



# *General Student Regulations*

**Sakura Ave. #6  
Villa Blanca Industrial Park  
Caguas, PR 00726  
787-961-6833**

**REV. JUNE.2023**

## **GENERAL STUDENT REGULATIONS**

PPG Technical College has created these General Student Regulations with the purpose of maintaining a study environment appropriate to our student population and in turn creating awareness in the student of the rules and policies that must be observed while a student of the institution. All new students will be guided on the Rules established in these Regulations and at the same time will receive a copy of it which will be duly verified in a document that it was received. This document signed by the student will be part of their transcript.

### **RULES AND PROCEDURES FOR ADMISSION AND ENROLMENT**

#### **Admissions Policy**

**PPG Technical College** admits students to its programs without discrimination on the basis of ethnic, social, religious, physical or other personal beliefs or characteristics. The admissions office is responsible for analyzing each case and determining the admission of candidates. The institution reserves the right to reject those candidates who do not meet the admission requirements or who do not demonstrate that they possess the capacity to benefit from the desired training.

#### **Admissions requirements and procedure**

All applicants will submit evidence and meet the following requirements before being considered for admissions:

1. Fill out an application for admissions.
2. Copy of the High School Diploma or Credit Transcript certifying having graduated or an equivalent issued by an educational institution attached to the PR Education Dept. or a private one authorized by the General Council of Education.
3. Pay admissions fees - (non-refundable)
4. Submit vaccination certificate - under 21 years (Green sheet)
5. Signature of Parent or Guardian if under 21

**The institution reserves the right to cancel or postpone the start of groups due to lack of quorum.**

### **Admission process**

1. Delivery of application for admission and required documentation.
2. Interview with the admissions officer.
3. Interview with Collections Officer, Guidance Office and/or other designated officials.
4. The official registration process is authorized and formalized.
5. All documentation submitted once the student processes their registration will be the property of **PPG Technical College** and will not be returned to the applicant.
6. All new students must attend the orientation process before the start of classes.

### **Enrollment**

Each person who meets the requirements of the Institution will be eligible to enroll. The student will be required to sign a study agreement for each academic term before commencing their studies. Registrations will take place on the days and hours established by the Registry Office in the Academic Calendar. Students will receive their class program on orientation day.

### **Costs**

The application for admission to any of the Programs carries a cost of \$ 25.00 and the Workshops of \$ 50.00, which are non-refundable. The payment of the same is made when filling out the application for admission to process the registration. In the event that a student fails a course, he/she must repeat the course and pay \$299.83 per credit as required by the course.

### **Re-admissions**

Any student who has interrupted his studies has the right to apply for readmission. You must complete the corresponding form, have no debts contracted with the Institution and do not owe documents in the file. Readmission will cost \$25.00. The Registrar's Office is responsible for carrying out such readmission. Readmission will be subject to space availability. Students must comply with all cost changes and curricular changes that have been made during the post-leave period.

Eligibility for readmission shall be subject to the following provisions:

1. **Eligibility:** The course must be available at the time of re-admission. If there are no courses available on the date you request re-admission, it will be effective from the semester following the date of withdrawal.

2. **Academic standard:** The student must fill out the required form to be evaluated by the Registrar. The student must present proof that the reasons for their withdrawal have been overcome.
3. **Financial Standard:** Any student applying for readmission must have fulfilled all obligations to **PPG Technical College** prior to readmission.
4. **Disciplinary rule:** Any student suspended for discipline will not be considered as a candidate for readmission until he completes the period stipulated in his dismissal and / or suspension.

Any student applying for readmission to the institution must enroll to continue their studies in the curriculum that is in force at the time of readmission.

## **COLLECTIONS**

The Office of Collection guides candidates and active students around their financial responsibilities. It serves students who come to make their study debt payments and establishes payment plans for students with situations that merit it. Follow up on debtor students and bill the accounts of participating students from sponsoring agencies.

Costs and/or changes will be published in separate appendices, duly dated and officialized, which are published or inserted in the catalog. PPG Technical College reserves the right to revise program costs according to your needs. These changes are duly announced to students prior to their implementation through letters and/or communications.

## **FINANCIAL RULES**

**PPG Technical College** provides internal funding to facilitate payment to any qualifying student. This financing does not generate interest, except in case of claim of collection, then it will accrue thirty-three percent (33%) per year of interest from the signing of the promissory note.

Failure to comply with two or more payments will be just cause for the institution to reserve the right to allow you entry to its classroom, as well as limit participation in laboratories or external activities, occupational practices and delivery of any requested document.

## **FINANCIAL ASSISTANCE**

The Financial Aid office is responsible for administering financial aid programs funded by federal, state, and/or institutional sources for the purpose of being awarded to students based on financial need.

## **REGISTRAR**

The Registrar's office at **PPG Technical College** maintains custody of the records of active and inactive students. Formalize study contracts, create official lists and follow students on their academic progress. It is responsible for verifying the course schedule. In addition, it issues student report cards, incomplete, low, failure, probation, and other related documents. This office is responsible for processing study certifications and credit transcripts. It evaluates the records of the candidates for graduation, issues the official lists of graduates and processes the graduation certifications, among others.

## **REMOVAL OF INCOMPLETE**

In case the student possesses an **INCOMPLETE** at the end of the course will be responsible for complying with the requirements for the removal of the same in or before 30 days of completing the course. The removal of the incomplete has a cost of \$ 20.00. If this is not met, the student will fail the course and will be forced to repeat it and will have a cost of \$ 299.83 for each credit.

## **ACADEMIC UNIT**

Class hours are 50 to 60 minutes of instruction. One credit is equal to 15, hours of theoretical instruction, 30 hours of laboratory and 45 hours of practice. The courses have a duration of ten months, subject to holidays or breaks in festive periods, divided into theoretical instruction, laboratories, practice and assignments or independent instruction.

## **PRESERVATION OF RECORDS**

The procedures for the preservation of student records comply with the requirements of safeguarding documents in perpetuity. Student records will be kept in perpetuity in a fireproof file.

PPG Technical College shall be governed by Chapter XI, Article 76 of the Regulations for the Licensing of Higher Education Institutions in Puerto Rico in the event of closure. According to this article, PPG Technical College will deliver to the Board all academic records properly microfilmed and certify that the information is correct. In addition, it will establish, at the cost of the institution, a verifiable and reliable system so that students can continue to be provided with information relevant to their academic work (credit transcripts and other documents). If PPG Technical College elects to continue providing the Registrar's service, it will provide the Council with a microfilmed copy of all transcripts (credit transcripts) for retention by the Board. Microfilming shall comply with the technical requirements laid down by the Council and with the requirements for the purchase of necessary equipment and services as set out in point (d) of Article 76.

## SATISFACTORY ACADEMIC PROGRESS POLICY

**PPG Technical College** requires its students to pursue studies within a framework of progress toward earning their degree. For this reason it has instituted a policy to measure student progress and by this measurement determine whether or not the student makes satisfactory progress. All students are required to comply with the satisfactory progress policy to continue their studies at the institution.

Student progress is measured in quantitative and qualitative terms:

**Quantitative Measure:** The quantitative measure is defined in terms of number of credits attempted versus number of credits approved. The student must have passed a minimum of 67% of the credits attempted at the end of each academic term.

**Qualitative Measure:** The qualitative measure is expressed in terms of the student's overall average. The student must maintain a minimum GPA of 2.00 at the end of each academic term.

**Evaluation period:** The evaluation of satisfactory academic progress is made at the end of each term.

### **Maximum time to complete study programs**

The maximum time for the student to complete their program of study is one and a half times the normal duration it ordinarily takes a student to pass the total credits required by the program. If the program of study is not completed in the established time, the student will be suspended from the program due to academic deficiency.

### **Licenses (absence permits)**

The student may request a written leave of absence at the registry office in cases of extreme urgency. A permit of up to 15 days will be granted to return again after having evaluated the causes of it. The student will not be penalized academically for this absence or interruption. You will be responsible for complying with a Replenishment Plan for the time you have been absent.

### **Class attendance**

Class attendance and Occupational Practices are essential for the development of the student's educational and training process. For this reason, it is established on a compulsory basis.

Any student who is absent from classes will be responsible for catching up on their work, as established by their instructor. Excessive absences can affect the satisfactory progress of the student and be cause for a probation to an administrative leave.

## Course Materials and Equipment

All students are responsible for acquiring the materials requested in each course with the exception of those provided by the institution.

## Uniform

It is the responsibility of each student to acquire and wear the uniform of the Institution every day. The use of exaggerated screens, long nails, open shoes or flip-flops is not allowed.

## Payments

All students must comply with the Institution's Fiscal Policy. If you do not comply with it, you can be suspended or discharged and the payment that must be made until the day of the cancellation or suspension will be prorated.

No student who has a debt with the institution may receive transcripts of studies, transcripts of credits or any other required information, until the balance of the same. Nor can you request graduation, or parade and will not be referred to the practice center and if you are placed in the practice center you can be removed, until you are up to date in your payment commitment. Late payments incur *late fees*.

## Occupational Practice

All students must comply with the hours of occupational practice and occupational practice seminar as applicable to their program of study. You will not be able to attend the Practice Center if you do not attend the occupational practice seminars at the institution and while your account is not up to date, or it will be suspended, if you have not complied, or have established a payment agreement if necessary. No student may be certified as a candidate for graduation without having completed their internship hours. All students are obliged to comply with the rules of conduct and ethics established in the Practice Center.

The practice coordinator is the person responsible for the location and monitoring of the students who will pass in the stage of their occupational practice, authorized by their teacher and passing the pertinent evaluations to show that the student is fit to start them. The location of these can be in the same institution, veterinary clinics, pet shops (Pet Shop), shelters and other entities or companies according to the requirements of the programs. Once the student is able to start, he must go through the office of Practice Coordinator to receive the **Occupational Practice Manual** according to his program and where the entire process of evaluation and completion of practice is detailed.

Student progress is tracked alongside instructors. It is essential that at the time of applying for practice the student has his account without delays, satisfactory academic average, not having grades of "F" and having delivered all the documents required by the registrar.

### **POLICY OF VALIDATION OF COURSES FOR CHANGES OF CODES OR DESCRIPTION**

PPG Technical College, accepts the validation of a course within the Academic Programs, when a student has an assigned grade in a course, which has changed its coding or description, but is equivalent to another, within the program in which the student will be reinstated; as long as the time between one and the other does not exceed three years.

### **PLACEMENT DEPARTMENT**

The purpose of the Placement Department (DO) at PPG Technical College is to offer our students the opportunity to begin their professional career in the area studied. Statistically we have a high percentage of graduates of the Pet Grooming program who establish and develop their own businesses. Students related to animal health programs, once they complete their occupational practice process, are usually employed in these areas.

For this achievement, we assist students in resume preparation, offer preparatory assistance for resume development and professional interviews, creation and development of microenterprises and support in coordinating interviews.

All students who complete and complete the occupational internship process will submit their educational information and work experience in a resume. The same will be used for the student's employment location.

#### **Graduation Requirements**

All students must be certified by the Registrar's Office as a candidate for graduation. You must fill out the Graduation Application form, have met the established academic graduation rate and have completed your practice hours. The Collection Office must certify that it has no debt with the Institution at the time of applying for graduation and having paid the graduation fee. The graduation fee is \$100.00 non-refundable and must be paid upon completion of the graduation application, even if the student does not attend the ceremony.

#### **Laboratories**

Students enrolled in the Pet Grooming Program must sign a commitment to bring their pets to fulfill their laboratory hours and bring the breed of dog that is requested by the teacher. Pets should be brought to the institution only when requested by the Professor. Such pets must be brought in their kennels at all times. Students enrolled in the Veterinary Program must bring their



pets only when requested by the Professor and in their kennels at all times. They must meet the requirements that are requested so that they can remain in the institution during class hours with the required safety and care.

### **Community Works**

The experience with community services enriches the academic and personal training of our students. It is for this reason that our students participate in outings to the community such as shelters, or places dedicated to the care of pets that do not have a place to offer pet grooming services or veterinary services, as applicable.

## **ACADEMIC CALENDAR**

PPG Technical College follows a semester calendar program. We start courses for new students in: January, May, August and October of each current year. The institution reserves the right to start courses in other months, as required by demand. Likewise, the institution reserves the right to change the calendar of holidays according to the needs or convenience of the program, or any situation out of control under normal conditions.

Each program includes contact hours, theory, laboratories and occupational practice. The occupational practice for students enrolled in the Pet Grooming Program and students enrolled in the Veterinary Program perform the same in properly certified Veterinary Clinics and under the supervision of veterinarians and Pet Grooming students in pet stores dedicated to "Grooming". The institution observes the following holidays and breaks for its students.

### **Academic Calendar (October 2023-October 2024)**

#### **October 2023**

4/ Start of practice of the groups at the beginning of October 2020

11/ Columbus Day (holiday)

25/ Tentative date of commencement of enrolment

**November 2023**

11/ Veterans Day

19/ Discovery of Puerto Rico (holiday)

24-26/ Thanksgiving Recess

**December 2023**

21/ Last day of school (estimated date / Christmas break)

25/ Christmas Day (holiday)

**January 2024**

1/ New Year (holiday)

6/ Three Kings Day (holiday)

10/ Start of classes active students

17/ Martin Luther King (holiday) Administrative duties will be offered on regular schedule

24/ Last day of classes of the second term of the beginning of May 2024

31/ Start of Classes new students

**February 2024**

21/ Presidents Day (holiday)

7/ Start of Practice of the groups at the beginning of May 2024

**March 2024**

2/ Citizenship Day (Academic Holiday) Administrative tasks will be carried out during regular hours.

**April 2024**

14/ Thursday before Easter (free)

15/ Good Friday (holiday)

**May 2024**

2/ Last day of classes of the Second Term of the groups of the beginning of August 2021

12/ Tentative – Start of classes new students

16/ Beginning of the Occupational Practice of the students of the beginning of August 2021

30/ Memorial Day

**June 2024**

No Holidays

**July 2024**

4/ United States Independence Day (holiday)

20/ Last day of classes of the groups that started in November 2023

**August 2024**

8/ Start Occupational Practice of the groups at the beginning of November 2023

**September 2024**

5/ Labor Day (holiday)

17 or 24/ Tentative – PPG Graduation

**October 2024**

11/ Columbus Day (holiday)

25/ Tentative – Start of registration

\*Calendar subject to change

## **RULES OF CONDUCT**

### **Student Rights**

**PPG Technical College** has the responsibility to ensure that the teaching-learning process is carried out in an environment of healthy coexistence. The Institution recognizes and respects the rights of its students as members of the school community. He expects, in turn, that every student demonstrates this by fulfilling their duties and responsibilities.

1. The fundamental right of the student in the academic community is the right to be educated; to be provided with an education free from discrimination, whether on the basis of race, gender, social status, color, age, political, religious or disability.
2. The student has the right to express his opinions, as well as to dissent from the opinions of his teachers and other personnel in an orderly and respectful manner. This right to dissent does not relieve the student of the responsibility to comply with the requirements of the course of study.
3. The student has the right to know the criteria and the evaluation process around which his academic assignment will be graded and to be kept informed of his grades.
4. The student has the right to have his/her records and other related documents kept strictly confidential. Any information related to the student's file will not be available without the consent of the student, parent, or guardian, (in case of this being a minor), except under court ruling.
5. The student has the right to obtain certifications related to his student task, once he has complied with the institutional norms.
6. The student has the right to present his complaints and invoke his rights when he deems it necessary, following the established procedure.

### **Student duties and responsibilities:**

1. The student will assume responsibility for his/her learning.
2. The student will respect the rules of the Institution and the practice centers, as well as the classroom rules established by their instructors.
3. The student will attend regular and punctual classes.
4. Stay in the room during theory hours, lab and perform work promptly.
5. Deliver projects and other work promptly as required. The sharpness and precision of each job is important.
6. The student will assume optimal conduct in the classroom and surroundings of the Institution; as well as in activities sponsored by the institution.
7. Conserve, care for, and protect property. Therefore, you will refrain from causing damage to the physical plant, such as: painting, tearing, printing or mutilating the walls and work equipment, or facilities.
8. You will maintain the standards of good taste and decorum in your personal dress and appearance. (Groups must wear the uniform of their program. If applicable.)
9. You will obtain and carry your identification card in the facilities of the institution and practice centers.
10. Every student shall refrain from:
  - a. Interrupt, hinder or disturb regular tasks or the celebration of legitimate school activities or functions.

- b. Refusing to comply with instructions given by the personnel of the institution acting in the performance of their duties.
  - c. Use force or violence against officials of the institution, instructors, employees, students or visitors.
  - d. Use foul or unseemly language.
    - and. Coercing and disturbing other students.
  - f. Bring children to the facilities of the Institution.
  - g. Circulate, solicit or sell materials or items within the Institution.
  - h. Publish, bring or circulate obscene, libelous, immodest or lewd material on the premises of the Institution.
  - i. Possess, carry, or use firearms, knives, drugs, intoxicating beverages or any prohibited and illegal object or substance.
  - j. Assume, without prior authorization, the presentation of the institution, its students, organizations or any other recognized entity.
  - k. Eating or smoking in the facilities of the Institution or practice areas.
  - l. Incur in any other act or conduct, in the facilities of the Institution, practice centers, or extracurricular activities sponsored by the Institution that constitutes a crime under the laws of the Commonwealth of Puerto Rico.
11. Every student shall respect the rights of others. The illegal theft or seizure of movable or immovable property belonging to the Institution, or any other property of others that are in the facilities of the institution or practice centers will be sanctioned.
12. All students must carry out their academic work honestly and responsibly, free of plagiarism or fraud. It is forbidden to obtain grades or academic certificates using trafficking or deception, falsifying documents, identification cards or other official documents.

### **Disciplinary process**

The Institution has a Disciplinary Committee duly made up of members of the faculty and administration to attend and channel acts of inappropriate behavior of students. The Director shall act as Chairman of the Director.

Students who commit acts of serious indiscipline will be referred by the teachers or the person concerned, to the Director of the Institution or his designated representative. This, in turn, will analyze and may make two decisions, or immediate expulsion in case the conduct has put at risk the life, safety and health of any member of the student community or refer it to the Disciplinary Committee for the application of the sanctions that merit as the case may be. Sanctions will be applied according to the nature of the offense committed. These can vary, from a reprimand, the application of a disciplinary probation for the maximum period of one academic term to the summary suspension of the student.

The Chair of the Institution's Disciplinary Committee shall submit the recommended cases for summary suspension (if this determination has been made) to the President of the Institution, who in turn shall write a communication to the student with the decision made by the committee. The Principal may proceed to terminate a student prior to completion of the degree program for reasons of indiscipline, drugs and/or controlled substance abuse, crime, security, failure to perform duties and obligations, insubordination, immorality, unsatisfactory process, absences, tardiness, or any other act that harms or endangers the safety or good name of the institution and/or peers.

### **The following shall be regarded as mitigating circumstances:**

- 1. When the student proves to have been induced by deception or error to commit the infraction.

2. Evidence that there was no attention to causing the resulting effects.
3. The student's repentance or acceptance of guilt and corroborating facts.

**Aggravating circumstances shall be:**

1. Evidence of premeditation.
2. Having induced or incited one or more persons to commit the violation of the norm.
3. The incidence of acts of indiscipline committed by the student.
4. Violation of the laws of the country.

**Appeal Procedure**

1. The student may conduct an appeal process on the decision of the Disciplinary Committee to the President of the Institution. This must submit a letter to the student by certified mail on the decision of the Appeal within three working days. This decision will be final.

**Procedure for submitting Complaints**

Any student who has a complaint about the Institution, whether of an academic or administrative nature, has the right to present it to the administration of the Institution following the following procedure:

1. State your complaint by informing your instructor. This must submit in writing to the student within a period of three working days the result of its management. If you do not agree with the way your complaint was dealt with or its outcome, you should proceed to the second step.
2. Submit your complaint in writing to the Institution. A written reply will be provided within three working days. If you do not agree with the result, you can proceed to the third step.
3. Submit your complaint in writing to the Director of the institution. This will respond within three working days in writing to the student, the result of the management.
4. The student may take his Complaint to the President of the Institution who will respond to the management by written communication to the student about the decision taken on his Complaint. The President's decision shall be final.

**Notification of changes to Rules, Regulations and Policies**

When necessary, PPG Technical College will publish a Bulletin to inform students, faculty and all staff of changes to the catalog and regulations and will supplement it.

**Risk Management Program**

**Incident Report:**

If the incident occurs at the Institution:

1. Inform the Office of the Director and seek immediate help.
2. Fill out incident/accident sheet.
3. Deliver it to the Office of the Director.
4. The Office of the Director will assess and follow up on the situation.
5. The Director prepares the Progress Report and shall ensure that the agreements are complied with.
6. A waiver or release document will be filled out in case the person refuses to receive help.

**INSTITUTIONAL POLICIES**

Our institution has developed internal policies and regulations with the purpose of serving as a guide to our entire student community, as well as the protocols to work each of them.

### **POLICY TO RESTRICT ACCESS TO AND USE OF SOCIAL SECURITY**

In accordance with the provisions of Law # 186 of September 1, 2006, PPG Technical College as a policy, restricting access to and use of social security for all students. To prohibit the use of the Social Security number as a routine identification in public and private educational institutions from elementary to graduate level, establish rules on the use of this data in educational institutions, empower the Board of Education of Puerto Rico to impose administrative fines for violation of said rules and set a deadline for compliance. As part of our rules, it is not permitted to display any student's social security number in places visible to the general public.

This provision shall not apply with respect to the use of the Social Security number in cases where it is required or authorized by the student, his/her parents, or by any federal law or regulation, for the internal purposes of identity verification, identity validation, identity validation for employment, for financial assistance, everything, subject to the guarantees of confidentiality of the Institution.

### **POLICY AGAINST SEXUAL HARASSMENT**

#### **I. Purpose**

PPG Technical College strongly rejects sexual harassment. Therefore, it affirmatively states that it is the duty of all employees, job candidates, students, visitors, vendors and / or anyone who does business with the Institution, to maintain a study and work environment free of sexual harassment. Any staff member, student, visitor and/or vendor who engages in sexual harassment, does so in violation of the rules and policy of the Institution and will be severely sanctioned. The institution has established as a Policy, a protocol for the proper handling of cases of sexual harassment. We establish guidelines for the intervention of sexual harassment cases in the workplace, to protect our employees and students.

Act No. 17 of 22 April 1988 prohibits sexual harassment in employment and imposes responsibilities and obligations on employers. Sexual harassment in employment consists of any type of unwanted sexual approach, requests for sexual favors and any other conduct of a sexual, verbal or physical nature in the work environment.

Sexual harassment at work occurs when one or more of the following applies:

1. Engaging in this conduct becomes explicitly or implicitly a term or condition of a person's employment.
2. Submitting to or rejecting this conduct becomes the basis for making decisions that affect the employee or student.
3. If the conduct has the effect or purpose of unreasonably interfering with the employee's performance, or creates an intimately hostile work environment.

#### **II. Legal Basis**

Title VII of the federal Civil Rights Act of 1964 prohibits discrimination on the basis of sex, including in employment.

The Bill of Rights of the Constitution of Puerto Rico, Article II, Section I, prohibits discrimination on the basis of race, color, sex, birth, origin or social status, and political and religious ideas.

Act No. 100 of 30 June 1959, as amended, prohibits discrimination in employment on grounds of age, race, colour, sex, social origin or status, political beliefs, religion, national origin and marriage.

Act No. 69 of 6 July 1985 prohibits discrimination in employment on grounds of sex.

Sexual harassment in employment is considered a form of discrimination on the basis of sex.

According to Law No. 17, the employer is placed absolutely responsible in cases where the harasser is a supervisor. If you are another employee, the employer will be responsible if you knew or should have known about the conduct. The employer is also held liable if the harassment is committed by a person not employed by the employer. In such a case, it will be considered whether the employer knew or should have known about the harassment and did not take immediate action to stop the harassment, as well as the extent of the employer's control.

It is the responsibility of the Employer to guide its employees in relation to the existence of this institutional policy on Sexual Harassment in employment. Employees will sign a document indicating receipt of this policy.

### **III. POLICY DISCLOSURE**

There is a process of promoting and publicizing the existence of this policy through promotion on bulletin boards, communiqués, etc. All employees and students must sign it upon receipt. This policy, like the other policies, is contained in the Institutional Catalogue. There is an internal procedure for dealing with sexual harassment complaints at PPG Technical College. It is detailed below:

#### **PROCEDURE FOR HANDLING CASES OF SEXUAL HARASSMENT IN THE WORKPLACE/STUDY**

The victim of sexual harassment at work must keep a book of incidents about the acts of harassment that occur.

1. You must clearly communicate to the harasser that their approaches are neither desired nor accepted. (If possible in the presence of witnesses).
2. Report the problem to the Director of the Institution and ask him to take action on the matter so that the harassment stops.
3. Keep the situation confidential and do not make it public with other co-workers.
4. Submit a complaint to the Director of the Institution about the facts that occurred.
5. PPG Technical College is responsible for maintaining an environment free of sexual harassment.

#### **STEPS TO FILE A SEXUAL HARASSMENT COMPLAINT**

1. Maintain the confidentiality of the people involved.
2. The complaint must be filed when the victim understands that it is a case of sexual harassment and has previously indicated to the harasser that his approaches are not desired.
3. The complaint must be drafted in a precise and detailed manner with dates of the events that occurred. If possible, include witnesses with names. These will be included as part of the research process.
4. If there is any doubt whether the situation falls under this category you should consult with the Director of the institution immediately.
5. The Director shall immediately summon the party identified as harassing and the witnesses and inform him of the possible accusation against him and explain the consequences thereof.
6. If the alleged harasser does not cease the practice of sexual harassment, after having presented conclusive evidence of this action, the institution will proceed to take the necessary disciplinary measures, including transfers, from transfer of work area to dismissal.
7. The intervention of the Director in these cases will be immediate.
8. The harassed person must exhaust administrative remedies through complaint and intervention by officials representing PPG Technical College.

### **POLICY AGAINST DOMESTIC VIOLENCE**



**PPG Technical College** strongly repudiates domestic violence as contrary to the values of peace, dignity and respect that every person deserves. In accordance with Law #217, of 2006, the Institution has established a protocol for handling situations of domestic violence that applies to students and employees. This policy will be available at the Guidance offices. Students or employees who are victims of domestic violence may come to the counseling office for counseling for their situations, on a confidential basis. The institution has established a Protocol for these purposes to quickly and efficiently handle the cases that come our way.

#### **PRIVACY POLICY**

PPG Technical College establishes a Privacy Policy for employees and faculty in the performance of their duties.

#### **CELL PHONE MISUSE POLICY**

Our community at large deserves to be served effectively and efficiently. The interruptions caused by the use of the cell phone, can affect the fact that a good service is not offered. At PPG Technical College, we recognize the limitations and problems that cell phone use can cause during work hours, or in class, while we are serving clients or students. For these purposes, we have established as an **INSTITUTIONAL POLICY**, not to use the cell phone during work or class hours. Any emergency situation must be channeled responsibly and appropriately. This policy applies to laboratories, classrooms, administrative offices, and places where occupational practices are performed.

**\*\*THIS POLICY APPLIES TO ADMINISTRATIVE EMPLOYEES, FACULTY AND STUDENTS**

#### **NO SMOKING POLICY**

Act No. 40 was passed on 3 August 1993 and is known as the **Act to Regulate the Practice of Smoking in Certain Public and Private Places**. It was amended by Act No. 66 of 2 March 2006.

The purpose of this Law is to regulate the practice of smoking in certain public and private places, to provide for the authorization of smoking areas, as well as to authorize the Secretary of Health to establish rules and regulations for the implementation of this Law and impose penalties.

It was instituted with the idea of considerably reducing the risk that non-smokers may develop diseases related to the inhalation of smoke emitted by cigarettes or tobacco products. It also aims to raise awareness among citizens about the serious health risks involved in the habit/addiction of smoking, both for the smoker and for the non-smoker.

It has been scientifically proven that in places where smoking is allowed, a serious problem of environmental pollution is created. This pollution severely threatens people exposed to smoke, especially non-smokers with heart and respiratory conditions.

It is PPG Technical College's desire to make the institution smoke-free in order to keep our employees and students free of these risks. As a guideline of the Department of Health is that everyone in Puerto Rico enjoy better health, as well as a long and fruitful life. That is why we want to raise awareness among all smokers to comply with this Law and if they can not quit smoking, which would be ideal, at least refrain from consuming cigarettes where they can affect the health of non-smokers, so that everyone lives in a world more free of pollution and diseases.

It is for this reason that smoking is strictly prohibited in areas of the institution such as: classrooms, corridors, stairs, surroundings within the premises, offices or bathrooms. A student or employee who needs a place to smoke must do so outside the fence area adjacent to the Institution.

#### **ANTI-BULLYING POLICY**

According to Federal and State Legislation, bullying is defined as the behavior of an individual or a group in a repetitive manner in a short period of time, that hurts, humiliates, intentionally and emotionally to an individual or group, or that intentionally intentionally physically hurts in a way.

PPG Technical College states that they must meet the following conditions for an act to be considered harassment or "bullying"; These are as follows:

1. It must be repetitive, voluntary, or persistent.
  2. It must be intentionally harmful, performed by an individual or a group.
  3. There must be an imbalance of power that leaves the person being harassed feeling totally helpless.
- Aware of the existing problem of cases of aggression, teasing and humiliation among our children and young students, and through the Law created for this purpose by the Legislative Assembly of Puerto Rico we have established a Procedure for the Management of Cases of Harassment among Students.

### **ASTHMA SELF-MEDICATION POLICY**

Our institution, in accordance with the Law on the Right to Carry and Self-medicate for Asthma in Schools, allows the possession and self-medication of a prescribed dosage of an asthma inhaler by any asthmatic student as long as it is authorized by the student's parent or guardian.

This must provide the institution with the following information:

1. Provide the Institution with written authorization for the student's possession of the inhaler and self-administration of the inhaler.
2. Provide a written statement from the physician prescribing that the student suffers from asthma and has the need to possess an inhaler and knows what its correct use is. The information must contain the following:

- A. Name and medical proportion
- b. Prescribed dosage
- c. Schedule at which the prescribed inhaler must be administered
- d. The amount of time for which the inhaler is prescribed.

This information will be part of the student's record. The authorization for the use of the drug will be made by academic term.

### **DRUG AND ALCOHOL FREE ENVIRONMENT POLICY JUSTIFICATION**

PPG Technical College is committed to promoting a drug-free environment, as defined by Law Number 4 of June 23, 1971, as amended, of the Commonwealth of Puerto Rico.

The Institution promotes a vigorous policy to combat the illegal manufacture, distribution, possession and use of controlled substances (as well as alcohol abuse) within its premises.

Students or employees under the influence of narcotics or alcohol will not be admitted to or around the Institution. Every student should have the right to study in a drug- and alcohol-free environment, every employee has the right to work under the same conditions. Therefore, we oppose that this environment is undermined by people who may affect the right of other students, or employees to the full enjoyment of an adequate and healthy study and work environment.

### **DRUGS**

"Drug" or "drug" means any substance which, when introduced into a living organism, may modify one or more functions of that organism. For us this concept is excessively broad and when we speak of "drug" we refer to a substance that, introduced into the body by any of the classic mechanisms of administration of drugs (inhalation, ingestion, friction, etc.), or new (parental, intravenous administration, etc.), whether said product therapeutic utility or not, is capable of producing a modification in the behavior of the subject, conditioned by immediate effects (psychoactivity) or persistent, of such a nature that there is an obvious waiver of continued use of the product.

## **ALCOHOL**

Alcohol is considered a drug because it changes the way people perceive the world, feel, and behave. As we all know, alcohol plays a very important role in the lives of many people who drink it to relax, to celebrate, to socialize, to have fun, etc. Unfortunately, excessive alcohol use is also responsible for many problems such as traffic accidents, health problems, family and work problems, among many others.

### **How to identify a person under the influence of alcohol**

Some symptoms that we can detect in a person under the influence of alcohol are the following; It primarily affects the Central Nervous System and its excessive and prolonged inherece can cause brain damage. It is popularly believed that alcohol increases arousal, but it actually depresses many brain centers. The sensation of excitement is precisely due to the fact that when some brain centers are depressed, tensions and inhibitions are reduced and the person experiences expanded sensations of sociability or euphoria.

However, if the concentration of alcohol exceeds certain levels in the blood it interferes with higher mental processes so that visual perception is distorted, motor coordination, balance, language and vision also suffer strong impairments. Strong amounts of alcohol reduce bodily pain and discomfort and induce sleep. But its continuous use irritates the stomach walls even to develop ulcers. Additionally, fat tends to accumulate in the liver, interfering with its functioning.

Other physical symptoms that we can identify are the following:

1. Slow reflexes and reduced motor coordination.
2. Unclear language and pronunciation errors.
3. Feeling of confidence and freedom (uninhibited).
4. Decreased ability to concentrate on a topic.
5. Alterations in perception: visual, auditory and tactile hallucinations.
6. Distortion of emotions: sudden changes in mood.
7. Difficulty in assessing situations: denial of the disease.

There are several symptoms of drug abuse that can be recognized as danger signs. We must clarify, however, that the presence of one or two of them alone does not always indicate drug problems, it can reveal other causes since it is not easy at first glance to recognize a person who is under the influence of a drug because it can be confused with other emotional states. However, listing the following situations can help:

### **How to identify a person under the influence of drugs**

1. Sudden personality changes and excesses of bad mood.
2. Noticeable drop in school performance or dropping out of school.
3. Withdrawal from the company of other people.
4. Loss of interest in activities.
5. Incorporation into a new group of peers of the same age.
6. Receipt of phone calls from continuous persons.
7. Increase in conflicts and fights within the family and in the institution.
8. Excessive hostility towards others.
9. Red eyes.
10. Presence of instruments necessary for drug consumption.
11. Lack of motivation, inability to fulfill responsibilities.
12. Distraction, excessive laughter.
13. Antisocial activities such as lying, stealing, skipping school, etc.

14. Changes in hygiene habits and alteration of appearance
15. Furtive or impulsive attitudes, use of dark glasses even if there is no excess light.
16. Defensive reaction when drugs and alcohol are mentioned.
17. Increased fatigue and irritability.
18. Disappearance of valuables.
19. Lack of expression on the face; monotony in the voice.
20. Emotional depression; Frequent mention of the subject of suicide.
21. Difficulty coordinating movement.
22. Appearance drowsy or groggy.
23. Tremors

Our Institution recognizes the right that every person should have the opportunity to be rehabilitated and continue a normal life, within the mitigating factors that have affected him, but until he is fully rehabilitated, our Institution does not accept or admit students or employees who are identified with any of the aforementioned symptoms and that these are of a continuous and accentuated nature. They will be referred to the Office of the Director where the corresponding procedures will be carried out.

### **Changes**

PPG Technical College reserves the right to make such changes to costs and other stipends, regulations, course offerings as it deems fair and necessary in its best judgment and to apply to both new and enrolled students. However, no changes shall be made to these quotas with retroactive effect.

*The Institution reserves the right to review the costs of the Programs and other costs.*

*We reserve the right of admission*

*All Rights Reserved*

*PPG Technical College*

*The total or partial reproduction of this document is strictly prohibited.*