of this policy, the term does not include academic tests or academic assessments.

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

The following conditions shall apply to any request:

1. No more than one (1) request per semester may be made by any parent(s)/guardian(s) or student for each enrolled child.
2. To assist the school in providing the correct records to meet the

- needs of the requesting party, the request must be in writing, setting forth the specific material being sought for review.
3. The written request will be sent to the Administrative Director.
 4. The school will respond to the parent(s)/guardian(s) or student within ten (10) school days by designating the time and location for the review.
 5. The school may take necessary action to protect its materials from loss, damage, or alteration and to ensure the integrity of the files, including the provision of designated employee to monitor the review of the materials.
 6. No parent(s)/guardian(s) or student shall be permitted to remove the material provided for review or photocopy the contents of such file. The taking of notes by parents and students is permitted.

Students Who Attend SUN Tech

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

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

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

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

From the Faculty/Administration

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

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

SUN Tech Joint Operating Committee Members

School District	Representative	Alternate Representative	Term
Lewisburg	Jordan Fetzer	Jamie Lyons	12/21 – 12/24
Midd-West	Julie Erikson	Justin Haynes	12/22 – 12/25
Mifflinburg	Francis Gillott	Janelle Weaver	12/21 – 12/24
Selinsgrove	Ken Teats	Christopher Aikey	12/20 – 12/23
Shikellamy	Jenna Eister-Whitaker	Michael Stender	12/20 – 12/23

2023-2024 School Year Calendar

JULY

4th School Closed

AUGUST

10 ½ Day AM Teacher In-Service Day

15-16 Teacher In-Service

17 First Student Day

SEPTEMBER

5 Labor Day Holiday, No School

OCTOBER

5 Open House

10 Teacher In-Service

11 ACT 80 Day - Students off

20 First Marking Period Ends

NOVEMBER

2 First Occupational Advisory Committee Meeting

23-29 Thanksgiving Break, No School

DECEMBER

22 12:30 p.m. Dismissal

23-30 Winter Break, No School

JANUARY

2 Winter Break, No School

9 Second Marking Period Ends

16 MLK Jr. Day, School Closed

17 ACT 80 Day - Students off

FEBRUARY

17 1st Make Up Day

20 Presidents' Day, No School

24 CTE Month Media Day

MARCH

16 Third Marking Period Ends

29 Second Occupational Advisory Committee Meeting

APRIL

6 No School/2nd Make-up Day

7 Spring Break

10 No School/ 3rd Make Up Day

MAY

19 Fourth Marking Period Ends

24 Certificate Awards Practice / Program

25 No School / 4th Make Up Day / Awards Rain Date

29 Memorial Day

Administration & Support Staff

Abigail Eichner . . .	Federal Programs & Accreditation Coordinator
Shawn Eddy	Technology Director
Kristy Etzler	Assistant Administrative Director
Crystal Glass	Evening Maintenance/Custodian
David Bacher	Administrative Director
Jessica Hetrick	Child Accounting & PIMS Coordinator
Todd Hollenbach	IT Specialist
Larissa Trissler	Career Resource Admin. Asst.
Jamie King	Business Manager
Hannah Kline	Instructional Aide
Janice McWilliams	Assistant Cook
Jodi Marshal	Office Manager
Courtney Moyer	Administrative Assistant
Jon Reeder	Instructional Aide
Sara Rice	Instructional Aide
Lindsay Resseguie	Student Health & Safety Coord. (School Nurse)
Rebecca Sherman	Instructional Aide
Marissa Shirk	Instructional Aide
Susan Smith	Instructional Aide
Michael Spotts	Bdlg & Grounds and Receiving Supv.
Tonya Strous	Head Cook
Pete Terrell	Evening Maintenance/Custodian
Joshua Wagner	Maintenance Technician
Brooke Zechman	Instructional Aide

Faculty

Terry Anselmo	Precision Metalworking Instructor
Terry L. Boonie	Computer Networking Tech. Instructor
Wendy Chalmers	Resource Specialist Instructor
Chelsea Cook	Advertising Art Instructor
Kale Geiswite	Criminal Justice Instructor
Donald Gunther	Collision Repair Tech. Instructor
Robin Harvey	Health 114 Health Sciences Instructor
David Hauck	Auto Tech Instructor
Jamie Kotarski	Welding Instructor
Sarah Krebs	Math Instructor
Brian Lauver	Carpentry Instructor
Dirk Metzger	Resource Specialist Instructor
Kaylee Moser	Health 201 Health Science Instructor
Jack Neidig	Diesel Technology Instructor
Amanda Plummer	Cosmetology Instructor
Dorothy Randler	Dental Sciences Instructor
Van Reichelderfer	Electrical System Instructor
Bryan Seward	Wood, Design and Technology Instructor
Erik Strawser	School Counselor
Ryan Swinehart	Masonry Instructor
Travis Weaver	HVAC & Plumbing Technology
Joseph Weisser	School to Career Coordinator
Justin Wright	Culinary Arts Instructor
Kevin Yakamook	Mechatronics Instructor

Wellness Policy

SUN Area Technical Institute recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Joint Operating Committee is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. The School Wellness policy can be accessed on the SUN Tech website at: sun-tech.org.

The Joint Operating Committee has adopted Policy #246 Student Wellness and Policy # 209.1 Food Allergy Management to support this belief. The Student Wellness Policy will be reviewed by the Wellness Committee every three years and the results of the most recent review are made available on the school lunch page. Full length copies of the policies may be found under the School Board/JOC tab under Policies. Any community member or parent interested additional information or becoming a member of the Wellness Committee should contact the Administrative Director at extension 110.

School Day

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

Daily Schedule

8:05 a.m.	Classes Open
8:20 - 9:00 a.m.	Period 1
9:00 - 9:45 a.m.	Period 2
9:45 - 10:30 a.m.	Period 3
10:30 - 11:08 a.m.	Period 4
11:08 - 12:00 p.m.	Period (lunch)
12:00 - 12:45 p.m.	Period 5
12:45 - 1:30 p.m.	Period 6
1:30 - 2:15 p.m.	Period 7
2:15 - 2:50 p.m.	Period 8
2:19/2:25/2:35/2:45 p.m.	Dismissal

Cafetorium

Students will be scheduled for lunch between 11:00 am and 12:00 pm.

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

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

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

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

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

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

Free and Reduced Lunch Program

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

Cafetorium Schedule

A 30 minute lunch period will be provided and will conclude after 32 minutes. At the beginning of each grading period, the lunch time for each program will be announced; it will be changed for each grading period.

Video Cameras

As part of SUN Tech's Safe Schools Program, individuals in SUN Tech may be monitored by video cameras. These video cameras are placed around the school in public areas such as the Classroom/lab, halls, main lobby, cafetorium, courtyard, and parking lot. SUN Tech also utilizes Vape Detectors in restrooms, both communal and program, to monitor vape use in the building. When vape detectors alert administration of possible vaping in the restroom, administration will address the students in the restrooms while utilizing cameras, located outside of the restrooms and synced with the detectors to identify students present in restroom during that time.

Lost and Found Articles

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

School Closing

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

WNEP TV 16

BIG COUNTRY 1240 AM

WQKX 94.1 FM

WKOK 1070 AM

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

Announcements

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

Bulletin Boards

Program bulletin boards will contain the individual program's important notices and information. Teachers are expected to keep bulletin boards up to date and neatly displayed. School-wide bulletin boards are available for school-related activities.

Sending school and other appropriate announcements will be posted in the Cafetorium, office and on Microsoft Teams announcement page.

Sending School Events

Students will return to their sending high school for special events, while a student at SUN Tech, at the discretion of their sending school administration. In cases of students being active participates in sports, band, etc., the sending school will provide SUN Tech with the membership list of team members, etc., and these students will be dismissed individually with transportation supplied either by the sending school or the individual student. Students must follow transportation guidelines implemented from their sending districts.

Program Sign Out Procedures

Only one student at a time may leave their program for any reason during a regular school day and must sign out. The sign out sheet shall list the student's name, date, time of departure, reason, and destination. Upon return student should place the time of return on the sheet. Hats are not permitted in the building except in the program area with permission of the instructor.

Working Papers

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

Change of Address

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

Student Records

The following information is provided to notify you of your rights and privileges under the Family Educational Rights and Privacy Act (FERPA), a federal law which protects the confidentiality of student educational records by limiting their disclosure. FERPA guarantees parents and eligible students (students who attained eighteen years of age or are married) certain rights which are described below.

1. Access to records:

Parents or eligible students have the right to inspect their child's or their own educational records, to receive copies of the records in most cases, and to have a school official

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

2. Challenge to records:

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

3. Disclosure:

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

4. Policy:

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

5. Complaints:

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

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

Student Health Records

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

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

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

- Identify and train a privacy officer,
- adopt and document privacy policies and procedures,
- train all staff members,

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

Complaints

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

Documents

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

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

Emergency Operation Plan

A SUN Area Technical Institute Emergency Operations Plan is on file in the Administrative Director's Office detailing systematic efforts on the part of the SUN Area Technical Institute to provide for the care and well-being of students, faculty and staff. The procedures outline in this plan will be taken to maximize the protection available for threatened individuals as well as preparatory measures that should be followed during a non-emergency time and on a day-to-day basis. In the case of an emergency parents will be notified of emergency procedures through the school messaging services. SUN Tech also utilizes Navigate 360 to streamline emergency communication among faculty and staff through their school issued device.

First Aid Services

A School Nurse will be available during the regular school day. Medical attention can be obtained by contacting the School Nurse or the Main Office. The emergency first aid policy will be made available upon request.

Student Insurance

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

School Counselor Services

SUN Tech provides counseling services to assist students in resolving education, technical, social, and personal problems. Emphasis is placed on the individual student with the counselor ready to listen to any problem. Questions concerning technical goals and career choices may be more readily resolved as the counselor and student make use of test scores and other personal data. **Information is also available about higher education following graduation.**

Suicide Awareness Prevention and Response

SUN Tech provides training for its faculty, staff, and students on suicide awareness, prevention, and response. Through education and the use of strategies aimed at preventing suicide and promoting behavioral health, SUN Tech's suicide prevention plan hopes to respond to the needs and cultures of its students. Resources are available through our Guidance Department. The Joint Operating Committee designated Erik Strawser as SUN Tech's Suicide Prevention Coordinator.

Safe2Say Something

S2SS is a life-saving and changing school safety program that teaches students, educators, and administrators how: (1) to recognize the signs and signals of individuals who may be at risk of hurting themselves or others and (2) to anonymously report this information through the S2SS app, website, or 24/7 Crisis Center Hotline. The following provides an overview of how the program works and will be implemented in schools:

- S2SS works through 5 easy steps:
 1. A tip is submitted via mobile app, website, or by calling the PA based 24/7 Crisis Center
 2. The tip is then triaged by the Crisis Center to gather enough information to act on it
 3. The tip is delivered to the impacted school and, as needed, local law enforcement via 911 County Dispatch
 4. The school and, as needed, local law enforcement assess and intervene with the at-risk individual
 5. The school then closes out the tip and reports actions taken as a record for their school
- 3 ways to report:
 1. Download the Safe2Say App
 2. Use the website www.safe2saypa.org
 3. Call the tipline at 1-844-SAF2SAY

Homeless

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. The Act Under the PA Education for Homeless Children and Youth State Plan defining homeless children as:

Children living with a parent in a domestic violence shelter; runaway children and children, and youth who have been abandoned or forced out of their home by parents or other caretakers; and school aged parents if they have no other available living accommodations.

The McKinney-Vento Act states that it is the policy of Congress that state educator agencies shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

All inquiries regarding any SUN Tech students status should be brought to the attention of the SUN Tech Guidance Office, Administration or the students sending district guidance office or administration.

Student Assistance Program

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

WHEN TO MAKE A REFERRAL...

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

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

HOW TO MAKE A SAP REFERRAL...

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

Placement Tests For College Entrance Exams

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

Occupational Advisory Committee

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

Telephone

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

Fire Drill Regulations

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

Visitors

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

All visitors must park at the front of the building in the spaces reserved for visitors and enter through the Main Lobby Entrance. Cosmetology clients may park in front of the building in the spaces reserved for visitors and enter through the Main Lobby Entrance. Restaurant patrons/clients are asked to park in the Cherry Street Bistro designated parking area and enter the West Campus Main Entrance. All visitors **must be signed into the Main Office or in the West Campus lobby and obtain a visitor's pass.** Visitor's must provide a state approved ID to be signed into the system.

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

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

Transportation

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

Chapter Meetings

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

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

SkillsUSA

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

HOSA

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

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

Student Career & Technology Student Organization Activities

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

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

Students engaged in these organizations have the opportunity to participate in local, regional, state and national events.

Community Service

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

Grading Procedures

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

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

At the middle of each grading period, a Mid-quarter Report will be made available to all parents/guardians on SUN Tech's Skyward system.

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

Mathematics Program

Practical Mathematical skills are important for all SUN Tech programs. All students will be assessed for their math ability and those who are in need of remedial math will be assigned instruction accordingly.

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

Integrated Math, Algebra I, Algebra II, Geometry, Trigonometry, Pre-Calculus, Calculus

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

Certificates

A student who enters a program at the SUN Area Technical Institute and who continues in attendance until graduation shall be eligible to receive a Certificate of Achievement, provided all obligations and debts owed to the school have been paid.

Student Awards

Students will be recognized at the end of the school year based on available donations. The Student Awards Program is mandatory for all students to attend.

Participation in Certificate Awards Program To participate in the end of year Certificate Awards Program students must attend the mandatory Student Awards Program and the mandatory Certificate Awards Program rehearsal. A student's privilege to walk at the Certificate Awards Ceremony may be revoked if they fail to attend the mandatory Program and the rehearsal for the Certificate Ceremony.

NOCTI Testing - PA Skills Certificate

Each year, the PA Dept. of Education requires students who have completed their technical program and will graduate from high school to take the NOCTI (National Occupational Competency Testing Institute) Job Ready Assessment. SUN Tech gives all students a NOCTI pre-test in the fall to determine beginning skill levels and the actual end-of-year assessment is offered nationwide to vocational technical students in the spring to determine students' knowledge and skills necessary for employment in their occupational field. The assessment consists of up to a 3 hour written test and a 3 to 4 hour performance test which is evaluated by individuals from business and industry. Only Seniors who score "advanced" on both the written and the performance tests receive a PA Skills Certification from the PA Department of Education. This certificate is of value to our students when becoming employed in their chosen field, pursuing post-secondary education, and/or upon entering the military.

Pennsylvania School Code

CHAPTER 12

Students and Student Services

Student Rights and Responsibilities

§12.1. Free education and attendance.

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

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

§12.2. Student responsibilities.

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

(b) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of the teachers, students, administrators, and all others who are involved in the educational process.

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

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

- (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational process.
- (4) Assist the school staff in operating a safe school for all students enrolled therein.
- (5) Comply with Commonwealth and local laws.
- (6) Exercise proper care when using public facilities and equipment.
- (7) Attend school daily and be on time at all classes and other school functions.
- (8) Make up work when absent from school.
- (9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- (10) Report accurately in student media.
- (11) Not use obscene language in student media or on school premises.

§12.3. School rules.

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

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

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

§12.4. Discrimination.

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

§12.5. Corporal Punishment.

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

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

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

The remainder of the Chapter 12 Code can be found online using the following address: www.pde.state.pa.us

Public Complaint Procedures

The Joint Operating Committee(JOC) encourages parents/guardians, residents or community groups of participating school districts who have general complaints about JOC policy and school procedures, programs, personnel, operations and facilities to follow the general complaint procedure established in Policy 906 (Public Complaint Procedures).

All SUN Area Technical Institute Joint Operating Committee policies can be found on the school website by going to www.sun-tech.org, and navigating to School Board/JOC; School Policy, a key word search is available. School Policy categories are as follows:

- 000 – Local Joint Operating Committee Procedures
- 100 – Programs
- 200 – Pupils
- 300 – Administrative Employees
- 400 – Professional Employees
- 500 – Classified Employees
- 600 – Finances
- 700 – Property
- 800 – Operations
- 900 – Community

ALWAYS REMEMBER:

**You are a Young
Professional.
Present yourself
to others as a
Professional . . .
it is your
Future Career.**

Nondiscrimination Policy

The SUN Area Technical Institute offers career and technical programs in health, trade and industrial occupations. Admission to these programs is based on completion of ninth grade or GED. SUN Tech will provide equal access regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, handicap/disability or genetic information, in its admission procedures, educational programs and activities or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact the Title IX and Section 504 Coordinator, at 815 E. Market Street, New Berlin, PA 17855-0527, 570-966-1034.



Notice To Students & Parents/Guardians

The SUN Area Technical Institute has completed its Asbestos Management Plan as required by the EPA/AHERA Law. A copy of the management plan is available in the AHERA Coordinator's Office (Mr. Mike Spotts, Coordinator, 966-1031) for review by any interested parties. Some asbestos containing material was identified and will be managed according to the AHERA Law.

The SUN Tech Strategic Plan, Perkins Plan, Policies Manuals, Students with Disabilities and Special Needs Policy and Guidelines are accessible at the SUN Tech Web site - www.sun-tech.org.