

Policy Information

Academic Honesty Policy

Students caught by an instructor in the act of plagiarism or cheating during a test or quiz will be dismissed. Students suspected of cheating, with some supporting evidence, will be placed on probation, advising or observation, depending on the situation. Students caught copying assigned work may be placed on probation and may be subject to dismissal.

Campus Security Policy

Security is achieved through the cooperation and participation of all members of the school community. Please report any suspicious circumstance, accident, theft, or safety issue to your instructor or a staff member. Reported incidents will be forwarded to the appropriate personnel or law enforcement agency for resolution. Students on campus are required to properly identify themselves to Perry Technical Institute staff and security personnel, and to wear ID badges at all times while on campus.

In order to maintain a safe and secure campus, the possession of weapons or explosives of any kind are prohibited on school property. Violation of these safety regulations will result in disciplinary action and/or dismissal.

Perry Technical Institute maintains a report indicating the number of safety and security incidents that occur on campus annually. A copy of this report may be obtained free of charge by contacting the Facilities and Safety Manager.

Conduct Standards

Perry Technical Institute expects that students will conduct themselves responsibly and comply with school rules and regulations. Students who do not comply with the conduct standards outlined in the school catalog and classroom rules may be eligible for dismissal.

Field Trips

Each student hereby recognizes that a field trip is his/her sole responsibility, including the cost of transportation to and from. Meals, lodging and conduct are the student's sole responsibility. Perry is responsible only for the coordination of the trip. Each student hereby releases and discharges Perry Technical Institute (and Harriet I. Perry Trust, a Common Law Trust), its officers and employees from any and all liability during field trips.

Grade Appeals

Final grades are posted to the student's transcript at the conclusion of each term. Students have 30 calendar days following the end of the term to appeal a final grade. Any student wishing to file an appeal must do so in writing, and will be responsible for providing any necessary documentation to support the appeal. The appeal will be reviewed by the Department Head and Dean of Education, and the student will be notified in writing of the decision.

Graduation

Students choosing to participate in the graduation ceremony are required to wear a cap and gown, which will be distributed by the school. Students not wearing appropriate attire will not be permitted to participate in the graduation ceremony. Any student who does not participate in the graduation ceremony will receive his/her certificate via mail following graduation.

Parking Policy

All vehicles on campus must display a parking permit at all times. Two temporary permits per term will be provided at no cost if a permit is misplaced. If a temporary permit is required a third time, or if the permit is lost or stolen, a \$3 replacement fee will be charged. Due to limited space, trailers are not permitted in the parking lots.

1st Offense:	Verbal Warning
2nd Offense:	Written Advising
3rd Offense:	Probation
4th Offense:	Meeting with the Dean of Education

Satisfactory Academic Progress

Students are required to maintain a minimum 2.0 Grade Point Average each term. Students must also meet any additional score requirements set forth by their departments. Failure to do so will result in dismissal from the program.

School Closings

In the event of an emergency school closure due to weather or other unforeseen events, announcements will be made on the following radio and television stations:

FM - Radio Stations:

KXDD – 104.1
KFFM – 107.3
KHHK – 99.7
KDBL – 92.9
KATS – 94.5

TV Stations:

KAPP – TV CH. 35
KNDO – TV CH. 23
KIMA – TV CH. 29

AM - Radio Station:

KIT – 1280

You may also call the school's main line at 453-0374, and select option 4 to hear school closure or delay information.

Smoking/Tobacco Products

Smoking and other forms of tobacco use are permitted in designated areas only. The designated areas are located on the east and west corners of the main campus.

Solicitation

Students are prohibited from selling non-PTI fund-raising items or personal business items using school equipment or on school property, except by posting printed literature on designated bulletin boards. All printed literature must be approved and stamped before being posted on school premises.

Student Electronics Policy

The use of cell phones, digital cameras, MP3 players and other electronic devices is prohibited during school hours. All electronic devices must be turned off and stored, except during designated break times. In the event of an emergency situation, students must obtain permission from their instructor in advance to carry any communication device. In this situation, the device must remain on silent or vibrate to avoid disrupting classroom activities. Failure to comply with this policy may result in disciplinary action.

****Note: Instructor discretion may override the abovementioned policy in cases where electronics are used for educational purposes.**

Student ID Badges

Student ID badges are required for students while on campus. ID badges are also required to assist in maintaining a secure campus. All students are required to wear a photo ID badge in a visible area (above the waist in the front of the body) while at Perry Technical Institute. This practice will be monitored by instructors, staff members and administration. The cost to replace a lost or damaged photo ID badge is \$5. One free replacement badge may be obtained during a student's second year of training.

Termination of Enrollment

Withdrawal

Students who voluntarily withdraw from school must complete a Withdrawal Form and have it signed by specified school officials in order to officially close their records.

Dismissal

The school reserves the right to dismiss any student for any of the following reasons:

- 1) Violation of probation
- 2) Exceeding three probations
- 3) Three consecutive days of unexcused absences
- 4) Scanning or keying another student's card/ID number for attendance
- 5) Students who exceed five combined absences (unexcused and/or excused)
- 6) Aggressive, harassing or discriminatory acts against other students or employees
- 7) Failure to pay tuition
- 8) Failure to meet Satisfactory Academic Progress (SAP)
- 9) Failure to follow school procedures and policies
- 10) Acts of theft or dishonesty
- 11) Failure to comply with safety regulations
- 12) Malicious damage to school property
- 13) Insubordinate acts against staff or other Perry Technical Institute employees
- 14) Illegal drug/alcohol abuse
- 15) Disruption of the learning environment

The Dean of Education will conduct a full hearing of the facts and make a recommendation to the President. The authority to dismiss a student is vested only in the President and the President's decision following a review of the facts is final.

After terminating enrollment, students will not be allowed back into the classroom or lab area for forgotten items without permission from the Dean of Education.

Transfer/Change of Program

Students wishing to change the program they are enrolled in must complete a new Admissions Application, and may be required to meet with the Dean of Education. Failure to complete a term with satisfactory academic progress may affect financial aid eligibility. Transfer students will not be given preferred status, and enrollment in a different program is available on a first-come, first-served basis.

Student Services

Bookstore

Books and miscellaneous materials necessary for class work may be purchased in The Hangar, Perry Technical Institute's bookstore. Perry Technical Institute clothing, book bags and other items are also available for purchase.

Career Services

Assistance with resume-building, interviewing techniques, job search strategies and other career planning support is available to all Perry Technical Institute students and alumni. For more information or to schedule an appointment, contact Career Services at (509) 453-0374.

Counseling Services

Perry Technical Institute provides counseling services to all students free of charge. Counseling Services can help students identify and constructively address the many stressors, learning disabilities and mental health issues that undermine success to improve lifelong health and quality of life.

Financial Services

Perry Technical Institute offers assistance with applying for federal financial aid, as well as information about work study programs, VA benefits and alternate funding sources. For assistance with financial concerns, visit our Financial Services Representatives located in the Main Office.

Food Pantry

The Perry Pantry is a food bank available to all of students, free of charge. It is located in the Foundation Office and is available Monday through Friday, 7:30 a.m. to 5:30 p.m. The Perry Pantry is supported largely by donations of food and money from the school community. To make a donation, speak with the Foundation Director.

Learning Resource System

The school's learning resource system materials are integrated into the school's curriculum and program requirements as a mechanism to enhance the educational process and to facilitate positive learning outcomes for students. Perry Technical Institute provides learning resource materials that are commensurate with the level of education provided and appropriate to the courses of study in sufficient quantity and scope to meet the educational objectives of each program.

Study Area

A study area is provided in the Student Services room. Computers with internet access are available.

Transcripts

Transcripts are available at no cost to current students. To request a transcript, contact the Registrar in the Main Office and bring photo ID. Students may request one free official transcript following graduation. A processing fee will be charged for additional transcripts issued following graduation.

Tutoring

Tutoring services are free of charge for current students. Students wishing to sign up for tutoring may do so by communicating with their instructor. Availability of tutors may vary by subject.

Appendix A

Anti-Harassment Policy

As a part of continuing efforts by Perry Technical Institute to prevent unlawful discrimination, and pursuant to guidelines issued by the Equal Employment Opportunity Commission and the Washington Human Rights Commission, the school endorses the following policy.

All are reminded that each student is at all times to be treated courteously by fellow students, so that he or she is free from harassment or interference.

Harassment is defined as unwelcome or unsolicited verbal, physical or sexual conduct which creates an intimidating, offensive or hostile environment. Examples of what may be considered harassment, depending on the circumstances, are:

- Questions or comments that unnecessarily infringe on personal privacy or offensive, sexist, off-color or sexual remarks, jokes, slurs or propositions or comments that disparage a person or group on the basis of race, color, age (40 and over), sex, pregnancy, gender, creed, disability, religion, national origin, ethnic background, military service or citizenship.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, other materials, electronic mail, or gestures.
- Inappropriate touching, hitting, pushing or other aggressive physical contact or threats to take such action.

PTI will promptly investigate all charges of violation of this policy. The confidentiality of the person reporting violations will be respected so far as practical in conducting an investigation of such claims. There will absolutely be no retaliation against persons filing such complaints.

Sexual Harassment Policy

It is the policy of PTI that all students shall have the right to learn in an environment free from any form of unlawful discrimination. Sexual harassment is constituted as discrimination and is prohibited by state and federal laws. Therefore, it is the position of Perry Technical Institute that sexual harassment will not be tolerated. It is a violation of PTI policy for any supervisor or employee, student, male or female, to engage in sexual harassment as defined below. Such conduct will result in disciplinary action up to and including dismissal.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as:

Quid Pro Quo - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute quid pro quo when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's enrollment and, or (2) submission or rejection of such conduct by an individual is used as the basis for enrollment decisions affecting an individual.

Hostile Environment - Is one which unwelcome sexual advances, requests for sexual favors and verbal or other conduct of a physical nature occur and when such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Some examples of sexual harassment include but are not limited to:

- Unwanted sexual advances
- Offering benefits in exchange for sexual favors

- Making threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, posters, or electronic mail
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee's body or dress
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual or suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assault or impeding or blocking movement
- Retaliation for reporting harassment or threatening to report harassment

Any student, who believes he/she has experienced such conduct by anyone should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the student is uncomfortable confronting the offender, the student must immediately report such conduct to their instructor or to either of the employees listed below:

1. President
2. Dean of Education

PTI prohibits retaliation against any student who complains of sexual harassment or who participates in an investigation. All aspects of the complaint-handling procedure will be dealt with discreetly. However, it may be necessary to include others on a need-to-know basis. All incidents of prohibited harassment that are reported will be investigated. The compliance officers listed above will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed as soon as practical and a determination regarding the reported harassment will be made and communicated to the student who complained and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including dismissal, will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.

Appendix B

Drug-Free and Alcohol-Free Campus and Workplace Policy Statement

In accordance with federal law, Perry Technical Institute has adopted this Drug-Free and Alcohol-Free Campus and Workplace Policy. Perry Technical Institute recognizes that students and employees have a right to a safe and secure campus and workplace and has implemented a drug and alcohol abuse, prevention assistance program. Furthermore, Perry Technical Institute recognizes that employers who hire students from its programs demand employees who are drug free. In order to ensure that Perry Technical Institute's students are the highest quality and are able to meet the demands of employers, Perry Technical Institute adopts its drug testing policy.

Standards of Conduct Regarding Drugs and Alcohol

The unlawful manufacture, distribution, dispensing, possession or use of an illegal controlled substance, prescribed medical drugs that were unlawfully obtained or are being unlawfully or abusively used, drug-related paraphernalia or being under the influence of controlled substances is prohibited at Perry Technical Institute, in the workplace, on campus, while engaging in school business and at any activities sponsored by Perry Technical Institute. Returning or arriving to school after consuming drugs or alcohol is prohibited and will result in immediate dismissal.

Any student who is taking a drug or medication, whether or not prescribed by the student's physician, which may adversely affect that student's ability to perform work in a safe or productive manner, is required to report such use of medication to his/her instructor or department head. This includes drugs known or advertised as possibly affecting judgment, coordination, or any of the senses, including those which may cause drowsiness or dizziness. A doctor, dentist or druggist will determine whether the student can remain at school and whether any work restrictions will be necessary. The instructor may request such assistance as he/she desires in making the determination.

Health Risks

Short-term and long-term effects of drug use vary for the specific drugs, but the following nonexclusive list of health risks have been identified with the use and abuse of illicit drugs and alcohol: confusion, lack of coordination, memory loss; depression; fetal alcohol syndrome; problem pregnancies; sclerosis; circulatory problems; insomnia; heart failure; respiratory arrest; cardiac arrest; seizures; coma; anxiety; paranoia; irritability; fatigue; mental illness; and death.

Institute Sanctions

The Institute will conduct drug and/or alcohol testing under any of the following circumstances:

- **RANDOM TESTING:** Students may be selected at random for drug and/or alcohol testing at any interval determined by the Institute. Any student who enrolls at Perry Technical Institute gives consent to random drug tests as an express condition of his or her enrollment and continued enrollment at Perry Technical Institute.
- **FOR-CAUSE TESTING:** The Institute may ask a student to submit to a drug and/or alcohol test at any time it feels that the student may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the student's person or in the student's vicinity, unusual conduct on the student's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any student involved in a training-related accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in a training-related accident or injury" means not only the one who was or could have been injured, but also any student who potentially contributed to the accident or injury event in any way.

A student will be presumed under the influence of an illegal controlled substance upon any positive finding from a random drug test or reasonable cause drug test given under this policy. Drug testing will be by mass spectrometer test on Perry Technical Institute time and expense at a certified creditable laboratory or medical facility prescribed by the Institute. Random drug test collection will be conducted on the Perry Technical Institute campus with a minimal disruption to class time. Failure to take a drug test as required by the Institute may result in the imposition of sanctions up to and including, but not limited to, suspension and/or dismissal.

Violation of any of the standards of conduct in this policy may result in the imposition of sanctions up to and including, but not limited to suspension and/or termination.

If a student has violated the Drug-Free and Alcohol-Free Campus and Workplace Policy, the Institute may take any of the following actions:

- Disciplinary action including, but not limited to, suspension and/or dismissal, and/ or
- Require the student to satisfactorily participate in drug abuse assistance or rehabilitation program approved for such purpose by federal, state or local health, law enforcement or other appropriate agency.

Any student convicted of any criminal drug statute violation occurring in the workplace, during school hours, or while engaged in Institute business, must notify the President or Dean of Education no later than five (5) days after such conviction.

Legal Sanctions

In addition to sanctions imposed by the Institute, drug and/or alcohol violations may be referred to the appropriate external authorities. This may result in arrest and conviction under applicable criminal laws of the United States, the state of Washington, or local municipalities. Violations as specified above may result in penalties ranging from fines through imprisonment.

Available Assistance Treatment Programs

Alcoholism and drug dependency are defined as illnesses that may interfere with a student's ability to perform assigned work satisfactorily or that adversely affect classroom behavior. Students are encouraged to voluntarily seek expert assistance for alcoholism, alcohol abuse, or drug dependency. Assistance is available through a variety of professional resources in the community.

Community resources include:

Yakima Valley Farm Workers Mental Health Services	453-1344 or 865-2227
Central Washington Comprehensive Mental Health	575-4084
Department of Social & Health Services	454-4370 or 837-3531
Neighborhood Health Services	454-4143
Yakima Health District	575-4040
Jonathan M. Wright Memorial VA Medical Center (Walla Walla)	457-2736
Merit Resources	469-9366
Sundown M Ranch	457-0990
Barth Clinic	457-5653

Appendix C

Electronic Information System (Networks) Policy

By creating this network, the school intends only to provide a means for educational activities including pursuit of employment and it does not intend to create a First Amendment forum for free expression purposes. The school dedicated the property comprising the network, and grants access to it by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

Network

All use of the network must be in support of education and research and be consistent with the mission of Perry Technical Institute. PTI reserves the right to prioritize use and access to the system.

Use of the system for commercial solicitation by individuals is prohibited.

The system may not be used to support or oppose political candidates or ballot measures.

System components including hardware or software shall not be destroyed modified or abused in any way.

The addition of games, screen savers or additional software is not allowed. The addition of software must be done by the Telecommunications Technician and requires the user to obtain the assistance and approval of the software prior to adding it to the system.

Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/ or damage the components of a computer or computing system is prohibited.

Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Use of the system to access, store or distribute obscene or pornographic material is prohibited.

Security

PTI is the owner of record for the system and all email by the system is subject to monitoring.

Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.

Users should change passwords regularly and avoid easily guessed passwords.

Copyright

The unauthorized installation, use, storage or distributing of copyright software or material on PTI computers is prohibited. Students are responsible for licensing the software on personal computers used on school property.

General Use

Diligent efforts must be made to conserve system resources. For example, users should frequently delete email and unused files.

Permission must be obtained in writing, before the picture or name of a student may be displayed on the internet, including the PTI web pages.

Appendix D

Safety Policy

Perry Technical Institute students are required to complete a safety orientation program, comprised of a safety checklist of information and a student responsibility statement. The student will be asked to sign both of these documents. A copy of this information follows:

STUDENT RESPONSIBILITY

As a student of Perry Technical Institute, I am responsible to:

1. Observe all school safety and health rules and apply the principles of accident prevention in my day-to-day duties.
2. Report any job-related injury, illness, or property damage to my supervisor and promptly seek treatment.
3. Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts promptly to my supervisor or safety committee representative.
4. Observe all hazard warnings.
5. Keep aisles, walkways and working areas free of slipping and tripping hazards.
6. Know the location of fire/safety exits and evacuation procedures.
7. Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
8. Not report to school under the influence of alcoholic beverages or drugs, or to consume them while on school property.
9. Refrain from fighting, horseplay, or distracting my fellow students.
10. Remain in my own study area unless I am instructed otherwise.
11. Operate only the equipment for which I am authorized and properly trained. Observe safe operating procedures for this equipment.
12. Walk at all times on school premises (no running) and take no unauthorized shortcuts.
13. Follow proper lifting procedures at all times.
14. Ride as a passenger on a vehicle only if it is equipped with a rider's seat.
15. Be alert to see that all guards and other protective devices are in their proper places before operating equipment.
16. Not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
17. Actively support and participate in the school's effort to provide a safety and health program.

OSHA (Universal Precautions for Handling Exposure to Blood/Bodily Fluids):

1. All blood/bodily fluids should be considered infectious regardless of the perceived status of the individual.
2. Avoid contact with blood/bodily fluids if possible. Immediately notify the school administrator, or designated first aid person.
3. Allow the individual to clean the injury, if possible. If it is not possible for the individual to clean the injury, disposable gloves must be worn. Gloves are to be discarded in a lined bag or container.
4. Clothing that has been exposed should be washed thoroughly with warm water and soap.
5. Upon removal of gloves, hands should be washed with warm water and soap.
6. Surfaces contaminated with blood/bodily fluids should be cleaned thoroughly with disinfectant. The cleaning should be completed by the custodian, administrator or designated individual responsible for clean-up.

As a general rule: Do not touch a patient who is bleeding, even if you use gloves. If someone has a bloody nose or cut knee, hand them the box of tissues or paper towels and instruct them to hold it on their wound, and then send them to the office, or hospital for further care.

Appendix E

Notification of Rights Under the Federal Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

A student should submit to the registrar, dean or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or support staff position; a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901



Notice of Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Perry Technical Institute, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Perry Technical Institute may disclose appropriately designated "directory information" without written consent, unless you have advised Perry Technical Institute to the contrary in accordance with school procedures. The primary purpose of directory information is to allow Perry Technical Institute to include this type of information from your education records in certain school publications. Examples include:

- Honor roll or other recognition lists;
- Graduation programs
- Placement records

If you do not want Perry Technical Institute to disclose directory information from your education records without your prior written consent, you must notify the school in writing while in attendance at the institution. Perry Technical Institute has designated the following information as directory information:

- Student's name
- Degrees, honors, and awards received
- Program of study
- Dates of enrollment
- Institutional e-mail address

Footnotes:

1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

2010 CAMPUS CRIME STATISTICS
NUMBER OF INCIDENTS REPORTED IN THE YEAR:

CRIMINAL OFFENSE:	2008		2009		2010	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0*	0	0*
NEGLIGENT MANSLAUGHTER	0	0	0	0*	0	0*
SEX OFFENSES, FORCIBLE	0	0	0	0*	0	0*
SEX OFFENSES, NON-FORCIBLE	0	0	0	0*	0	0*
ROBBERY	0	0	0	0*	0	0*
AGGRAVATED ASSAULT	0	0	0	0*	0	0*
BURGLARY	0	0	0	0*	0	0*
MOTOR VEHICLE THEFT	0	3	0	0*	0	0*
ARSON	0	0	0	0*	0	0*
LIQUOR LAW ARRESTS	0	0	0	0*	0	0*
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0*	0	0*
DRUG LAW ARRESTS	0	0	0	0*	0	0*
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0*	0	0*
ILLEGAL WEAPONS POSSESSION ARRESTS	0	0	0	0*	0	0*
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	0	0	0	0*	0	0*

*Local police crime statistics not available

Rev. 10.3.2011

Appendix G

Attendance Policy

Attendance is mandatory. The scheduled start and end times are as follows:

Automotive (Enrolled on 4/4/11):	Monday – Thursday	7:30 – 4:00
Automotive (Enrolled Following 4/4/11):	Monday – Friday	8:00 – 3:30
ITCS	Monday – Thursday	7:30 – 4:00
Instrumentation (Enrolled on 10/24/11):	Monday – Thursday	7:30 – 4:00
Instrumentation (Enrolled Prior to 10/24/11):	Monday – Friday	8:00 – 3:30
BTA & MOA (Enrolled 4/4/11):	Monday – Friday	8:00 – 3:30
OA Programs (Enrolled Following 4/4/11)	Monday – Thursday	7:30 – 4:00
VCGT:	Monday – Thursday	7:30 – 4:00
HVAC/R:	Monday – Thursday	7:15 – 4:10
Electrical:	Monday – Thursday	7:00 – 4:00
Machine:	Monday – Thursday	7:30 – 4:00
Welding:	Monday – Thursday	7:30 – 4:00
Evening Programs:	Monday – Friday	4:30 – 9:30

Instructor notification: Students are required to notify the instructor before the scheduled start time each day they are absent or late. Students must also notify instructors when leaving early or arriving tardy from a scheduled break or lunch. Failure to do so may result in an immediate probation.

Clocking-In: Students are required to clock-in when arriving and clock-out when leaving, at any given time of the day, other than at stated break periods. Student attendance is recorded by using an electronic time management system. The time displayed on the time clock is the time that will be accounted for. Students are provided with an ID scan card and are required to scan in and out each day. The cost to replace the ID scan card is \$5. *Note: If the scanner does not read a card, the student is required to manually punch in his/her assigned student ID number.*

Students leaving campus for an externship are also required to scan their cards at the time they leave or return.

Points: If a student misses up to three hours of scheduled class time in a day, the student will accrue one point. If a student misses more than three hours of scheduled class time in a day, the student will accrue three points. Once a student has accrued 8 or more points in a term, the student is placed on attendance probation for the remainder of the term. If a student amasses additional points while on attendance probation, he or she may be subject to immediate dismissal.

Students are limited to two 1-point infractions in a month. For example, if a student misses one hour of scheduled class time (accruing 1 point) on the 16th day of a given month, the student will only be allowed one more 1-point infraction until the 16th day of the following month. At the third 1-point infraction in a month, the student will be placed on probation for one month or the end of the term, whichever comes first, and may not accrue any points during the probation period. If additional points are amassed during that month, the student's probation will be extended to the end of the term. Any points accumulated after the probation has been extended may result in immediate dismissal.

If a student misses scheduled class time without clocking-out, the student's instructor will notify the attendance coordinator, who will document the missed time and add one point to the student's attendance record.

Class cut: is defined not being present during scheduled class time at other than stated break periods, or leaving class prior to the end of the scheduled instruction period without instructor permission. This will result in immediate probation.

Following three consecutive days of absences without notification, students will be dismissed.

Scanning or keying another student's card/ID number will result in dismissal of all parties involved. Grades, financial aid and Department of Veterans Affairs agencies sponsoring students are dependent on accurate records of attendance.

Leave of Absence: A leave of absence is granted only to students who wish temporarily to interrupt their education for the following reasons: medical emergency, military leave, or other approved family crisis. A leave of absence will not be granted for failure to make satisfactory academic progress. The leave request must be for a minimum of two (2) consecutive days in length.

A request for leave must be made to the Dean of Education, or time away from school will be subject to point accrual. The written request to the Dean of Education must include a third-party verification of the reason for the leave of absence as well as a typed letter outlining the reason for the request. The Department of Veterans Affairs and the Financial Aid Office will be notified immediately when the student is granted a leave of absence. A leave of absence will be for a maximum of 30 days. Failure to return to class following the leave of absence may result in dismissal. Leave requests must be submitted within five school days of returning to class. Only one leave of absence may be granted per term for each student.

Appendix H

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.

STUDENT ORIENTATION SAFETY CHECKLIST

This checklist is a guideline for conducting orientations for new students into their program of training. Students should keep this checklist for reference.

Place a check mark in each box to indicate that the subject has been covered.

1. ___ Explain the school safety program, including:
 - Orientation
 - On-campus training
 - Safety meeting
 - Accident investigation and reporting
 - Function of the safety committee
2. ___ Personal protective equipment required.
3. ___ Line of communication and responsibility for immediately reporting
 - When to report an injury
 - How to report an injury
 - To whom an injury should be reported
 - Filing of accident report forms
4. ___ General overview of operation, procedures, methods and hazards as they relate to the specific job and duties.
5. ___ Pertinent safety rules of the school.
6. ___ First aid supplies, equipment, and training.
 - Obtaining treatment
 - Location of facilities
7. ___ Emergency plan
 - Exit locations and evacuation routes
 - Use of firefighting equipment
 - Specific procedures (medical, chemical, fire, etc.)
8. ___ Vehicle safety
9. ___ Personal work habits
 - Serious consequences of horseplay
 - Fighting
 - Inattention
 - Good housekeeping practices
 - Proper lifting techniques

HAZARDOUS SUBSTANCES

10. ___ The purpose of the hazard communication standard is to require chemical manufacturers or importers to assess the hazards of chemicals they produce or import. All employers and supervisors must provide information to their students about the hazardous chemicals to which they may be exposed.
11. ___ The supervisor has reviewed the hazardous chemical list with the student.
12. ___ The supervisor has shown the student the following:
 - Location of hazardous chemicals within the student's worksite.
 - Location of the written Hazard Communication Program.
 - Location of the material safety data sheets for all hazardous chemicals in the student's assigned work area.

Acknowledgement by Students

I acknowledge that I have received, read, and understand the Perry Technical Institute Student Handbook.

Use a **pen** to sign this form.

A copy of the 2011-2012 Student Handbook was received by:

Student Name (Please Print)

Date: _____

Student Signature

Course: _____